

City of Seminole



*Seminole Fire Rescue
Station 32 Ribbon Cutting*

*City Park
Playground Project*



*Waterfront Park
Ground Breaking*



Annual Budget Fiscal Year 2018

**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.

Mayor

Leslie Waters

Vice Mayor

Christopher Burke

Councilors

*Roger Edelman, Jim Quinn, Bob Matthews,
Irish Springer, and Thomas Barnhorn*

CITY MANAGER

ANN TONEY-DEAL

CITY CLERK

PATRICIA BELIVEAU

CITY ATTORNEY

JAY DAIGNEAULT

STAFF

DIRECTOR OF ADMINISTRATION -

HARRY KYNE

DIRECTOR OF COMMUNITY DEVELOPMENT -

MARK ELY

DIRECTOR OF PUBLIC WORKS -

JEREMY HOCKENBURY

FIRE CHIEF -

HEATHER BURFORD



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Seminole
Florida**

For the Fiscal Year Beginning

October 1, 2016

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presents a Distinguished Budget Presentation Award to the City of Seminole, Florida for its annual budget for the fiscal year beginning October 1, 2016 marking the ninth consecutive award the City has received.

In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device. The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine eligibility for another award.

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HOW TO USE THIS BUDGET DOCUMENT

The budget document is prepared to provide you with financial, policy, organizational and operational information about the city. For an overview of how the material is organized, the reader should first review the Table of Contents. The document begins with a letter from the City Manager outlining the rationale for the budget and important new developments for the city. This is followed by a brief overview of the city.

The first major section of the budget is the Introduction. This provides important information about the city's budgetary process, budgetary policies, revenues, expenditures, service changes, the city's financial condition and financial management policies. A complete review of this section will give the reader an excellent introductory understanding of the city.

The next section includes revenue and expenditure data. First, the General Fund revenues are detailed, followed by analysis of individual revenue source trends. The final part of this section provides detailed and summary financial data on the General Fund expenditures.

The General Fund includes most major departments of the city. The sections following are divided by departments. Most of the departmental sections include personnel summaries, a spreadsheet on the department budget by type of expenditures with multi-year comparative information, and explanations of line item expenses. Some of these items are not applicable to all departments/divisions and consequently, will not have that section.

The next major section is the Capital Improvement Program. This provides an overview of the CIP process, policies and detailed information on projects, revenues and expenditures.

The next section is the Special Events, Debt Funds and Tree/Landscape Mitigation Funds. This provides an overview of the purpose and development of each Fund, goals and information on funding and expenses for the individual events.

The final section of the budget contains a glossary of key terms, an explanation of line item object of expenditure classifications and the city's personnel classifications and pay plans.

If you would like more information on this budget, how to use it, or if you would like to comment on it, please call the city's Director of Administration, Harry Kyne, at 391-0204.



CITY OF SEMINOLE

Honorable Mayor and Members of the City Council:

It is my pleasure to present the Fiscal Year 2017-2018 (FY17/18) Budget for the City of Seminole. Each annual budget is the cumulative product of many months of work by the City Manager's Office as well as all City Departments and Divisions. The essential function of the budget is to serve as a guide for the administration and management of all City operations and programs, both long and short term. The goal of the budget process is to produce a tool that improves the performance and results in all areas of the City's operations while consistently meeting and exceeding the City's financial expectations and goals.

The FY17/18 Budget represents a continuation of a conservative spending plan designed to efficiently deliver high quality services to our community. The FY17/18 millage rate remains the same and is a 6.12% increase over the roll back rate and produces an additional \$292,626 in revenue. The City has shown a commitment to fiscal prudence in the past as demonstrated by a 29.44% reduction in the millage rate over the last 21 years despite the effects of the passage of a State Constitutional amendment that doubled the property tax exclusion for homesteaded residents and resulted in the dramatic reduction of property tax revenues starting in FY08/09.

Municipalities continue to face significant impacts on funding due to actions of the State Legislature and County Governments passing down costs and unfunded mandates coupled with legislation reducing the ability of municipalities to raise revenue to meet those unfunded mandates. The impacts from these actions have been in large part mitigated in the City of Seminole due to the increase in our real estate market, sales tax revenue and continued new development and redevelopment. The City of Seminole's Operating Budget is balanced at \$16,967,819, which is an 8% decrease from last year, without a reduction in City services and programs.

The Infrastructure Surtax, also known as the "Penny for Pinellas", is a 1% sales tax that must be used for capital projects and infrastructure improvements. The City continues to use the Infrastructure Surtax to fund roadway improvements, Waterfront Park development, drainage projects and to pay the debt service for the new Community Building, Emergency Operations Center and Public Works Garage.

In FY07/08 the City created a Special Events Fund. The goal of the Fund was to be self-supporting and to provide for a series of citywide special events that would not impact the general operating budget. The goal in the FY17/18 budget is for the Special Events Fund to cover all direct and indirect costs associated with the special events. The current surplus in the fund is allowing the City to introduce new special events without impacting the general fund.

The City's practice of long and intermediate term planning as opposed to short-term expedience is evidenced by its Capital Improvement Plan. Based on a ten (10) year CIP that identifies future capital improvement expenditures and the corresponding sources of revenue, the City continues to set aside and invest funds for specific long term needs, such as the replacement of vehicles,

buildings, etc. The success of the CIP program is demonstrated by the negligible effect the conversion of the old City Hall into a Community Center, the construction of Station Fire Station 32, the purchase of a new fire engine and the development of a new waterfront park had or will have on the City's overall operating budget.

Along with special events and capital improvement plans, public safety is a significant focus in our community. Of the total General Fund Expenditures, 65% is budgeted for public safety. Public Safety budgets include the police contract with the Pinellas County Sheriff's Office, fire and emergency medical services and building and fire inspection functions. The City's public safety operations, as well as other governmental operations, continue to provide our community with a high level of professional, quality service, and are considered among the best in Pinellas County.

Our Fire/Rescue Department's budget for FY17/18 includes a 2.3% (\$198,133) increase over the FY16/17 budget. Through negotiations, with the Fire Union (IAFF) fire employees agreed to pay 50% of the fire pension's annual cost, up to a maximum employee contribution of 14% of pay. The FY17/18 actuarial report required a City contribution that is 13.08% of payroll, an increase over the prior year rate of 8.86%. The increase was caused by lower than planned earnings and a change in actuarial assumptions required by State Legislation.

The City will be entering its 15th year of operation of the Recreation Center. The Recreation Center boasts 3,000 members that use the facility for a variety of activities. We continue to enhance programming to address the ever-changing dynamics of our community in order to increase participation in the City-run programs. The City offers a fitness center, gymnasium, racquetball courts, auditorium, aquatics complex, senior center and a fitness studio. In FY16/17 the City opened its Digital Den offering a high end computer lab with \$100,000 in art software and computer equipment donated by a sponsor of the Recreation Division. The same benefactor has advised that in FY17/18 he will be donating equipment and technology to completely upgrade the teen room into a state of the art entertainment center. The teen program will also be unveiling a drone program that offers indoor and outdoor lighted drone race courses for the teens to use. The Recreation Division also continues to offer a variety of excellent special events such as the Music in the Park series, Halloween "Spooktacular," Holiday WinterFest & Tree Lighting, Fit Over Fifty "Senior Wellness Expo," and "Tri if you Dare."

The Library continues to deliver quality programs and services to our residents seven days a week with expanded hours of operation offering a wide variety of reading programs, discussion groups and movies and programs for all ages. The Library further enhances its offerings by providing a variety of children's programs during the holiday and summer seasons. The State Legislature continues to reduce State Aid to libraries and Cities are now required to pay a larger share of county-wide services. This revenue reduction is making it difficult to continue offering services at current levels. The combined goal of the Library and Recreation Divisions is to maintain their respective high level of leisure services by offering a wide variety of programs and activities, including dance and exercise classes for all ages, preschool and youth/teen sports and art classes, senior trips, bowling and art activities. The FY17/18 Budget provides for the continuation and enhancement of these excellent and popular programs.

The Public Works Department provides a wide range of services to our community through its Infrastructure Section as well as the Facilities and Parks & Grounds Sections. The Public Works Department continues to maintain our City's roadways, buildings, parks, drainage facilities and works to maintain and enhance the overall appearance of our City.

This is an exciting time for the Community Development Department as it experiences increases in building and development related activities as well as having multiple large development and redevelopment projects underway. The Community Development Department is involved in the construction of a City Center that includes retail dining and a movie theatre. The project also includes drainage and roadway improvements. The department is also working with a large manufacturing company in its relocation into Seminole.

On September 12, 2017, the City of Seminole was impacted by Hurricane Irma with only eighteen days left in the fiscal year. Irma had a significant negative impact on our overall overtime and Public Works budgets. The Seminole City Council and employees have worked hard to build an Unreserved Fund Balance in excess of three months to help sustain us in the event of a natural disaster. It has been two months since the storm, and FEMA has just scheduled our first meeting for December. Since we will not see any FEMA funds until late spring at best, a healthy fund balance is even more critical in order to allow us to maintain operations. The State Legislature will likely be presenting legislation this year, that if approved, would restrict the ability of cities to accumulate a fund balance in excess of a "yet to be determined" percentage of the annual general fund budget.

I would like to commend our City employees and volunteers who, in their dedication to the community and citizens, continue to provide high quality services within existing financial parameters, not forgetting the philosophy of conservative budgeting and fiscal restraint which are the cornerstones of this City's budget.

Sincerely,



Ann Toney-Deal, ICMA-CM
City Manager



INTRODUCTION

THE BUDGET PROCESS

Preparation of the budget is a major responsibility that claims long hours of staff time and the full attention of the department heads and City Manager during several months of the year. While its basic purpose is to give an account of government finances, it also serves as the blueprint for the year's activities. Long range goals are reflected in budget decisions; action steps are translated into budget numbers. The proposed budget presented by the City Manager to the City Council represents the staff's best effort at translating legislative priorities into programs. Through it the City Manager has the opportunity to communicate the implications of policy decisions for operating and capital programs.

The budget document is one of the most effective tools the City Manager can use to communicate to the City Council and the citizenry, not only its financial status, but also its goals, policies, and vision of the future.

The process moves through 4 basic stages: Preparation, Adoption, Execution and Review. The Budget Calendar details the timeline and procedures for the preparation and adoption of the FY18 budget. A summary of all stages of the process is as follows:

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

Adoption - Public workshops are held by the City Council to review the budget proposal. The City Manager and department heads review their budget proposals and answer questions by the Council. Public Hearings are conducted by the Council to obtain taxpayer comments. The budget is revised and approved by the Council and becomes the basis for the millage levied by the Council. For FY18 the City Council has adopted a millage rate of 2.4793 which is the same as last year and a 6.12% increase from the roll back rate of 2.3363. The increase of \$49,598,929 in new construction and voluntary annexations has made a positive contribution to stabilizing the tax rate. The increase also reflects the improvement in the construction industry.

Execution - The budget is adopted by Ordinance at the departmental level using the line item budget format.

Amendments - The City Manager is authorized to administratively approve transfers within the same department or line items within any department or division. The City Council is authorized to transfer funds by Ordinance to any department when appropriations are insufficient from another department, current revenue not heretofore appropriated, or any available funds from the previous fiscal year.

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

***CITY OF SEMINOLE
FY18 ANNUAL BUDGET CALENDAR***

January 15, 2017	Director, Administration	Provide all departments with budget and CIP preparation documents.
January 21st	City Council	Council annual long and short range Planning Retreat and workshop.
February 26th	All Departments	Department proposed preliminary budget submittal to City Manager
March 4 th	City Manager, Fire Chief, Director of Administration	Review preliminary Fire budget
March 8 th	City Manager, Dept. Heads, Director of Administration	Review budget requests with Dept/Divisions
March 16 th	City Manager, Dept. Heads, Director of Administration	Review budget requests with Dept/Divisions
March 18th	All Departments	Changes to CIP due to City Manager for review.
April 11th	City Council	Preliminary Fire/Rescue budget Submission.
April 15th	City Manager, Fire Chief Director of Administration	Submit preliminary EMS budget to County EMS Authority.
April 15th	City Manager, Fire Chief Director of Administration	Submit preliminary Fire budget to County Fire Authority.
April 29th	City Manager, Director of Administration	Finalize proposed budget
May 9th	City Manager	Submit CIP to City Council
May 19th	Director of Administration	Deliver finalized budget to City Manager

***CITY OF SEMINOLE
FY18 ANNUAL BUDGET CALENDAR***

June 1st	Property Appraiser	Estimated Taxable Value to Cities
June 9th	City Manager, Director of Administration	Submit proposed Budget to Mayor & City Council for review
June 20th	City Council, City Manager Department/Division Heads	Budget Workshop with City Council
July 1st	Property Appraiser	deliver form DR-420 to city.
July 11th	Mayor, City Council	Council to set tentative millage rate.
August 4th	City Manager & Director of Administration	Submit Certification Form DR-420 to Property Appraiser
August 21st	Property Appraiser	Trim Notice Mailed
September 13th	City Council, City Manager,	1st Public Hearing to adopt tentative FY18 Millage rate & Budget
September 19th	Director of Administration	Ad Valorem Tax Notice advertised
September 27th	City Council, City Manager,	Final Public Hearing to adopt FY18 Millage rate & Budget.
September 29th	Director of Administration	Send final millage rate to the Property Appraiser's Office.
October 1st		FY18 begins
October 2nd	Property Appraiser	Delivers DR-422 to taxing authorities.
October 5th	Director of Administration	Send completed DR-422 the Property Appraiser's Office.
October 28th	Director of Administration	Certify TRIM compliance to the State Department of Revenue.

Budget Format

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

Budget Long Term Goals

The City Council meets annually to review their long term and short term goals for the City. The goals are finalized and approved in the form of a resolution. The approved goals are listed below.

Provide a stable tax rate. The City Council has established the maintenance of a stable property tax as one of its top priorities.

Provide quality public safety. The FY18 budget continues to provide for replacement of Fire and EMS equipment and vehicles, as well as continued support for training opportunities. As an indicator of the importance the City places on public safety the City allocates 66% of the General Fund budget on public safety. Due to a new service contract with Pinellas County the county contribution for EMS has increased this year and for the next two years. The total Fire Department had a 2.3% increase from the prior year. The City continues to utilize the Pinellas County Sheriff Department for police protection in the City.

Provide more public art in the community. The City Council will create policies in FY18 to encourage more public art in the community. The City has put aside \$100,000 for the purchase of public art.

Provide for funding of future park land acquisitions. Create a CIP category to allocate funds for future land acquisitions.

Establish a redevelopment plan for Blossom Lake Park. Review and analyze existing public use at Blossom Lake Park and develop a design plan for the redevelopment of Blossom Lake Park.

Budget Short Term Goals

Design and construct Waterfront Park, Using grant money and infrastructure surtax funding design and construct a park at our recently purchased waterfront property. The site was cleared, fenced, graded and seeded in FY15 in preparation of the first grant which will allow for the installation of a canoe kayak launch and parking lot and access road. Phase I was started in FY17.

To increase the number of holiday lights along corridors and at City Hall location. Purchase and install additional holiday lights along the main City commercial corridors.

To develop a paperless agenda for Council Meetings and Workshops. Work to implement automated council meeting agenda software for quick and transparent access by Council, staff and the public.

Develop and implement a corridor facade grant program, Establish funding and a process to implement a corridor façade grant program. The program is designed to revitalize the main business corridor of the city.

Replace City Hall sign with a masonry and or digital sign, Redesign and construct a new city sign in front of City Hall including a digital element to help advertize meetings and events.

Increase annexations into the city. City Council established an annexation policy and staff will develop an annexation program in FY18 utilizing that policy.

Budget Policies/Strategy

The City has experienced an increase in the ad valorem tax base over the last few years as the valuations continue to recover from the negative impact in real estate values caused by the recession. Seminole property values have increased by 15% over the last two years. The 10% increase this year reflects the sixth year property values have increased. The upturn in the real estate market has encouraged an increase in development projects, including a shopping mall that will come on line in the FY17 and FY18 budgets. New construction and annexations accounted for \$49,598,929 of our 10% valuation increase and should continue for the next few years. The city made a commitment to live within our means and reduced positions in prior years rather than utilize the unreserved fund balance to just get by for another year. Using the same conservative approach the city will not commit funds based on revenues that have not been received. The city has established a Special Events fund that is self supporting through fees and donations. This will allow us to continue to deliver community events without impacting the city operating budget. The city has also taken the year end fund balance from the Fire Department and reduced the outstanding liability in fire pensions thus reducing our operating expense. This action has helped mitigate the continued increase in the pension expense in the fire budget. It is our intent to use the first \$164,126, if available, from each future year end fund balance to maintain the two year cushion of prepaid CIP. The City is able to increase the delivery of services in the FY18 budget because of these actions and the budget policies listed below.

Revenues - Project revenues conservatively; diversify revenue base; seek alternative funding sources in order to keep property taxes low; fund programs with user fees when appropriate; use the unreserved fund balance only when necessary and an adequate balance exists. The FY18 budget is based on a maintaining the millage rate at 2.4793.

Fund Balance - Maintain a committed or unassigned fund balance for use in case of economic downturns, unanticipated expenditures or unexpected events, such as natural disasters. In the last twelve years the city has increased this balance from \$100,000 to \$5,059,814. It is the intent of the City Council to maintain a minimum balance of \$5,000,000 to help the city be in a

position to respond in the event of a severe weather emergency.

Debt - Restrict the use of debt for short term recurring capital expenditures as much as possible and reserve the use of debt financing for large scale capital improvements. Repayment terms on debt should not exceed the useful life of the capital purchase.

Operating Budget - Provide adequate appropriations to maintain current service levels; improve operational efficiencies through productivity improvements; estimate and provide for additional operating expenditures as needed to support the Capital Improvement Program. Departments have reduced support staff that has added a strain on the remaining staff, but the city has not reduced the hours of operation or programs offered by Recreation and Library and it has not resulted in a noticeable reduction in the delivery of service in any of the other areas.

Personnel

The City has 126 full-time, 30 part-time and 22 seasonal positions. The Public Works Department will be adding one full time position to assist with contract and grant administration. The Finance Section will be hiring a new Finance Director in April to allow for a smooth transition due to the retirement of the current Director.

Organizational Structure

The current structure is set up with four Departments, Administration, Community Development/Planning, Public Works and Fire/Rescue Departments reporting to the City Manager.

Capital Improvement Program

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

GENERAL FUND

REVENUES

The FY18 Budget is based on a millage rate of 2.4793. The 2.6% increase in revenues is primarily due a 10% increase in the Ad Valorem Tax. There is an overall increase in property taxes, sales tax, sales tax and intergovernmental revenue. The city was able to balance the budget selectively increasing expenditures while maintaining or increasing current service levels. Because of our size the City uses a variety of methods to estimate revenues. Intergovernmental revenues are established contractual amounts or based on estimates from the state. The Franchise, Utility and Communications taxes are based on state revenue estimating board and modified based on new housing units added to the city in the prior year and any rate modifications. The Leisure services fees are based on prior year usage and

structure. The license and permit estimates are based on projects in the pipeline and the estimated timetable for their completion.

EXPENDITURES

Expenditures are classified in 4 general categories: People costs, Operating costs, Capital Outlay, and Debt Service. Overall, expenditures for FY18 are budgeted at 8% less than in FY17 due to a large interfund transfer in FY17 to the Public Works Department using the prior year surplus. The FY18 budget shows a decrease in the Administration and Public Works departments.

FUND BALANCE ANALYSIS

The Fund Balance initial distinction is identifying amounts that are considered non-spendable such as inventories. The restricted category includes amounts that can be spent only for the specific purposes stipulated by constitution, external source provider, or through enabling legislation. The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action by the highest level of decision making authority. Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. Unassigned fund balance is the residual classification for governmental general fund and includes all spendable amounts not contained in the other classifications.

Committed Funds – The City has maintained a contingency for emergencies. These funds are not being held for any specific purpose, but are available to protect the financial integrity of the City in the event there is a natural disaster or a significant financial problem. The City has a balance in FY16 of \$5,059,814 with an ultimate goal of \$5,000,000.

Historical information for the fund balance is shown in the following chart.

GENERAL FUND BALANCE ANALYSIS

GENERAL FUND	FY11	FY12	FY13	FY14	FY15	FY16
Non Spendable and Encumbrances	193,717	318,795	194,533	181,662	170,207	200,955
Restricted For	35,353	29,853	29,853	0	0	0
Ending Balance	229,070	348,648	224,386	181,662	170,207	200,955
Assigned to:	616,728	226,215	894,037	1,297,325	1,149,994	1,897,191
Committed For	4,272,683	4,272,683	4,272,683	4,272,683	57,059	19,050
Unassigned Balance	650,000	915,132	915,132	787,131	5,059,814	5,059,814
Committed, Restricted, Assigned and Unassigned Balance available for	4,922,683	5,187,815	5,187,815	5,059,814	5,116,873	5,078,864
Expenditures*	14,700,136	15,080,661	14,815,588	16,132,241	15,849,368	16,849,590
Undesignated Fund balance as % of Expenditures	33%	34%	35%	31%	32%	30%

Assigned to Funds: – The City Manager continues to develop a long-term approach to financial security through the establishment of various designated funds, a mechanism to provide necessary and anticipated funds for future needs. The following items are designations in the Unreserved Fund Balance as shown on the last City Audit:

- Reserve for Future Capital Projects
- Landscape Projects

These Assigned Funds are intended to serve two purposes:

1. To establish a stream of investment revenue for future use.
2. To isolate capital expenditures so that focus on policy issues and programs is readily discernable.

The Reserve for Future projects is intended to provide funding for future projects unforeseen at this time.

Financing of these funds is to be provided via transfers from the General Fund at year end. Through annual contributions, the City avoids “budget busting” expenditures in any one year. The delineation of the funding illustrates the City’s commitment to prudent budget policies. The City can assure the citizenry that municipal services will continue to equal, or surpass, services delivered in previous years. Projections for these funds are shown in the following chart:

In FY17 the emergency preparedness fund created to ensure available funds in the event of a natural disaster was eliminated. In FY16 the City Council eliminated the emergency preparedness commitment in the fund balance and the funds were transferred to the unassigned fund balance.

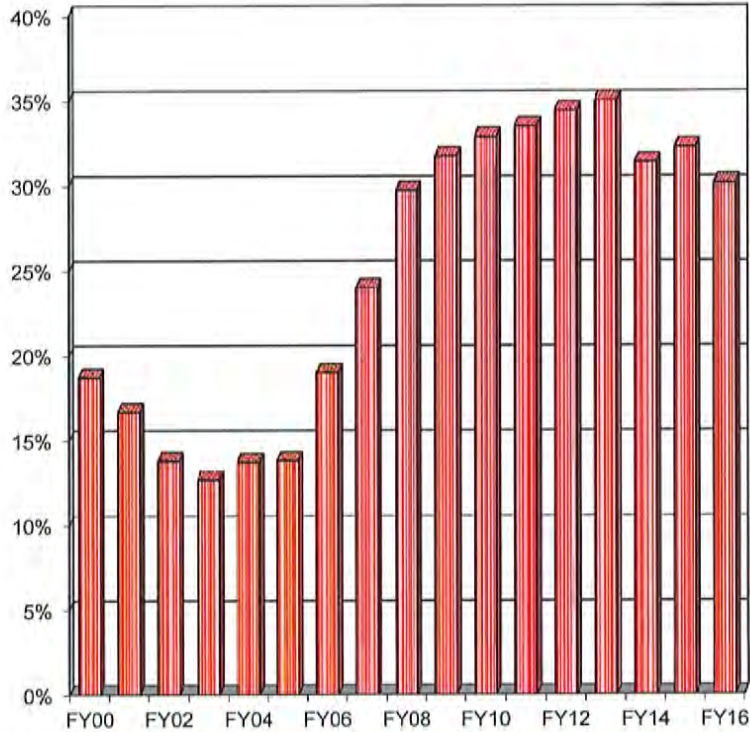
Funds Assigned

ASSIGNED	FY11	FY12	FY13	FY14	FY15	FY16
Landscape Projects	50,000	50,000	50,000	0	0	0
Reserve for capital projects	566,728	176,215	844,037	1,297,325	1,149,994	1,897,191
TOTAL	616,728	226,215	894,037	1,297,325	1,149,994	1,897,191

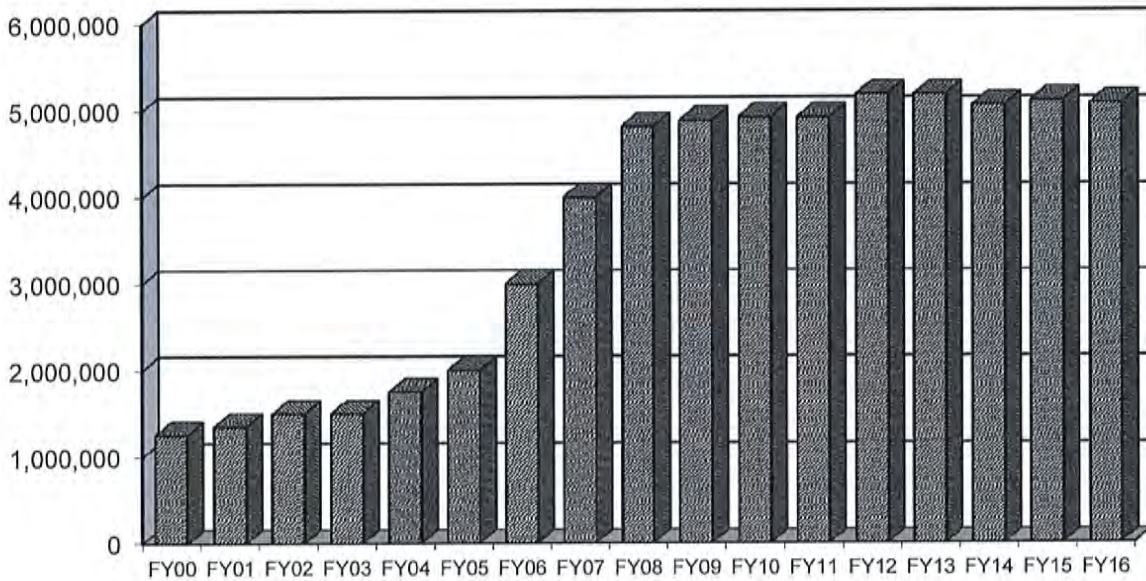
The chart below expresses the city's fund balance as a percentage of expenditures. The city's goal has been to maintain a minimum 10% fund balance ratio in order to be able to respond to citywide emergencies.

The second chart shows the actual fund balance from FY00 to FY16. The ratio began a steady increase starting in FY06 when the City began to grow the fund balance in order to respond to natural disasters.

Unreserved, designated fund balance as % of Expenditures



Unreserved, designated fund balance

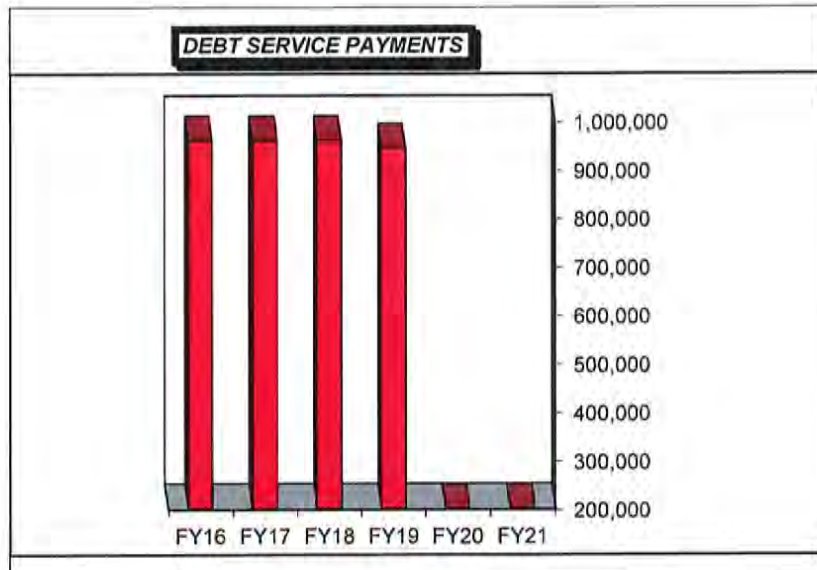


DEBT SCHEDULE

The City maintains a low level of debt as evidenced by comparison to credit industry standards. For Example, the City's estimated total general long term debt (\$2,798,053) as a percentage of assessed valuation (\$1,197,132,655) at the end of FY16 (our last audited year) was .23% (industry standard accepts up to 10%). Another indicator is the ratio of debt service to operating revenues which both historically and projected falls below 15% (industry standards accepts up to 20%). The City of Seminole Debt policy states that total indebtedness shall not exceed ten (10) percent of the last certified assessed taxable value of the real property located in the City. The legal debt limit for Seminole based on our debt policy is \$119,713,266. The City has debt including compensated absences effective FY16 of \$4,542,186 which is 3.79 percent of our ability to borrow per city policy. Debt Service payments are budgeted in the infrastructure Surtax Fund for the Florida Municipal Loan Council Series 2014 Loan. City issued new bonds in September 2014 to fund a Community Building and refinance the existing loan. The debt payment for these bonds are to be taken from the Infrastructure Surtax (Penny for Pinellas) and will not impact regular tax dollars. The following chart summarizes the City's debt schedule:

ESTIMATED CITY OF SEMINOLE DEBT SERVICE PAYMENTS							
DEBT	Revenue Source	FY16	FY17	FY18	FY19	FY20	FY21
Florida Municipal Loan Council 2009	Penny for Pinellas	960,513	960,512	961,063	944,837	0	0
TOTAL		960,513	960,512	961,063	944,837	0	0

This chart shows the debt requirements for the city. The City participated in a private placement borrowing through the Florida League of Cities in FY14 to fund the Community Building and refinance the Public Works Facility and EOC. The Funding source for the bonds is the Penny for Pinellas, a one percent sales tax dedicated for infrastructure.



Financial Management Policies

Balanced Budget Policy

The City recognizes that its citizens deserve a commitment from the City to fiscal responsibility, and that a balanced operating budget is the cornerstone of fiscal responsibility. Annual operating expenditures (personnel costs, operating expenses and capital expenses and transfers) will be fiscally balanced with revenues or income estimates that can be reasonably and normally projected to be received during the fiscal year. New programs or changes in policies that would require the expenditure of additional operating funds will either be funded through reduction in programs of lower priority or through adjustments to rates, service charges or taxes.

Fund Balance Policy

In the General Fund maintaining an adequate fund balance is essential. A fund balance of three months operating appropriations for the general fund or at least \$5,000,000, whichever is higher, has been established as a goal so the city will be prepared in the event of a natural disaster. The three month requirement for FY18 would only require a fund balance of \$4,241,955 in the unassigned fund balance which is less than the higher requirement of \$5,000,000. The unassigned fund balance was \$5,059,814 in the FY16 year end audit.

Debt Policy

I. Long Term borrowing will not be used to finance current operations or normal maintenance.

II. The City will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements.

III. The City may borrow money, contract loans and issue bonds pursuant to the provisions of Florida Statutes, provided that:

- a) Any one proposal to obligate the City for more than fifty (50) percent of the previous year's tax revenue (taxes, license fees, permits revenues and intergovernmental revenues) shall be put to referendum (with the exception of revenue bond for public health, safety or industrial development).
- b) For purposes of this Section, tax revenue means taxes, license fees, permit revenues and intergovernmental revenues.
- c) Total indebtedness shall not exceed ten (10) percent of the last certified assessed taxable value of the real property located in the City.

Capital Improvement Program Policy

A ten-year projection of revenues and five-year projection of expenditures for the General fund will be prepared to provide strategic perspective to each annual budget process.

- I. A five-year capital improvement program will be developed annually to analyze all anticipated capital expenditures by year and identify associated funding sources.
- II. The capital improvements program will incorporate, in its projections of expenditures and funding sources, any amounts relating to previous year's appropriations but which have yet to be expended.
- III. The first year of the Five-Year Service and Capital Plan will be used as the basis for developing the annual budget. During the budget preparation process, programs and projects for the "current" fiscal year will be reevaluated, surpluses and cost over-runs estimated, and the results thereof included in the budget for the next fiscal year.
- IV. The Mayor and Council will formally authorize each individual expenditure from the Capital Improvement Fund a closing resolution will be submitted to the Mayor and Council to obtain formal authorization to close completed capital projects.

Investment Policy

The City of Seminole has structured its investment objectives to include safety of capital, liquidity of funds, and investment income.

- I. Authorized Investments. The city of Seminole may invest or reinvest any surplus public funds in their control of possession in:
 - a. The Local Government Surplus Funds Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act, as provided in s.163.01
 - b. Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
 - c. Interest-bearing time deposits or savings accounts in qualified public depositories, as defined in s. 280.02.
 - d. Direct obligations of the U.S. Treasury.

The securities listed in paragraphs c. and d. shall be invested to provide sufficient liquidity to pay obligations as they come due.

- II. Continuing Education. The City Manager and the chief financial officer must annually complete 8 hours of continuing education in subjects or courses of study related to investment practices and products.

- III. Internal Controls. The chief financial officer shall establish a system of internal controls which shall be in writing and made a part of governmental entity's operational procedures. The investment policy shall provide for review of such controls by independent auditors as part of any financial audit periodically required of the unit of local government. The internal controls should be designed to prevent losses of funds which might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the unit of local government.

SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the City of Seminole conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies.

Organization of Accounts

The City organizes its accounts on the basis of funds and account groups, each of which is considered a separate accounting entity. These funds are grouped into five fund types and two account group categories as follows:

Governmental Fund Types:

- General Fund – accounts for financial resources which are not required to be accounted for in another fund.
- Special Revenue Funds – account for the proceeds of specific revenue sources that are restricted by law or administrative action to expenditure for specific purposes
 - * Infrastructure Surtax
 - * Special Events
 - * Library Fund
 - * Transportation Impact Fee
 - * Tree/Landscape Mitigation
 - * Grants

Fiduciary Fund Types:

- * Trust Agency Funds – account for the assets held by a governmental unit as a trustee or agent for individuals, private organizations and/or other governmental units
- * Pension funds

Account Groups:

- * General Fixed Assets – accounts for all fixed assets of the City
- * General Long-Term Debt – accounts for outstanding principal balances on general or special obligation bonds or other indebtedness of the City.

Measurement Focus

Governmental Fund Types:

- * General and Special Revenue Funds are accounted for on a “spending” or “financial flow” measurement focus. Accordingly, reported undesignated fund balances represent available, spendable or appropriable resources.

Fiduciary Fund Types:

- * Agency and Expendable Trust Funds are accounted for like Governmental Fund Types. Pension Trust Funds are accounted for on a cost of services or “capital maintenance” measurement focus. Agency Funds are custodial in nature and do not involve operations. Operating statements for Pension Trust Funds use an income determination measurement focus and, therefore, report increases (revenues) and decreases (expenses) in total economic net worth.

Budgetary Basis

Budgets for funds that have formal budgetary integration are prepared in accordance with generally accepted accounting principles. This includes an original appropriation ordinance, a budget amendment for encumbrances outstanding, and other budget amendments adopted by the City Council. Appropriations for these funds lapse at the end of each fiscal year.

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

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. The differences in budget to GAAP is that proceeds from the sale of capital assets are inflows of budgetary resources not revenue for financial reporting purposes. Transfers to other funds are outflows of budgetary resources but are not expenditures for financial reporting purposes. The modified accrual basis of accounting is followed by all Governmental Fund Types, Expendable Trust Funds and Agency Funds and is consistent with the reporting in the annual audit. Under the modified accrual basis, expenditures other than unmatured interest on general long-term debt are recognized at the time liabilities are incurred, if measurable. Revenues are recognized in the accounting period when they become measurable and available. Revenues susceptible to accrual are:

- * Utility Charges for Services
- * Interest Income

Pension Trust Funds are maintained on an accrual basis with revenues being recognized when earned and expenses recognized when incurred.

Restricted

Restricted indicate that a portion of the fund balance is to be used for a specific purpose and is legally segregated for a specific future use.

Committed

A committed fund requires a formal action by the highest level of authority. It is used in Governmental Funds to indicate plans for financial resource utilization in a future period.

Encumbrances

Encumbrances represent contractual commitments in the form of purchase orders and contracts. They will become expenditures upon vendor performance and will be charged against the current year's budget.

Pensions

All of the government's full-time employees participate in separate retirement systems which are defined contribution or defined benefit pension plans. The systems also provide disability and survivors benefits. Benefits are determined by category and length of service as follows:

Firefighters 175 Plan:	Normal retirement at the earlier age of 52 plus 10 years or 25 years service, 3 times number of year's times average of the five highest years of service. Fire employees contribute 50% of the annual cost of the pension with a cap of 14% of covered payroll.
Florida Retirement	Normal retirement at the earlier age of 62 or 30 years of service; 1.6 times years of service times the average of the five highest years of service. Employees are required to contribute 3% of covered salary.
General Employees:	The City contributes 10% of salary to a self directed 401a plan. The employee is 25% vested after 2 years, 50% vested after 3 years, 75% vested after 4 years and 100% vested after the fifth year.

The pension benefit obligations are determined as part of an actuarial valuation of the plan for all employees. The City's funding policy is to provide for periodic employer contributions at actuarially determined rates. These rates are expressed as percentages of annual covered payroll which, when combined with employee and state contributions, are designed to accumulate sufficient assets of pay benefits when due.

Financial Structure

Fund Description

The City of Seminole utilizes a fund structure as outlined in the accounting regulations that governs units of local government. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, that are segregated for the purpose of conducting specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. Funds are divided into various types according to the legal restrictions imposed upon them by their uses. The following is the fund structure contained in the Fiscal Year 2013 Budget for the City of Seminole.

I. Governmental Funds

Accounted for on a “spending” or current “financial flow” measurement focus. Accordingly, the budgeted fund balances provide an indicator of available, spendable, or appropriate resources.

A. General Fund

The General Fund serves as the primary reporting vehicle for current government operations including Police, Fire, Culture and Recreation, Public Works, and General Administration. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund. The City utilizes the Interfund transfer accounts in the individual departments to budget for funds that are to be transferred to the Capital Improvement Fund to be used for future capital projects.

B. Special Revenue Funds

The Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. The Special Revenue Funds budgeted and included in this document are:

Special Events Fund
Debt Service Fund
Tree/Landscape Mitigation Fund

Although the following special revenue funds are part of the City’s fund structure, they are **not budgeted** and therefore, are not presented in this document. Funds for each fund are received from a unique and dedicated source and paid directly into the individual funds.

Transportation Impact Fee Fund
Grant Fund
Infrastructure Sales Surtax

C. Capital Project Funds

The Capital Project Funds accounts are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds). Funding for the Capital Improvement Fund comes from the departmental interfund transfer accounts in the General Fund.

II. Fiduciary Funds (Funds not Budgeted)

Fiduciary Funds include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds. The annual contribution to the Pension fund is budgeted in the General Fund at the division level and a check is forwarded to the trustee quarterly.

Trust funds are accounted for on a cost of services or “capital maintenance” measurement focus. Accordingly, all assets and liabilities are included on their balance sheets and the reported fund equity provides an indication of the economic net worth of the fund. Operating statements for trust funds report increases and decreases in total economic net worth.

On the other hand, agency funds report only assets and liabilities, and accordingly cannot be said to have a measurement focus. Agency funds do use the accrual basis of accounting to recognize receivables and payables.

A. Pension Trust Funds

Pension (and other benefit) trust funds report resources that are required to be held in trust for the members and beneficiaries of defined benefit pension plans, defined contribution plans, other post employment benefit plans, or other employee benefit plans. These funds account for dollars held in trust to pay employees retirement benefits, and the City’s expenditures for these funds are recorded in the General Fund. Although the following pension trust funds are part of the City’s fund structure, they **are not budgeted** and therefore, are not presented in this document.

Firefighters Pension Fund

PERFORMANCE MEASURES

Background

The city has developed a performance measurement and reporting system to align department services and programs with City Council's Strategic Action Plan. The system allows departments to measure results and make needed adjustments to the results over the course of the year. The program was developed with direction of the City Manager.

Performance Measures

The Performance measures were created to track the department on an individual basis and show the progress (or lack-of) being made towards the six goals established by City Council at the Council's annual retreat. The measures range from improving city programs and efficiency, to addressing infrastructure needs systematically, rather than reactively, to ensure a strong future for the City. The City Council meets annually at a Council retreat to establish goals and objectives. The City Manager meets with staff to establish departmental goals to assign for the following fiscal year.

Data Collection

Most Council goals are infrastructure related but a few apply to day to day operational goals. Each department tracks these measures differently and the system allows flexibility in how the results are measured.

There are currently 2 methods of input type.

1. Enter percentage to show how much of the goal is completed.
2. Yes/No is used for single task measures that simply are complete or are not.

Other measures expand over the course of a year or more in order to develop and implement processes or to complete design and construction of a project. Often, these types of measures will be incomplete at the end of the fiscal year and will therefore carry over into the following year.

Each measure is driven by a City Council Goal, an approach and ultimately an evaluation. The performance measure tracks the individual progress of each measure and the overall goal. This allows the City Council to get a better view of the overall progress being made on their goals.

2017 Performance Results

		Status
GOAL 1.	Develop and conduct a government Citizens Academy to promote interest in Seminole City government and to help involvement in city activities.	100%
Objective 1.	Develop a city government Citizens Academy program.	100%
Strategy 1.	Develop a city government Citizens Academy program using League of Cities and existing local municipal programs as guides.	100%
Objective 2.	Conduct a city government Citizens Academy program.	100%
Strategy 2.	Each department will participate offering education materials and activities to inform and expose citizens to the various functions of city government.	100%
GOAL 2.	Develop and implement a plan to expand the use of technology within city government.	80%
Objective 1.	Identify and present to City Council areas that can increase services to the public.	80%
Strategy 1.	Create user friendly interactive web site to allow easier access to government services.	
Objective 2.	Implement technology to increase service to the public.	100%
Strategy 2.	Purchase an interactive permitting software system to offer permits, registrations and payments online. Allow citizen access to status reports on individual permits.	100%
GOAL 3.	Increase participation in activities run by the recreation division.	100%
Objective 1.	To attract more citizens to the recreation center and the activities offered.	100%
Strategy 1.	Review current programs and times to ensure they are current with the interests of the community.	100%
Strategy 2.	Increase marketing of programs using the special events as a way to approach potential participants and to collect input on their interests.	90%
GOAL 4.	Renovate multi use facility in order to improve use of rental space.	100%
Objective 1.	To offer a community facility that is inviting as a rental location for weddings and events.	100%
Strategy 1.	Renovate multi use facility, including sound system and interior enhancements.	100%
GOAL 5.	Complete address verification in POLARIS database	100%
Objective 1.	Ensure cards are identified correctly so library cooperative funding is accurate. other municipality or unincorporated.	100%
Strategy 1.	Review current patrons cards to ensure they are correctly identified as city resident, other municipality or unincorporated.	100%
GOAL 6.	Design and construct a Waterfront Park.	80%
Objective 1.	Design and successfully search for grant funding for a Waterfront park on land that was recently acquired.	40%
Strategy 1.	To have a design prepared for the park. To work with staff and consultants to maximize the use of grants for the design and construction.	90%
Objective 2.	To have phase 1 construction completed by the end of FY17.	80%
Strategy 2.	To have all construction completed offering a multiuse facility that offers activities requested by citizens advisory groups.	25%

2018 Performance Goals

		Status
GOAL 1.	Prepare a comprehensive evaluation of equipment and facility use after IRMA.	
Objective 1.	Review procedures and equipment to gauge effectiveness during a natural disaster.	30%
Strategy 1.	Review procedures, processes and equipment to determine if they were effective.	
Objective 2.	Purchase generators and equipment to modify emergency procedures.	0%
Strategy 2.	Act upon needs identified in Objective 1.	
GOAL 2.	Set up a "Teen Room" using recently donated high end electronic equipment.	
Objective 1.	To set up the Teen Room using equipment donated by a recreation benefactor.	20%
Strategy 1.	Design a plan to utilize equipment in the existing Teen Room space.	
Objective 1-2	To attract more teens to the "Teen Room".	0%
Strategy 2.	Create a marketing plan of our program using high schools and special events.	
GOAL 3.	Create activities run by the recreation division in the new "Digital Den".	
Objective 1.	to attract more citizens to the "Digital Den".	90%
Strategy 1.	Recruit high end instructors to create programs and market to high school students.	
Objective 1-2	Create and open access time of the "Digital Den".	5%
Strategy 1.	Recruit volunteers to staff the room and to offer basic computer assistance.	
GOAL 4.	Develop a marketing plan to increase use of the Community Center.	
Objective 1-2	develop a marketing plan to increase rental use of the Community Center.	10%
Strategy 1.	Staff to develop introduction programs and work with media to promote the facility.	10%
GOAL 5.	Increase participation and number of activities run by the Library Division.	
Objective 1.	To attract more citizens to the Library and the program activities offered.	0%
Strategy 1.	Staff will produce questionnaires and fliers to be placed on the web page to be handed out at the circulation desk. The managers of each program area will review the public response and make the necessary program changes.	
GOAL 6.	Design and construct a Waterfront Park.	
Objective 1-2	Construct a Waterfront Park	40%
Strategy 1.	To have phase 1 construction completed by the end of FY17.	80%
Strategy 2.	Work on Phase II will start in FY18. The playground, veterans memorial, bathroom, fitness trail and picnic area have been engineered and will be constructed in FY18.	10%
GOAL 7.	Implement a paperless agenda system for City Council Meetings	
Objective 1-2	Train and initiate an electronic paperless agenda.	40%
Strategy 1.	City Clerk and Management Associate to work with City staff on process and procedure.	

**RELATED FINANCIAL
INFORMATION**

BUDGET SUMMARY
TOTAL GOVERNMENTAL FUNDS

<u>Estimated Revenues:</u>	Actual FY 2016	Budgeted FY 2017	Budgeted FY 2018
Taxes			
Ad Valorem	2,703,650	2,851,329	3,143,955
Sales and Use Taxes	247,261	230,000	245,000
Franchise Fees	1,330,079	1,379,000	1,348,240
Utility Taxes	1,155,885	1,103,427	1,145,427
Communications Service Taxes	695,750	690,000	680,000
Licenses and Permits	845,311	520,500	505,000
Intergovernmental	2,859,975	2,594,765	2,713,655
Charges for Services	8,180,754	7,880,232	8,062,023
Fines and Forfeitures	62,102	57,000	67,000
Miscellaneous	176,289	334,362	170,200
Other Funding Sources	402,627	1,916,241	0
Total Revenues	18,659,683	19,556,856	18,080,500
Cash & Restricted Balances brought Forward (Appropriated)			
Total Estimated Revenues & Balances	\$ 18,659,683	\$ 19,556,856	\$ 18,080,500
<u>Appropriated Expenditures:</u>			
General Government	1,415,767	1,605,374	1,588,401
Public Safety	10,407,891	10,457,531	10,781,131
Physical Environment	652,852	787,992	797,926
Public Works	858,452	978,587	1,040,308
Culture and Recreation	2,140,980	2,320,826	2,369,991
Capital Outlay	248,586	89,300	274,300
Debt Service	960,082	960,513	961,063
Transfers - Interfund	1,208,281	2,356,733	267,380
Total Appropriated Expenditures	\$ 17,892,891	\$ 19,556,856	\$ 18,080,500

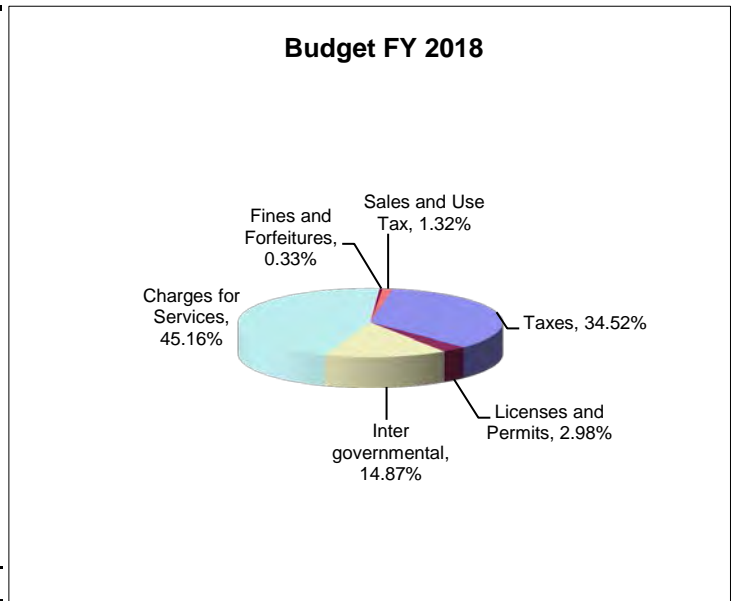
**TOTAL GOVERNMENTAL FUNDS
REVENUES BY SOURCE**

COMPARISON BY SOURCE

Expenditure Classification	Budgeted FY 2016	Budgeted FY 2017	Dollar Change	Percentage Change
Taxes				
Ad Valorem	2,689,864	2,851,329	161,465	6.00%
Franchise Fees	1,384,708	1,379,000	-5,708	-0.41%
Utility Taxes	1,149,000	1,103,427	-45,573	-3.97%
Communications Service Tax	700,000	690,000	-10,000	-1.43%
Licenses and Permits	315,936	520,500	204,564	64.75%
Intergovernmental	2,503,650	2,594,764	91,114	3.64%
Charges for Services	7,604,394	7,880,232	275,838	3.63%
Fines and Forfeitures	56,000	57,000	1,000	1.79%
Sales and Use Tax	220,000	230,000	10,000	4.55%
Miscellaneous	153,503	142,200	-11,303	-7.36%
Transfers	1,207,053	0	-1,207,053	-100.00%
Total	\$ 17,984,108	\$ 17,448,452	\$ (535,656)	-2.98%

PERCENTAGE OF REVENUES BY SOURCE

Revenue Classification	Percentage
Taxes	34.52%
Licenses and Permits	2.98%
Intergovernmental	14.87%
Charges for Services	45.16%
Fines and Forfeitures	0.33%
Sales and Use Tax	1.32%
Miscellaneous	0.81%
Transfers	0.00%
Total	100.00%



TOTAL GOVERNMENTAL FUNDS EXPENDITURES BY CATEGORY
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SUMMARY BY CATEGORY

Expenditure Classification	Actual FY 2016	Budgeted FY 2017	Budgeted FY 2018
Personnel Services	10,498,397	10,700,300	11,063,758
Operating Expenses	4,977,545	5,450,010	5,513,999
Capital Outlay	248,586	89,300	274,300
Debt Service	960,082	960,513	961,063
Transfers - Interfund Reserve/Other	1,208,281	2,356,733	267,380
 Total Expenditures	 <u>\$ 17,892,891</u>	 <u>\$ 19,556,856</u>	 <u>\$ 18,080,500</u>

PERCENTAGE OF TOTAL EXPENDITURES:

Personnel Services	58.67%	54.71%	61.19%
Operating Expenses	27.82%	27.87%	30.50%
Capital Outlay	1.39%	0.46%	1.52%
Debt Service	5.37%	4.91%	5.32%
Transfers - Interfund	6.75%	12.05%	1.48%
Reserve/Other	0.00%	0.00%	0.00%
 Total	 <u>100.00%</u>	 <u>100.00%</u>	 <u>100.00%</u>

TOTAL GOVERNMENTAL FUNDS EXPENDITURES BY FUNCTION
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SUMMARY BY FUNCTION

Expenditure Classification	Budgeted FY 2017	Budgeted FY 2018	Percentage Change
General Government	1,605,374	1,588,401	-1.06%
Public Safety	10,457,531	10,781,131	3.09%
Physical Environment	787,992	797,926	1.26%
Public Works	978,587	1,040,308	6.31%
Culture and Recreation	2,320,826	2,369,991	2.12%
Capital Outlay	89,300	274,300	207.17%
Debt Service	960,513	961,063	0.06%
Transfer to other funds	2,356,733	267,380	-88.65%
Total Expenditures	\$ 19,556,856	\$ 18,080,500	7.55%

PERCENTAGE OF TOTAL EXPENDITURES:

General Government	8.21%	8.79%
Public Safety	53.47%	59.63%
Physical Environment	4.03%	4.41%
Public Works	5.00%	5.75%
Culture and Recreation	11.87%	13.11%
Debt Service	4.91%	5.32%
Transfer to other funds	12.05%	1.48%
Total	99.54%	98.48%

SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE CITY WIDE

	Actual FY 2015	Actual FY 2016	Budgeted FY 2017	Budgeted FY 2018
Beginning Fund Balance	\$6,583,165	\$6,451,587	\$7,218,379	\$7,218,379
Revenues:				
Taxes				
Ad Valorem	2462595	2,703,650	2,851,329	3,143,955
Sales and Use Tax	240313	247,261	230,000	245,000
Franchise Fees	1289582	1,330,079	1,379,000	1,348,240
Utility Taxes	1024370	1,155,885	1,103,427	1,145,427
Communications Service Taxes	693014	695,750	690,000	680,000
Licenses and Permits	569,266	845,311	520,500	505,000
Intergovernmental	2,109,591	1,899,893	1,634,252	1,752,592
Charges for Services	7,177,922	8,180,754	7,880,232	8,062,023
Fines and Forfeitures	126,125	71,477	107,000	117,000
Miscellaneous	151,259	166,914	284,362	120,200
Other Financing Sources	960,082	1,362,709	2,876,753	961,063
Total Revenues	<u>16,804,119</u>	<u>18,659,683</u>	<u>19,556,855</u>	<u>18,080,500</u>
Expenditures:				
General Government	1,362,597	1,415,767	1,605,374	1,588,401
Public Safety	9,225,032	10,407,891	10,457,531	10,781,131
Physical Environment	719,083	652,852	787,992	797,926
Public Works	865,374	858,452	978,587	1,040,308
Culture and Recreation	2,133,366	2,140,980	2,320,826	2,369,991
Capital Outlay	415,521	248,586	89,300	274,300
Debt Service	960,082	960,082	960,512	961,063
Total Expenditures	<u>15,681,055</u>	<u>16,684,610</u>	<u>17,200,122</u>	<u>17,813,120</u>
Excess of Revenues Over (Under)				
Expenditures	1,123,064	1,975,073	2,356,733	267,380
Sale of Capital Assets				
Transfers In/Out	(1,254,642)	(1,208,281)	(2,356,733)	(267,380)
Ending Fund Balance				
Non Spendable	170,207	200,955	0	0
Restricted	0	0	0	0
Committed	57,059	19,050	0	0
Unreserved				
Assigned	1,149,994	1,897,191	0	0
Unassigned	5,059,814	5,059,814	5,059,814	5,059,814
Total	<u>\$6,451,587</u>	<u>\$7,218,379</u>	<u>\$7,218,379</u>	<u>\$7,218,379</u>

BUDGET SUMMARY GENERAL FUND
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<u>Estimated Revenues:</u>	Actual FY 2016	Budgeted FY 2017	Budgeted FY 2018
Taxes			
Ad Valorem	2,703,650	2,851,329	3,143,955
Sales and Use Taxes	247,261	230,000	245,000
Franchise Fees	1,330,079	1,379,000	1,348,240
Utility Taxes	1,155,885	1,103,427	1,145,427
Communications Service Taxes	695,750	690,000	680,000
Licenses and Permits	845,311	520,500	505,000
Intergovernmental	1,899,893	1,634,252	1,752,592
Charges for Services	8,080,054	7,780,780	7,960,405
Fines and Forfeitures	62,102	57,000	67,000
Miscellaneous	166,914	284,362	120,200
Other Funding Sources	402,627	1,916,241	0
Total Revenues	17,589,526	18,446,891	16,967,819
Cash & Restricted Balances brought Forward (Appropriated)			
Total Estimated Revenues & Balances	\$ 17,589,526	\$ 18,446,891	\$ 16,967,819
<u>Appropriated Expenditures:</u>			
General Government	1,415,767	1,605,374	1,588,401
Public Safety	10,407,891	10,457,531	10,781,131
Physical Environment	652,577	737,992	747,926
Public Works	858,452	978,587	1,040,308
Culture and Recreation	2,058,036	2,221,374	2,268,373
Capital Outlay	248,586	89,300	274,300
Transfers - Interfund	1,208,281	2,356,733	267,380
Total Appropriated Expenditures	\$ 16,849,590	\$ 18,446,891	\$ 16,967,819

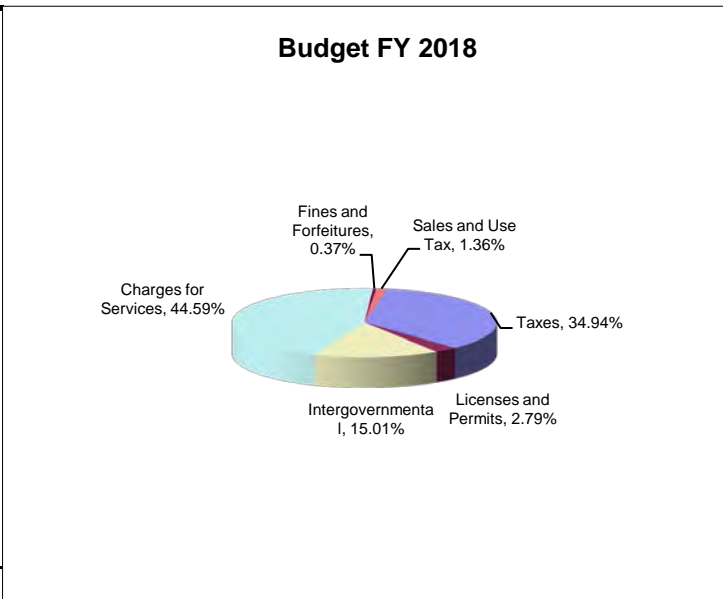
**GENERAL FUND
REVENUES BY SOURCE**

COMPARISON BY SOURCE

Expenditure Classification	Budgeted FY 2017	Budgeted FY 2018	Dollar Change	Percentage Change
Taxes				
Ad Valorem	2,851,329	3,143,955	292,626	10.26%
Franchise Fees	1,379,000	1,348,240	-30,760	-2.23%
Utility Taxes	1,103,427	1,145,427	42,000	3.81%
Communications Service Tax	690,000	680,000	-10,000	-1.45%
Licenses and Permits	520,500	505,000	-15,500	-2.98%
Intergovernmental	2,594,765	2,713,655	118,890	4.58%
Charges for Services	7,880,232	8,062,023	181,791	2.31%
Fines and Forfeitures	57,000	67,000	10,000	17.54%
Sales and Use Tax	230,000	245,000	15,000	6.52%
Miscellaneous	334,362	170,200	-164,162	-49.10%
Transfers	1,916,241		-1,916,241	-100.00%
Total	\$ 19,556,856	\$ 18,080,500	\$ (1,476,356)	-7.55%

PERCENTAGE OF REVENUES BY SOURCE

Revenue Classification	Percentage
Taxes	34.94%
Licenses and Permits	2.79%
Intergovernmental	15.01%
Charges for Services	44.59%
Fines and Forfeitures	0.37%
Sales and Use Tax	1.36%
Miscellaneous	0.94%
Transfers	0.00%
Total	100.00%



GENERAL FUND EXPENDITURES BY CATEGORY
--

COMPARISON BY CATEGORY

Expenditure Classification	Actual FY 2016	Budgeted FY 2017	Budgeted FY 2018
Personnel Services	10,498,397	10,700,300	11,063,758
Operating Expenses	4,894,326	5,300,558	5,362,381
Capital Outlay	248,586	89,300	274,300
Debt Service			
Transfers - Interfund	1,208,281	2,356,733	267,380
Reserve/Other			
Total Expenditures	\$ 16,849,590	\$ 18,446,891	\$ 16,967,819

PERCENTAGE OF TOTAL EXPENDITURES:

Personnel Services	62.31%	58.01%	65.20%
Operating Expenses	29.05%	28.73%	31.60%
Capital Outlay	1.48%	0.48%	1.62%
Debt Service	0.00%	0.00%	0.00%
Transfers - Interfund	7.17%	12.78%	1.58%
Reserve/Other	0.00%	0.00%	0.00%
Total	100.00%	100.00%	100.00%

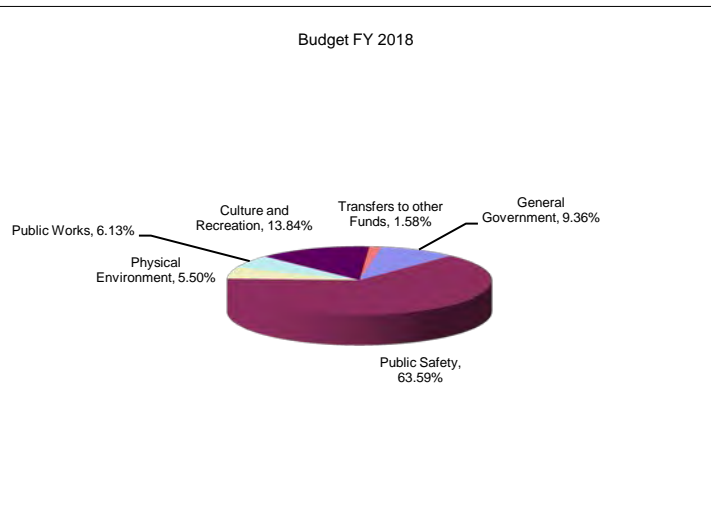
**GENERAL FUND
EXPENDITURES BY FUNCTION**

COMPARISON BY FUNCTION

Expenditure Classification	Budgeted FY 2017	Budgeted FY 2018	Dollar Change	Percentage Change
General Government	1,605,374	1,588,401	-16,973	-1.06%
Public Safety	10,466,831	10,790,431	323,600	3.09%
Physical Environment	737,992	932,926	194,934	26.41%
Public Works	978,587	1,040,308	61,721	6.31%
Culture and Recreation	2,301,374	2,348,373	46,999	2.04%
Transfers to other Funds	2,356,733	267,380	-2,089,353	-88.65%
Total Expenditures	\$ 18,446,891	\$ 16,967,819	\$ (1,479,072)	-8.02%

PERCENTAGE OF EXPENDITURES BY FUNCTION

Expenditure Classification	Percentage
General Government	9.36%
Public Safety	63.59%
Physical Environment	5.50%
Public Works	6.13%
Culture and Recreation	13.84%
Transfers to other Funds	1.58%
Total Expenditures	100.00%



SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE GENERAL FUND
--

	Actual FY 2015	Actual FY 2016	Budgeted FY 2017	Budgeted FY 2018
Beginning Fund Balance	\$6,583,165	\$6,437,074	\$7,177,010	\$7,177,010
Revenues:				
Taxes				
Ad Valorem	2462595	2,703,650	2,851,329	3,143,955
Sales and Use Tax	240313	247,261	230,000	245,000
Franchise Fees	1289582	1,330,079	1,379,000	1,348,240
Utility Taxes	1024370	1,155,885	1,103,427	1,145,427
Communications Service Taxes	693014	695,750	690,000	680,000
Licenses and Permits	569,266	845,311	520,500	505,000
Intergovernmental	2,109,591	1,899,893	1,634,252	1,752,592
Charges for Services	7,087,101	8,080,054	7,780,780	7,960,405
Fines and Forfeitures	76,125	62,102	57,000	67,000
Miscellaneous	151,259	166,914	284,362	120,200
Other Financing Sources	0	402,627	1,916,241	0
Total Revenues	<u>15,703,216</u>	<u>17,589,526</u>	<u>18,446,891</u>	<u>16,967,819</u>
Expenditures:				
General Government	1,362,597	1,415,767	1,605,374	1,588,401
Public Safety	9,225,032	10,407,891	10,457,531	10,781,131
Physical Environment	669,083	652,577	737,992	747,926
Public Works	865,374	858,452	978,587	1,040,308
Culture and Recreation	2,057,058	2,058,036	2,221,374	2,268,373
Capital Outlay	415,521	248,586	89,300	274,300
Total Expenditures	<u>14,594,665</u>	<u>15,641,309</u>	<u>16,090,158</u>	<u>16,700,439</u>
Excess of Revenues Over (Under)				
Expenditures	1,108,551	1,948,217	2,356,733	267,380
Sale of Capital Assets				
Transfers In/Out	(1,254,642)	(1,208,281)	(2,356,733)	(267,380)
Ending Fund Balance				
Non Spendable	170,207	200,955	0	0
Restricted	0	0	0	0
Committed	57,059	19,050	0	0
Unreserved				
Assigned	1,149,994	1,897,191	0	0
Unassigned	5,059,814	5,059,814	5,059,814	5,059,814
Total	<u>\$6,437,074</u>	<u>\$7,177,010</u>	<u>\$7,177,010</u>	<u>\$7,177,010</u>

Seminole History

In 1842, troops from Ft. Brooke, Tampa were fishing and found the remains of an Indian Village here in Seminole. This discovery shows the first settlers in Seminole were native American Indians. They took advantage of the high ground and proximity to the bay and its resources to establish their settlement.

Houses along 74th Avenue down to 113th Street were developed by Colonel Rhodes and six friends. There was a corporation formed called Park Ridge, and they developed the area as Ridgewood Village. It was known as the High Oaks area.

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

Some of the historical areas of Seminole are; Lone Pilgrim Cemetery that holds pioneer family plots that include O'Quinn, Walsingham, McMullens ect. Historic structures include the log cabin on 54th St., The Seminole Methodist church that is over 100 years old and Seminole Elementary School. The acre's where Seminole Mall is located was Jessie Johnson's vegetable garden. The area included hundreds of acres of citrus groves when Al Repetto was the "citrus king". With the exception of one small orchard the groves have been replaced with homes.

The Johnson family homesteaded in this area along with other pioneer families that include the Campbell's, Meare's, McMullen's, Walsingham's, O'Quinn's, Hutchinson's, Repetto's, Lee's, Mohny's, Brown's and Cobb's. Through marriage, business partnerships, and working together this section of Pinellas County grew from lumber and sawmills, from citrus groves and fishing, to the suburban area of today.

The City of Seminole was voted to be a city on November 15, 1970. A plaque in Seminole Mall recognizes the historical occasion. Russell Stewart was the first mayor and Jessie Johnson was named honorary Mayor.

In March 1995 the Seminole City Council voted to change from Council/Strong Mayor form of government to Council/City manager Form of government. Frank Edmunds was appointed as Seminole's first City manager in 1995.

During 2000 – 2003 the City of Seminole experienced significant growth through annexation, doubling in geographic size and population. The main reason for the annexations was a desire to access city services such as the recreation center and to take advantage of significant tax savings.

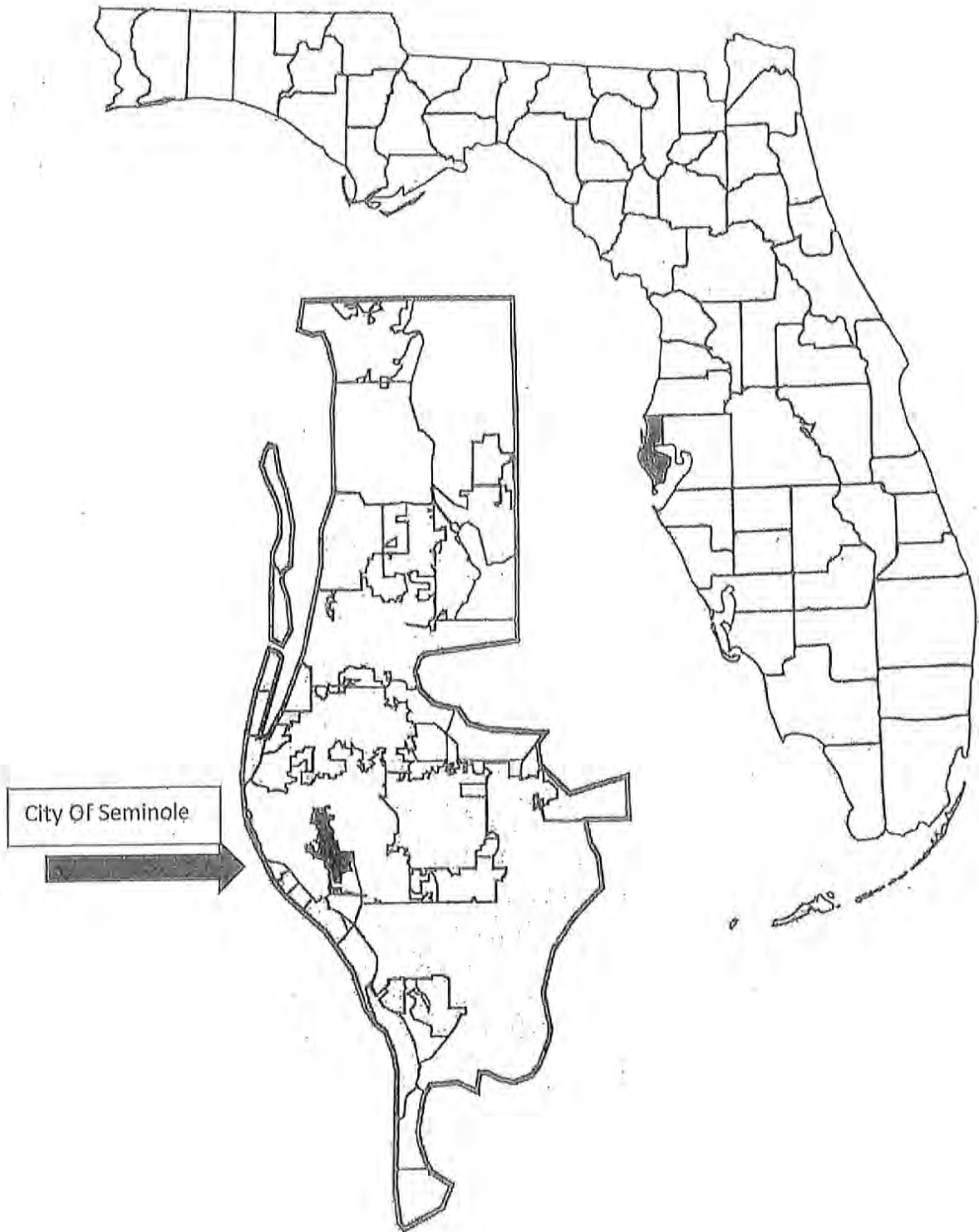
City of Seminole
Demographic and Economic Statistics
Last Ten Years

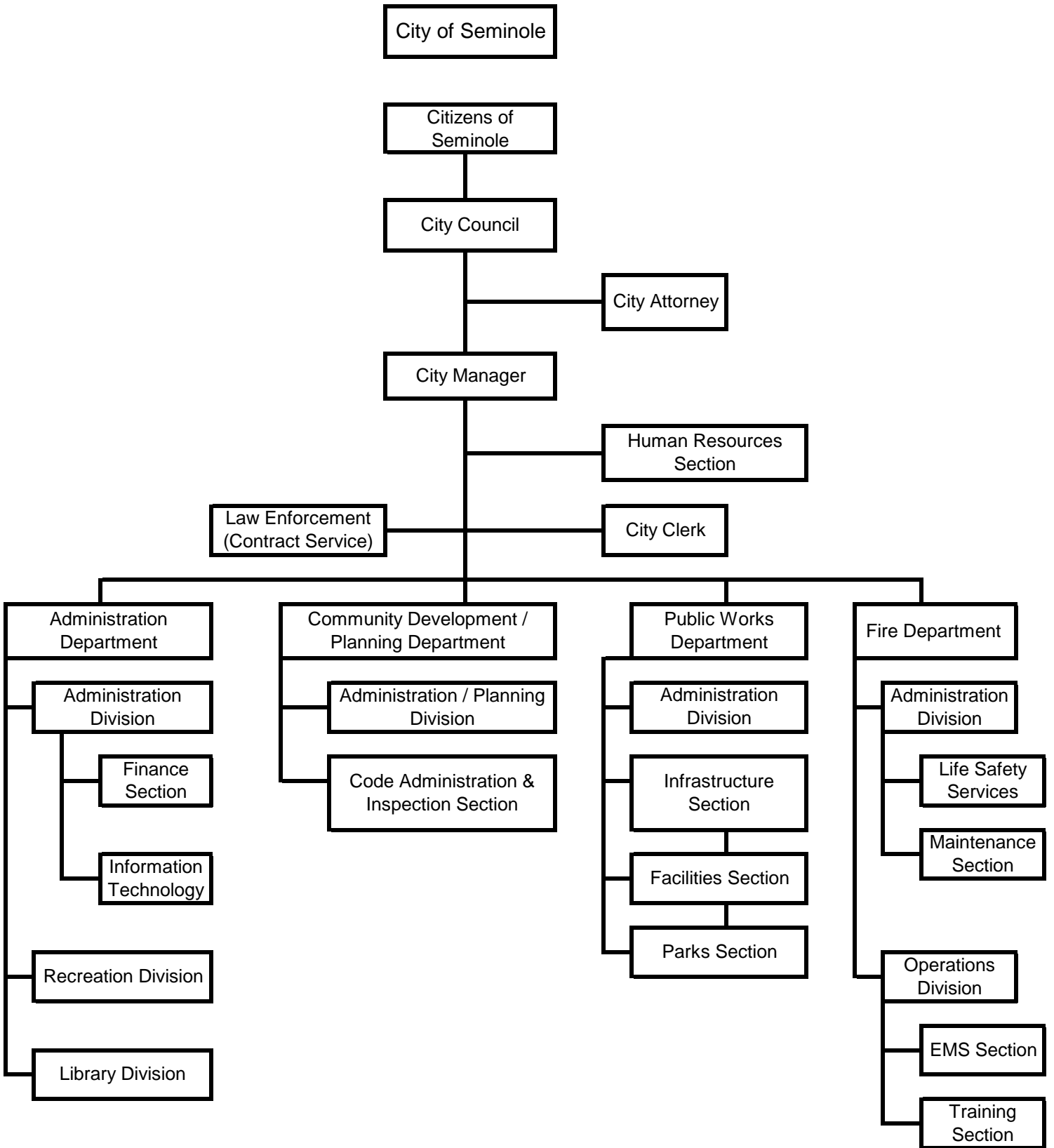
Year	Population	Personal Income	Median Age	Education Level	Unemployment Rate
2007	18,738	\$35,464	51.6	12.6	4.0%
2008	18,862	\$34,028	51.6	12.6	6.3%
2009	18,870	\$34,287	51.6	12.6	10.8%
2010	18,832	\$39,491	51.6	12.6	10.9%
2011	18,832	\$44,443	51.6	13.0	10.5%
2012	18,832	\$42,844	53.5	13.5	10.9%
2013	17,550	\$45,730	59.0	13.5	6.7%
2014	17,750	\$45,925	55.0	13.6	6.0%
2015	18,231	\$45,976	47.5	13.6	4.9%
2016	18,440	\$45,976	46.9	13.6	4.5%
2017		\$51,113	55.2	13.6	4.1%

Principal Employers		Major Tax Payers		
Employer	Employees	Owners Name	% of Total	Taxable Value Dollar Amount
Freedom Square Seminole	800	Northwestern Mutual Life Ins Co	3.8%	\$45,000,000
Inn at Freedom Square	650	Freedom Square Trust	2.0%	\$23,527,305
Home Depot	290	Wal-Mart Stores East LP	1.5%	\$18,100,000
ARC-Lake Seminole Square	280	Sembler Family Ptnshp #47LTD	1.5%	\$17,442,104
Pinellas Board of Education	242	East Madeira Corp	1.0%	\$12,248,000
Wal-Mart Stores	220	Dayton Hudson Corp	0.8%	\$10,060,000
Seminole Nursing Pavilion	180	New Plan Realty Trust	0.8%	\$9,630,000
Lake Seminole Square	170	SUSO 4 Seminole LP	0.8%	\$9,590,000
St Petersburg College	140	Home Depot	0.8%	\$9,543,153
Winn-Dixie	100	Eastern Oil Company	0.7%	\$8,100,000

THE CITY OF SEMINOLE

DATE INCORPORATED:	1970
FORM OF GOVERNMENT:	Council/Manager
AREA:	5.3 Square Miles
POPULATION:	18,440 (2016) (The greater Seminole area serviced by the Fire Department and Library and Recreation Divisions has a population of 80,690.)
GOVERNING BODY:	City Council Mayor with a 3 year term and 6 Councilors elected in City wide elections with 3 year overlapping terms.
ADMINISTRATION:	City Manager and City Attorney appointed by the City Council. City Clerk appointed by the City Manager.
SERVICES:	A full service city, including professional administration, finance, library, recreation, community development, fire, public works, sanitation and recycling services, etc. Law enforcement is contracted through the Sheriff Department. Sewage is treated by Pinellas County through a long term agreement. Sanitation and recycling services are contracted through Waste Management. In 1990, The City joined the Pinellas County Library Cooperative and residents now have access to county wide library facilities at no cost. Water is provided by Pinellas County.
CHALLENGES:	The biggest challenge facing the City is the unfunded mandates from the Federal and State legislatures. The standards for water quality (NPDES) alone have cost \$50,000 annually. The State has approved a referendum to add an additional \$25,000 homestead exemption that will reduce the Ad Valorem tax revenue by \$181,000 starting in the first year.
REGISTERED VOTERS:	13,665 (11/3/16)
PERCENT VOTED IN LAST ELECTION:	80% (11/3/16)





CITY OF SEMINOLE
FY18 PERSONNEL SUMMARY

POSITION	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY17/FY18 Change
City Clerk	1	1	1	1	1	1	1	1	0
City Manager	2	2	2	2	3	4	4	4	0
Administration Division	5.38	5.38	5.38	5.38	5.63	4	4	4	0
Finance Division	2	2	2	2	2	3.63	3.63	3.63	0
Library Division	18.30	18.30	17.83	17.85	17.88	17.88	17.88	17.88	0
Recreation Division	11.5	11.5	11.38	11.38	11.25	11.75	11.88	12.38	0.5
Community Dev/ Adm. Plann.	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	0
Code Admin. & Inspections	3.5	3.5	3.13	3.7	4.2	4.63	4.63	4.63	0
Public Works Admin	2	2	2	2	3	3	3	4	1
Public Works Infrastructure	6	6	3	3	3	3	3	3	0
Facilities	1	1	2	2	2	2	2	2	0
Parks & Grounds	2.63	3	5	5	5	5	5	5.2	0.2
Fire Administration	2	2	2	2	2	2	2	2	0
Fire Life Safety Services	2.5	2.5	2.5	3	3	3	3	3	0
Training	1	1	1	1.5	1.5	1.5	1.5	1.5	0
Maintenance	2	2	2	2.5	2.5	2.5	2.5	2.5	0
Emergency Medical Services	16	16	16	16	16	16	16	16	0
Operations	51	51	51	51.5	54.5	54.5	54.5	54.5	0
Total Employees - In Full Time Equivalents	131.3	131.675	130.71	133.305	138.955	140.88	141.01	142.71	1.7

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	1	0	0	0
Library Aide	1	1	1	1	1	1	1	1	0
Total Summer	24	24	24	24	24	23	22	22	0.0

ORDINANCE NO. 25-2017

AN ORDINANCE OF THE CITY OF SEMINOLE, PINELLAS COUNTY, FLORIDA; ESTABLISHING THE AD VALOREM TAX LEVY FOR THE GENERAL FUND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Seminole, Pinellas County, Florida, has conducted Public Hearings on the final Millage Rate for the Fiscal Year beginning October 1, 2017, and ending September 30, 2018, in accordance with Florida Statutes; and

WHEREAS, the City Council is desirous of adopting the final Millage Rate of 2.4793 mills.


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

SECTION 1. That a levy of 2.4793 operating mills be placed upon the total taxable assessed valuation of real and personal property lying within the City of Seminole, Pinellas County Florida, and said monies raised by the 2.4793 mills be established at \$3,272,870 to be used for the general operation of the City of Seminole for the aforementioned fiscal period. The operating mills reflect a 6.12% increase from the 2.3363 rolled-back rate.

SECTION 2. That a certified copy of this ordinance shall be forwarded to the Property Appraiser and Tax Assessor of Pinellas County, Florida, together with a request that the aforementioned levies be made by his Office on behalf of the City of Seminole for the Fiscal Year 2018.

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

Passed on First Reading,
and Public Hearing: September 13, 2017
Published: September 22, 2017
Passed on Second and Final Reading,
and Public Hearing: September 27, 2017


Leslie Waters, Mayor

ATTEST:


Patricia Beliveau, City Clerk

ORDINANCE NO. 26-2017

AN ORDINANCE OF THE CITY OF SEMINOLE, PINELLAS COUNTY, FLORIDA; ADOPTING THE OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Seminole, Pinellas County, Florida, has conducted Public Hearings on the Operating Budget for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018, in accordance with Florida Statutes; and

WHEREAS, the City Council is desirous of adopting the Operating Budget for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018.

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

SECTION 1. The City Council has reviewed and carefully considered the budget for the City of Seminole, Florida, as submitted by the City Manager.

SECTION 2. The City Council has determined that the following will be estimated revenue and departmental expenditures for the General, Special Events, Tree/Landscaping and Debt Service Funds for the forthcoming fiscal year.

GENERAL OPERATING BUDGET

REVENUE:

AD VALORUM TAX (2.4793 Mills)	\$3,143,955
SALES AND USE TAXES	245,000
FRANCHISE FEES	1,348,240
UTILITY TAXES	1,145,427
COMMUNICATIONS SERVICE TAX	680,000
LICENSES / PERMITS	505,000
INTERGOVERNMENTAL REVENUE	1,752,592
CHARGES FOR SERVICE	8,002,405
FINES / FORFEITURES	67,000
MISCELLANEOUS	78,200
OTHER FINANCING SOURCES	0
TOTAL REVENUE:	\$16,967,819

Ordinance No.26-2017

EXPENDITURES

CHARTER POSITIONS

Legislative	\$184,540
City Clerk	127,453
City Attorney	57,080
City Manager	381,788
<u>TOTAL CHARTER POSITIONS</u>	<u>\$750,861</u>

PUBLIC SAFETY

Law Enforcement	\$1,795,832
<u>TOTAL PUBLIC SAFETY</u>	<u>\$1,795,832</u>

ADMINISTRATION

Administration	\$411,189
Finance	200,756
Library	1,112,643
Recreation	1,235,730
<u>TOTAL ADMINISTRATION</u>	<u>\$2,960,318</u>

COMMUNITY DEVELOPMENT/PLANNING

Administration/Planning	\$225,595
Code Administration & Planning	534,972
<u>TOTAL COMMUNITY DEVELOPMENT/PLANNING</u>	<u>\$760,567</u>

PUBLIC WORKS

Administration	\$748,444
Facilities	402,994
Parks & Grounds	529,932
Infrastructure	291,864
<u>TOTAL PUBLIC WORKS</u>	<u>\$1,973,234</u>

FIRE DEPARTMENT

Administration	\$1,480,552
Emergency Medical Service	2,284,373
Operations	4,962,082
<u>TOTAL FIRE DEPARTMENT</u>	<u>\$8,727,007</u>

TOTAL EXPENDITURES: \$16,967,819

SPECIAL EVENTS FUND

REVENUES

Program Revenues	\$101,618
<u>TOTAL REVENUES:</u>	<u>\$101,618</u>

EXPENDITURES	
Operating Expenses	\$101,618
TOTAL EXPENDITURES:	\$101,618

DEBT SERVICE FUND (WELLS FARGO)

REVENUES	
Pledged Infrastructure Sales tax	\$961,063
TOTAL REVENUES:	\$961,063

EXPENDITURES	
Principal Expenses	938,228
Interest Expense	22,835
TOTAL EXPENDITURES:	\$961,063

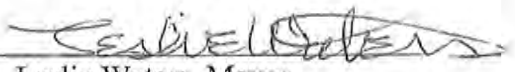
TREE/LANDSCAPE FUND


REVENUES	
Pledged Infrastructure Sales tax	\$ 50,000
TOTAL REVENUES:	\$ 50,000

EXPENDITURES	
Professional Services	10,000
Operating Supplies	40,000
TOTAL EXPENDITURES:	\$ 50,000

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

Passed on First Reading,
and Public Hearing: September 13, 2017
Published: September 22, 2017
Passed on Second and Final Reading,
and Public Hearing: September 27, 2017


 Leslie Waters, Mayor

ATTEST:

 Patricia Beliveau, City Clerk

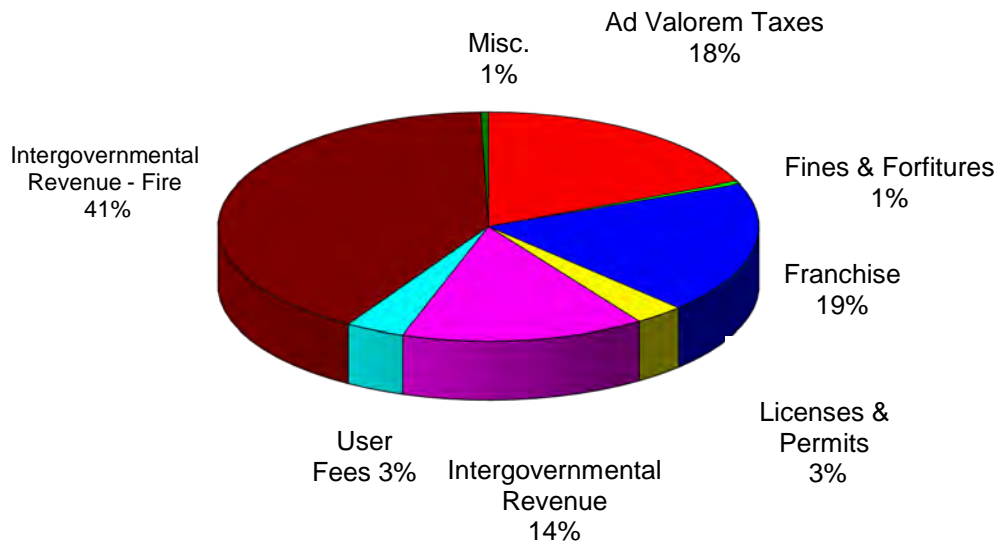


CITY
OF
SEMINOLE

**GENERAL FUND
REVENUES**

FY18 GENERAL FUND REVENUES								
Account #	DESCRIPTION	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Proposed	% Change FY17/FY18
01 0311 1004	Ad Valorem Tax	2,269,898	2,331,440	2,383,063	2,699,852	2,849,329	3,141,955	10.3%
01 0311 2006	Ad Valorem Tax - Delinquent	6,257	5,681	79,532	3,798	2,000	2,000	0.0%
	Total Ad Valorem	2,276,155	2,337,121	2,462,595	2,703,650	2,851,329	3,143,955	10.3%
01 0312 4100	Local Option Gas Tax	231,605	231,837	240,313	247,261	230,000	245,000	6.5%
	Total Local SalesTax	231,605	231,837	240,313	247,261	230,000	245,000	6.5%
01 0323 1008	Franchise Fee-Elect	1,241,052	1,347,420	1,385,276	1,307,570	1,353,000	1,326,240	-2.0%
01 0323 4001	Franchise Fee-Gas	25,754	25,223	24,406	22,509	26,000	22,000	-15.4%
	Total - Franchise	1,266,806	1,372,643	1,409,682	1,330,079	1,379,000	1,348,240	-2.2%
01 0314 1034	Utility Tax-Elect	1,067,931	1,111,089	1,095,389	1,130,497	1,078,427	1,120,427	3.9%
01 0314 4014	Utility Tax-Gas	25,796	30,593	29,001	25,388	25,000	25,000	0.0%
	Total -Utility Tax	1,093,727	1,141,682	1,124,390	1,155,885	1,103,427	1,145,427	3.8%
01 0323 2007	Communications Services Tax	773,387	720,764	711,714	695,750	690,000	680,000	-1.4%
	Total -Communications Tax	773,387	720,764	711,714	695,750	690,000	680,000	-1.4%
01 0316 0005	Local Business Tax	133,955	144,910	133,285	144,471	140,000	145,000	3.6%
01 0322 1022	Building Permits	358,618	327,759	408,628	670,835	375,000	350,000	-6.7%
01 0329 3005	Plan Review	48,920	85,420	27,352	30,005	5,500	10,000	81.8%
	Total-Licences & Permits	541,743	559,750	569,265	845,311	520,500	505,000	-3.0%
01 0335 1201	Revenue Sharing - Sales Tax	302,562	329,249	367,134	396,833	335,000	360,000	7.5%
01 0335 1220	Revenue Sharing - Fuel Tax	109,760	119,442	126,357	123,515	100,000	115,000	15.0%
01 0335 1400	Mobile Home Licences	5,893	6,204	7,356	5,812	6,000	5,500	-8.3%
01 0335 1500	Alcoholic Bev Lic	14,584	12,982	11,605	22,276	11,000	11,000	0.0%
01 0335 1810	One Half Cent Sales Tax	947,232	992,066	1,049,621	1,118,003	950,800	1,015,000	6.8%
01 0335 2010	Education Reimbursement Fire	17,376	15,715	17,124	18,574	17,120	18,000	5.1%
01 0335 4921	Fuel Tax Refund	1,868	1,868	1,914	1,617	1,500	1,500	0.0%
01 0337 3008	Recycling Grant	13,244	13,244	13,135	13,431	13,000	13,000	0.0%
01 0338 9024	Library Coop	172,715	172,715	173,584	199,832	199,832	213,592	6.9%
	Total-Intergovernmental Revenues	1,596,810	1,663,485	1,767,830	1,899,893	1,634,252	1,752,592	7.2%
01 0341 4006	Certs, Copies, Record Search	4,521	8,756	15,079	18,269	1,500	4,000	166.7%
01 0341 8400	Permit Surcharge Fee	837	1,236	1,302	2,196	600	900	50.0%
01 0341 8500	Trans. Impact Admn. Fee	165	1,387	3,928	839	500	500	0.0%
01 0341 9010	General Governmental Charges	365,140	385,481	392,961	418,011	417,506	437,890	4.9%
01 0341 9103	Filing Fees	645	934	1,189	624	400	400	0.0%
01 0341 9201	Board of Adjustment	250	2,025	1,275	1,275	400	400	0.0%
01 0342 2003	Reimbursement (Target Solutions)	0	0	0	0	0	2,730	100.0%
01 0342 2011	Fire Protection Service - County	3,992,044	3,843,175	3,855,828	4,153,316	4,277,154	4,383,979	2.5%
01 0342 2025	Fire Contract - Bay Pines	98,376	100,473	101,866	103,385	103,376	0	0.0%
01 0342 2030	Fire Contract - Beach Contracts	228,346	233,597	236,634	240,894	243,300	248,166	2.0%
01 0344 9014	State Traffic Signal Maint	33,282	35,513	36,577	23,530	29,000	29,000	0.0%
01 0344 1027	Lawn & Tree Service	0	0	0	0	0	10,880	100.0%
01 0342 4007	Emergency Service fees	2,058,779	2,016,700	1,907,921	2,060,960	2,181,294	2,284,373	4.7%
	Total Service Fees	6,818,233	6,660,180	6,619,432	7,498,333	7,255,030	7,403,218	2.0%
01 0347 1101	Library SPC Staff Funding	50,166	51,408	55,095	59,586	60,000	62,097	3.5%
01 0347 2019	Recreation- Membership Cards	106,916	120,083	127,013	136,967	110,000	120,000	9.1%
01 0347 2104	Recreation Classes- Contracted	115,279	111,919	83,853	125,799	105,000	110,000	4.8%
01 0347 2200	Camp Fees- Summer	176,056	185,518	205,752	174,247	179,000	179,000	0.0%
01 0347 2300	Camps-Break	4,256	3,052	4,271	6,778	5,600	5,600	0.0%
01 0347 2401	Recreation-Staff Instructed	36,110	42,703	38,622	31,785	35,000	30,000	-14.3%
01 0347 2700	Pool Facility Fees	15,921	21,272	20,132	16,517	17,500	16,500	-5.7%
01 0347 2901	Athletic Programs	9,732	11,880	13,102	30,042	13,650	33,990	149.0%
	Total-Leisure Fees	515,886	547,835	547,840	581,721	525,750	557,187	6.0%
01 0351 1026	Fines & Forfeitures	45,754	27,942	34,632	26,492	30,000	40,000	33.3%
01 0352 0006	Library Fines	32,258	34,448	31,814	24,581	27,000	27,000	0.0%
	Total-Fines & Forfeitures	78,012	65,468	76,006	62,102	57,000	67,000	17.5%
01 0361 1000	Interest	2,981	8,135	10,386	25,522	11,000	22,000	100.0%
	Total Interest	2,981	8,135	10,386	25,522	11,000	22,000	100.0%
01 0362 1031	Rental Income	30,632	27,496	21,649	53,535	23,000	42,000	82.6%
	Total-Rentals	30,632	27,496	21,649	53,535	23,000	42,000	82.6%
01 0364 3200	Insurance Proceeds	17,702	13,647	35,726	12,236	2,000	2,000	0.0%
01 0364 4102	Sale of Fixed Assets - City	4,923	27,062	0	2,180	192,262	100	-99.9%
01 0364 4101	Sale of Fixed Assets - Fire	0	16,574	0	3,074	100	100	0.0%
	Total-Sales	22,625	57,283	35,726	17,490	194,362	2,200	-98.9%
01 0369 3009	Refund Prior Year	36,873	36,404	51,171	13,394	18,500	11,500	-37.8%
01 0369 6008	Other - S.F.D. Maint. Contract	39,067	34,034	21,278	36,254	20,000	25,000	25.0%
01 0369 8007	Miscellaneous Income - Other	19,353	26,158	24,919	20,719	17,500	17,500	0.0%
	Total-Misc. Revenues	95,413	96,843	97,368	70,367	56,000	54,000	-3.6%
TOTAL - REVENUES		15,344,316	15,490,522	15,694,196	17,186,899	16,530,650	16,967,819	2.6%
01 0389 9015	Transfer - General Fund Balance	409,216	868,390	1,412,689	1,207,053	1,916,241	0	0.0%
	Total - Unreserved Fund	409,216	868,390	1,412,689	1,207,053	1,916,241	0	0.0%
TOTAL - ALL FUNDING SOURCES		15,753,532	16,358,912	17,106,885	18,393,952	18,446,891	16,967,819	-8.0%

FY18 General Fund Sources



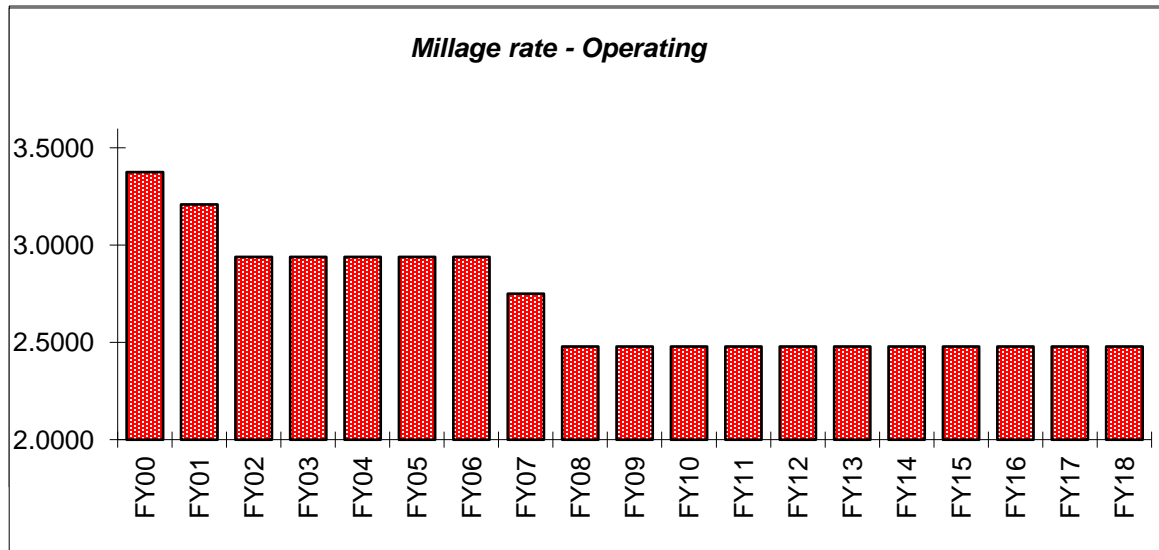
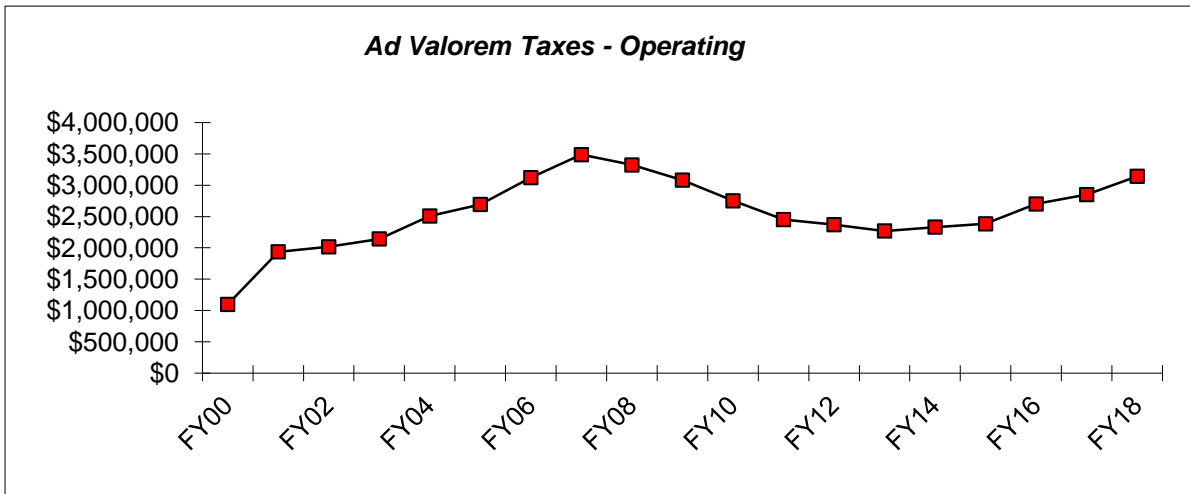
This chart shows the source of funding for General Fund expenditures. The largest sources are the Intergovernmental revenue fire, franchise fees, property tax and general intergovernmental revenue.

REVENUE TYPE
Ad Valorem Taxes

ACCOUNT #	DESCRIPTION	FY13	FY14	FY15	FY16	FY17	FY18
		Actual	Actual	Actual	Actual	Budget	Budget
0103 11 1004	Ad Valorem	\$2,269,898	\$2,331,440	\$2,383,063	\$2,699,852	\$2,849,329	\$3,141,955
0103 11 2006	Ad Valorem-Delinquent	\$6,257	\$5,681	\$79,532	\$3,798	\$2,000	\$2,000
Total Ad Valorem		\$2,276,155	\$2,337,121	\$2,462,595	\$2,703,650	\$2,851,329	\$3,143,955
Total Millage		2.4793	2.4793	2.4793	2.4793	2.4793	2.4793

Ad Valorem (or Property) taxes are assessed by applying the millage rate to every \$1,000 of taxable property. The operating millage rate for FY18 is 2.4793. The FY18 millage rate is 6.12% higher than the roll back rate and complies with recent State legislation limiting any increases in the property tax rate. The city has been able to meet the state mandate and still maintain the level of service to the citizens of Seminole. Estimated revenues are projected at 96% of total estimated revenues to allow for discounts for early payment.

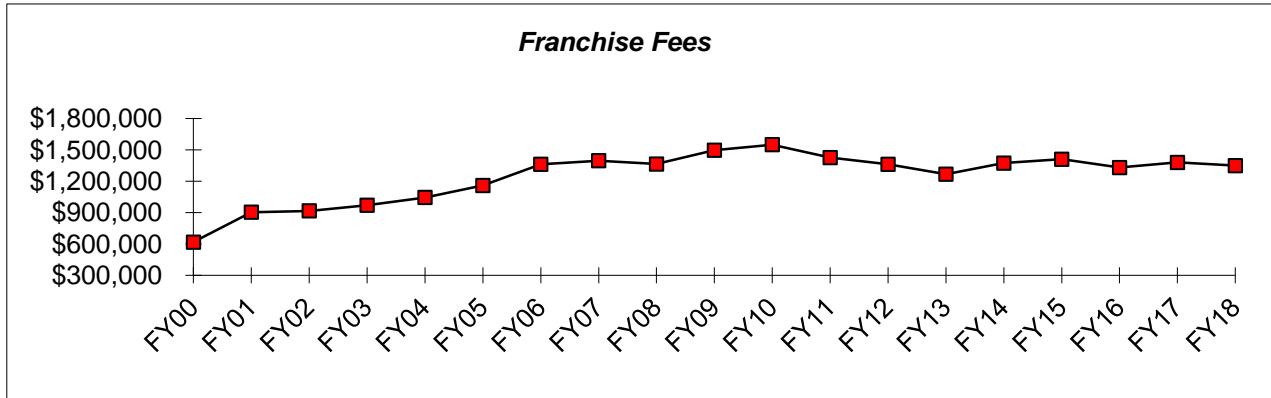
The total estimated gross taxable value in the city is estimated at \$1,320,078,064 (includes estimated \$49,598,929 in new construction and annexations). This is a 10.26% increase in gross property value over last year.



REVENUE TYPE
Franchise Fees

ACCOUNT #	DESCRIPTION	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Budget
0103 23 1008	Fran. Fee-Elect	\$1,241,052	\$1,347,420	\$1,385,276	\$1,307,570	\$1,353,000	\$1,326,240
0103 23 4001	Fran. Fee-Gas	\$25,754	\$25,223	\$24,406	\$22,509	\$26,000	\$22,000
Total		\$1,266,806	\$1,372,643	\$1,409,682	\$1,330,079	\$1,379,000	\$1,348,240

Franchise fees are paid by the Utility companies for the right to do business in the city. Revenues are derived from the following franchises:
 Florida Power - 6% of gross receipts
 People's Gas - 6% of gross receipts

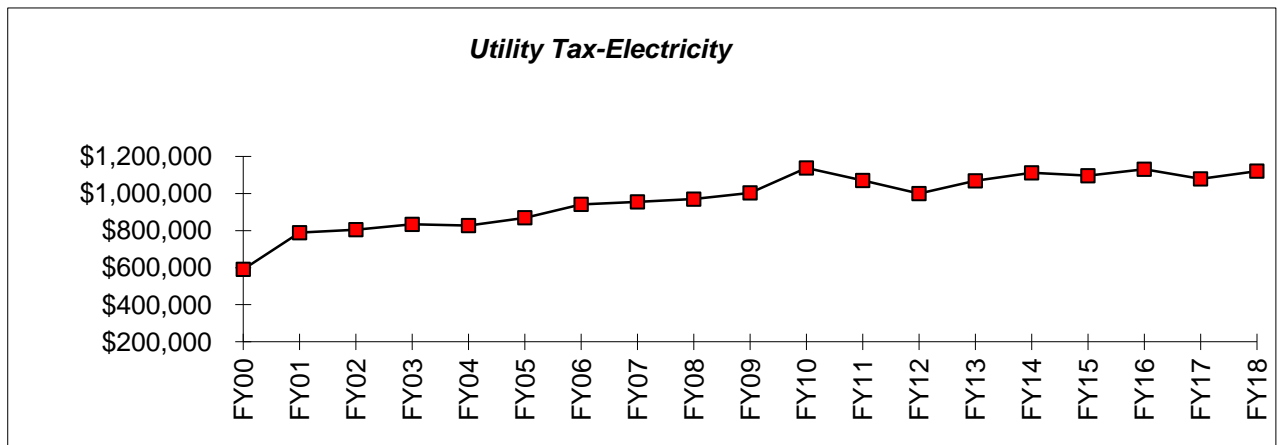


REVENUE TYPE
Utility Taxes

ACCOUNT #	DESCRIPTION	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Budget
0103 14 1034	Utility Tax-Elect	\$1,067,931	\$1,111,089	\$1,095,389	\$1,130,497	\$1,078,427	\$1,120,427
0103 14 4014	Utility Tax-Gas	\$25,796	\$30,593	\$29,001	\$25,388	\$25,000	\$25,000
Total		\$1,093,727	\$1,141,682	\$1,124,390	\$1,155,885	\$1,103,427	\$1,145,427

Utility taxes are levied on the purchase of utilities within the city. Revenues are based on the following:

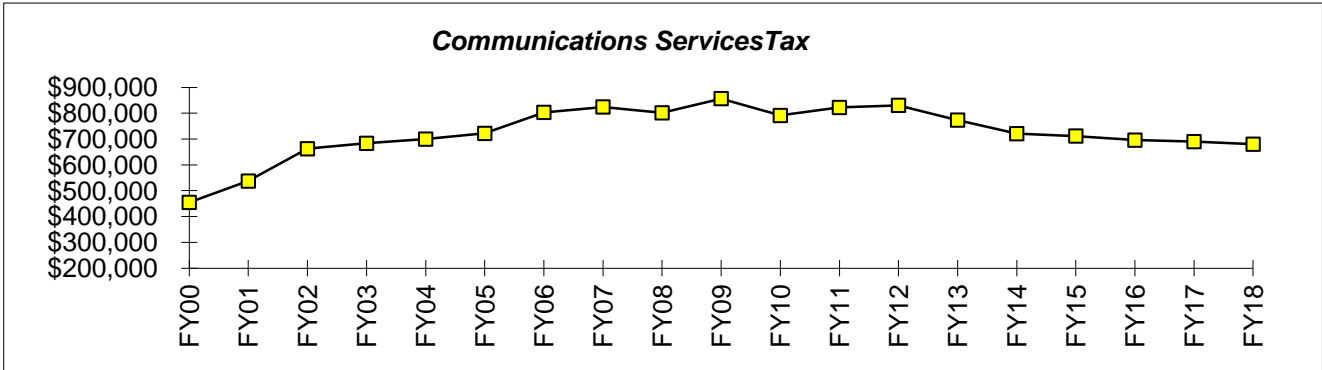
- Electric - 6% of gross receipts (residential rate)
- Electric - 9% of gross receipts (commercial rate)
- Gas/Propane - 6% of gross receipts (residential rate)
- Gas/Propane - 9% of gross receipts (commercial rate)



REVENUE TYPE
Communications Services Tax

ACCOUNT #	DESCRIPTION	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Budget
0103 23 2007	Communications Tax	\$773,387	\$720,764	\$711,714	\$695,750	\$690,000	\$680,000
Total		\$773,387	\$720,764	\$711,714	\$695,750	\$690,000	\$680,000

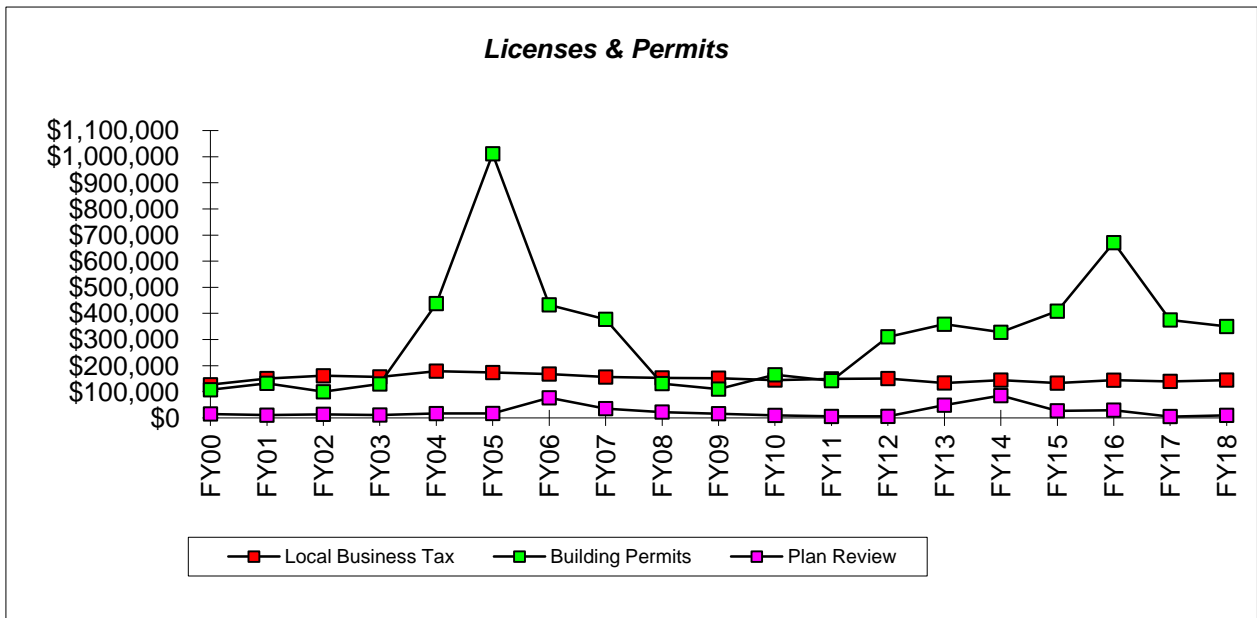
Communications service tax is a 5.22% tax on all telecommunications services including telephone, cable, satellite, cellular and pagers.



REVENUE TYPE
Licenses and Permits

ACCOUNT #	DESCRIPTION	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Budget
0103 16 0005	Local Business Tax	\$133,955	\$144,910	\$133,285	\$144,471	\$140,000	\$145,000
0103 22 1022	Building Permits	\$358,618	\$327,759	\$408,628	\$670,835	\$375,000	\$350,000
0103 29 3005	Plan Review	\$48,920	\$85,420	\$27,352	\$30,000	\$5,500	\$10,000
Total		\$541,493	\$558,089	\$569,265	\$845,306	\$520,500	\$505,000

The Local Business Tax is charged for all businesses, professions, and occupations operating within the city as specified in the Municipal Code of Ordinances, Chapter 42.
 Building and Sign permits are issued by the Building Division for the construction, alteration, or addition to any building or structure in the city. The sign permit fee is charged for the installation of an approved sign.
 Plan Review fees are charged for the review of site plans.
 Licenses and permits are used to regulate business activities in the city as well as to produce revenue.



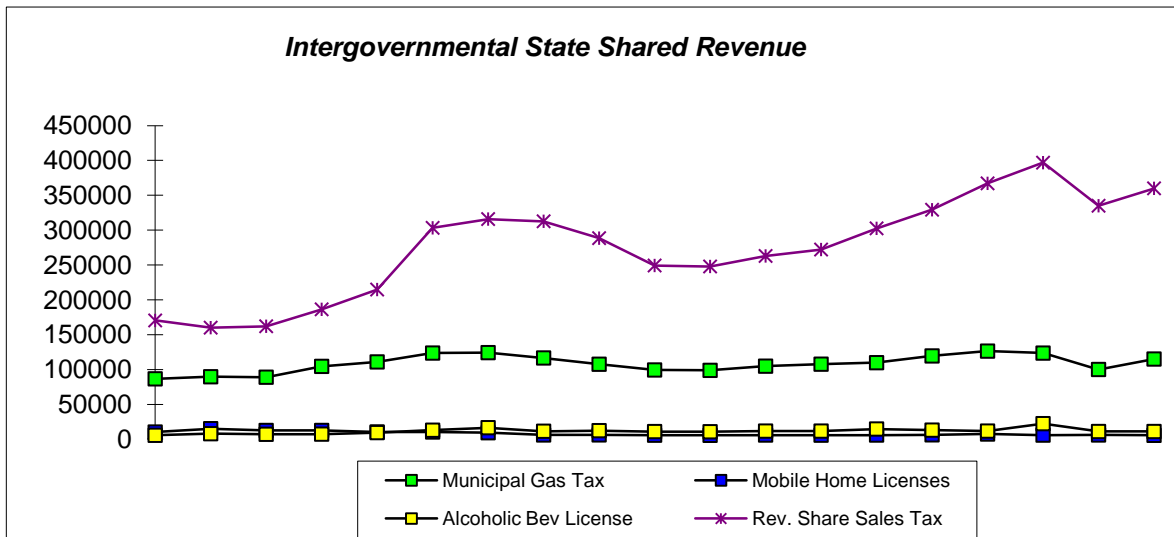
REVENUE TYPE
Intergovernmental Revenues

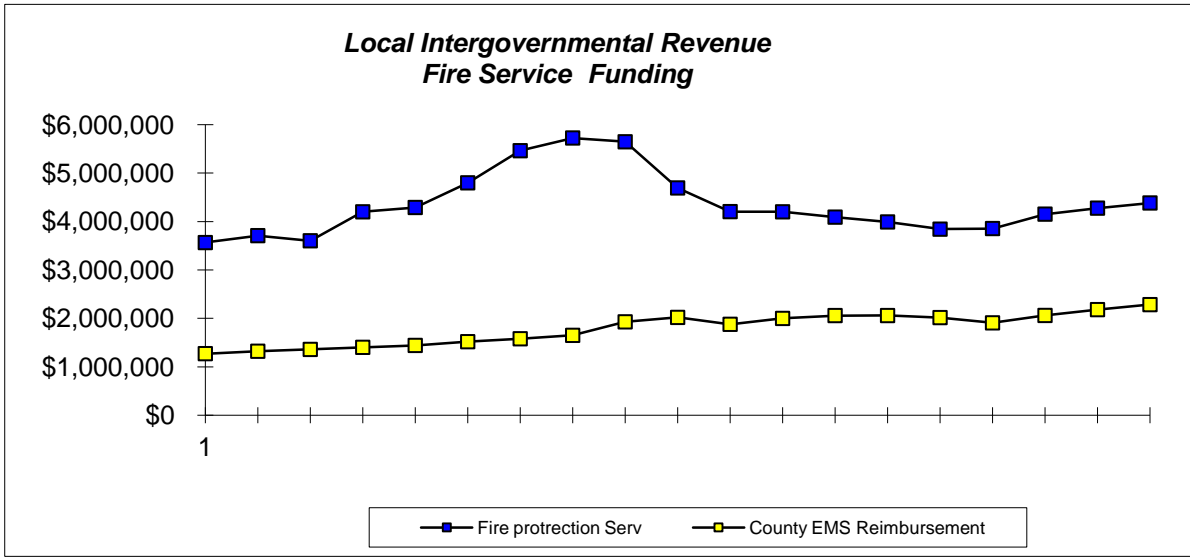
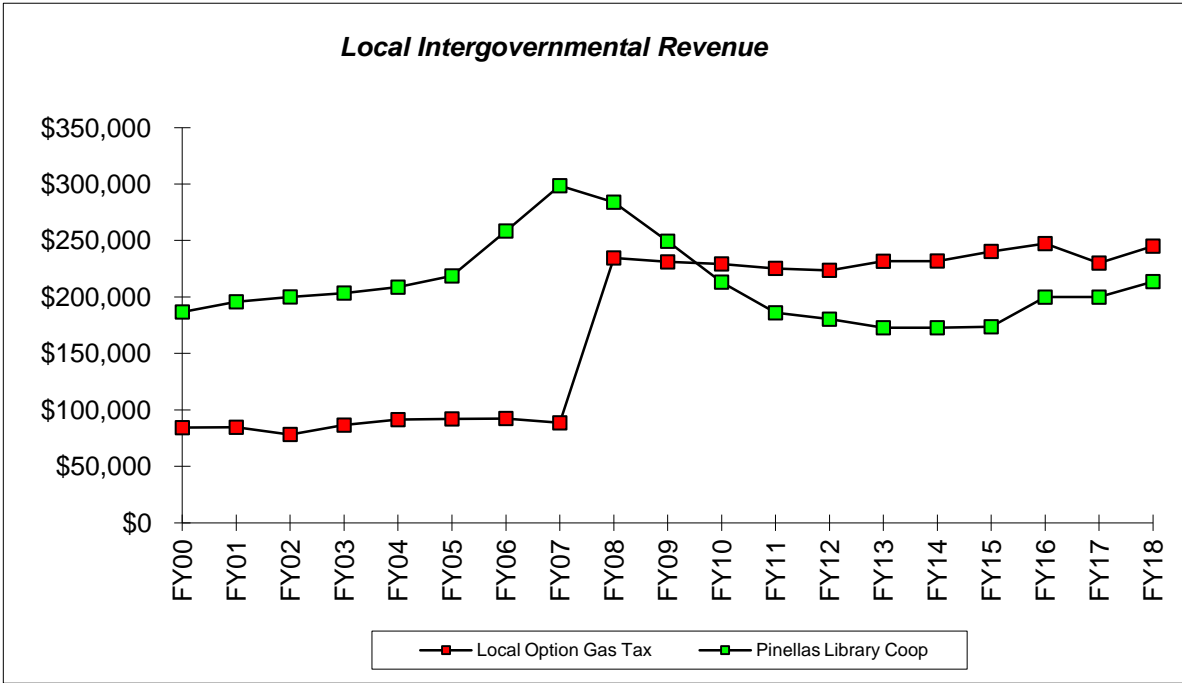
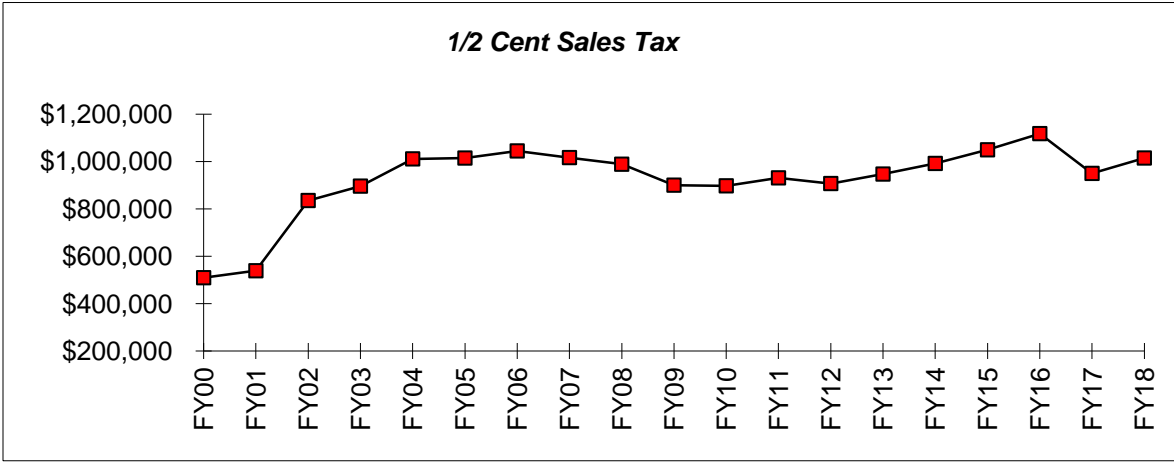
		FY13	FY14	FY15	FY16	FY17	FY18
		Actual	Actual	Actual	Actual	Budget	Budget
0103 35 1201	Rev. Share Sales Tax	\$302,562	\$329,249	\$367,134	\$396,833	\$335,000	\$360,000
0103 35 1220	Municipal Gas Tax	\$109,760	\$119,442	\$126,357	\$123,515	\$100,000	\$115,000
0103 35 1400	Mobile Home Licenses	\$5,893	\$6,204	\$7,356	\$5,812	\$6,000	\$5,500
0103 35 1500	Alcoholic Bev License	\$14,584	\$12,982	\$11,605	\$22,276	\$11,000	\$11,000
0103 35 1810	1/2 Cent Sales Tax	\$947,232	\$992,066	\$1,049,621	\$1,118,003	\$950,000	\$1,015,000
0103 35 2010	FireFighter Education	\$17,376	\$15,715	\$17,124	\$18,574	\$17,120	\$18,000
	State Revenues	\$1,399,352	\$1,477,108	\$1,580,647	\$1,686,463	\$1,420,570	\$1,525,950
0103 12 4100	Local Option Gas Tax	\$231,605	\$231,837	\$240,313	\$247,261	\$230,000	\$245,000
0103 38 9024	Pinellas Library Coop	\$172,715	\$172,715	\$173,584	\$199,832	\$199,832	\$213,592
0103 42 2011	Fire protection Serv	\$3,992,044	\$3,843,175	\$3,855,828	\$4,153,316	\$4,277,154	\$4,383,979
0103 42 2025	Fire outside contracts	\$326,722	\$334,070	\$338,500	\$344,279	\$346,676	\$248,166
0103 42 4007	County EMS Reimburse	\$2,058,779	\$2,016,700	\$1,907,921	\$2,060,960	\$2,181,294	\$2,284,373
	Local Govt. Revenues	\$6,781,865	\$6,598,497	\$6,516,146	\$7,005,648	\$7,234,956	\$7,375,110
	TOTAL	\$8,181,217	\$8,075,605	\$8,096,793	\$8,692,111	\$8,655,526	\$8,901,060

Intergovernmental revenues are categorized above in two broad categories: state revenues and local government revenues.

The State Cigarette tax is based on a 18% taxation (approximately 34 cents per pack) and is distributed to municipalities based on population. State revenue sharing programs include: 32.4% cigarette tax distribution to municipalities, a one-cent municipal gas tax, and a 25% distribution of state alternative fuel user fees gas & alternative fuel taxes are combined under the account State Revenue Share- Motor. Distribution formulas are based on population. The Alcoholic Beverage License tax is assessed on manufacturers, distributors, vendors and sales agents of alcoholic beverages. 38% of the proceeds collected within the municipality are returned to the municipality. The State distributes 9.664% of the 1/2 cent sales tax to cities and counties based on population. The sales tax is sensitive to economic conditions.

The Pinellas County Local Option Gas Tax is distributed by the County based on population. 25% of the 1 cent tax is distributed to municipalities and revenues are restricted for transportation projects. The city joined the Pinellas Library Cooperative in October 1990 and revenues are received for use at the library based on circulation and history of library expenditures. Pinellas County EMS Reimbursement is based on the First Responder Agreement with Pinellas County for providing emergency medical services. Fire Protection Service reimbursement is based on the prorated share of the Fire/Rescue Department budget (71.2%) that is paid for by the Unincorporated Fire District.

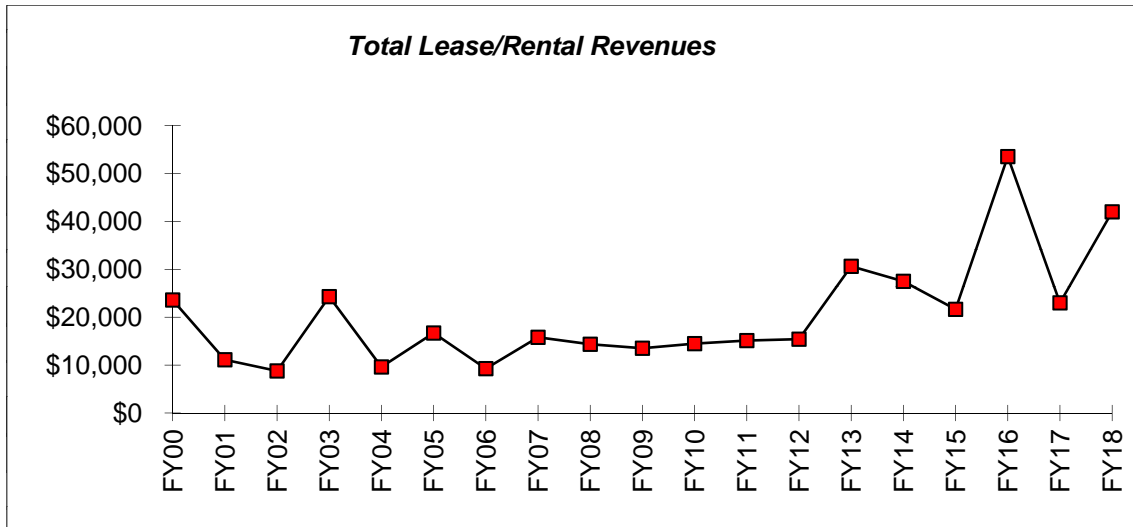




REVENUE TYPE
Rental Revenues

ACCOUNT #	DESCRIPTION	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Budget
0103 62 1000	Rental Income	\$30,632	\$27,496	\$21,649	\$53,535	\$23,000	\$42,000
Totals		\$30,632	\$27,496	\$21,649	\$53,535	\$23,000	\$42,000

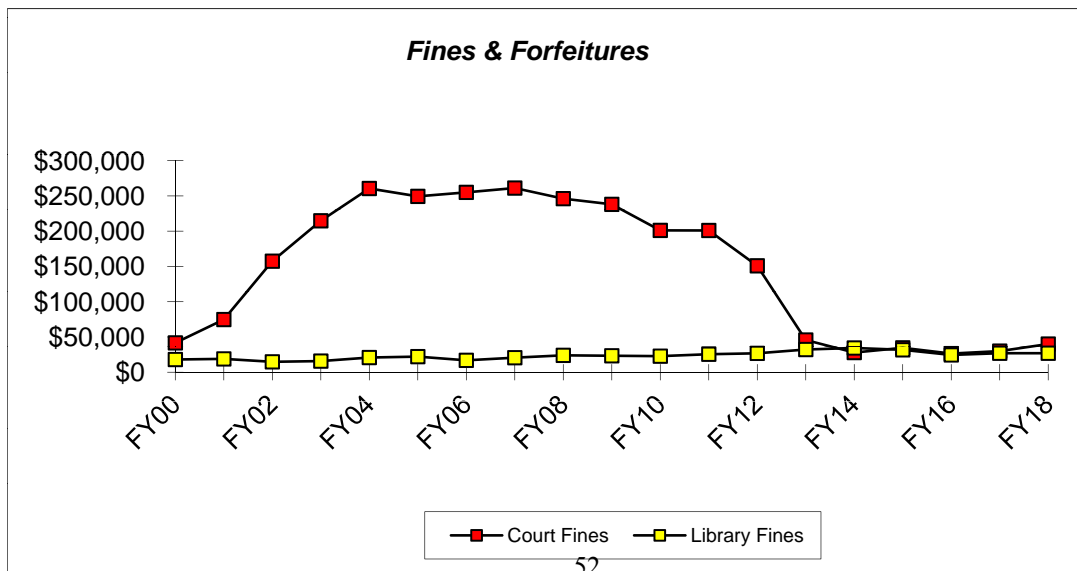
The Recreation Center facilities are rented for meetings and events at a set fee.



REVENUE TYPE
Fines & Forfeitures

ACCOUNT #	DESCRIPTION	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Budget
0103 51 1000	Court Fines	\$45,754	\$27,942	\$34,632	\$26,492	\$30,000	\$40,000
0103 52 0000	Library Fines	\$32,258	\$34,448	\$31,814	\$24,581	\$27,000	\$27,000
Total		\$78,012	\$62,390	\$66,446	\$51,073	\$57,000	\$67,000

Court fines are revenues received from Pinellas County for fines generated by the Sheriffs Department and collected by the county. The fines collected were reduced in FY13 when the City eliminated the traffic enforcement officer contract. Library fines are based on penalties for Library circulation material late, lost or damaged.



REVENUE TYPE
Leisure Fees

ACCOUNT #	DESCRIPTION	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Budget
0103 47 2000	Rec Membership Cards	\$106,916	\$120,083	\$127,013	\$136,967	\$110,000	\$120,000
0103 47 2100	Rec Classes - Contracted	\$115,279	\$111,919	\$83,853	\$125,799	\$105,000	\$110,000
0103 47 2400	Rec Classes - Staff Instructed	\$36,110	\$42,703	\$38,622	\$31,785	\$35,000	\$30,000
0103 47 2120	Pool Facility Fees	\$15,921	\$21,275	\$20,132	\$16,517	\$17,500	\$16,500
0103 47 2200	Camp Fees - Summer	\$176,056	\$185,518	\$205,752	\$174,247	\$179,000	\$179,000
0103 47 2300	Camps - Break	\$4,256	\$3,052	\$4,271	\$6,778	\$5,600	\$5,600
0103 47 2900	Athletic Programs	\$9,732	\$11,880	\$13,102	\$30,042	\$13,650	\$33,990
Total		\$464,270	\$496,430	\$492,745	\$522,135	\$465,750	\$495,090

Recreation Membership Cards are sold to non city residents to allow them to access to City run facilities and programs. The dramatic drop in revenue was caused by the elimination of a Pinellas County funded subsidy for unincorporated residents.

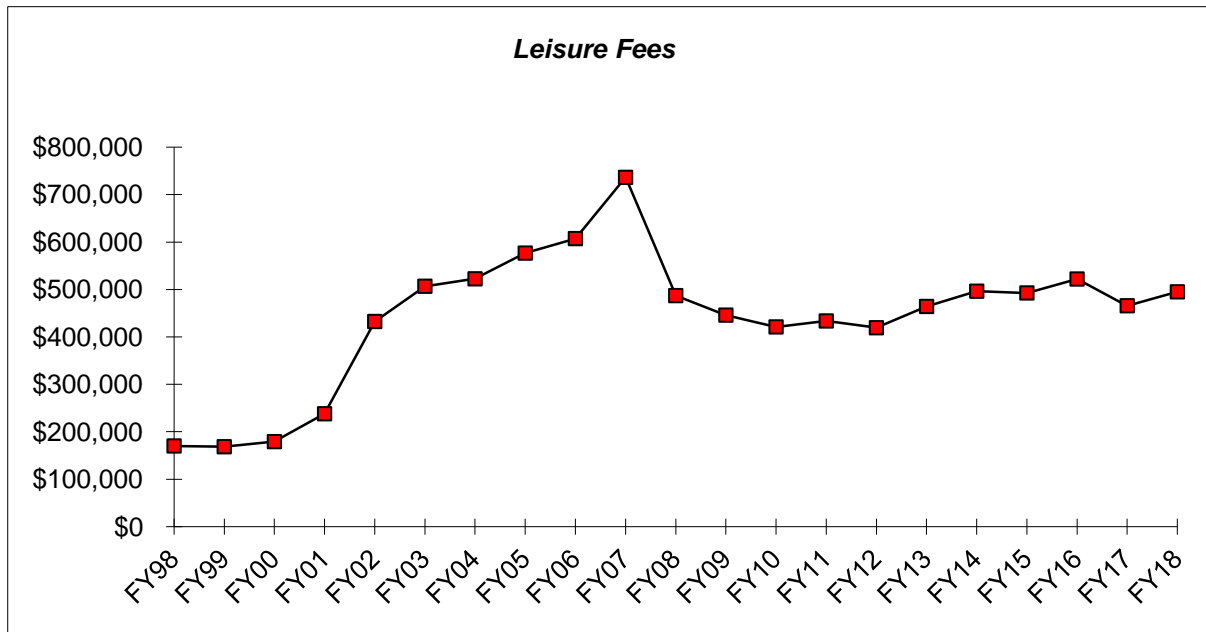
Recreation classes - contracted fees are based on registration for classes run by instructors who are contracted with to run a specific program. Fees vary based on activity and resident status.

Recreation classes - Staff Instructed are based of registration for classes run by full or part time city staff. Fees vary based on activity and resident status.

Camp Fees summer and break program revenues are based on registration for camps run at the recreation center for the summer and school break periods.

Special event revenue are funds collected from miscellaneous recreation related programs are identified in seperate fund starting in FY08.

Athletic fees are based on athletic programs run at the Recreation Center



REVENUE TYPE
Other Fees

ACCOUNT #	DESCRIPTION	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Budget
0103 41 8400	Permit Surcharge Fee	\$837	\$1,236	\$1,302	\$2,196	\$600	\$900
0103 41 9201	Board of Adjustment	\$250	\$2,025	\$1,275	\$1,275	\$400	\$400
0103 41 8500	Transport. Impact Admin Fee	\$165	\$1,387	\$3,928	\$839	\$500	\$500
0103 41 4006	Copy Charges	\$4,521	\$8,756	\$15,079	\$18,269	\$1,500	\$4,000
0103 41 9100	Filing Fees	\$645	\$934	\$1,189	\$625	\$400	\$400
Total		\$6,418	\$14,338	\$22,773	\$23,204	\$3,400	\$6,200

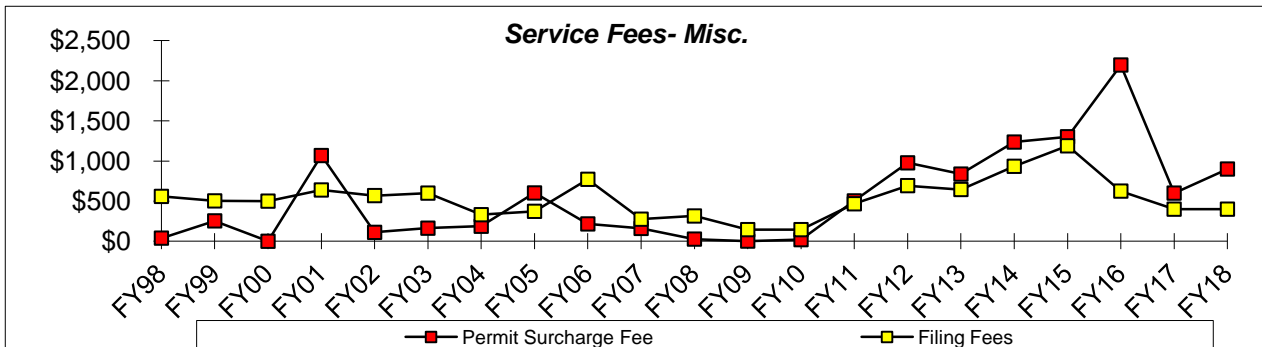
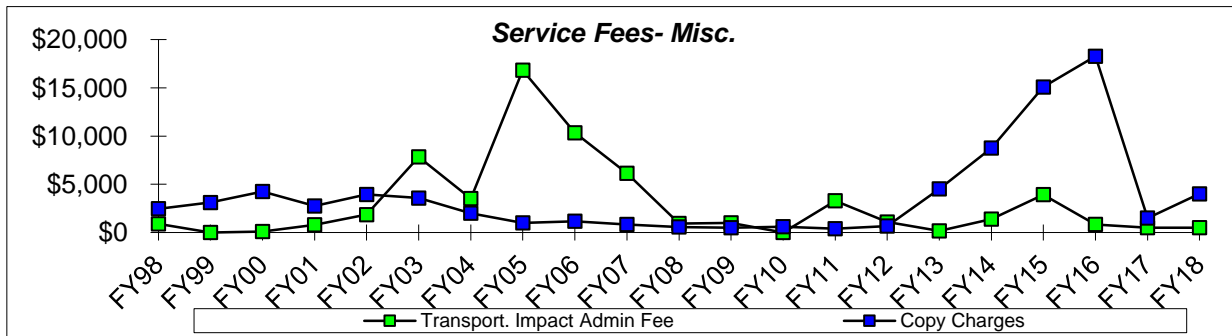
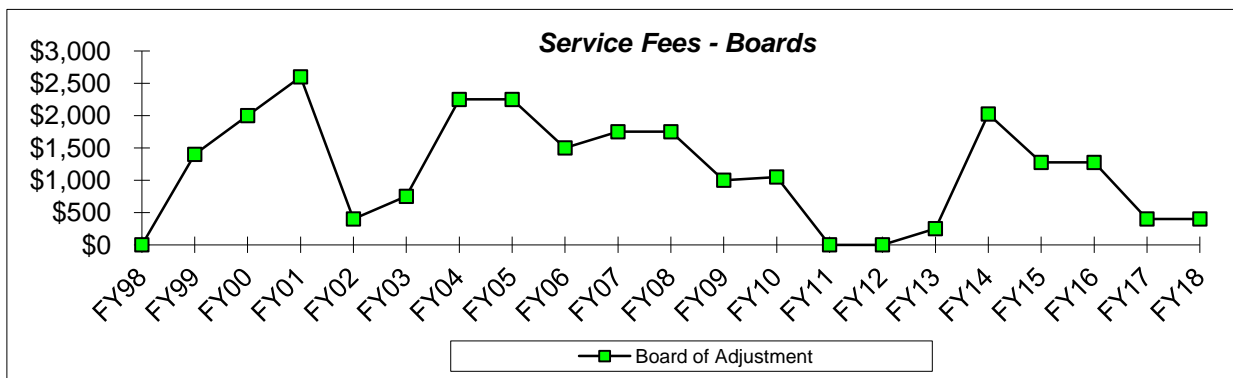
Zoning Board & Board of Adjustment fees are assessed on requests for changes to existing or new residential and commercial properties. Fees are based on site plan reviews, variances, zoning amendments, etc. The full schedule of fees charged are listed in the City Code of Ordinances, Chapter 12.

The Permit Surcharge Fees is applied to any building permit issued by the City to help fund Building Department employee education related to the Building Code..

Transportation Impact Administration Fees are the funds retained by the City for the cost of processing the Transportation Impact Fee charged for new development that adversely impact existing transportation facilities.

Copy Charges are issued by all departments for miscellaneous requests for copies by the public.

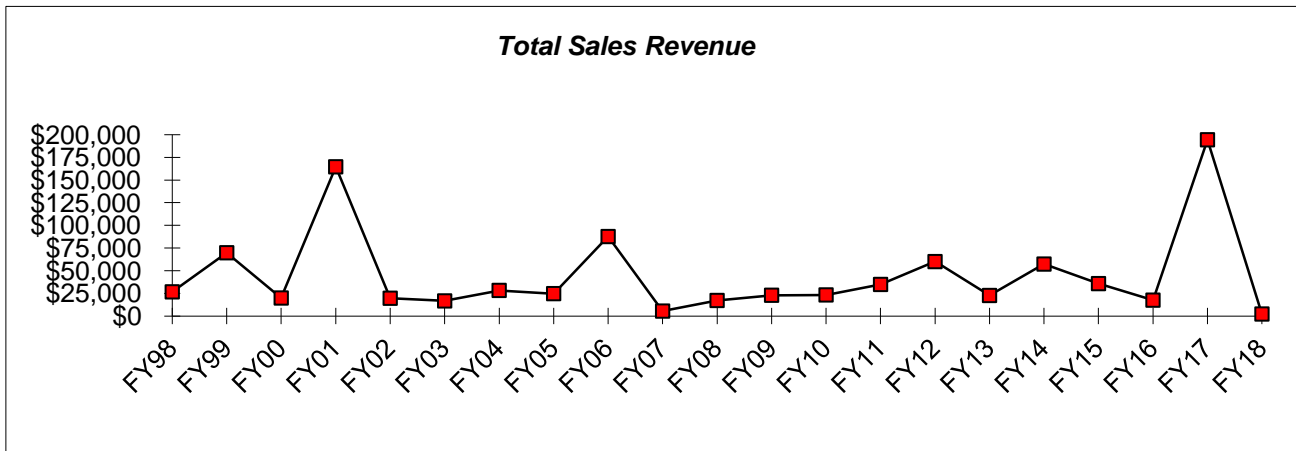
Filing Fees are used to cover costs related to Board actions associated with land development activities.



REVENUE TYPE
Sales Revenues

ACCOUNT #	DESCRIPTION	FY13	FY14	FY15	FY16	FY17	FY18
		Actual	Actual	Actual	Actual	Budget	Budget
0103 64 3200	Insurance Proceeds	\$17,702	\$13,646	\$35,726	\$12,236	\$2,000	\$2,000
0103 64 4102	Equipment Surplus Sales	\$4,923	\$27,062	\$0	\$2,180	\$192,262	\$100
0103 64 4101	Surplus Sales - Fire	\$0	\$16,574	\$0	\$3,074	\$100	\$100
Total		\$22,625	\$57,282	\$35,726	\$17,490	\$194,362	\$2,200

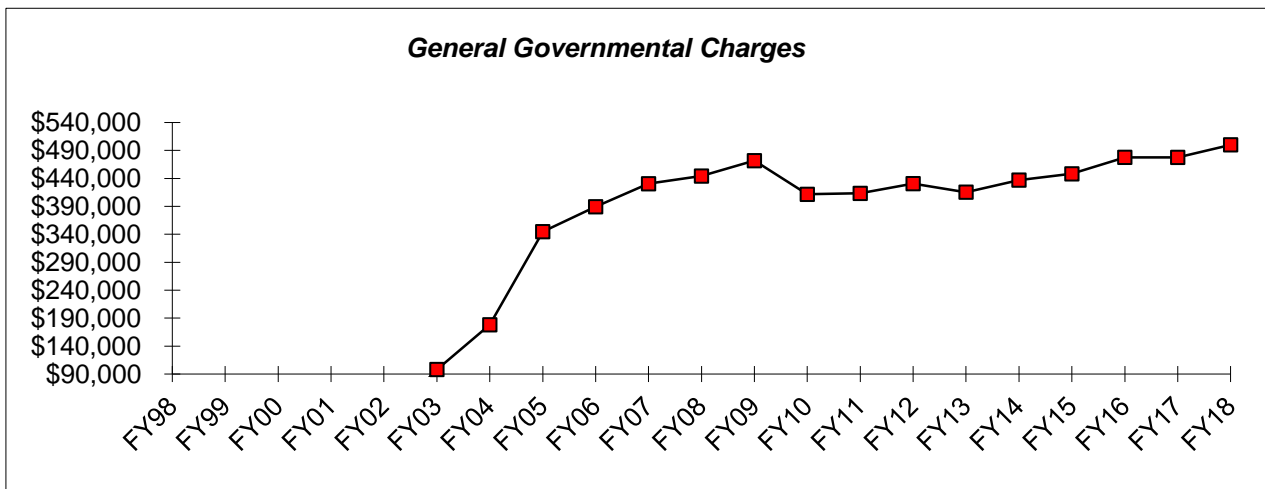
Insurance proceeds and equipment insurance proceeds revenues are realized through insurance claims for damaged goods. Scrap sale revenues are derived from the sale of goods which are no longer usable to the city. Items include books, vehicles and equipment. Insurance recovery and scrap sales are unpredictable sources of revenue and actual revenues typically vary widely from budget estimates. In FY17 the City sold a parcel of excess land for \$192,162.



REVENUE TYPE
General Governmental Charges

ACCOUNT #	DESCRIPTION	FY13	FY14	FY15	FY16	FY17	FY18
		Actual	Actual	Actual	Actual	Budget	Budget
0103 41 9001	Library SPC Funding	\$50,166	\$51,408	\$55,095	\$59,586	\$60,000	\$62,097
0103 41 9001	General Governmental Charges	\$365,140	\$385,481	\$392,961	\$418,011	\$417,506	\$437,890
Total		\$415,306	\$436,889	\$448,056	\$477,597	\$477,506	\$499,987

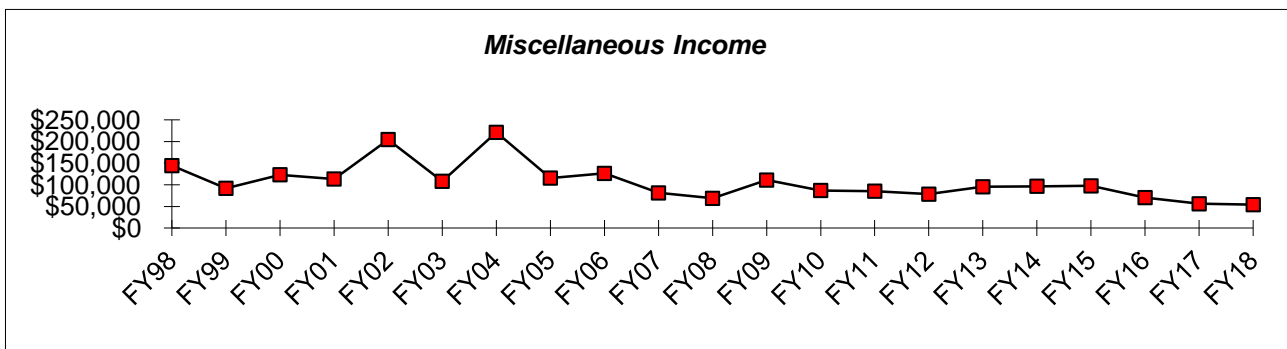
These are cost accounting charges to recoup the cost of back office operations on front line operations.



REVENUE TYPE
Miscellaneous

ACCOUNT #	DESCRIPTION	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Budget
0103 69 3000	Refund Prior Year	\$36,873	\$36,404	\$51,171	\$13,394	\$18,500	\$11,500
0103 69 6000	SFD Maintenance Contract	\$39,067	\$34,034	\$21,278	\$36,254	\$20,000	\$25,000
0103 69 8000	Misc. Income - Other	\$19,353	\$26,158	\$24,919	\$20,719	\$17,500	\$17,500
Total		\$95,293	\$96,596	\$97,368	\$70,367	\$56,000	\$54,000

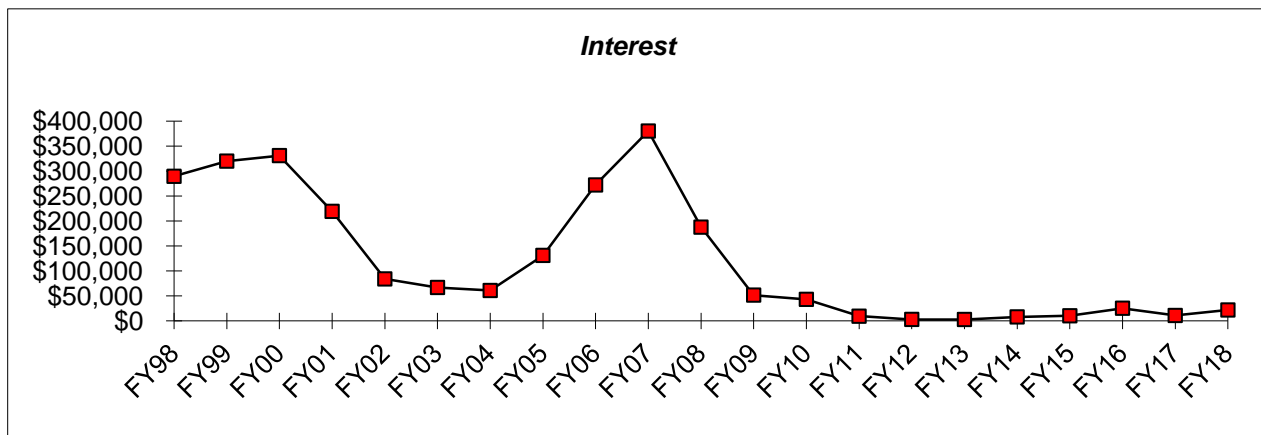
The Bay Pine and Beach Fire contracts are agreements to supply fire protection to the Bay Pines Veterans Hospital and the Redington Beach Communities. The SFD maintenance contract income is the charges to non city fire departments who utilize our maintenance facilities for the repair and maintenance of their fire equipment. The other miscellaneous items in this category are for unusual or unanticipated revenue and is very difficult to plan for.



REVENUE TYPE
Interest Income

ACCOUNT #	DESCRIPTION	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Budget
0103 61 1000	Interest	\$2,981	\$8,135	\$10,386	\$25,522	\$11,000	\$22,000

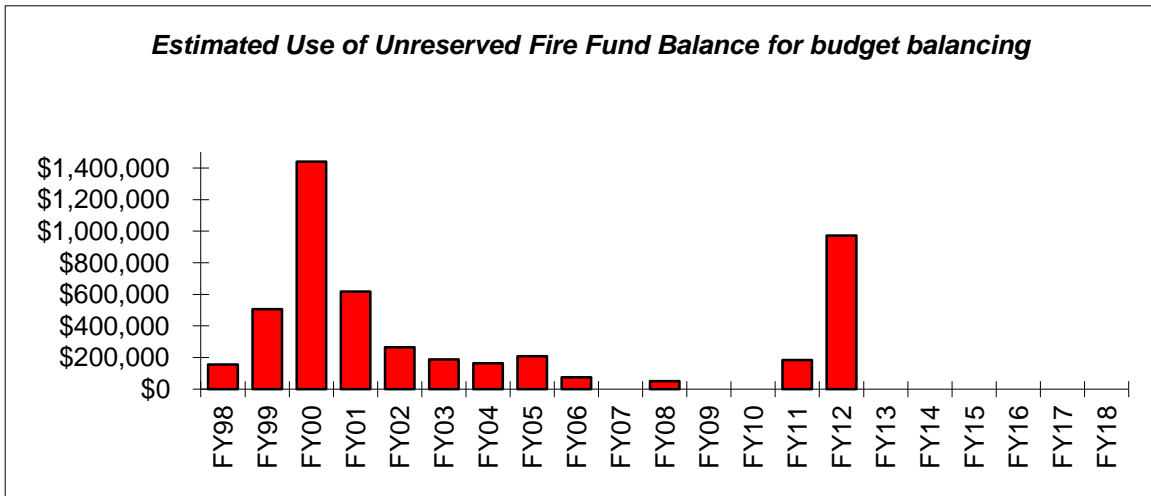
Interest earned on the General Fund are dependent on rates and the fund balance. The reduced revenue to the general fund starting in fiscal year 2008 is due to City Council direction for the allocation to the Emergency Preparedness Fund of all interest earned on its fund balance as well as the Unreserved Fund Balance.



REVENUE TYPE
Unreserved Fire Fund Balance

ACCOUNT #	DESCRIPTION	FY13	FY14	FY15	FY16	FY17	FY18
		Actual	Actual	Actual	Actual	Budget	Budget
0103 89 9000	Fire unreserved & designated	\$0	\$0	\$0	\$0	\$0	\$0
Total		\$0	\$0	\$0	\$0	\$0	\$0

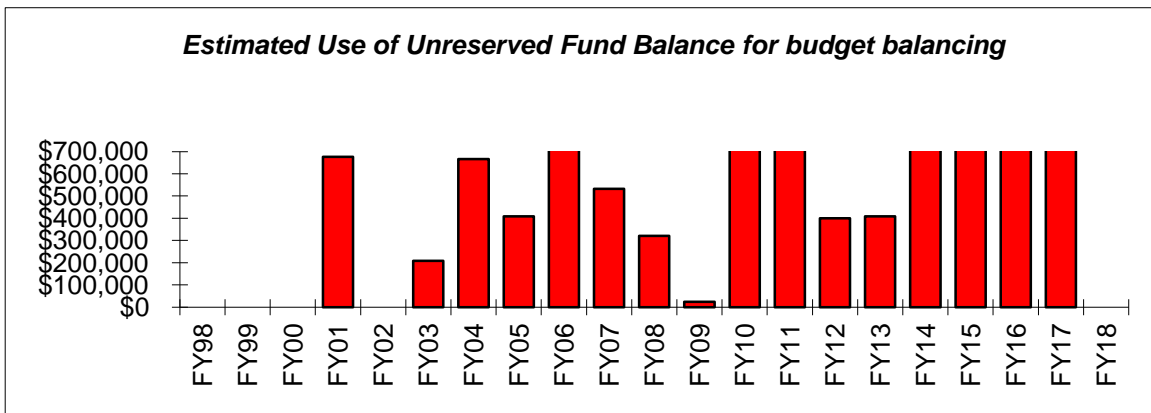
The general fund balance has reserved and unreserved balances. The unreserved fund balance may be used for supplemental appropriations during a fiscal year as well as to assist in balancing the budget. The fund balance is further divided into Fire and General balances to segregate the appropriation from the unincorporated fire district. In FY06 \$74,185 was utilized from the Fire Fund balance to pay the final Fire Department Debt Service. The FY08 Fire Fund Balance is being used to pay for a one time contribution to the Fire Pension. In FY11 the County EMS Administration has directed all cities with CIP reserves to draw



REVENUE TYPE
Unreserved Fund Balance

ACCOUNT #	DESCRIPTION	FY13	FY14	FY15	FY16	FY17	FY18
		Actual	Actual	Actual	Actual	Budget	Budget
0101 01 9000	Unreserved & designated	\$409,216	\$868,390	\$1,412,689	\$1,207,053	\$1,916,241	\$0
Total		\$409,216	\$868,390	\$1,412,689	\$1,207,053	\$1,916,241	\$0

The general fund balance has reserved and unreserved balances. The unreserved fund balance may be used for supplemental appropriations during a fiscal year as well as to assist in balancing the budget. The encumbrance reserve transfer and CIP reserve transfer has resulted in the allocation for FY01 through FY16. The FY12 transfer is for the one time purchase of land for a waterfront park. The FY17 allocation is to allocate funds from the FY16 year end surplus to



Municipal Millage Rate Comparison

Municipality	Actual FY18 Millage Rate
Belleair Shore	0.6594
N. Redington Beach	1.0000
Redington Shores	1.8000
Redington Beach	1.8149
Indian Shores	1.8700
Indian Rocks Beach	1.9300
Belleair Beach	2.0394
Madeira Beach	2.2000
Seminole	2.4793
St. Pete Beach	3.1500
South Pasadena	3.2500
Treasure Island	3.3368
Gulfport	4.0390
Oldsmar	4.0500
Dunedin	4.1345
Safety Harbor	4.2274
Kenneth City	4.7592
Clearwater	5.1550
Belleair Bluffs	5.3500
Tarpon Springs	5.4200
Pinellas Park	5.4900
Largo	5.7413
Belleair	5.9257
St. Petersburg	6.7550

Fire District Millage Rate Comparison

Fire District	Actual FY18 Millage Rate
South Pasadena	0.9137
Belleair Bluffs	1.7320
Tierra Verde	1.9118
Seminole	1.9581
Gandy	2.2977
Tarpon Springs	2.3745
High Point	2.6700
Safety Harbor	2.8118
Dunedin	2.9222
Pinellas Park	3.1976
Clearwater	3.2092
Largo	3.5609
Lealman	5.7500



CITY
OF
SEMINOLE

**GENERAL FUND
EXPENDITURES**

BUDGET SUMMARY

	Actual	Budgeted	Budgeted		
Charter Positions	FY16	FY17	FY18	% +/-	\$ +/-
Legislative	159,943	185,166	184,540	-0.3%	(626)
City Clerk	120,813	132,210	127,453	-3.6%	(4,757)
City Attorney	52,116	57,080	57,080	0.0%	0
City Manager/Contingency	266,327	407,119	381,788	-6.2%	(25,331)
Law Enforcement	1,632,374	1,697,677	1,795,832	5.8%	98,155
Charter Positions	2,231,573	2,479,252	2,546,693	2.7%	67,441

Administrative Department	FY16	FY17	FY18	% +/-	\$ +/-
Administration	473,685	696,803	411,189	-41.0%	(285,614)
Finance	156,778	195,415	200,756	2.7%	5,341
Library	1,039,510	1,094,015	1,112,643	1.7%	18,628
Recreation	1,203,731	1,313,764	1,235,730	-5.9%	(78,034)
Administration Department Total	2,873,704	3,299,997	2,960,318	-10.3%	-339,679

Community Development Department	FY16	FY17	FY18	% +/-	\$ +/-
Administration/Planning	212,165	219,603	225,595	2.7%	5,992
Code Administration & Inspection	553,992	513,100	534,972	4.3%	21,872
Community Development Dept. Total	766,157	732,703	760,567	3.8%	27,864

Public Works Department	FY16	FY17	FY18	% +/-	\$ +/-
Administration	1,427,276	2,366,566	748,444	-68.4%	(1,618,122)
Facilities	220,175	219,005	402,994	84.0%	183,989
Parks & Grounds	432,402	518,987	529,932	2.1%	10,945
Infrastructure	231,972	301,507	291,864	-3.2%	(9,643)
Public Works Department Total	2,311,825	3,406,065	1,973,234	-42.1%	-1,432,831

Fire Department	FY16	FY17	FY18	% +/-	\$ +/-
Administration	825,362	765,150	792,661	3.6%	27,511
Life Safety Services	230,160	250,610	262,904	4.9%	12,294
Fleet Maintenance	239,156	244,110	243,737	-0.2%	(373)
Training	142,710	183,450	181,250	-1.2%	(2,200)
Operations	5,167,983	4,904,260	4,962,082	1.2%	57,822
EMS	2,060,960	2,181,294	2,284,373	4.7%	103,079
Fire Department Total	8,666,331	8,528,874	8,727,007	2.3%	198,133

FY16 to FY18 CITY WIDE BUDGET COMPARISONS
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City Total	FY16	FY17	FY18	% +/-	\$ +/-
Charter Positions	599,199	781,575	750,861	-3.9%	(30,714)
Law Enforcement	1,632,374	1,697,677	1,795,832	5.8%	98,155
Administration	2,873,704	3,299,997	2,960,318	-10.3%	(339,679)
Community Development Department	766,157	732,703	760,567	3.8%	27,864
Public Works Department	2,311,825	3,406,065	1,973,234	-42.1%	(1,432,831)
Fire Department	8,666,331	8,528,874	8,727,007	2.3%	198,133
City Total	16,849,590	18,446,891	16,967,819	-8.0%	-1,479,072

EXPENDITURES

General Fund

Expenditures are classified into four general categories: People costs, Operating costs Capital Outlay and Interfund Transfers. In budget preparation each of these expenditure groups are controlled by the administration with a variety of methods. Overall expenditures for FY18 are budgeted at 8% less than in FY17.

In terms of People Costs, these are relatively fixed. The majority of employees are covered under a union contract which guarantee a 3% pay increase and benefit levels. The balance of the employee's are covered under the current pay classification system and City policy and procedures. The City currently examines each position which becomes vacant to determine whether re-organizational adjustment to personnel requirements can be made. As shown in the personnel summary, the city is proposing 127 full-time, 30 part-time and 22 seasonal positions for FY17. This includes the addition of four hours each to two existing part time Maintenance Workers in the Public Works Department as the city opens a new park in FY18. The Public Works Department is also adding a full time administrative position to assist in project monitoring and grant compliance. The City will be adding a Finance Director in April to aid in the transition due to a retirement. The Recreation Division is adding a part time front counter position due to the increase in overall activity in the recreation center. Overall, people costs are budgeted with a 3% merit increase for employees who are covered in the fire union contract. The general employees are budgeted with a 3% merit increase. The general employee Florida Retirement System rate of 7.91% is an increase of 5.2% and the ICMA 401 pension rate of 10% has remained unchanged. The Fire pension has increased from 8.86% to 13.08% of payroll. The City health insurance premium for FY18 has increased by 7%, and will be the second year with a new carrier and includes a significant increase in the quality of the benefit. Workers Compensation has increased slightly for all positions due to the impact of a Florida Supreme Court ruling. The city is participating in Florida League's safety program and Drug Free Workplace program to contain workers compensation costs.

In terms of Operating Costs, most changes are best explained by individual departments.

Legislative: The legislative budget shows a 3% decrease. The City Council decrease is due to the interfund transfer for Council Chamber electronics budgeted in FY17.

City Clerk: The City Clerk budget shows a 3.6% decrease. The City Clerk decrease is due to the elimination of a one-time expense in FY17 of the City moving to an electronic agenda that added electronic council agenda software and related office supplies and operating supplies.

City Manager: The budget reflects an overall decrease of 4%. There was a decrease due to the reduction in the citywide contingency account.

Law Enforcement: The budget reflects an overall increase of 5.8%. This budget which covers a contract for services with the county Sherriff is impacted by increased salary and benefits based

on existing obligations of the County Sheriff's Department. The City also increased the contract cost by adding one additional patrol officer. The contract allows the city to deliver police protection with a greater density of officers per acre than the surrounding community. The city is also able to customize our quantity, type and time of coverage to reflect community needs at a cost significantly less than if we had our own independent department.

Administration: The budget reflects a decrease of 18.1%. This decrease is from the elimination of a onetime CIP payment made in FY17 from the year end fund balance. There are also reductions in Professional Services Personnel and a reduction in electric expense in anticipation of the installation of a newer energy efficient HVAC system at City Hall in FY18.

Finance: This budget reflects a 2.7% increase. The increase is caused by the addition of a new payroll recording software program in FY18.

Library: This budget reflects a 1.7% increase. The majority of the increase is caused by an increase in salary, pension and health insurance costs..

Recreation: This budget reflects a decrease of 5.9%. There is an increase in the cost of the retirement plan and health insurance in FY18. The majority of the reduction comes from the elimination of a one-time CIP payment in FY17.

Community Development Administration/Planning: This budget reflects an increase of 2.7%. The change is from an increase in salaries and pension costs.

Code Administration & Inspection: This budget reflects an increase of 4.3%. The primary increase in this division is the from salary, pension and health insurance increases.

Public Works Administration: This budget reflects a decrease of 68.4%. The majority of the reduction comes from a reduction in Capital Improvements due to the elimination of one time projects budgeted in FY17 with year end fund balance. Without the positive impact from the CIP the division would have been an increase of 9.9%.

Facility Section: This budget reflects an increase of 101.3%. The majority of the increase comes from a planned replacement of the HVAC system at City Hall estimated at \$185,000.

Parks & Grounds Section: This budget reflects an increase of 2.1%. The majority of the increase comes from an increase in salary, pension and health insurance costs.

Infrastructure Section: This budget reflects a 7.7% decrease. This decrease is from the reduction from last years expenditures in city banners and holiday lights offset by increases in people costs due to annual salary increases and related benefit costs.

Fire Administration: This budget reflects a 3.6% increase. The increase was the result of an increase in software costs for the fire department share of a new payroll system and an electronic agenda program for council meetings. There is also an increase in people costs and related benefits.

Life Safety Services: This budget reflects a 4.9% increase. The primary increase in this section is from a change in health insurance coverage and an increase in salary, health insurance and pension costs.

Fire Maintenance: This budget reflects a .2% decrease. The primary decrease was from a change in insurance coverage offset by an increase in salaries and related benefit costs.

Training: This budget reflects a 1.2% decrease. The primary decrease was a reductions in education pay and health insurance expense for the chief position.

EMS: This budget reflects a 5.8% increase. The primary increase was due to an expansion of allowable costs and increase in people costs related to a modification in the Pinellas County EMS contract. There was a change in how liability and vehicle insurance is allocated, moving expenses to EMS from Fire Administration. There was also an increase in repair and maintenance of vehicle and additions cost for protective gear.

Operations: This budget reflects a 1.2% increase. The primary increase is salary and related benefit adjustments required to satisfy the implementation of the recently ratified contract with the Fire Union. The increase is partially offset by a reallocation of expenses to the EMS budget due to modifications in the Pinellas County EMS contract.

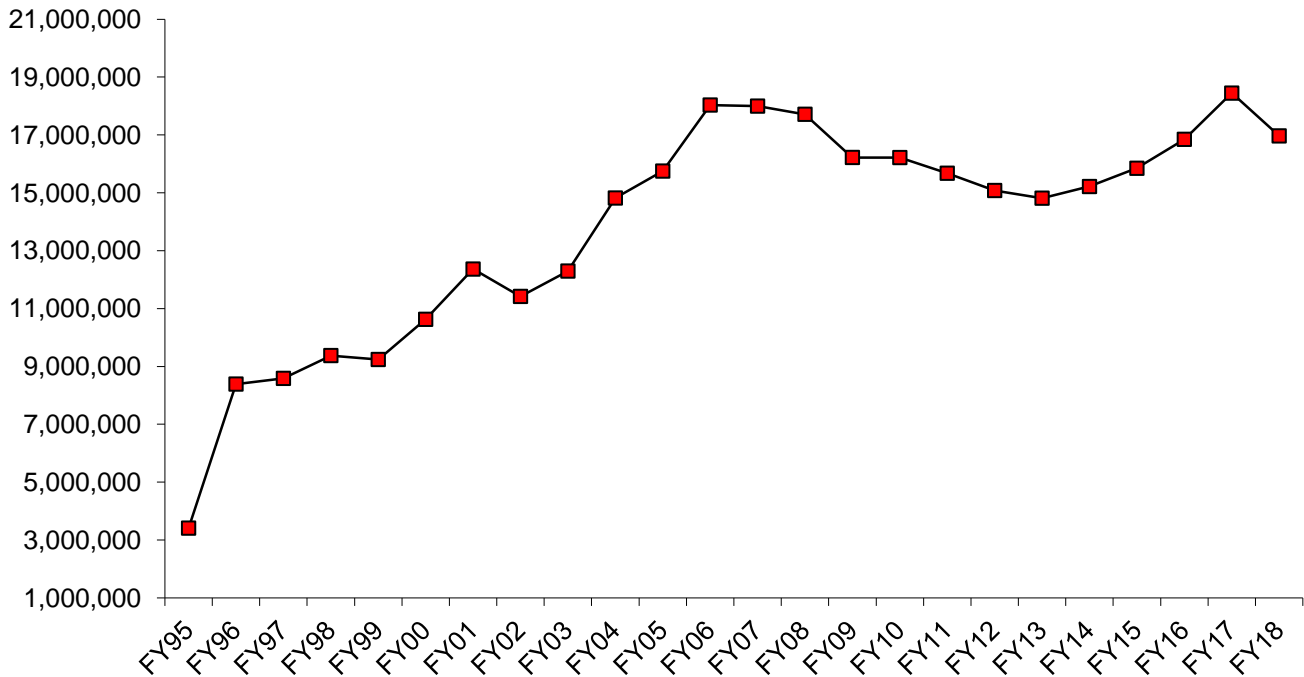
CITY OF SEMINOLE HISTORICAL SUMMARY OF EXPENDITURES

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Budget
General	16,222,801	16,219,401	15,677,608	15,080,661	14,815,588	15,218,189	15,849,368	16,849,590	18,446,891	16,967,819
	-8.4%	0.0%	-3.3%	-3.8%	-1.8%	2.7%	4.1%	6.3%	9.5%	-8.0%

This chart shows the history of expenditures for the General Fund.

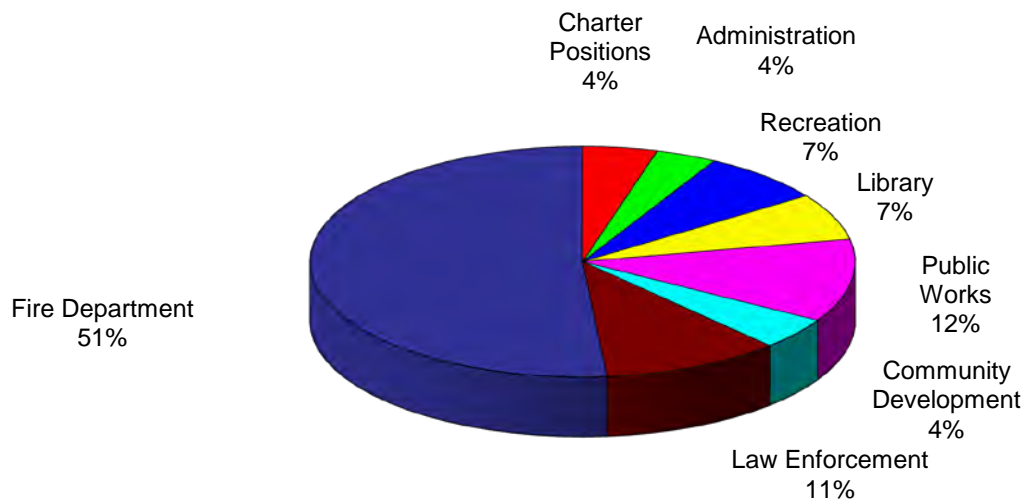
The increase in overall expenditures in FY96 was the result of the acquisition of the Seminole Fire District. There was also an increase in FY01 and FY04 caused by expenses related to large annexations that increased the area of the city. FY18 is budgeted at a 8% decrease from last years budget and is lower than the actual expenses in FY06. The budget reflects the continued fiscal restraint exercised by the City Manager and Staff.

GENERAL FUND EXPENDITURE HISTORY



This chart shows the distribution of General Fund expenditures by function. The largest expenditures are in the Fire Department, followed by the Administration Department, that also includes the Recreation and Library Divisions, Law Enforcement, and the Public Works Department, which includes the Public Works, Facilities, Infrastructure and Parks & Grounds Section budgets.

**CITY OF SEMINOLE
FY18 GENERAL FUND EXPENDITURES BY FUNCTION**



TOTAL GENERAL FUND: \$16,967,819

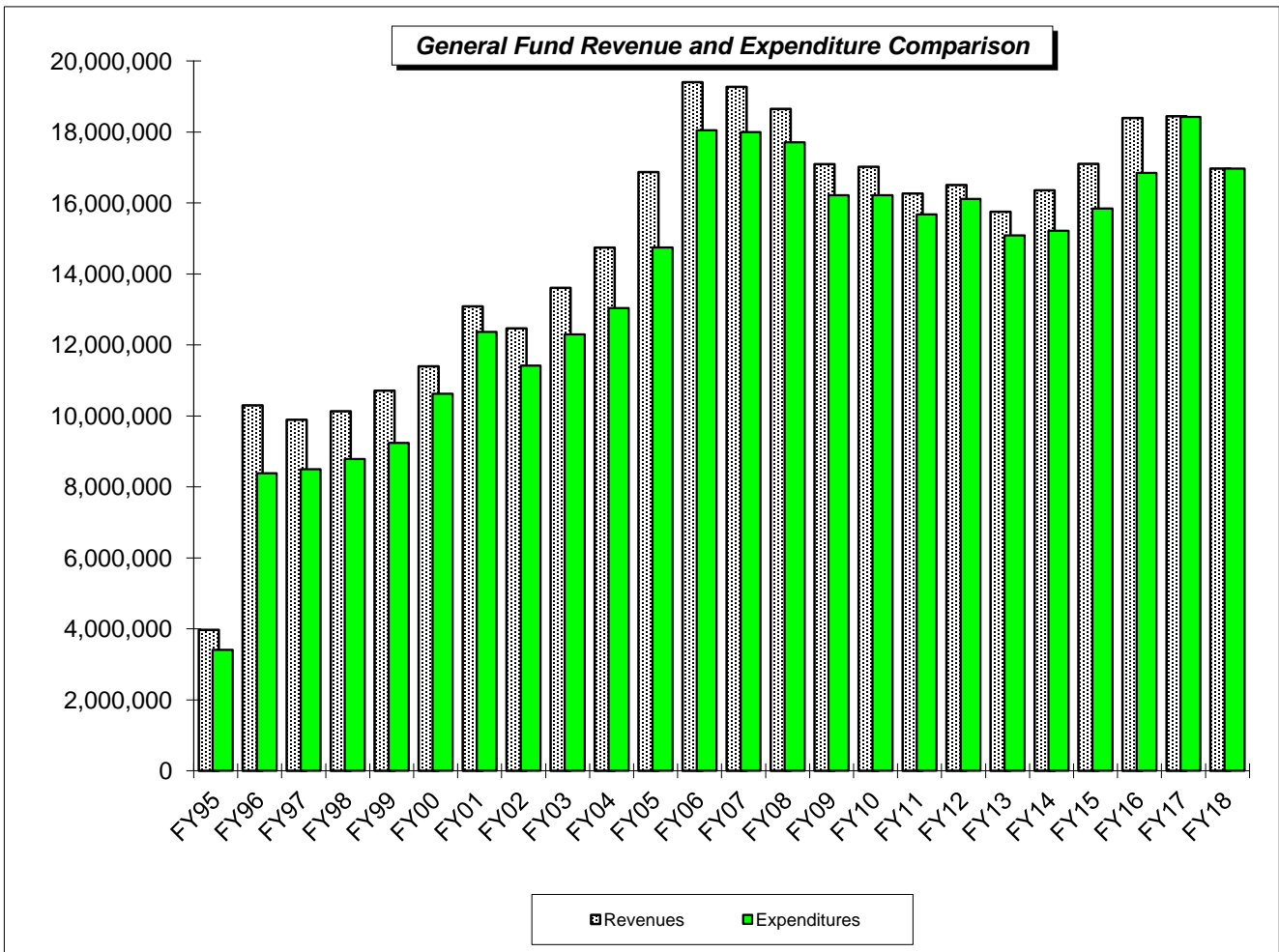
CITY OF SEMINOLE GENERAL FUND HISTORICAL SUMMARY OF REVENUES

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Budget
Revenues	17,097,414	17,019,766	16,268,569	16,509,638	15,753,532	16,358,912	17,106,885	18,393,952	18,446,891	16,967,819
% increase	-8.3%	-0.5%	-4.4%	1.5%	-4.6%	3.8%	4.6%	7.5%	0.3%	-8.0%

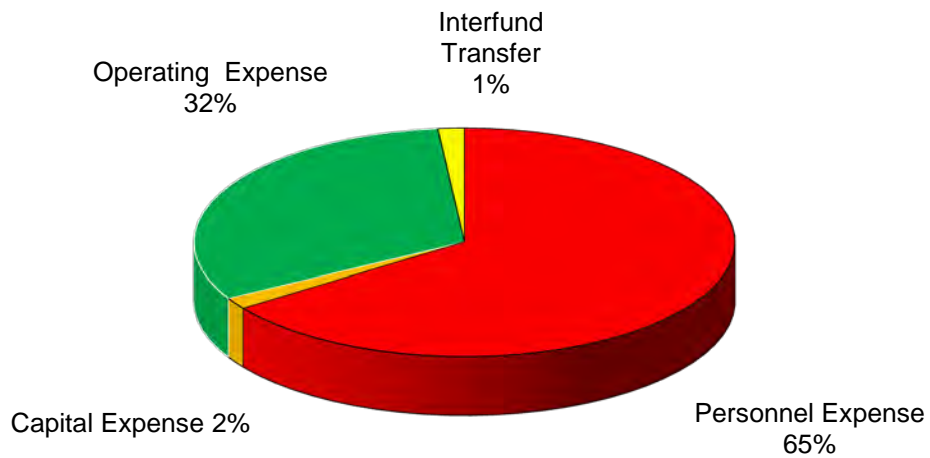
CITY OF SEMINOLE GENERAL FUND HISTORICAL SUMMARY OF EXPENDITURES

	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Budget
Expenditures	16,222,801	16,219,401	15,677,608	16,116,255	15,086,616	15,218,189	15,849,368	16,849,590	18,428,711	16,967,819
% increase	-8.4%	0.0%	-3.3%	2.8%	-6.4%	0.9%	4.1%	6.3%	9.4%	-7.9%

This chart shows the history of differences between revenues and expenditures in the General Fund. Budget revenues and expenditures will balance but actual revenues are expected to be higher than expenditures. The increase in revenues and expenditures in FY96 is the result of the City's acquisition of the Seminole Fire District operation.



**FY18 General Fund
Expenditure by Category**



This chart shows the breakdown by category for General Fund expenditures. The largest expenditure category is personnel costs followed by operating expenses. Capital expenses are only 2% of the general fund because in Seminole large projects and capital equipment are funded in a separate Capital Improvement Fund.



**CITY
OF
SEMINOLE**

**CHARTER SECTION
LEGISLATIVE**

LEGISLATIVE

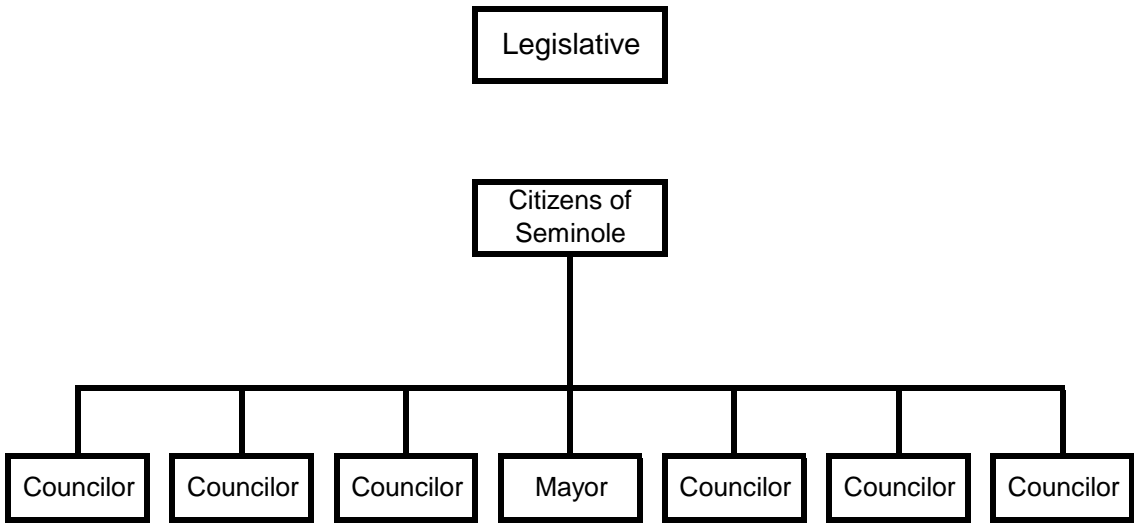
MISSION STATEMENT

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

DESCRIPTION OF RESPONSIBILITIES

The function of the City Council is Legislative in nature, their responsibilities include the appointment of the City Manager, City Clerk and City Attorney. The City Council also is responsible for the establishment of the goals and direction of the City, approval of all policies for the City, approval of the budget and to establish taxes and fees for the City.

The Council is prohibited from dictating the appointment or removal of any City administrative officer or employee whom the Manager is empowered to appoint. The Council is prohibited from interference with administration except for the purpose of inquiries and investigations. The Mayor and Council shall deal with employees subject to the Manager solely through the Manager.



**CITY OF SEMINOLE
FY18 PERSONNEL SUMMARY
LEGISLATIVE**

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Mayor	1	1	1	1	1	1	1	1
Vice Mayor	1	1	1	1	1	1	1	1
Councilor	1	1	1	1	1	1	1	1
Councilor	1	1	1	1	1	1	1	1
Councilor	1	1	1	1	1	1	1	1
Councilor	1	1	1	1	1	1	1	1
Councilor	1	1	1	1	1	1	1	1
TOTAL	7	7	7	7	7	7	7	7

CITY OF SEMINOLE
FY18 BUDGET
Legislative

ACCOUNT	Dept/Div Acct. # 0511	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 03/31/17	FY18 Adopted	% Change FY17 TO FY18
Salaries - Regular	1200	42,493	42,836	56,184	60,685	60,200	60,200	27,784	60,200	0.0%
FICA	2100	3,250	3,293	4,318	4,641	4,685	4,685	2,125	4,685	0.0%
FRS	2210	8,204	15,439	24,119	25,684	25,567	25,567	11,800	27,355	7.0%
Workers Compensation	2400	106	106	77	99	114	114	73	100	-12.3%
People Costs		54,053	61,674	84,698	91,109	90,566	90,566	41,782	92,340	2.0%
Professional Services	3190	697	159	182	119	250	250	0	250	0.0%
Travel & Training - Matthews	4007	1,176	1,482	1,548	1,571	3,500	3,500	60	4,500	28.6%
Travel & Training - Barnhorn	4014	4,773	3,500	3,240	3,493	3,500	3,500	1,068	4,500	28.6%
Travel & Training - Quinn	4015	2,375	3,117	2,056	2,452	3,500	3,500	429	4,500	28.6%
Travel & Training - Waters	4018	1,569	3,886	2,539	1,500	4,500	4,500	812	4,500	0.0%
Travel & Training - Burke	4019	50	16	0	119	3,500	3,500	139	4,500	28.6%
Travel & Training - Edelman	4020	0	0	125	0	3,500	3,500	60	4,500	28.6%
Travel & Training - Springer	4022	0	0	0	2,121	3,500	3,500	162	4,500	28.6%
Postage/UPS	4120	166	186	78	79	250	250	11	250	0.0%
Promotional Activities	4800	6,155	6,788	8,904	8,587	13,875	13,875	8,886	13,875	0.0%
Office Supplies	5110	1,052	707	672	762	750	750	86	750	0.0%
Operating Supplies -General	5290	1,452	1,834	2,232	1,644	1,525	1,525	723	1,525	0.0%
Dues/Memberships	5430	6,189	6,445	6,437	6,465	6,700	6,700	5,005	6,700	0.0%
Operational Costs		32,384	31,620	31,513	29,584	48,850	48,850	17,441	54,850	12.3%
Capital Outlay		0	0	0	0	0	0	0	0	0.0%
Aid To Organizations	8200	35,850	35,850	31,000	31,850	38,350	38,350	16,850	37,350	-2.6%
Interfund Transfer	6911	0	7,400	7,400	7,400	0	7,400	0	0	0.0%
DEPARTMENT TOTAL		122,287	136,544	154,611	159,943	177,766	185,166	76,073	184,540	-0.3%

CITY OF SEMINOLE
Fiscal Year 2018
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.

FICA - 2100

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

Retirement - 2210

\$27,355– This category is for Florida Retirement System benefits for elected officials.

Workers' Compensation - 2400

\$100 – The contribution rate for Workers' Compensation is .15% of salaries.

OPERATIONAL COSTS

Professional Services - 3190

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

Travel & Training - Councilor Matthews– 4007

\$4,500 – Training and expenses related to City business for Councilor Matthews.

Travel & Training - Councilor Barnhorn - 4014

\$4,500 – Training and expenses related to City business for Councilor Barnhorn.

Travel & Training - Councilor Quinn - 4015

\$4,500 – Training and expenses related to City business for Councilor Quinn.

Travel & Training - Mayor Waters - 4018

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

CITY OF SEMINOLE
Fiscal Year 2018
Legislative

Travel & Training - Councilor Burke - 4019

\$4,500 – Training and expenses related to City business for Councilor Burke.

Travel & Training - Councilor Edelman - 4020

\$4,500 – Training and expenses related to City business for Councilor Edelman.

Travel & Training - Councilor Springer - 4022

\$4,500 – 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

\$1,525 – Costs associated with the Council’s annual retreat, city logo shirts, quarterly meetings and incidental supplies to support the activities of the Mayor and Council.

CITY OF SEMINOLE
Fiscal Year 2018
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

\$37,350 – 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.	
Annual dues	
Co-sponsorship of Holiday Parade	
Directory Sponsor photograph	
Business Assistance Program	
Neighborhood Senior Services	\$ 3,000
\$500 each to Seminole Community Schools (Seminole, Orange Grove, Starkey, Oakhurst)	\$ 2,000
Seminole Youth Athletic Association (SYAA)	\$ 2,500
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
Aldersgate Interfaith Food Pantry	\$ 500
L.I.F.T.	\$ 500
St. Petersburg College Business Plan and Elevator Pitch Competition	\$ 1,000
Misc.	\$ 1,000





**CITY
OF
SEMINOLE**

CHARTER SECTION

CITY CLERK

CITY CLERK

MISSION STATEMENT

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

DESCRIPTION OF RESPONSIBILITIES

The City Council will appoint an officer of the City who will have the title of City Clerk. The City Clerk will give notice of Council meetings to its members and the public, keep the journal of its proceedings and perform such other duties as are assigned by the Council, City Manager, the Charter or by the State of Florida. The City Clerk shall receive day-to-day assignments provided under the direction of the City Manger.

The City Clerk shall:

- (a) Maintain the official City records, ordinances, resolutions, minutes of City Council, Board/Committee meetings and other official City Records.
- (b) Maintain the official Municipal Code book.
- (c) Coordinate all city elections.
- (d) Strive to maximize effective communications and an effective working relationship between the City Council, city management staff and other employees throughout the City and general public.
- (e) Perform such other job-related duties and duties that may be assigned by the City Council, City Manager, City Charter and State law.

GOALS

The City Clerk is responsible for implementing and managing the electronic agenda for the next fiscal year.

Request for Results to be Addressed

To develop a paperless agenda for regular City Council meetings and City Council workshops.

Related Goal

Goal 1: Implement a paperless agenda system for City Council meetings.

Objectives	Start	End	Responsibility	Inputs	Outputs	Outcomes
Objective 1-1: Implement an automated City Council meeting agenda.	10/1/2016	12/1/2016	City Clerk and IT Supervisor.	Estimated cost for implementation is \$15,800	Staff to work with various vendors to find a program that meets the needs of the City.	To implement an automated City Council meeting agenda for quick and transparent access by the City Council, staff and the public.
Total Cost of Objective 1-1:				\$15,800		
Objective 1-2: Train and initiate an electronic paperless agenda.	1/1/2017	9/30/2017	City Clerk and Public Policy Management Associate	The only financial impact will be staff time.	City Clerk and management Associate to work with City staff on process and procedure.	To implement an automated City Council meeting agenda for quick and transparent access by the City Council, staff and the public.

RESULTS

Objective 1-1 was completed in May 2017. The five month delay pushed back the final completion of Objective 1-2 until September 2017. The program is now fully operational.

City Clerk's Office

City Manager

City Clerk

*CITY OF SEMINOLE
FY 18 PERSONNEL SUMMARY
CITY CLERK'S OFFICE*

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
City Clerk	1	1	1	1	1	1	1	1
TOTAL	1	1	1	1	1	1	1	1

CITY OF SEMINOLE
FY18 BUDGET
City Clerk

ACCOUNT	Dept/Div Acct. # 0510	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 03/31/17	FY18 Adopted	% Change FY17 To FY18
Salaries - Regular	1200	43,083	43,786	38,232	46,742	48,994	48,994	22,340	51,274	4.7%
Overtime	1400	0	1,114	4,472	3,186	0	0	0	0	0.0%
Special Education	1503	600	600	1,320	1,320	1,320	1,320	0	1,320	0.0%
FICA	2100	3,336	3,481	3,178	3,591	3,849	3,849	1,540	3,923	1.9%
FRS	2210	3,890	8,027	9,722	11,033	10,338	10,338	4,863	10,997	6.4%
Health/Life Insurance	2310	509	541	7,252	13,627	14,785	14,785	6,818	14,358	-2.9%
L/T Disability Insurance	2320	323	346	329	408	418	418	238	426	1.9%
Workers Compensation	2400	108	108	81	82	110	110	71	90	-18.2%
People Costs		51,849	58,003	64,586	79,989	79,814	79,814	35,870	82,388	3.2%
Contract Svce. - Election	3410	17,704	0	5,200	18,048	2,700	2,700	2,290	2,700	0.0%
Contract Svce. - Codification	3450	550	3,703	7,734	2,614	7,488	7,488	0	7,488	0.0%
Contract Svce. - Other	3490	4,892	30,144	2,121	4,067	22,050	22,050	6,938	14,859	-32.6%
Travel/Per Diem	4000	2,025	1,376	1,146	786	1,500	1,500	698	1,500	0.0%
Telephone	4110	408	416	415	520	463	463	202	463	0.0%
Postage/UPS	4120	326	264	307	299	500	500	230	500	0.0%
Maintenance - Copier	4610	305	363	476	852	350	350	111	350	0.0%
Printing	4700	35	35	0	59	100	100	0	100	0.0%
Legal Advertisements	4910	8,720	15,804	14,151	10,510	13,000	13,000	6,848	13,000	0.0%
Office Supplies	5110	902	896	812	1,126	1,000	1,000	486	1,000	0.0%
Operating Supplies -General	5290	650	454	905	727	1,240	1,240	183	1,240	0.0%
Books/Publications	5410	110	388	499	286	505	505	0	365	-27.7%
Dues/Memberships	5430	330	445	329	180	600	600	100	600	0.0%
Conf./ Training/Education	5440	603	725	690	750	900	900	390	900	0.0%
Operational Costs		37,560	55,013	34,785	40,824	52,396	52,396	18,476	45,065	-14.0%
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		89,409	113,016	99,371	120,813	132,210	132,210	54,346	127,453	-3.6%

CITY OF SEMINOLE
Fiscal Year 2018
City Clerk

PERSONNEL COSTS

Salaries – 1200

\$51,274 - 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

\$3,923 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement - 2210

\$10,997 – This category covers FRS Retirement costs for the City Clerk.

Insurance - 2310

\$14,358- This category covers the cost of health insurance.

Disability Insurance - 2320

\$426- This category covers the cost of long term disability insurance.

Worker's Compensation - 2400

\$90 – 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 2018
City Clerk

Contract Services (Other) - 3490

\$14,859 – This category covers the cost of maintaining records retention program \$2,500, the cost of shredding/destruction of city documents \$570, Laserfiche licensing (MCCI) \$5,189 cost to be shared with the Fire Administration 40%/60%. Electronic Council Agenda software (\$6,600) split 50%/50% with Fire Administration.

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 telecommunication 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 2018 Office Software (\$340).

CITY OF SEMINOLE
Fiscal Year 2018
City Clerk

Books/Publications/Subscriptions - 5410

\$365 – These funds include newspaper subscription, books, and publications. 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

\$900 – 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**

CHARTER SECTION

CITY ATTORNEY

CITY ATTORNEY

MISSION STATEMENT

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

DESCRIPTION OF RESPONSIBILITIES

The City Attorney shall be appointed by the Council and may be removed by the Council.

The City Attorney shall:

- a) Act as legal advisor to the Council, City Manager and all City departments.
- b) Prosecute and defend on behalf of the City all complaints, suits and controversies in which the City is a party when such action is required by the Council.
- c) Review all documents, bonds and other instruments in which the City is concerned and shall approve or disapprove as to form, sufficiency, and correctness. No contract with the City shall take effect until it has been so endorsed as approved by the Attorney in writing.
- d) Shall perform such other duties as may be directed by the Council or the laws of the State of Florida.
- e) Shall recommend to the Council, by letter, one or more qualified attorneys to perform his duties, if required, during his temporary absences or disability.

City Attorney

City Council

City Attorney

CITY OF SEMINOLE
FY18 BUDGET
City Attorney

ACCOUNT	Dept/Div Acct. # 0514	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 03/31/17	FY18 Adopted	% Change FY17 TO FY18
Legal - Retainer *	3130	30,696	31,814	40,756	33,000	37,080	37,080	13,750	37,080	0.0%
Professional Fees	3140	212	5,024	833	963	5,000	5,000	2,470	5,000	0.0%
Professional Services Other	3190	596	1,262	781	9,364	5,000	5,000	1,174	5,000	0.0%
Prof. Services Special Master	3191	4,142	2,180	920	3,380	5,000	5,000	682	5,000	0.0%
Professional Services Develop	3192	9,454	3,699	8,928	5,409	5,000	5,000	420	5,000	0.0%
Operational Costs		45,200	44,284	52,218	52,116	57,080	57,080	18,496	57,080	0.0%
TOTAL		45,200	44,284	52,218	52,116	57,080	57,080	18,496	57,080	0.0%

* Retainer of \$74,160 / yr is shared with Fire/Rescue Department.

CITY OF SEMINOLE
Fiscal Year 2018
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.

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**

CHARTER SECTION

CITY MANAGER

CITY MANAGER'S OFFICE

MISSION STATEMENT

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

DESCRIPTION OF RESPONSIBILITIES

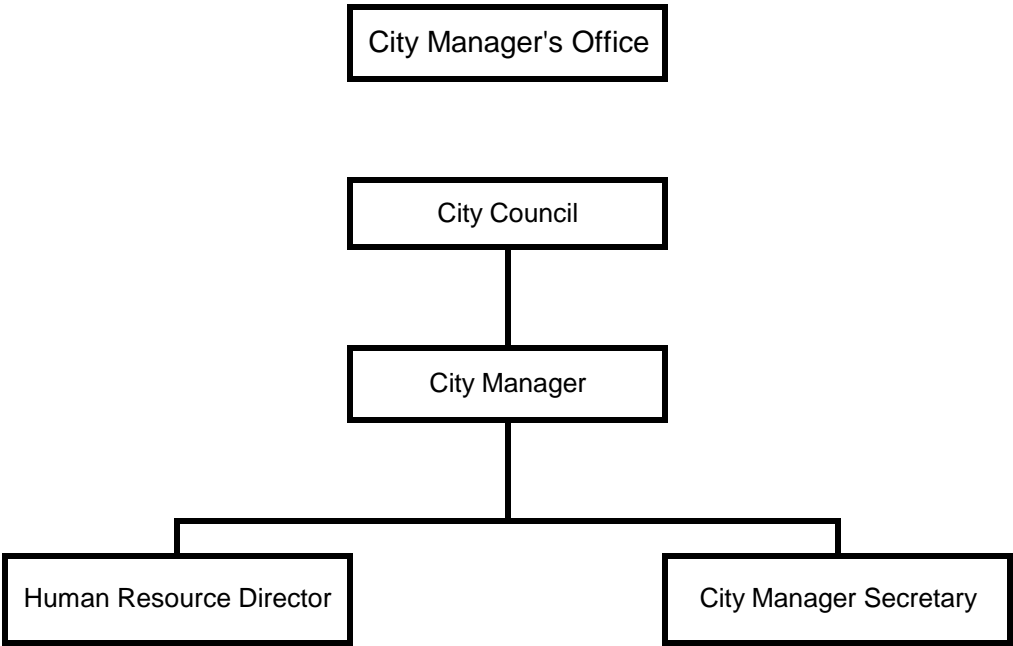
By the Charter of the City of Seminole, the City Manager is the chief administrative officer of the City. The City Manager is responsible to the Council for administration of all City affairs placed in the Manager's charge by or under the charter.

The City Manager shall:

- a) Appoint, suspend or remove all city employees and appointive administrative officers provided for by the City Charter or personnel rules adopted pursuant to this Charter. Direct and supervise the administration of all departments, offices and agencies of the City except as otherwise provided by the Charter.
- b) See that all laws, provisions of the Charter and acts of the Council, subject of enforcement by him or by officers subject to his direction and supervision are faithfully executed.
- c) Prepare and submit an annual itemized budget, budget message and capital improvement program to the City Council in a form provided by ordinance.
- d) Submit to the Council and to the public a report on the finances and administrative activities of the City as of the end of the fiscal year.
- e) Make such other reports as the Council may require concerning the operations of the City Departments, offices and agencies subject to his direction and supervision.
- f) Keep the Council fully advised as to the financial condition and future needs of the City and make recommendations to the Council concerning the affairs of the City.
- g) Sign contracts on behalf of the City pursuant to the provisions of appropriations ordinances.

GOALS

The City Manager is responsible for the completion of all the short and long term goals as established by the City Council at their annual workshop and listed in the Introduction of the budget. Many of the goals have been assigned to the various departments in the City.



**CITY OF SEMINOLE
FY 18 PERSONNEL SUMMARY
CITY MANAGER'S OFFICE**

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
City Manager	1	1	1	1	1	1	1	1
City Manager Secretary	0	0	0	0	0	0	0	1
Executive Administrative Asst.	0	0	1	1	1	1	1	0
Administrative Assistant II	1	1	0	0	0	0	0	0
Human Resource Director	0	0	0	0	0	1	1	1
Public Policy Mgt. Associate	0	0	0	0	1	1	1	1
TOTAL	2	2	2	2	3	4	4	4

CITY OF SEMINOLE
FY18 BUDGET
City Manager's Office

ACCOUNT	Dept/Div Acct. #0512	FY13	FY14	FY15	FY16	FY17	FY17	Y.T.D.	FY18	% Change FY17 TO FY18
		Actual	Actual	Actual	Actual	Adopted	Final Budget	3/31/2017	Adopted	
Salaries - Regular	1200	162,674	182,690	210,012	170,222	190,062	190,062	91,070	192,272	1.2%
Salaries- Overtime	1400	0	739	1,811	46	285	285	0	292	0.0%
Special Education	1503	2,640	2,640	1,650	2,530	3,630	3,630	0	3,630	0.0%
Phone Allowance	1509	483	480	540	600	480	480	300	480	0.0%
Vehicle Allowance	1510	0	0	1,000	6,000	6,000	6,000	3,000	6,000	0.0%
FICA	2100	11,538	13,467	14,364	13,577	13,373	13,373	6,191	13,300	-0.5%
FRS	2210	2,009	2,917	6,805	30,764	33,184	33,184	15,398	35,394	6.7%
ICMA	2220	11,635	13,928	14,362	6,298	6,467	6,467	3,000	6,661	0.0%
ICMA Employee Deferred	2221	16,671	15,697	15,129	0	0	0	0	0	0.0%
Health/Life Insurance	2310	9,101	7,869	15,280	27,236	31,158	31,158	14,730	30,822	-1.1%
L/T Disability Insurance	2320	795	875	673	507	1,049	1,049	468	1,035	-1.3%
Workers Compensation	2400	224	232	313	324	357	357	230	360	0.8%
People Costs		217,770	241,534	281,939	258,104	286,045	286,045	134,387	290,246	1.5%
Travel/Per Diem	4000	5,095	4,262	1,947	1,768	5,500	5,500	489	5,500	0.0%
Communications	4110	2,277	2,352	2,246	2,080	2,449	2,449	1,055	2,449	0.0%
Postage/UPS	4120	37	43	132	87	200	200	12	200	0.0%
Maintenance - Copier	4610	91	61	-15	631	125	125	455	125	0.0%
Printing	4700	0	0	0	0	100	100	45	100	0.0%
Office Supplies	5110	910	939	862	161	2,000	2,000	362	2,000	0.0%
Operating Supplies- General	5290	385	959	697	266	750	750	16	750	0.0%
Books/Publications/Subscript	5410	0	22	0	0	500	500	0	500	0.0%
Dues/Memberships	5430	1,967	2,686	754	1,490	2,100	2,100	410	2,100	0.0%
Conf./ Training/Education	5440	2,156	1,558	1,788	1,182	3,350	3,350	20	3,350	0.0%
Lead Training	5441	0	0	0	0	4,000	4,000	0	4,000	0.0%
Operational Costs		16,736	16,373	10,601	7,665	21,074	21,074	2,864	21,074	0.0%
Capital Outlay - Equip.	6410	0	5,477	0	0	0	0	0	0	0.0%
Capital Outlay		0	5,477	0	0	0	0	0	0	0.0%
Interfund Transfer	6907	0	3,000	0	0	0	0	0	0	0.0%
Contingency	9900	1,332	9,954	53,327	558	100,000	100,000	0	70,468	-29.5%
DEPARTMENT TOTAL		235,838	276,338	345,867	266,327	407,119	407,119	137,251	381,788	-6.2%

CITY OF SEMINOLE
Fiscal Year 2018
City Manager's Office

PERSONNEL COSTS

Salaries and Wages – 1200

\$192,272 - This category covers wages for the City Manager, a City Manager's Secretary and seventy five percent of a Public Policy Management Associate.

Salaries Overtime – 1400

\$292 – 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

\$13,300 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement - 2200

\$35,394 – This category covers the cost of pension benefits with the Florida Retirement System.

ICMA Deferred Compensation - 2221

\$6,661 – This category covers a 5% of base salary contribution to the ICMA 401a plan for the City Manager.

Health/Life Insurance - 2310

\$30,822 - This category covers the cost of the Section's health and life insurance.

CITY OF SEMINOLE
Fiscal Year 2018
City Manager's Office

Disability Insurance - 2320

\$1,035 - This category covers the cost of the City Manager Section's disability insurance (\$1,035).

Worker's Compensation - 2400

\$360 – 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.

CITY OF SEMINOLE
Fiscal Year 2018
City Manager's Office

Books & Publications - 5410

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

Dues & Memberships - 5430

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

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

\$70,468 – Funds will be used to cover unanticipated expenditures and requires City Council approval for use.





**CITY
OF
SEMINOLE**

**LAW ENFORCEMENT
SECTION**

LAW ENFORCEMENT

MISSION STATEMENT

To provide professional law enforcement services necessary to protect and serve the citizens of Seminole.

DESCRIPTION OF RESPONSIBILITIES

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

GOALS

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

Law Enforcement

City Manager

Pinellas County
Sheriff's Office

CITY OF SEMINOLE
FY18 BUDGET
Law Enforcement

ACCOUNT	Dept/Div Acct. # 0521	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 03/31/17	FY18 Adopted	% Change FY17 TO FY18
Contract Svc - Sheriff	3440	1,567,285	1,544,297	1,574,621	1,607,568	1,671,177	1,671,177	958,127	1,681,697	0.6%
Contract Svc - Other	3490	0	22,401	22,648	23,349	25,000	25,000	11,610	112,635	350.5%
Communications	4110	1,443	1,542	1,726	1,457	1,500	1,500	670	1,500	0.0%
Operational Costs		1,571,901	1,571,542	1,599,188	1,632,374	1,697,677	1,697,677	970,407	1,795,832	5.8%
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		1,571,901	1,571,542	1,599,188	1,632,374	1,697,677	1,697,677	970,407	1,795,832	5.8%

CITY OF SEMINOLE
Fiscal Year 2018
Law Enforcement

OPERATIONAL COSTS

Contract Services - Sheriff – 3400

\$1,681,697 – 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

\$112,635 – Cost associated with a contract for law enforcement services for traffic enforcement and allows for additional patrols 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**

DEPARTMENT OF ADMINISTRATION

MISSION STATEMENT

To serve the citizens of Seminole by providing of administrative supervision, financial management, budgeting, human resource, and information technology assistance for the operation of all City Departments in order to provide for the effective and efficient delivery of government services.

DESCRIPTION OF RESPONSIBILITIES

The Department of Administration is responsible for the Human Resource, Insurance, MIS, and preparation of the City budget. The Department responsibility also includes supervision of the Finance Section, the Recreation Division and the Library Division.

Responsibilities include the following programs:

Administration: Provides for the overall direction and supervision for the Finance, Recreation and Library Divisions and is responsible for carrying out policies established by the City Council and City Manager.

Personnel Administration: Maintains City personnel files, training and development programs, compliance with all local, state and federal labor and employment laws. Provides orientation for new employees; processes, administers and updates benefits; coordinate with Finance regarding payroll information and insurance billings;

Risk Management: Responsible for an effective program to protect all City assets from loss or damage including both property and people. Identify and minimize risk exposure; maintain updated records of all City owned property, worker's compensation claims and accident reporting; and to provide training to identify and correct safety hazards in the workplace.

Information Services: Responsible for providing support to employees in purchasing, set-up, maintenance and operation of the City's computer systems.

Budget and Management: Responsible for the coordination and development of the Annual Budget and Capital Improvement Program.

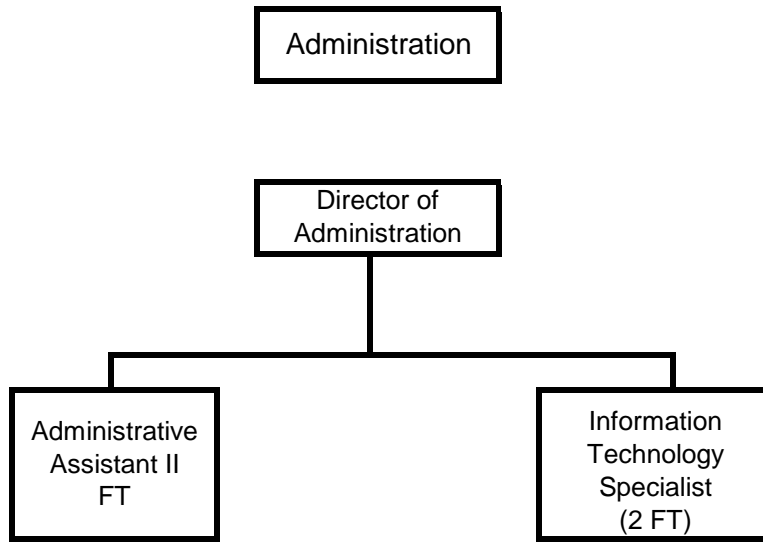
GOALS

To develop a transition plan due to retirement of senior personnel.

Work with the departments to expand the use of technology including an interactive web site.

Request for Results to be Addressed*Review City facilities and equipment post hurricane IRMA to correct deficiencies.***Related Goal****Goal 1: Prepare a comprehensive evaluation of equipment and facility use during and after Hurricane IRMA.**

Objectives	Start	End	Responsibility	Inputs	Outputs	Outcomes
Objective 1-1: Review current procedures and equipment to gauge effectiveness during a natural disaster.	10/1/2017	12/30/2017	Director of Administration Public Works Director and Maintenance Technician II.	Director of Administration Public Works Director work with Maintenance Technician II to review procedures, processes and equipment to determine if they were effective during and after the storm.	To have a plan prepared to correct deficiencies discovered during the IRMA response.	To be better prepared in the event of a new natural disaster.
Total Cost of Objective 1-1:				\$5,000		
Objective 1-2 To Purchase generators and equipment and to modify procedures to be ready for hurricane season based on findings in Objective 1-1	12/30/2017	5/30/2018	Public Works Director and Maintenance Technician II	Public Works Director work with Maintenance Technician II to implement procedures, processes identified in Objective 1-1. Purchase critical equipment to be better prepared for hurricane season 2018.	To execute the plan identified in Objective 1-1 to be prepared to correct deficiencies discovered during the IRMA response.	To be better prepared in the event of a new natural disaster.
Total Cost of Objective 1-2:				\$1,000,000		
Results						



**CITY OF SEMINOLE
FY18 PERSONNEL SUMMARY
ADMINISTRATION DEPARTMENT**

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Director of Administration	1	1	1	1	1	1	1	1
Administrative Assistant II	0.75	0.75	0.75	0.75	1	1	1	1
Administrative Assistant *	0.625	0.625	0.625	0.625	0.625	0	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	0	0	0
TOTAL FTE	5.375	5.375	5.375	5.375	5.625	4	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
FY18 BUDGET
Administration Department -Administration Division

ACCOUNT	Dept/Div Acct. # 0516	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 3/31/17	FY18 Adopted	% Change FY16 TO FY17
Salaries - Regular	1200	172,104	169,419	179,611	217,195	221,048	221,048	98,358	220,043	-0.5%
Education Special	1503	2,280	2,280	2,500	2,820	3,960	3,960	0	3,960	0.0%
Phone Allowance	1509	966	960	960	960	960	960	480	960	0.0%
FICA	2100	16,157	16,452	17,242	16,486	16,910	16,910	6,956	17,115	1.2%
FRS	2210	16,404	28,279	31,877	34,266	33,397	33,397	14,733	35,229	5.5%
Health/Life Insurance	2310	-21,807	28,774	30,318	27,600	26,532	26,532	12,366	25,768	-2.9%
L/T Disability Insurance	2320	1,227	1,308	1,495	1,482	1,346	1,346	695	1,351	0.4%
Workers Compensation	2400	400	410	503	465	494	494	318	468	-5.3%
Unemployment Compensator	2500	0	0	4,400	924	2,000	2,000	0	2,000	0.0%
People Costs		227,923	295,212	316,534	302,198	306,647	306,647	133,906	306,894	0.1%
Prof. Svcs - Medical	3101	1,610	3,420	4,172	3,269	3,500	3,500	380	3,500	0.0%
Prof. Svcs - Personnel	3110	3,991	4,848	4,795	4,316	6,000	6,000	1,598	4,000	-33.3%
Contract Svce - Other	3490	5,821	9,883	5,541	6,159	5,250	5,250	1,930	4,201	-20.0%
Travel/Per Diem	4000	3,175	2,082	2,320	2,395	2,350	2,350	118	2,350	0.0%
Communications	4110	2,177	2,226	2,274	2,227	2,274	2,274	1,210	2,274	0.0%
Postage/UPS	4120	2,253	2,636	4,620	112	3,200	3,200	2,046	3,200	0.0%
Electric	4310	13,968	12,860	12,383	12,211	15,000	15,000	6,323	13,000	-13.3%
Water & Sewer	4320	278	296	280	316	300	300	93	325	8.3%
Rental Lease Postage Meter	4410	2,175	1,201	1,290	1,163	2,100	2,100	592	2,200	4.8%
Insurance	4500	23,948	28,548	24,835	35,402	34,367	34,367	26,804	35,000	1.8%
Insurance property	4512	3,842	3,650	3,604	3,403	3,328	3,328	1,922	3,400	2.2%
Insurance Vehicle	4520	517	337	630	642	630	630	350	650	3.2%
R & M - Copier	4610	305	363	477	294	725	725	226	725	0.0%
R & M - Vehicles	4660	137	-45	750	176	450	450	88	450	0.0%
R&M Other	4690	0	59	110	0	200	200	0	200	0.0%
Printing - Other	4790	5,017	9,041	6,473	5,251	7,500	7,500	5,152	7,000	-6.7%
Promotional Activities	4800	1,104	680	1,228	727	1,800	1,800	153	1,800	0.0%
Employment Advertisement	4920	3,276	3,922	4,387	2,477	4,200	4,200	255	4,200	0.0%
Other Current Charges	4990	744	715	853	715	775	775	280	775	0.0%
Office Supplies	5110	1,720	1,586	2,412	1,212	1,700	1,700	416	1,650	-2.9%
Operating Supplies-Cleaning	5210	460	410	251	477	550	550	168	500	-9.1%
Fuel	5240	565	845	1,785	301	675	675	527	650	-3.7%
Operating Supplies- General	5290	2,288	4,690	3,201	2,872	2,850	2,850	1,055	2,900	1.8%
Books/Publications	5410	0	30	45	0	100	100	0	100	0.0%
Dues/Memberships	5430	157	490	285	420	385	385	459	420	9.1%
Conf./ Training/Education	5440	1,277	710	890	780	8,825	8,825	370	8,825	0.0%
Operational Costs		81,255	96,233	90,641	87,487	109,534	109,534	52,515	104,295	-4.8%
Capital Outlay		0	5,793	9,750	0	0	0	0	0	0.0%
Interfund Transfer	6905	56,675	194,700	21,660	84,000	0	280,622	280,622	0	0.0%
DEPARTMENT TOTAL		365,853	591,938	438,585	473,685	416,181	696,803	467,043	411,189	-41.0%

CITY OF SEMINOLE
Fiscal Year 2018
Administration Department – Administration Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$220,043 - 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

\$17,115 – FICA is budgeted at a rate of 7.65% of salary.

Retirement – 2200

\$35,229 - This category covers the cost of pension benefits for the FRS plan.

Insurance – 2300

\$27,119 - This category covers health insurance (\$25,768) and disability insurance (\$1,351).

Worker’s Compensation– 2400

\$468 - 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 2018
Administration Department – Administration Division

OPERATIONAL COSTS

Professional Services – 3100

\$7,500 – Employee physical & drug screening (\$3,500), Personnel Attorney/Consultant (\$4,000).

Contract Services Other - 3490

\$4,000 – Carpet cleaning quarterly and the cleaning contract for the City Hall Complex (\$3,067). City Hall entrance mats (\$375), water cooler and coffee service (\$558) and Misc. items (\$201). Cost shared with Community Development and Fire Department.

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

\$13,000 – This category covers 29% of the electric for the City Hall Complex.

Water & Sewer – 4320

\$325 – This category covers 29% of the sewer & water costs for the City Hall Complex.

Rentals and Leases – 4400

\$2,200 – This category covers the rental cost of the postage meter.

Insurance - 4500

\$39,050 - These funds are for insurance costs of the city wide general liability insurance (\$35,000), property insurance for the City Hall complex (\$3,400) and vehicle insurance for Administration vehicles (\$650).

CITY OF SEMINOLE
Fiscal Year 2018
Administration Department – Administration Division

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

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

\$1,650 - These funds are for supplies used to support Administration Division job tasks including computer related supplies.

Operating Supplies -Cleaning – 5210

\$500 – Janitorial and cleaning supplies for the City Hall Complex.

Operating Supplies – 5200

\$3,550 – Fuel for Ford Escape and Ford Escape (\$650), Water Cooler (\$875), uniforms (\$225) and misc. (\$1,800).

Books and Publications - 5410

\$100 - This category includes purchase of books and subscriptions and periodicals.

Dues and Memberships – 5430

\$420 – This category includes memberships to various organizations that provide resource materials for Administration Division’s development; Gulfcoast FGFOA Chapter membership (\$20), FGFOA (\$35), GFOA (\$200), Florida Municipal Association for Safety and Health (\$25) and Florida Local Government Information Systems Association (\$90). FMAASH and FLGISA shared with Fire Administration (\$25). SAM’S Club (\$25).

CITY OF SEMINOLE
Fiscal Year 2018
Administration Department – Administration Division

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**

FINANCE SECTION

MISSION STATEMENT

To provide timely, responsive and comprehensive financial support services to the City departments and provide timely payments to city vendors and creditors.

DESCRIPTION OF RESPONSIBILITIES

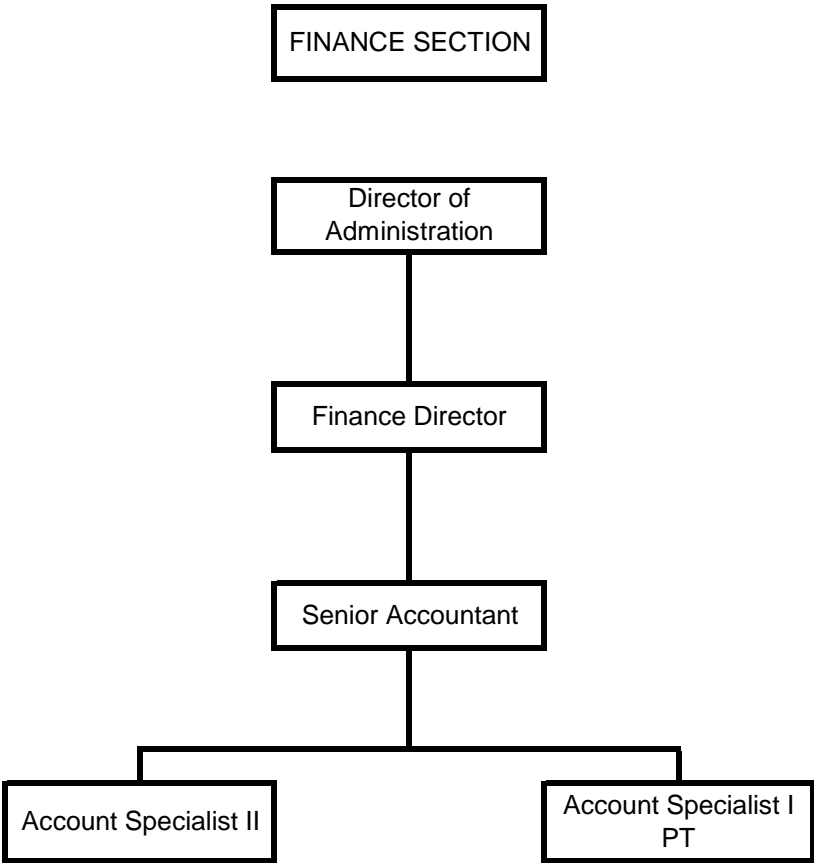
Under the supervision of the Director of Administration, the Finance Division is responsible for the administration of the financial affairs of the City and the identification and development of fiscal policies and practices to enhance the public benefit.

Responsibilities include the following programs:

- a) Budgeting Compliance, which involves expenditure, encumbrance, and authority monitoring as well as compliance for supplemental appropriations and transfers.
- b) Cash Receipts Processing, which involves processing of City cash receipts as well as accounting and reconciling.
- c) Fixed Asset Control, which controls purchase of fixed assets, changes, inventory, data base preparation and oversight of annual physical inventory.
- d) Financial Reporting, which provides monthly revenue, expenditure and encumbrance reports and balance sheets. This activity also includes the oversight and coordination of the annual audits and financial report.
- e) Payroll, which includes auditing of all departments' time sheets, master file maintenance, preparation and transmittal of payroll input, and reconciliation of output, checking account and tax reports.
- f) Purchasing/Cash disbursement, which involves verification and imputing of invoices, authorization for payment, reconciliation of vendor accounts, preparation of payments and reconciliation of bank accounts.

GOALS

To implement and train all City Departments to use electronic timekeeping system.



**CITY OF SEMINOLE
FY18 PERSONNEL SUMMARY
FINANCE**

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Finance Director *	0	0	0	0	0	0	0	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	0.625	0.625	0.625
TOTAL FTE	2	2	2	2	2	2.625	2.625	3.625

* Position funded starting April to assist in retirement transition.

** Position transferred from Administration Division

CITY OF SEMINOLE
FY18 BUDGET
Administration Department - Finance Section

ACCOUNT	Dept/Div Acct. #0513	FY13	FY14	FY15	FY16	FY17	FY17	Y.T.D.	FY18	% Change FY17 TO FY18
		Actual	Actual	Actual	Actual	Adopted	Final Budget	3/31/17	Adopted	
Salaries - Regular	1200	55,398	56,783	58,435	60,427	95,571	94,134	28,537	96,935	3.0%
Salaries - PT	1310	0	0	0	10,478	19,078	19,078	9,000	20,504	7.5%
Education Special	1503	1,320	1,320	1,320	1,320	1,650	1,650	0	1,650	0.0%
FICA	2100	4,339	4,445	4,562	5,241	9,080	9,080	2,743	9,103	0.3%
FRS	2210	3,225	4,108	4,384	5,576	8,739	10,176	2,823	14,634	43.8%
Health/Life Insurance	2310	6,678	7,328	7,646	13,627	22,389	22,389	6,818	21,959	-1.9%
L/T Disability Insurance	2320	457	482	541	854	1,579	1,579	629	1,578	-0.1%
Workers Compensation	2400	120	125	128	188	180	180	116	180	0.0%
People Costs		71,537	74,591	77,016	97,711	158,266	158,266	50,666	166,543	5.2%
Prof. Svcs - Acct/Audit	3200	6,188	14,093	10,520	5,770	11,600	17,030	10,469	12,974	-23.8%
Contract Svce - Computer	3430	33,870	5,718	0	5,667	6,012	6,012	5,925	6,672	11.0%
Travel/Per Diem	4000	771	1,093	835	0	3,650	3,650	30	3,600	-1.4%
Communications	4110	681	694	692	677	692	692	336	692	0.0%
Postage/UPS	4120	1,649	1,734	1,731	1,866	2,000	2,000	1,011	2,000	0.0%
Printing - Other	4790	370	221	335	442	470	470	170	470	0.0%
Bank Charges	4909	0	0	0	3,082	3,900	3,900	2,070	3,900	0.0%
Office Supplies	5110	842	479	543	197	975	975	540	900	-7.7%
Operating Supplies - Checks	5236	335	757	424	186	350	350	0	350	0.0%
Operating Supplies -General	5290	0	104	0	94	100	100	17	125	25.0%
Books/Publications	5410	92	92	92	92	100	100	100	160	60.0%
Dues/Memberships	5430	55	55	20	75	110	110	0	110	0.0%
Conf./ Training/Education	5440	15	45	820	70	1,760	1,760	492	2,260	28.4%
Operational Costs		44,868	25,085	16,012	18,218	31,719	37,149	21,160	34,213	-7.9%
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%
Interfund Transfer	6910	0	0	0	40,849	0	0	0	0	0.0%
DEPARTMENT TOTAL		116,405	99,676	93,028	156,778	189,985	195,415	71,826	200,756	2.7%

CITY OF SEMINOLE
Fiscal Year 2018
Administration Department – Finance Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$96,935 - This category covers wages for a Senior Accountant and Finance Director for 6 months.

Salaries and Wages – Part Time - 1300

\$20,504 - This category covers wages for a part-time Account Specialist I.

Education Special – 1503

\$1,650 – Education Special pay is paid to employees for completed work related degree.

FICA – 2100

\$9,103 – FICA is budgeted at a rate of 7.65% of salary.

Retirement – 2200

\$14,634 - This category covers the cost of pension benefits for the FRS plan.

Insurance – 2300

\$23,537 - This category covers the City's health (\$21,959) and disability insurance (\$1,578) costs.

Worker's Compensation– 2400

\$180 - This covers the cost for worker's compensation at .15% (clerical) times salaries.

OPERATING COSTS

Professional Services – 3100

\$12,974 – 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 \$32,436).

Contract Services Computer - 3430

\$6,672 – Tyler full financial and payroll software support (\$16,680). These are split 40% Finance 60% Fire.

CITY OF SEMINOLE
Fiscal Year 2018
Administration Department – Finance Section

Travel and Per Diem - 4000

\$3,600 - Costs to attend conferences and seminars. Tyler Software Conference (\$1,500), FGFOA State Conference (\$1,600), Misc seminars (\$500) for Senior Accountant and Finance Director.

Communications - 4110

\$2,692 - This category covers telephone and internet costs (\$692) certified mailings (\$400), as well A/P checks (\$1,600).

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

\$900 - 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

\$475 – These funds are for A/P checks (\$875) split 40% Finance 60% Fire and supplies (\$125).

Books, Subscriptions and Publications - 5410

\$160 - This category includes purchase of books and subscriptions to periodicals that provide resource materials for the Finance Division (\$250) and study guides for Account Specialist payroll certification exam (\$150). These are split 40% Finance 60% Fire.

Dues and Memberships – 5430

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

Conferences, Training and Education - 5440

\$2,260 – Tyler Conference (\$900) for Senior Accountant, FGFOA State Conference (\$750), FGFOA Gulfcoast seminars (\$160) and FGFOA local meetings (\$250) and misc. training (\$200).



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**LIBRARY
DIVISION**

LIBRARY DIVISION

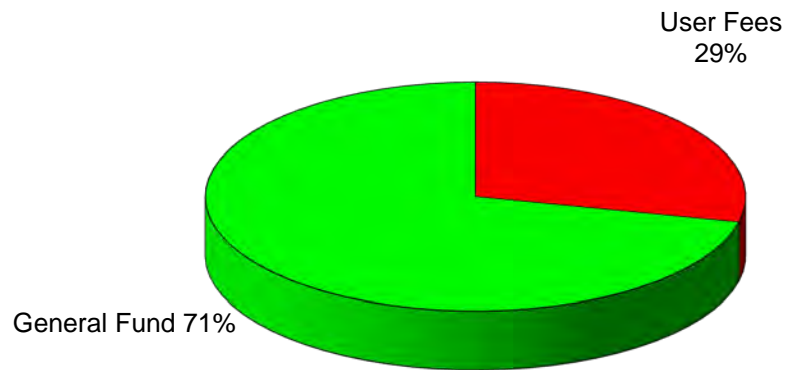
MISSION STATEMENT

The Seminole Community Library at St. Petersburg College, Seminole Campus, will strive to deliver excellent service in dynamic, innovative, and technologically advanced ways. The library will strive to provide a community commons where all people can meet, learn, and exchange ideas, promote lifelong and formal learning, enhance library patrons' ability to effectively use information and digital media, and enable library patrons to explore and engage current topics and popular titles.

DESCRIPTION OF RESPONSIBILITIES

- **Technical Services:** This section is responsible for the cataloging of new acquisitions and donations, including books, videos, audio books, and compact disks. Other responsibilities include processing of all items for shelf-readiness, repairing damaged materials, and discarding obsolete or badly damaged materials.
- **Circulation Services:** This section has responsibility for all aspects of circulation of library materials – check-out, check-in, reserves, overdues, fines and library card registration. The circulation supervisor also has responsibility for coordinating the use of library meeting rooms and general supervision of library volunteers.
- **Reference Services:** The primary duty of the reference section is helping people obtain information they require in virtually any subject. Patrons' questions are answered using the library's print collection, electronic databases or the World Wide Web. Reference staff members also assist patrons using the library's online catalog and public Internet computers, select materials for the adult and young adult (teen) collections, provide interlibrary loan services and maintain the library's web site.
- **Children's Services:** This section selects children's materials in various formats (books, magazines, audio cassettes, videos); provides reader advisory service for recreational reading and school assignments; conducts programming for pre-school and elementary school age children in the library and through outreach visits; and conducts tours for Scout troops, school classes, etc.
- **Administration:** Library administration provides oversight of all library functions and the library facility; manages the operational and capital improvements budgets; monitors and evaluates employee performance; and coordinates relations with other city departments and divisions, and with other libraries and library organizations.

FY18 Library Funding Sources



This chart shows the source of funding for Library expenditures. The largest sources are the general fund followed by Library Coop contribution and SPC Funding.

The Library receives funding from the Pinellas County Library Cooperative based on an agreement that allows residents from other cities and the unincorporated areas in the county access to our library services. The City also has a joint use agreement with St. Petersburg College concerning the library. The college reimburses the city for the staffing needed to extend the hours of operation required when the school is in session. The College is also responsible for utilities, security, building insurance, building repair and maintenance and custodial expenses. These payments are paid directly by the college and not reflected in the percentages above.

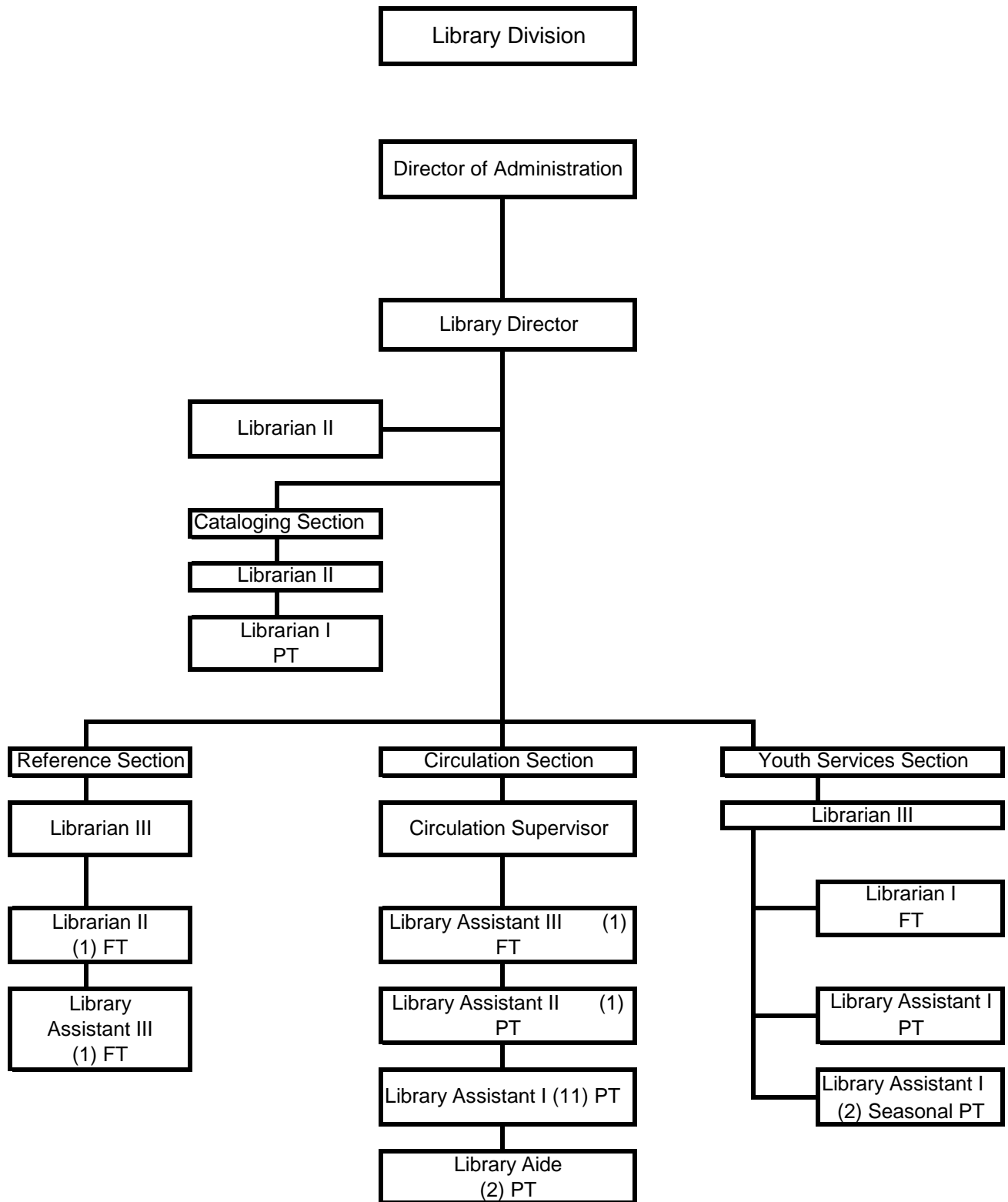
Request for Results to be Addressed

The City Council has expressed a desire to encourage greater participation in Library programs offered at the Seminole Community Library..

Related Goal

Goal 1: Increase participation and number of activities run by the Library Division.

Objectives	Start	End	Responsibility	Inputs	Outputs	Outcomes
Objective 1-1: To attract more citizens to the Library and the program activities offered.	10/1/2017	9/30/2018	Library Director and Librarian III Managers for each program area.	The Library will produce questionnaires and fliers to be placed on the web page and to be handed out at the circulation desk. The Managers of each program areas will review the public response and make the necessary program changes.	Review current programs and times to ensure they are current with the interests of the community. Increase marketing of our programs using the web page and circulation desk as a way to approach participants and to collect input on their interests.	A more active and hands on marketing approach will let people know what is offered and allow staff to receive input on what and when people would support activities.
Total Cost of Objective 1-1:				\$1,000		



CITY OF SEMINOLE
FY18 PERSONNEL SUMMARY
Library Division

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Library Director	1	1	1	1	1	1	1	1
Admin Service Dir.	0	0	0	0	0	0	0	0
Circulation Supervisor	1	1	1	1	1	1	1	1
Librarian III	1	1	1	1	1	1	1	1
" "	1	1	1	1	1	1	1	1
Librarian II	1	1	1	1	1	1	1	1
" "	1	1	1	1	1	1	1	1
" "	1	1	1	1	1	1	1	1
Librarian I	1	1	1	1	1	0	0	0
" "	1	1	1	1	1	1	1	1
	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Library Asssistant III	1	1	1	1	1	1	1	1
	0	0	0	0	0	1	1	1
Library Assistant II	0.625	0.625	0.625	0.625	0.625	0.625	0.625	0.625
	1	1	0	0	0	0	0	0
Library Assistant I	0.8	0.8	0.725	0.725	0.625	0.625	0.625	0.625
" "	0.75	0.75	0.725	0.375	0.5	0.5	0.5	0.5
" "	0.625	0.625	0.5	0.5	0.5	0.5	0.5	0.5
	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
" "	0.5	0.5	0.625	0.625	0.625	0.625	0.625	0.625
" "	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
" "	0	0	0.5	0.5	0.5	0.5	0.5	0.5
" "	0.5	0.5	0.625	0.625	0.625	0.625	0.625	0.625
" "	0.5	0.5	0.5	0.375	0.375	0.375	0.375	0.375
" "	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
" "	0	0	0	0.5	0.5	0.5	0.5	0.5
Library Aide	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
" "	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
TOTAL FTE	18.30	18.30	17.83	17.85	17.88	17.88	17.88	17.88
Summer Staff								
Library Aide (10wks @ 40hrs)	1	1	1	1	1	1	1	1
Total Seasonal	1	1	1	1	1	1	1	1

CITY OF SEMINOLE
FY18 BUDGET
Administration Department - Library Division

ACCOUNT	Dept/Div Acct. #0571	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 3/31/17	FY18 Adopted	% Change FY17 TO FY18
Salaries - Regular	1200	468,319	515,151	514,026	518,692	494,547	494,547	227,753	511,793	3.5%
Salaries- Seasonal	1300	0	0	2,859	0	3,574	3,574	0	3,574	0.0%
Salaries - Part Time	1310	187,658	152,950	158,859	182,238	212,777	212,777	103,747	218,894	2.9%
Salaries- Overtime	1400	302	381	421	639	5,600	5,600	244	1,302	-76.8%
Special Education	1503	11,880	10,560	11,880	10,560	11,160	11,160	0	11,160	0.0%
FICA	2100	50,311	50,851	51,671	53,552	55,513	55,513	24,940	57,359	3.3%
FRS	2210	37,673	46,869	50,150	51,787	66,608	66,608	30,077	72,499	8.8%
Health/Life Insurance	2310	78,570	88,659	89,581	86,403	97,856	97,856	43,342	90,848	-7.2%
L/T Disability Insurance	2320	3,433	3,657	4,015	3,967	3,946	3,946	2,537	4,087	3.6%
Workers Compensation	2400	1,355	1,455	1,214	1,059	1,475	1,475	951	1,118	-24.2%
People Costs		839,501	870,533	884,676	908,897	953,056	953,056	433,591	972,634	2.1%
Prof. Svcs - Other*	3190	4,980	11,946	14,520	13,237	13,500	13,500	6,113	13,500	0.0%
Travel/Per Diem	4000	159	554	654	707	750	750	0	750	0.0%
Postage/UPS	4120	822	792	876	852	950	950	382	1,000	5.3%
R & M - Copiers *	4610	3,825	5,192	3,632	1,976	4,000	4,000	832	4,000	0.0%
Printing	4790	35	586	706	63	800	800	0	800	0.0%
License and Permit	4912	0	0	0	0	1,250	1,250	0	1,250	0.0%
Office Supplies	5110	9,534	9,673	8,644	9,708	10,000	10,000	3,765	10,000	0.0%
Operating Supplies Children	5221	1,494	1,885	1,994	1,990	2,000	2,000	840	2,000	0.0%
Operating Supplies Teen prc	5222	2,392	900	1,012	991	1,000	1,000	174	1,000	0.0%
Operating Supplies Adult prc	5223	4,218	4,265	3,709	4,731	4,500	4,500	5,203	4,500	0.0%
Operating Supplies- General	5290	12,673	8,169	10,434	10,192	10,359	10,359	6,015	10,359	0.0%
Books/Publications	5410	0	137	0	0	250	250	320	250	0.0%
Subscriptions *	5420	7,507	6,569	6,656	7,253	7,500	7,500	6,452	7,500	0.0%
Dues/Memberships	5430	730	741	1,164	885	1,500	1,500	782	1,500	0.0%
Conf./ Training/Education	5440	130	465	1,079	1,593	1,000	1,000	0	1,000	0.0%
Tuition Reimbursement	5490	0	0	0	1,652	600	600	0	600	0.0%
Operational Costs		49,857	53,233	55,368	55,875	59,959	59,959	30,878	60,009	0.1%
Books/Publications & Lib Ma	6600	77,779	75,513	76,604	73,738	80,000	80,000	42,382	80,000	0.0%
Capital Outlay		77,779	75,513	76,604	73,738	80,000	80,000	42,382	80,000	0.0%
Interfund Transfer	6912	2,221	5,487	4,396	1,000	0	1,000	0	0	-100.0%
DEPARTMENT TOTAL		969,358	1,004,766	1,021,044	1,039,510	1,093,015	1,094,015	506,851	1,112,643	1.7%

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

CITY OF SEMINOLE
Fiscal Year 2018
Library Division

PERSONNEL COSTS

Salaries -- Regular – 1200

\$511,793-- Wages for ten full-time employee positions in the Library Division.

Salaries – Seasonal – 1300

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

Salaries – Part Time - 1310

\$218,894 – Wages for 14 part-time employee positions in the Library Division.

Salaries – Overtime - 1400

\$1,302 – 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

\$57,359 – FICA is budgeted at a rate of 7.65% of salary.

FRS - 2210

\$72,499 – Pension benefits for the Florida Retirement plan.

Health/Life Insurance - 2310

\$90,848 – Health and Life insurance coverage for Library Division employees.

L/T Disability Insurance – 2320

\$4,087 – Long Term Disability insurance coverage for Library Division employees.

Workers' Compensation - 2400

\$1,118 – Workers' compensation at a rate of .15% for clerical positions.

CITY OF SEMINOLE
Fiscal Year 2018
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 2018
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 detacher, 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

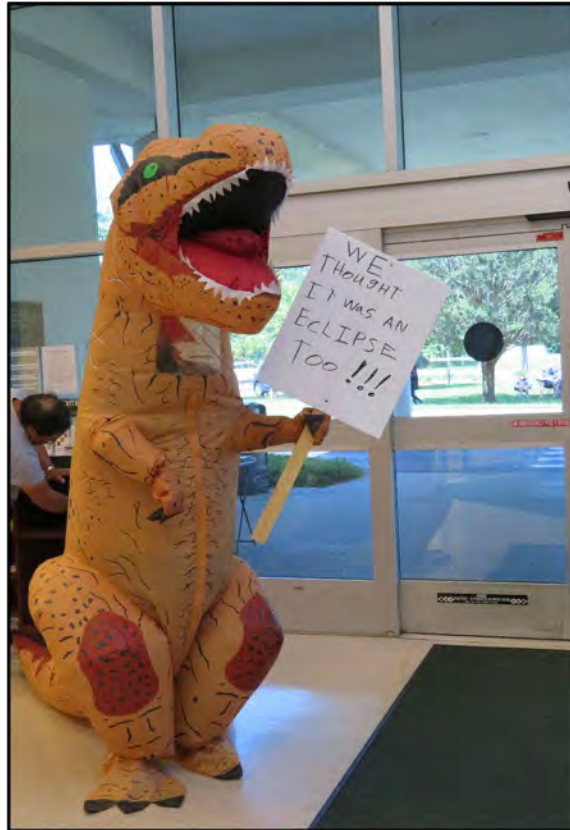
\$1,000 – Registration and tuition fees for staff attendance at Florida Library Association annual conference (2 staff @ \$400); annual staff development day (\$600).

Tuition Reimbursement – 5490

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

Books / Library Materials – 6600

\$80,000 – Books, videocassettes, audiocassettes, compact discs, digital video discs and other circulation materials for the library collection.



Seminole Community Library Solar Eclipse Viewing



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**RECREATION
DIVISION**

RECREATION DIVISION

The leisure services provided to the community through the Recreation Division of the Department of Administration are intended to enhance the quality of life to citizen and visitor alike. The City of Seminole Recreation Division provides a myriad of programs for adults and children. The Recreation Division is under the direction of the Director of Administration and is supervised by the Recreation Director:

Responsibilities include the following programs:

- a) The three (3) different Children's Break Programs: Holiday, Spring and Summer Enrichment Programs, provide care through various organized activities for the children of Seminole and surrounding cities during the time that the children are out of school. Activities offered include: Swimming, Roller-Skating, Crafts, Ice-Skating, Putter-Golf, Special Events, Fun Center and many more diversified activities.
- b) Athletic Programs: Athletic programming for the community includes sports activities for men, women, boys and girls. Athletic opportunities will include adult basketball, adult volleyball, adult softball, youth soccer, youth volleyball, youth basketball.
- c) Classes: The classes offered by this division reach all age groups throughout the City. The classes include athletics, art, hobbies, crafts, instructional classes, physical fitness, the arts, dog obedience school and children's play group.
- d) Special Events: The Recreation Division is responsible for conducting special events for the community through such offerings as Halloween Spooktacular, Music in the Park, Winterfest, Senior Health Expo, Holiday Night Parade, Breakfast with Santa, Pow Wow Festival and parade, Teen Freaky Fridays, and Yard Sales.

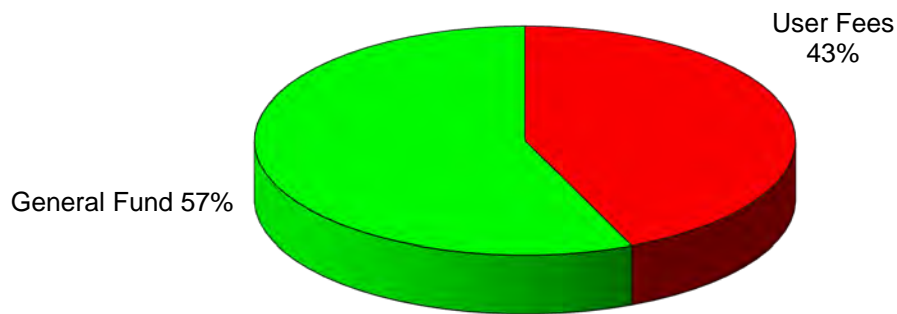
GOALS

Prepare marketing and operate the new community building. Create programs to increase awareness and opportunities at the new rental facility.

Prepare marketing and new programs for a Waterfront park that will open in FY18.

Install equipment, create programs and increase awareness of new Teen Room.

FY18 Recreation Funding Sources



This chart shows the source of funding for recreation expenditures. The largest sources are the general fund followed by recreation cards and summer camp fees. Recreation Departments typically fund between 40% and 50% of their operation from user fees. The Seminole Recreation Division was at 48% until the Special Event Fund was created in FY08. The division also saw a dramatic reduction in revenue when Pinellas County eliminated the reimbursement program for non residents who use city recreation facilities. The division has increased its user fee percentage from 40% in FY16 to 43% in FY18. In FY18 the Division is working on additional activities and savings in order to move closer to the 50% funding level.

Request for Results to be Addressed

Renovate banquet room in the Community Facility to make it more rental friendly for weddings, parties and meetings.

Related Goal

Goal 1: Renovate the banquet room in the Community facility.

Objectives	Start	End	Responsibility	Inputs	Outputs	Outcomes
Objective 1-1: Renovate the banquet room to improve audio and video capabilities. The room will be painted in a more neutral palate to make the location a more popular wedding and party destination.	10/1/2016	12/1/2017	Public Works Director, Recreation Director and IT Supervisor.	Estimated cost for renovations is \$20,000	Staff to work with sound and design experts to modify existing room.	To offer a banquet room that includes a professional audio and video system. To paint and modify the interior to offer a neutral palate for wedding planning and to add wall decorations to improve appearance and help defuse sound.
Total Cost of Objective 1-1:				\$20,000		
Objective 1-2: Develop a marketing plan to increase rental use of the Community Center.	12/1/2017	12/1/2018	Recreation Director and Staff.	Recreation staff time.	Staff to develop introduction programs and press release to promote the facility.	To offer a banquet room that includes a professional audio and video system, full kitchen and outside lakefront wedding venue..
RESULTS						

Objective 1-1 is completed prior to the deadline and was met with excitement and praise.

Objective 1-2 has started and rentals have been steady. The staff is planning a bridal show to showcase the facility.

Request for Results to be Addressed

Maximize use of the “Digital Den”, a high end electronic art and graphic room, recently created at the Recreation center.

Related Goal

Goal 1: Create activities run by the recreation division in the new digital den.

Objectives	Start	End	Responsibility	Inputs	Outputs	Outcomes
Objective 1-1: To attract more citizens to the “Digital Den”.	10/1/2017	9/30/2018	Recreation Director and Recreation Leader II	Recreation Directors time about 5% of salary and fringe benefits \$4,600, Recreation Leader II time about 5% of salary and fringe benefits \$2,600.	Recruit high end instructors to create programs and times to fully utilize software and technology available in the Digital Den. Create marketing of our programs using our special events and high school and college art programs to attract participants.	Recruiting high end instructor such as a photo instructor who works for National Geographic and an animation firm that works with PIXAR will allow participants to utilize the high end software programs that have been donated. A more active and hands on marketing approach will allow us to recruit instructors and customize programs to meet the needs and interests of the participants.
Total Cost of Objective 1-1:				\$7,200		
Objective 1-2: Create an open access time for the “Digital Den”.	10/1/2017	9/30/2018	Recreation Director and Recreation Leader II	Recreation Directors time about 5% of salary and fringe benefits \$4,600, Recreation Leader II time about 5% of salary and fringe benefits \$2,600.	Recruit volunteers and interns to staff the room during open periods and to offer basic assistance with the computers and software.	The open exposure will allow middle, high school and college students to utilize the equipment at their own pace. The open exposure and input from participants will help the department to customize future training classes.
Total Cost of Objective 1-2:				\$7,200		
RESULTS						

This is a new program and Objective 1-1 is completed but we hope to continue recruiting instructors and to see increased results by the end of FY18.

Objective 1-2 is still being worked on. It has been difficult to recruit volunteers with enough technology experience to help staff the Digital Den on a consistent basis.

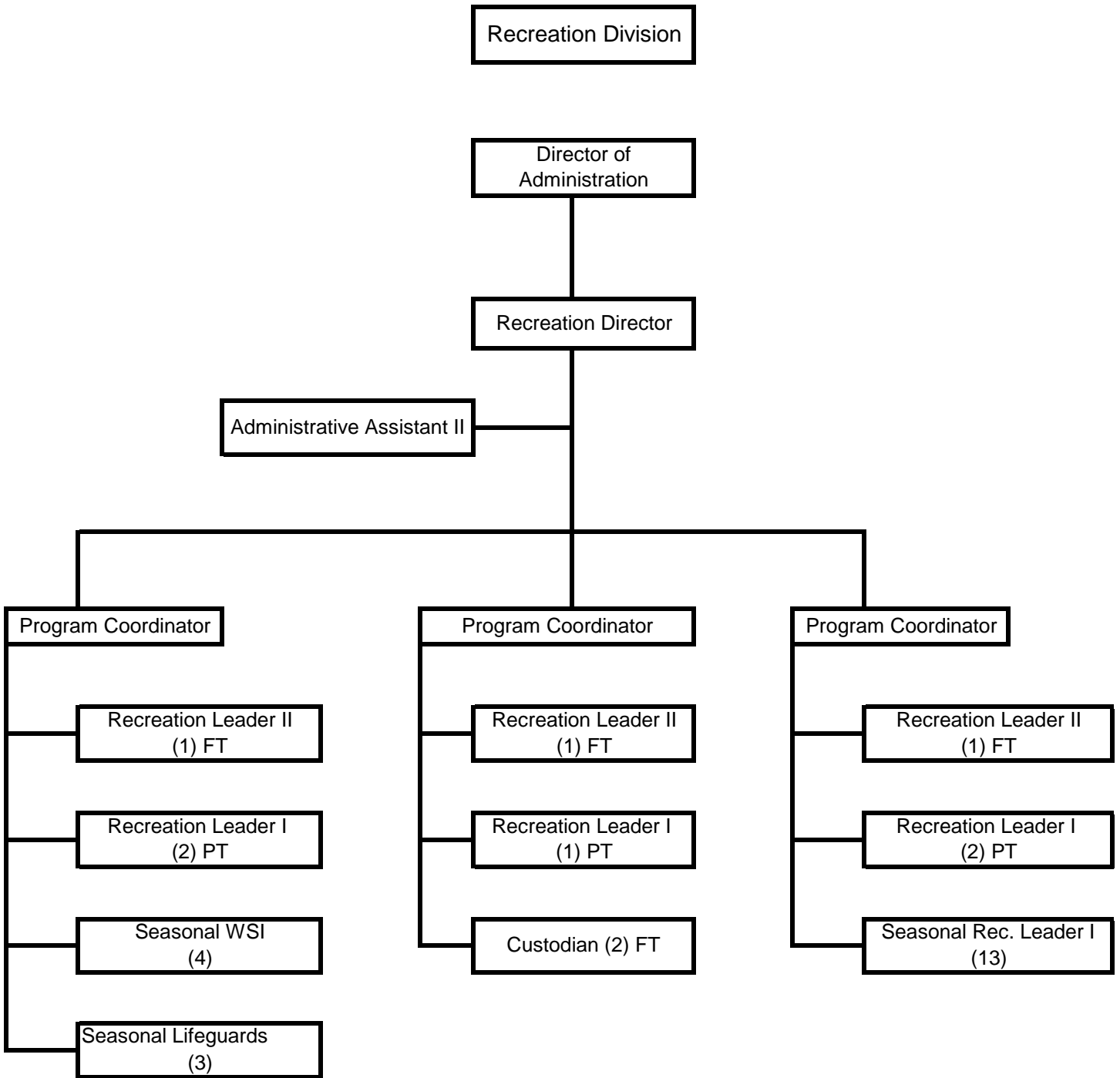
Request for Results to be Addressed

Maximize use of the “Teen Room”, a high end electronic, game, video and virtual y room at the Recreation center.

Related Goal

Goal 1: Set up teen Room using recently donated high end electronic equipment.

Objectives	Start	End	Responsibility	Inputs	Outputs	Outcomes
Objective 1-1: To set up the teen room using equipment donated by a recreation benefactor.	10/1/2017	12/30/2017	Recreation Director and Recreation Leader II	Recreation Directors time about 5% of salary and fringe benefits \$4,600, Recreation Leader II time about 5% of salary and fringe benefits \$2,600. Hire electrical for about \$10,000 to wire room at the expense of the benefactor.	Using high end equipment donation from local benefactor set up teen room. Create marketing of our programs using our special events and high school and college to attract participants.	High end computer games, virtual reality, racing drones and surround sound video area will allow participants to utilize the high end equipment, software and programs that have been donated. A more active and hands on marketing approach will allow us to recruit instructors and customize programs to meet the needs and interests of the participants.
Total Cost of Objective 1-1:				\$7,200		
Objective 1-2: To attract more teens to the “Teen Room”.	12/1/2017	9/30/2018	Recreation Director and Recreation Leader II	Recreation Directors time about 5% of salary and fringe benefits \$4,600, Recreation Leader II time about 5% of salary and fringe benefits \$2,600.	Recruit the recreation Teen Board to assist staffing of the room during open periods and to offer basic assistance with the computers and software. Create marketing of our programs using our special events and high school and college to attract participants.	High end computer games, virtual reality, racing drones and surround sound video area will allow participants to utilize the high end equipment, software and programs that have been donated. A more active and hands on marketing approach will allow us to recruit instructors and customize programs to meet the needs and interests of the participants.
Total Cost of Objective 1-2:				\$7,200		
RESULTS						



CITY OF SEMINOLE
FY18 PERSONNEL SUMMARY
Recreation Division

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Recreation Director	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
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	1	1	1
Recreation Leader I	1	1	1	1	1	0	0	0
Recreation Leader I	0.75	0.75	0.625	0.625	0.5	0.5	0.5	0.5
Recreation Leader I	0.75	0.75	0.375	0.375	0.375	0.625	0.625	0.625
Recreation Leader I	0	0	0	0	0	0.25	0.375	0.375
Recreation Leader I	0	0	0.375	0.375	0.375	0.375	0.375	0.375
Recreation Leader I	0	0	0	0	0	0	0	0.5
Custodian	1	1	1	1	1	1	1	1
Custodian	1	1	1	1	1	1	1	1
TOTAL FTE	11.50	11.50	11.38	11.38	11.25	11.75	11.88	12.38
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	32.375	32.375	32.25	32.75	32.875	33.375

* 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
FY18 BUDGET
Administration Department - Recreation Division

ACCOUNT	Dept/Div Acct. #0575	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 3/31/17	FY18 Adopted	% Change FY17 to FY18
Salaries - Regular	1200	369,284	371,230	388,284	397,849	383,531	387,136	162,449	382,550	-1.2%
Salaries - Seasonal	1300	107,418	111,892	100,764	103,810	130,445	126,840	3,779	127,488	0.5%
Salaries - Part Time	1310	27,453	18,686	11,642	8,491	45,463	45,463	22,761	59,894	31.7%
Salaries - Overtime	1400	4,427	4,548	5,336	6,498	18,017	18,017	2,473	7,436	-58.7%
Education Special	1503	7,690	6,760	6,980	7,040	9,480	9,480	0	9,840	3.8%
Cell Phone Allowance	1509	483	480	480	480	480	480	240	480	0.0%
FICA	2100	39,195	39,197	39,392	40,158	44,960	44,960	14,355	45,111	0.3%
FRS	2210	21,678	28,015	27,799	27,449	40,056	40,056	16,848	43,541	8.7%
ICMA	2220	2,882	3,042	3,092	3,242	3,168	3,168	1,487	3,150	-0.6%
Health/Life Insurance	2310	53,747	53,979	48,164	54,868	71,787	71,787	33,600	77,785	8.4%
L/T Disability Insurance	2320	2,654	2,879	3,026	2,954	3,121	3,121	1,491	3,148	0.9%
Workers Compensation	2400	8,105	8,071	6,966	5,187	7,848	7,848	4,529	7,702	-1.9%
People Costs		645,758	650,022	641,925	658,026	758,356	758,356	264,012	768,125	1.3%
Prof. Svcs - Personnel	3110	510	405	435	825	650	650	390	825	26.9%
Contract Svce - Instructors	3485	75,731	60,985	58,568	91,507	73,500	73,500	27,014	77,000	4.8%
Contract Svce - Other	3490	13,212	14,600	6,040	11,722	16,163	16,163	4,857	16,163	0.0%
Camps	3491	20,887	21,025	21,295	24,550	30,735	30,735	2,240	31,635	2.9%
Sports Officials	3495	3,678	3,565	3,082	3,220	7,674	7,674	3,431	7,674	0.0%
Trips Program	3511	12,169	12,314	12,665	6,479	17,690	17,690	2,524	17,690	0.0%
Travel/Per Diem	4000	1,784	2,488	1,583	2,293	3,530	3,530	209	3,530	0.0%
Communications	4110	9,159	9,433	9,829	9,725	9,186	9,186	4,972	9,186	0.0%
Postage/UPS	4120	290	121	87	192	450	450	21	450	0.0%
Electric	4310	108,014	119,032	136,789	150,572	141,305	141,305	58,615	150,000	6.2%
Water/Sewer	4320	6,757	10,361	7,234	7,502	9,000	9,000	1,636	8,500	-5.6%
R & L - Buses Summer	4460	10,397	12,261	12,981	12,580	14,030	14,030	0	14,030	0.0%
Insurance	4500	16,500	19,100	39,044	37,150	39,050	39,050	20,008	39,050	0.0%
Insurance - vehicles	4520	400	851	1,004	984	1,004	1,004	566	1,004	0.0%
Maintenance - Copier	4610	1,002	1,497	1,906	2,309	1,256	1,256	869	1,612	28.3%
R & M - Computer Software	4630	2,424	2,510	2,544	2,544	2,600	2,600	6,135	2,600	0.0%
R & M - Vehicles	4660	893	744	13,866	761	2,000	2,000	389	2,000	0.0%
R & M - Other	4690	2,654	22,484	3,682	3,192	3,500	3,500	0	3,500	0.0%
Printing - Brochures	4704	8,310	8,960	8,177	8,500	8,750	8,750	5,059	8,750	0.0%
Printing - Office Forms	4721	542	1,000	434	863	650	650	0	650	0.0%
Promotional - Other	4890	417	587	473	497	765	765	484	875	14.4%
Licenses & Permits	4912	2,102	2,130	2,076	3,122	2,220	2,220	1,969	2,945	32.7%
Office Supplies	5110	5,631	6,106	5,949	6,272	6,500	6,500	1,297	6,500	0.0%
Operating Supplies - Cleanin	5210	8,952	8,774	8,909	12,001	11,000	11,000	3,620	12,000	9.1%
Operating Supplies - Pool	5211	7,116	9,373	5,600	9,606	9,500	9,500	1,620	9,500	0.0%
Fuel	5240	768	2,590	1,868	1,388	2,750	2,750	555	2,200	-20.0%
Operating Supplies - Uniform	5250	742	1,243	2,217	467	3,500	3,500	26	3,500	0.0%
Op Supplies - Break Camps	5261	192	188	376	296	650	650	153	650	0.0%

CITY OF SEMINOLE
FY18 BUDGET
Administration Department - Recreation Division

ACCOUNT	Dept/Div Acct. #0575	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 3/31/17	FY18 Adopted	% Change FY17 to FY18
Op Supplies - Summer Camp	5266	7,850	7,491	8,341	7,173	9,250	9,250	1,140	9,250	0.0%
Op Supplies - Athletics	5275	5,035	5,106	5,921	7,835	7,410	7,410	5,069	10,411	40.5%
Op Supplies - Sports Equip	5281	2,268	2,768	1,766	2,874	2,000	2,000	1,205	2,000	0.0%
Operating Supplies -General	5290	6,507	4,942	10,632	9,528	7,310	7,310	2,614	7,510	2.7%
Books/Publications	5410	200	0	132	62	100	100	0	75	-25.0%
Dues/Memberships	5430	1,100	835	1,235	1,175	1,480	1,480	1,210	1,495	1.0%
Conf./ Training/Education	5440	1,302	5,318	911	1,734	2,845	2,845	908	2,845	0.0%
Operational Costs		345,495	381,187	398,485	441,500	450,003	450,003	160,805	467,605	3.9%
Capital Outlay - Other Equip.	6490	0	0	0	0	0	0	28,955	0	0.0%
Capital Outlay		25,579	57,493	31,600	0	0	0	28,955	0	0.0%
Interfund Transfer CIP/SRF	6913	0	59,930	90,184	104,205	0	105,405	0	0	0.0%
DEPARTMENT TOTAL		1,016,832	1,148,632	1,162,194	1,203,731	1,208,359	1,313,764	453,772	1,235,730	-5.9%

CITY OF SEMINOLE
Fiscal Year 2018
RECREATION

PERSONNEL COSTS

Salaries and Wages – 1200

\$382,550 - This category covers wages for ten full-time employees.

Salaries Seasonal - 1300

\$127,488 - This category covers wages for 21 seasonal employees.

Salaries Part Time - 1310

\$59,894 - This category covers wages for five part-time employees.

Salaries Overtime - 1400

\$7,436 - This category covers overtime needed to staff holiday operating hours, facility rentals and/or unforeseen situations.

Education Special 1503

\$9,840 – 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

\$45,111 – FICA is budgeted at of 7.65% of salaries.

Retirement - 2200

\$46,691 – This category covers pension benefits for the ICMA (\$3,150) and the FRS plans (\$43,541).

Health/Life Insurance - 2300

\$80,933 - This category covers the health (\$77,785) and disability (\$3,148) insurance costs.

Worker's Compensation - 2400

\$7,702 - This category covers the cost for worker's compensation for Parks & Recreation employees.

CITY OF SEMINOLE
Fiscal Year 2018
RECREATION

OPERATING COSTS

Professional Services, Personnel – 3110

\$825 – This includes background screenings for volunteer coaches, general volunteers, and instructors as follows. It is estimated that Recreation Division will conduct fifty-five screenings in FY18.

Contract Services – 3485

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

Contract Services, Other – 3490

\$16,163 – 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

\$31,635 – This includes trip admission fees for camps (\$28,635), 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, internet cell phone services (\$9,186), and postage costs, for recreation mail-outs, throughout the year (\$450).

CITY OF SEMINOLE
Fiscal Year 2018
RECREATION

Utility Services – 4300

\$158,500 – This includes electric (\$150,000) and water/sewer service (\$8,500). 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

\$9,712 – This includes monthly maintenance and supply service for copier and duplicator (\$1,612), 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

\$ 875 – This includes special promotions activities and programs related to Recreation Center and Family Aquatic Center.

Other- Miscellaneous Advertisement – 4912

\$2,945 – 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 2018
RECREATION

Operating Supplies - 5200

\$57,777 – This includes pool chemicals, pool equipment, and training supplies (\$9,500), general cleaning supplies for both Recreation Center and Community Building (\$12,000), fuel (\$2,200), summer camp (\$9,250), break camps (\$650), athletic program supplies (\$10,411), general sports and games equipment (\$2,000), purchase of uniforms required by the city (\$3,500), and general operational supplies (\$7,510).

Books and Publications - 5410

\$75 – This category includes the purchase of books and publications.

Dues and Memberships - 5430

\$1,495 – This includes one agency and five individual memberships to FRPA (\$850), one individual membership to NRPA (\$165), 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.



Music in the Park



Camper Mud Wars



Adult Basketball



Digital Art Studio



**CITY
OF
SEMINOLE**

**COMMUNITY
DEVELOPMENT /
PLANNING DEPARTMENT**

**ADMINISTRATION /
PLANNING
DIVISION**

COMMUNITY DEVELOPMENT DEPARTMENT
Administration and Planning Division

MISSION STATEMENT

The mission of the Community Development Department is to supply the requesting public with the highest level of service in the areas of zoning administration, development and redevelopment process, long range comprehensive planning, and intergovernmental coordination.

DESCRIPTION OF RESPONSIBILITIES

The Community Development Department is charged with the responsibilities of strategic community planning, development and redevelopment project reviews and approvals, code enforcement, and building construction permitting and inspections. The Community Development Department is responsible to the City Manager.

Responsibilities include the following activities:

- a) Administration – This activity provides for the overall planning, organizing, coordinating, staffing, reporting and budgeting of the entire Community Development Department.
- b) Planning – This activity includes short and long range planning activities within the City of Seminole. Short range duties include the application of zoning and land development regulations to specific developments. This includes coordination of site plan reviews and quasi-judicial board actions. Long range functions include monitoring and amending the Municipal Comprehensive Plan and coordinating planning activities which have a future impact to development and quality of life issues. Duties in this area also include responsibility of the City’s local planning agency as well as coordination with state, regional and other local planning agencies.

Goals

Work with City Manager on the design and construction of the new City Center Mall.

Work with the City Manager to develop an annexation policy for City Council review.

Community
Development
Administration

Community Development
Director

Planner PT

CITY OF SEMINOLE
FY18 PERSONNEL SUMMARY
Community Development Department - Administration Division

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Director	1	1	1	1	1	1	1	1
Senior Planner	0.5	0	0	0	0	0	0	0
Planner	0	0.5	0.5	0.5	0.5	0.5	0.5	0.5
TOTAL FTE	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5

CITY OF SEMINOLE
FY18 BUDGET
Community Development Department - Administration Division

ACCOUNT	Dept/Div Acct. #0530	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 03/31/17	FY18 Adopted	% Change FY17 to FY18
Salaries - Regular	1200	125,699	105,112	96,172	100,114	102,307	102,307	47,212	105,350	3.0%
Salaries- Part Time	1310	20,689	20,458	27,760	28,702	28,484	28,484	13,440	30,418	6.8%
Education - Special	1503	1,320	1,320	1,320	1,320	1,320	1,320	0	1,320	0.0%
Phone Allowance	1509	483	480	480	480	480	480	240	480	0.0%
FICA	2100	11,324	9,741	9,619	10,007	10,147	10,147	4,655	10,528	3.8%
FRS	2210	12,256	20,360	22,729	23,736	24,702	24,702	11,289	26,620	7.8%
Health/Life Insurance	2310	6,678	7,372	7,661	8,102	8,707	8,707	4,061	8,458	-2.9%
L/T Disability Insurance	2320	519	544	569	569	526	526	332	526	0.0%
Workers Compensation	2400	310	310	220	256	321	321	207	280	-12.8%
People Costs		179,350	165,697	166,530	173,546	176,994	176,994	81,436	183,980	3.9%
Prof. Service - Engineering	3143	49,964	43,062	32,687	25,213	25,000	25,000	24,241	25,000	0.0%
Contract Svce - Other	3490	1,192	1,068	1,068	6,036	1,104	1,104	366	990	-10.3%
Travel/Per Diem	4000	15	0	15	0	1,000	1,000	728	1,000	0.0%
Telecommunications	4110	1,324	1,358	1,390	1,378	1,390	1,390	391	1,390	0.0%
Postage/UPS	4120	727	604	423	271	750	750	122	750	0.0%
Electric	4310	2,540	2,679	2,752	2,714	3,500	3,500	1,405	3,000	-14.3%
Water & Sewer	4320	74	78	62	70	179	179	21	179	0.0%
Insurance - Property	4512	1,700	2,000	801	757	739	739	460	739	0.0%
R & M - Copier	4610	71	889	279	0	567	567	0	567	0.0%
Printing	4700	598	1,353	353	0	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	238	295	376	512	1,000	1,000	75	750	-25.0%
Cleaning Supplies	5210	72	117	37	64	630	630	37	500	-20.6%
Operating Supplies -General	5290	805	837	292	916	1,200	1,200	272	1,200	0.0%
Dues/Memberships	5430	35	159	220	235	650	650	0	650	0.0%
Conf./ Training/Education	5440	0	15	95	264	500	500	1,588	500	0.0%
Operational Costs		59,355	54,514	40,850	38,619	42,609	42,609	29,706	41,615	-2.3%
Equipment - Other	6400	0	0	0	0	0	0	0	0	0.0%
Capital Outlay		0	0	0	0	0	0	0	0	0.0%
Interfund Transfer	6900	0	0	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		238,705	220,211	207,380	212,165	219,603	219,603	111,142	225,595	2.7%

CITY OF SEMINOLE
Fiscal Year 2018
Community Development Department – Administration Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$105,350 - This category covers wages for the Director.

Part Time- 1310

\$30,418 - 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

\$10,528 - FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$26,620 – This category covers the cost of pension benefits for the FRS plan.

Health/Life Insurance – 2310

\$8,458 - 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

\$280 – The contribution rate for clerical positions is 0.14% of salaries.

CITY OF SEMINOLE
Fiscal Year 2018
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

\$990 – This category provides for janitorial services (\$720) and the water cooler for City Hall (\$270).

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

\$3,000 - 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 2018
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

\$750 - These funds are for miscellaneous expendable supplies used to support daily activities.

Operating Supplies – 5200

\$1,700 - This category provides funds for cleaning supplies for City Hall (\$500) 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**

COMMUNITY DEVELOPMENT
Code Administration & Inspection Section

MISSION STATEMENT

The mission of the Code Administration and Inspection Section is to provide accurate and complete interpretation of the Florida Building Code to regulate the design, construction, erection, alteration, modification, repair, or demolition of public or private buildings, structures, or facilities in the City and to enforce such requirements to allow effective and reasonable protection for public health, safety, and general welfare for all the residents and businesses in Seminole, at the most reasonable cost. To thoroughly inspect all construction of buildings, structures, and facilities within the City, in furtherance of the protection of the public health, safety, and welfare. To timely collect Business tax receipts and conduct fitness inspections for commercial uses to assure compliance with the City's codes.

DESCRIPTION OF RESPONSIBILITIES

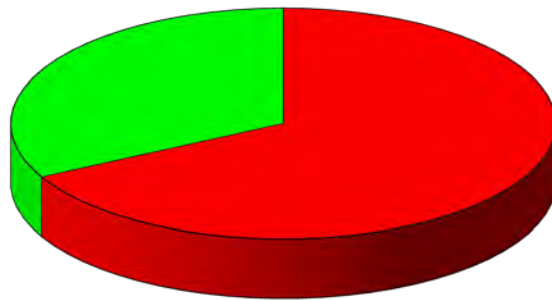
The Administration & Inspection Section provides the City with permitting and tax collection services associated with occupational licensing, building plan review and construction inspection services and code enforcement. The activities of the Section are intended to ensure the health, safety and welfare of the community through the enforcement of Federal, State and City construction and building codes.

Responsibilities include the following programs:

- a) Occupational Licensing/responsible for licensing of all business operations with the City of Seminole. This includes the collection of taxes and registration of businesses located outside of the corporate limits. Other duties include the issuance of special event permits.
- b) Code Enforcement/responsible for the enforcement of the City's "Municipal Code of Ordinances". These include nuisance, signs, land use and zoning and life-safety regulations. Coordination of enforcement with other departments is an important aspect of daily assignments.
- c) Building Inspection/responsible for the enforcement of Federal, State and City construction and building codes. Duties include plan review and field inspections for compliance with applicable codes, regulations and laws.

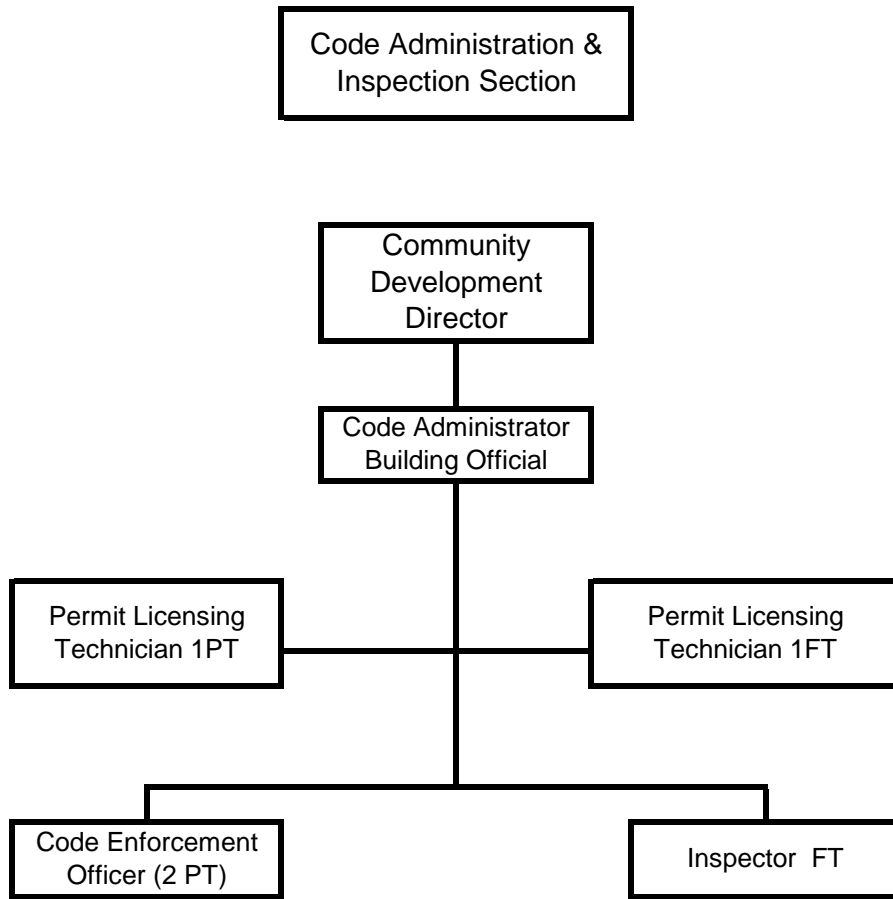
**FY18 Code Administration and Inspection
Funding Sources**

General Fund 33%



User Fees
67%

This chart shows the source of funding for the Code Administration and Inspection Division. The largest sources are the general fund followed by the building permit fees. The goal of the Code Administration and Inspection Division is to help offset part of their operational expenses using outside fees and specific funding sources such as the building permits. Due to the economic upturn it is possible at this time to cover 67% of the expenses of the department.



CITY OF SEMINOLE
FY18 PERSONNEL SUMMARY
Code Administration & Inspections

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Code Administrator	1	1	1	1	1	1	1	1
Administrative Assistant	0	0	0	0.2	0.2	0	0	0
Building Inspector	0.5	0.5	0.5	1	1	1	1	1
Permit/Licensing Tech	1	1	1	1	1	1	1	1
Permit/Licensing Tech	0	0	0	0	0	0.625	0.625	0.625
Code Enforcement Officer	0	0	0	0	0.5	0.5	0.5	0.5
Code Enforcement Officer	1	1	0.625	0.5	0.5	0.5	0.5	0.5
TOTAL	3.5	3.5	3.125	3.7	4.2	4.625	4.625	4.625

CITY OF SEMINOLE
FY18 BUDGET
Community Development Department
Code Administration & Inspections Section

ACCOUNT	Dept/Div Acct. #0524	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D 3/31/2017	FY18 Adopted	% Change FY17 to FY18
Salaries - Regular	1200	103,585	138,358	147,022	145,800	167,080	167,080	78,298	180,159	7.8%
Salaries - Part-Time	1310	7,244	14,693	34,418	58,378	55,838	55,838	27,581	62,240	11.5%
Phone Allowance	1509	0	0	0	0	480	480	0	480	0.0%
FICA	2100	8,487	11,486	13,859	15,066	17,422	17,422	7,724	18,915	8.6%
FRS	2210	5,736	9,751	12,280	14,149	16,577	16,577	7,571	18,298	10.4%
Health/Life Insurance	2310	13,973	9,554	13,775	22,398	30,001	30,001	15,515	32,505	8.3%
L/T Disability Insurance	2320	938	1,102	1,190	1,065	1,466	1,466	782	1,558	6.3%
Workers Compensation	2400	3,482	3,499	3,130	2,538	3,502	3,502	2,259	3,497	-0.1%
People Costs		147,516	188,452	225,748	259,394	292,366	292,366	139,730	317,652	8.6%
Inspections- County	3438	1,728	33,157	14,580	28,836	2,700	2,700	324	2,700	0.0%
Data Processing	3462	0	808	808	7,969	10,518	10,518	8,756	10,518	0.0%
Contract Services - Other	3490	3,043	2,847	3,629	4,914	4,575	4,575	3,379	5,485	19.9%
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	645	649	1,319	561	1,900	1,900	362	1,900	0.0%
Telecommunications	4110	2,247	2,081	2,178	3,366	4,955	4,955	1,616	6,638	34.0%
Postage/UPS	4120	1,426	1,388	1,359	1,492	1,675	1,675	498	1,675	0.0%
Electric	4310	6,772	8,313	7,797	7,689	8,500	8,500	4,684	9,500	11.8%
Water/Sewer	4320	139	148	176	199	262	262	58	262	0.0%
Rental/Lease - Other	4490	21,795	26,046	26,046	26,046	26,046	26,046	10,852	26,046	0.0%
Insurance	4500	3,150	3,050	2,808	3,326	3,326	3,326	2,494	3,326	0.0%
Insurance - Property	4512	2,000	1,700	2,270	2,144	2,095	2,095	1,304	2,095	0.0%
Insurance - Vehicles	4520	1,122	1,207	1,458	1,548	1,458	1,458	644	1,458	0.0%
Maintenance - Copier	4610	3,825	0	621	957	2,000	2,000	458	1,500	-25.0%
R&M - Vehicles	4660	1,151	191	4,407	1,372	1,390	1,390	321	1,450	4.3%
Printing- Other	4790	887	0	1,222	723	900	900	0	900	0.0%
Office Supplies	5110	2,759	3,541	7,696	3,742	3,450	3,450	1,517	3,450	0.0%
Fuel	5240	3,053	2,134	2,225	1,988	2,474	2,474	660	2,007	-18.9%
Operating Supplies - Uniform	5250	0	19	3,119	529	1,075	1,075	0	1,075	0.0%
Operating Supplies -General	5290	1,210	3,426	1,081	2,431	750	750	819	750	0.0%
Books/Publications	5410	0	0	980	387	950	950	174	950	0.0%
Dues/Memberships	5430	375	355	749	685	775	775	730	775	0.0%
Conf./ Training/Education	5440	1,013	468	1,276	837	1,075	1,075	213	1,075	0.0%
Operational Costs		191,555	220,856	219,589	289,158	215,294	215,294	94,773	217,320	0.9%
Capital Outlay		2,278	0	0	0	0	0	0	0	0.0%
Interfund Transfer	6900	0	9,900	6,040	5,440	0	5,440	0	0	0.0%
DEPARTMENT TOTAL		341,349	419,208	451,377	553,992	507,660	513,100	234,503	534,972	4.3%

CITY OF SEMINOLE
Fiscal Year 2018
Community Development Department
Code Administration & Inspections Section

PERSONNEL COSTS

Salaries and Wages – 1200

\$180,159 – This category covers wages for a Building Official, Permit/Licensing Technician and a Building Inspector.

Part-time – 1300

\$62,240 – 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

\$18,915 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$18,298 – This category covers the cost of pension benefits with the FRS.

Health Insurance – 2300

\$32,505 - This category covers the annual cost of the City's health insurance premiums.

Disability Insurance – 2320

\$1,558 - This category covers the annual cost of the City's disability insurance premiums.

Workers' Compensation – 2400

\$3,497 - The estimated contribution rate for office personnel at .15% of salaries and municipal inspectors at 1.46% of salaries.

CITY OF SEMINOLE
Fiscal Year 2018
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

\$5,485 – This category provides for Code Enforcement cleanups and demolition/securing of unsafe structures (\$3,095) 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

\$6,638 - 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

\$9,500 – 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 2018
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

\$2,950 - These funds are for repairs and preventative maintenance of the three section vehicles (\$1,450) and the copier (\$1,500).

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

\$2,007 – 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

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.

CITY OF SEMINOLE
Fiscal Year 2018
Community Development Department
Code Administration & Inspections Section

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), IAEI (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**

PUBLIC WORKS ADMINISTRATION

MISSION STATEMENT

Public Works Administration is dedicated to excellence, professionalism and integrity in the delivery of community services for an enhanced quality of life through management of infrastructure and capital improvement projects while maintaining a reasonable operating cost for city operations.

DESCRIPTION OF RESPONSIBILITIES

The Public Works Administration is responsible for all Public Works Department staffing, budgeting and the following programs.

- (a) Solid Waste Management: Monitoring solid waste removal service. Promote the aesthetics of the City. Provide an environment free from hazards and unsightliness on City streets. Provide clean streets. Solid waste removal provided by Waste Management.
- (b) Transportation Services: Provide safe access to all entities within the City and provide proper paving and adequate sidewalks.
- (c) Traffic Control: Provide safe and effective flow of traffic, vehicular and pedestrian signs/signalization.
- (d) Storm Water, Flood Control: Improve level of service by reducing water in roadways. Install adequate storm drains, establish maintenance schedule for cleaning outlets.

GOALS

To pursue grant funding for additional phases at Waterfront Park.

To work with the City Manager to develop policies to encourage solar power development.

Work with the City Manager to establish policies to encourage more residential and commercial recycling.

Request for Results to be Addressed

Design and construct a Waterfront Park as identified in Council short term goals.

Related Goal

Goal 1: Design and construct a Waterfront Park.

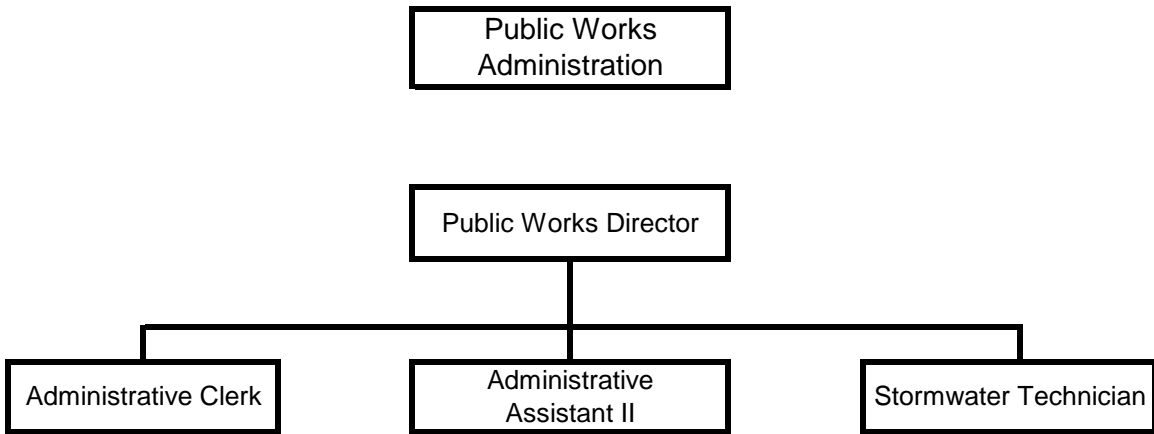
Objectives	Start	End	Responsibility	Inputs	Outputs	Outcomes
<p>Objective 1-1: Design and successfully search for grant funding for a Waterfront park on land that we recently acquired.</p>	10/1/2013	9/30/2016	Recreation Director and Public Works Director.	Recreation Director and Public Works Director work with community groups and staff to design a waterfront park and maximize the use of grants.	To have a design prepared for the park. To work with staff and consultants to maximize the use of grants for the design and construction.	To offer a multiuse park that meets the needs of the widest groups of residents possible at the lowest cost to the city.
Total Cost of Objective 1-1:				\$50,000		
<p>Objective 1-2 Construct a waterfront park.</p> <p>Phase I will include engineering, an entrance road, parking, signage and a canoe kayak launch.</p> <p>Phase II will include an all access playground, veteran's memorial, boardwalk, fitness trail and picnic area.</p>	10/1/2016	11/3/2017	Director of Public Works and Recreation Director	The Public Works director will take the lead assisted by the Recreation Director in managing the construction project.	To have Phase 1 construction completed by the end of November 2017. Total cost \$930,000. To have Phase 2 completed by 9/30/2018. Total cost \$1,300,000.	To offer a multiuse facility that offers as many activities as possible that have been requested by the various citizens groups included in the design stage.
Total Cost of Objective 1-2:				\$2,000,000		
Results						

We have completed Objective 1-1. We have created a strategic plan this year based on input we have received from the public, the Recreation Advisory Board and the City Council. We have received our first \$200,000 grant from the Florida Department of Recreation and Parks for Phase I that includes parking and a canoe/kayak launch site and have planned the grand opening on November 3, 2017.

Phase II will be started in FY18 and should be completed by September 2018.

Request for Results to be Addressed*Review City facilities and equipment post hurricane IRMA to correct deficiencies.***Related Goal****Goal 1: Prepare a comprehensive evaluation of equipment and facility use during and after Hurricane IRMA.**

Objectives	Start	End	Responsibility	Inputs	Outputs	Outcomes
Objective 1-1: Review current procedures and equipment to gauge effectiveness during a natural disaster.	10/1/2017	12/30/2017	Director of Administration Public Works Director and Maintenance Technician II.	Director of Administration Public Works Director work with Maintenance Technician II to review procedures, processes and equipment to determine if they were effective during and after the storm.	To have a plan prepared to correct deficiencies discovered during the IRMA response.	To be better prepared in the event of a new natural disaster.
Total Cost of Objective 1-1:				\$5,000		
Objective 1-2 To Purchase generators and equipment and to modify procedures to be ready for hurricane season based on findings in Objective 1-1	12/30/2017	5/30/2018	Public Works Director and Maintenance Technician II	Public Works Director work with Maintenance Technician II to implement procedures, processes identified in Objective 1-1. Purchase critical equipment to be better prepared for hurricane season 2018.	To execute the plan identified in Objective 1-1 to be prepared to correct deficiencies discovered during the IRMA response.	To be better prepared in the event of a new natural disaster.
Total Cost of Objective 1-2:				\$1,000,000		
Results						



**CITY OF SEMINOLE
 FY 18 PERSONNEL SUMMARY
 PUBLIC WORKS ADMINISTRATION**

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Public Works Director	1	1	1	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1	1	1	1
Administrative Clerk	0	0	0	0	0	0	0	1
Stormwater Technician	0	0	0	0	1	1	1	1
TOTAL	2	2	2	2	3	3	3	4

CITY OF SEMINOLE
FY18 BUDGET
Public Works Department - Administration Division

ACCOUNT	Dept/Div Acct. # 0549	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 3/31/17	FY18 Adopted	% Change FY17 TO FY18
Salaries - Regular	1200	102,627	105,197	132,003	164,205	168,527	168,527	65,810	217,295	28.9%
Education Special	1503	1,320	1,320	1,540	2,640	2,640	2,640	0	2,640	0.0%
Phone Allowance	1509	483	480	480	480	480	480	240	480	0.0%
FICA	2100	7,812	7,864	9,961	12,416	13,199	13,199	4,878	16,728	26.7%
FRS	2210	8,635	16,229	21,098	24,482	25,448	25,448	10,629	30,611	20.3%
Health/Life Insurance	2310	20,137	22,456	25,026	32,982	34,632	34,632	15,851	43,096	24.4%
L/T Disability Insurance	2320	794	840	860	1,216	1,367	1,367	617	1,707	24.9%
Workers Compensation	2400	1,620	1,620	1,628	2,117	2,866	2,866	1,849	3,196	11.5%
People Costs		143,298	156,006	193,329	240,538	249,159	249,159	99,874	315,753	26.7%
Professional Services	3100	170,173	112,175	47,712	40,966	43,000	56,620	27,916	48,000	-15.2%
Contract Svce - Computers	3430	0	1,750	14,688	1,900	3,500	3,500	2,213	3,500	0.0%
Contract Svce - Trash Collect	3470	23,874	21,960	22,188	20,021	25,000	25,000	15,985	25,000	0.0%
Contract Svce - P/C Lk Sem	3476	4,755	0	5,239	12,377	41,000	12,200	12,154	40,000	227.9%
Contract SVCE - Striping	3479	3,540	4,624	750	0	8,000	8,000	0	0	-100.0%
Contract Svce - P/C Traf. Lts	3481	81,415	78,141	48,093	46,150	50,000	28,000	0	30,000	7.1%
Contract Svce - Other	3490	9,524	9,479	9,479	9,479	11,240	11,240	3,445	10,000	-11.0%
Contract Svce - Drainage	3496	0	0	0	0	10,000	10,000	0	0	-100.0%
Travel/Per Diem	4000	502	273	1,987	1,083	2,500	2,500	15	2,500	0.0%
Communications	4110	2,154	2,117	2,379	4,471	5,000	5,000	2,333	7,600	52.0%
Postage/UPS	4120	266	136	143	232	500	500	151	500	0.0%
Electric - Street Lights	4336	218,300	221,470	224,093	215,619	230,000	230,000	103,382	230,000	0.0%
Electric - Traffic Lights	4340	12,634	12,240	12,848	9,333	9,000	9,000	4,030	9,000	0.0%
Insurance Property	4512	12,800	10,390	12,823	12,848	14,100	14,100	8,702	14,100	0.0%
Insurance Vehicles	4520	2,145	2,596	4,964	4,169	4,411	4,411	2,108	4,411	0.0%
Office Supplies	5110	1,498	1,441	2,568	2,000	2,500	2,500	1,389	2,500	0.0%
Operating Supplies- Uniforms	5250	0	0	0	241	600	600	0	600	0.0%
Operating supplies General	5290	763	6,113	2,498	2,454	2,500	2,500	271	2,500	0.0%
Dues/Memberships	5430	426	429	564	649	500	500	485	650	30.0%
Conf./ Training/Education	5440	524	1,651	2,460	1,950	1,750	1,750	75	1,830	4.6%
Operational Costs		643,376	511,759	415,476	385,942	465,101	427,921	184,654	432,691	1.1%
CIP in Progress	6500	600	0	66,708	0	0	0	0	0	0.0%
Capital Outlay		600	0	66,708	0	0	0	0	0	0.0%
Interfund Transfer	6901	0	254,096	750,791	800,796	0	1,689,486	0	0	0.0%
DEPARTMENT TOTAL		787,274	921,861	1,426,304	1,427,276	714,260	2,366,566	284,528	748,444	-68.4%

CITY OF SEMINOLE
Fiscal Year 2018
Public Works Department – Administration Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$217,295 – This category covers wages for the department Director, Stormwater Technician, Administrative Clerk and Administrative Assistant II positions.

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 personal cell phones.

FICA - 2100

\$16,728 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$30,611 – This category covers the cost of the FRS plan.

Health/Life Insurance - 2300

\$44,803– This category covers the cost of the City's health (\$43,096) and disability insurance (\$1,707).

Worker's Compensation - 2400

\$3,196 – This category covers the cost of worker's compensation insurance.

OPERATIONAL COSTS

Professional Services - 3100

\$48,000 – This category covers expenses associated with civil engineering and architectural services (\$25,000), SWFWMD Stormwater Retention O&M Certification (\$3,000), NPDES regulatory fee (\$1,000), Ambient Water Quality Fee (\$16,000) and Misc. surveys citywide (\$3,000).

CITY OF SEMINOLE
Fiscal Year 2018
Public Works Department – Administration Division

Contract Services – 3400

\$108,500 – This category provides for contracted services such as, computer software (\$3,500), trash collection (\$25,000), ALUM treatment (\$40,000), Pinellas County maintenance of traffic signals (\$30,000), and Street Sweeping four times a year and for after events (\$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

\$8,100 - This category covers office communication services (\$7,600) and postage (\$500).

Utility Services – 4300

\$239,000 - This category covers electrical costs for streetlights (\$230,000) and traffic signals (\$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

\$2,500 - 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

\$650- Professional memberships for the Florida Stormwater Association (\$120), APWA (\$185), ISA (\$160), Arbor Day Foundation (\$15).

Training/Education - 5440

\$1,830– 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**

PUBLIC WORKS
Facilities Section

MISSION STATEMENT

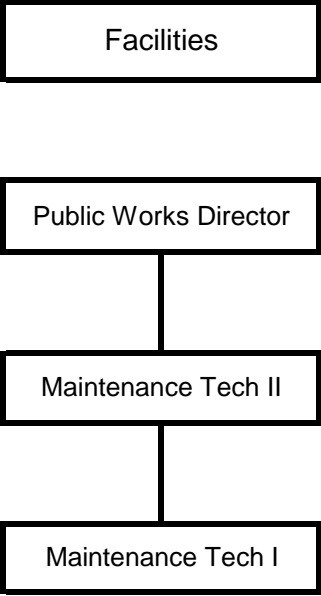
Provide the best possible service in maintenance and custodial care with the allotted staff available. To keep abreast of changing City, State, and Federal codes and guidelines to insure all facilities are a safe and healthy place to work and visit.

DESCRIPTION OF RESPONSIBILITIES

The Building & Grounds Division is responsible for the repair and maintenance of City owned buildings. This Division monitors repair and utility costs for municipal buildings. The activities of this Division are intended to ensure safe and clean building conditions. This Division also provides support services to other departments as requested. The Division is supervised by the Director of Public Works.

GOALS

To review City facility equipment and operating procedures after Hurricane IRMA and make recommendations to correct deficiencies.



**CITY OF SEMINOLE
FY18 PERSONNEL SUMMARY
FACILITIES**

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Maintenance Tech *	1	1	1	1	1	1	1	1
Maintenance Tech II *	0	0	1	1	1	1	1	1
TOTAL	1	1	2	2	2	2	2	2

CITY OF SEMINOLE
FY18 BUDGET
Public Works Department - Facilities Section

ACCOUNT	Dept/Div Acct #0519	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 3/31/17	FY18 Adopted	% Change FY16 to FY17
Salaries - Regular	1200	19,808	34,878	36,723	37,905	38,732	38,732	17,832	39,807	2.8%
Salaries- Overtime	1400	938	971	1,231	1,018	1,396	1,396	729	1,436	2.9%
Phone Allowance	1509	321	240	240	240	240	240	120	240	0.0%
FICA	2100	1,517	2,681	2,860	2,916	3,095	3,095	1,325	3,180	2.7%
FRS	2210	1,221	2,411	2,664	2,737	2,763	2,763	1,329	2,991	8.3%
Health/Life Insurance	2310	5,081	5,486	5,732	6,313	6,518	6,518	4,204	8,860	35.9%
L/T Disability Insurance	2320	152	418	455	469	321	321	273	330	2.8%
Workers Compensation	2400	415	840	557	943	960	960	619	870	-9.4%
People Costs		29,453	47,925	50,462	52,541	54,025	54,025	26,431	57,714	6.8%
Prof. Service - Other	3190	0	0	26,440	0	0	0	0	0	0.0%
Contract Svce - City Hall	3464	10,106	8,224	10,071	9,419	9,905	9,905	4,170	10,505	6.1%
Contract Svce - PW Adm	3465	5,861	5,815	6,793	5,471	6,990	6,990	3,120	7,140	2.1%
Contract Svce - Other	3490	216	284	1,250	1,334	5,835	5,835	2,264	6,185	6.0%
Contract Svce - Rec. Center	3503	16,585	14,560	16,864	14,052	15,535	15,535	9,242	16,035	3.2%
Contract Svce - PW Ops	3510	6,874	6,287	7,094	5,816	7,220	7,220	4,033	7,370	2.1%
Travel Per Diem	4000	0	15	15	44	100	100	8	50	-50.0%
Communications Comm. Bld	4110	0	0	941	1,147	1,260	1,260	730	1,260	0.0%
Utilities/Elec Community Ctr	4310	0	0	16,167	9,692	15,000	15,000	3,641	13,000	-13.3%
Utilities/Elec Community Ctr	4311	0	0	0	1,556	2,500	2,500	294	500	-80.0%
Utilities/Elec PW Ops	4312	0	666	874	2,127	1,000	1,000	1,484	2,000	0.0%
Utilities/Elec PWA/EOC	4316	3,084	3,530	4,165	8,116	4,500	4,500	2,032	8,000	77.8%
Utilities/Water & Sewer	4320	1,001	1,124	1,126	1,083	1,300	1,300	367	1,300	0.0%
Utilities/Water & Sewer CC	4321	0	0	0	1,231	2,000	2,000	449	1,500	-25.0%
Utilities/Natural Gas	4337	903	958	952	690	1,200	1,200	660	1,200	0.0%
Rental/Lease - Equipment	4440	498	4,449	2,028	1,919	1,000	1,000	1,447	2,500	150.0%
Insurance	4500	300	614	375	605	485	485	304	485	0.0%
R & M - Vehicles	4660	226	1,724	137	587	1,200	1,200	761	1,200	0.0%
R & M - Other	4690	44,722	61,954	64,266	93,773	60,000	78,800	31,747	70,000	-11.2%
Fuel	5240	2,450	1,083	1,602	1,221	2,500	2,500	426	2,000	-20.0%
Small Tools & Supplies	5245	149	557	340	235	250	250	175	250	0.0%
Operating Supplies- Uniform	5250	324	624	592	567	600	600	462	600	0.0%
Operating Supplies-General	5290	5,100	4,895	4,731	6,904	5,000	5,000	2,084	6,500	30.0%
Books/Publications	5410	0	0	0	0	100	100	0	100	0.0%
Conf./ Training/Education	5440	434	327	503	45	700	700	46	600	-14.3%
Operational Costs		98,833	117,690	167,326	167,634	146,180	164,980	69,946	160,280	-2.8%
Capital Outlay - Other	6490	0	0	0	0	0	0	0	185,000	0.0%
Capital Outlay		0	0	0	0	0	0	0	185,000	0.0%
DEPARTMENT TOTAL		128,286	165,615	217,788	220,175	200,205	219,005	96,377	402,994	84.0%

CITY OF SEMINOLE
Fiscal Year 2018
Public Works Department - Facilities Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$39,807 – 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

\$1,436 – 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.

FICA - 2100

\$3,180 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$2,991 – This category covers the cost of pension benefits for the FRS.

Health/Life Insurance - 2300

\$8,860 – This category covers the cost of the City's health and life insurance.

Disability Insurance - 2320

\$330 – This category covers the cost of the City's disability insurance.

Worker's Compensation – 2400

\$870 – The contribution worker's compensation rate for employees in this category is 2.89% of salaries.

OPERATIONAL COSTS

Contract Services – 3400

\$47,235– This category provides for the HVAC maintenance, fire alarm monitoring, pest control, fire sprinkler inspection, fire extinguisher certification, janitorial and generator service for the City Hall (\$10,505), Community Center (\$6,185) Recreation Center (\$16,035), Public Works Operations Facility (\$7,370), Administration/EOC (\$7,140).

CITY OF SEMINOLE
Fiscal Year 2018
Public Works Department - Facilities Section

Travel and Per Diem – 4000

\$50– This category provides for travel expenses for local training.

Communications – 4100

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

Utilities – 4300

\$27,500 – Cost of electricity for PW Ops. (\$2,000), Admin./EOC Bldg. (\$8,000), Community Center A (\$13,000), Community Center B (\$500), Water/Sewer for the PW Admin/EOC, Operations Facility (\$1,300), Water/Sewer for the Community Center (\$1,500), and natural gas (\$1,200).

Rentals/Leases – 4400

\$2,500 - Cost associated with rental of equipment used to perform maintenance activities.

Insurance – 4500

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

Equipment Repairs and Maintenance – 4600

\$71,200 – These funds are for the repair and maintenance of department vehicle (\$1,200) and plumbing, electrical HVAC, and miscellaneous costs for maintaining City buildings (\$70,000).

Operating Supplies - 5200

\$9,350 – This category provides supplies including fuel for vehicle and PW, City Hall & Recreation Center generators (\$2,000), small tools and supplies (\$250), uniforms (\$600) and miscellaneous items such as ceiling and floor replacement tiles, door hardware, plumbing fixtures, etc. (\$6,500).

Books/Publications - 5410

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

Training/Education - 5440

\$600– These funds are for attaining/maintaining required licenses, and college level training.

CAPITAL OUTLAY

Improvement in Progress – 6500

\$185,000– These funds are for the replacement of the outdated HVAC system at City Hall.



**CITY
OF
SEMINOLE**

**PUBLIC WORKS
DEPARTMENT**

**PARKS & GROUNDS
SECTION**

PUBLIC WORKS
Parks & Grounds Section

MISSION STATEMENT

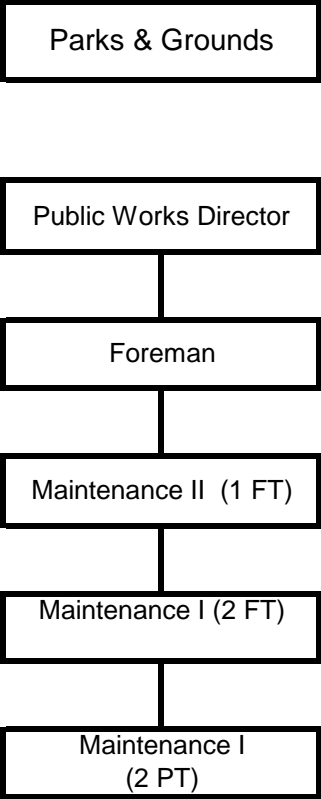
To offer an efficient system of safe and attractive parks and recreation land which will enhance the beautification of the City, and the leisure time pursuits of all residents and visitors.

DESCRIPTION OF RESPONSIBILITIES

The Parks Section is responsible for the repair and maintenance of City owned parks. This section monitors repair and utility costs for municipal parks. The activities of this Section are intended to ensure safe and clean park conditions. This Section also provides support services to other departments as requested. This section is under the direction of the Director of Public Works.

GOALS

To improve playground inspection process and initiate replacement of damaged playground equipment.



**CITY OF SEMINOLE
 FY18 PERSONNEL SUMMARY
 PARKS & GROUNDS**

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Parks Foreman	0	0	1	1	1	1	1	1
Parks Technician	1	1	0	0	0	0	0	0
Maintenance II	0	0	1	1	1	1	1	1
Maintenance II	0	0	0	0	0	1	0	0
Maintenance I	1	1	1	1	1	1	1	1
Maintenance I	0	0	0	0	0	0	1	1
Maintenance I	0	0.5	0.5	0.5	0.5	0.5	0.5	0.6
Maintenance I	0.625	0.5	0.5	0.5	0.5	0.5	0.5	0.6
TOTAL	2.625	3	4	4	4	5	5	5.2

CITY OF SEMINOLE
FY18 BUDGET
Public Works Department - Parks & Grounds Section

ACCOUNT	Dept/Div Acct. # 0539	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 3/31/17	FY18 Adopted	% Change FY17 TO FY18
Salaries - Regular	1200	82,601	142,918	139,503	115,483	132,772	132,772	58,073	129,494	-2.5%
Salaries-Part Time	1310	18,351	16,237	19,825	28,917	28,242	28,242	11,859	34,016	20.4%
Salaries- Overtime	1400	1,806	542	3,657	4,274	5,278	5,278	4,141	5,144	-2.5%
Special Education	1503	0	0	0	0	0	0	0	1,320	#DIV/0!
Cell Phone Allowance	1509	0	0	0	160	0	0	240	480	#DIV/0!
FICA	2100	8,491	12,387	13,288	11,447	12,794	12,794	5,590	12,978	1.4%
FRS	2210	5,012	10,522	11,743	10,885	12,109	12,109	5,570	12,934	6.8%
Health/Life Insurance	2310	14,495	26,307	30,042	28,049	38,313	38,313	17,750	45,990	20.0%
L/T Disability Insurance	2320	436	1,255	1,633	1,099	1,333	1,333	526	1,352	1.4%
Workers Compensation	2400	2,590	7,303	5,981	3,939	7,272	7,272	4,689	7,000	-3.7%
People Costs		133,782	217,471	235,046	204,253	238,113	238,113	108,438	250,708	5.3%
Professional Services	3100	0	0	72	0	150	150	0	150	0.0%
Contract Svce - Lawn Svc.	3420	43,038	59,855	61,829	104,356	49,880	49,880	23,849	49,880	0.0%
Contract Svce -Pest Control	3422	6,290	6,260	5,820	5,820	7,320	7,320	2,910	8,320	13.7%
Contract Svce -Medians	3427	0	0	0	0	52,000	52,000	10,673	50,000	0.0%
Contract Svce - Pond Maint.	3433	0	0	0	0	2,600	2,600	0	2,600	0.0%
Contract Svce - Tree Maint	3473	0	0	6,815	3,270	5,000	20,000	10,325	5,000	-75.0%
Contract Svce - Other	3490	3,740	13,051	5,217	11,079	6,000	6,000	0	6,000	0.0%
Travel/Per Diem	4000	0	90	30	135	400	400	30	300	-25.0%
Electric-Parks	4310	15,882	20,056	20,729	15,946	22,000	22,000	8,061	22,000	0.0%
Water/Sewer - Parks	4320	7,303	8,271	10,087	10,592	10,000	10,000	4,960	11,750	17.5%
Rental/Lease - Other	4490	0	160	0	101	800	800	3,124	4,000	400.0%
Insurance - Property	4512	2,500	2,501	4,454	1,079	2,500	2,500	1,556	2,500	0.0%
Insurance - vehicles	4520	550	777	924	1,302	924	924	618	924	0.0%
R & M - Park Equipment	4633	29,383	23,335	28,364	22,678	30,000	30,000	8,932	43,000	43.3%
R & M - Vehicles	4660	625	3,999	6,533	6,671	10,000	10,000	3,457	7,000	-30.0%
R & M - Other	4690	0	0	2,117	4,620	4,000	4,000	1,267	5,000	25.0%
Fuel	5240	3,254	9,473	5,739	7,578	14,500	14,500	2,938	11,000	-24.1%
Op Supplies-Uniforms	5250	1,978	3,084	4,111	3,137	3,600	3,600	1,909	3,600	0.0%
Op Supplies-Chemicals	5272	10,608	8,940	10,008	9,763	7,500	7,500	2,965	8,500	13.3%
Op Supplies-Plants/Trees/So	5273	13,414	9,300	43,071	11,196	25,000	25,000	22,159	25,000	0.0%
Op Supplies - Restrooms	5287	3,140	5,067	7,077	3,929	7,000	7,000	2,012	7,000	0.0%
Op Supplies-General	5290	3,340	3,792	3,106	3,457	3,000	3,000	2,981	4,000	33.3%
Books/Publlications	5410	40	69	40	40	100	100	42	100	0.0%
Conf./ Training/Education	5440	603	1,996	1,120	1,400	1,600	1,600	1,096	1,600	0.0%
Operational Costs		145,688	180,209	227,263	228,149	265,874	280,874	115,864	279,224	-0.6%
Capital Outlay - Equipment	6410	0	2,867	0	0	0	0	0	0	0.0%
Capital Outlay		0	16,367	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		279,470	414,047	462,309	432,402	503,987	518,987	224,302	529,932	2.1%

CITY OF SEMINOLE
Fiscal Year 2018
Public Works Department – Parks & Grounds Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$129,494 – This category covers wages for 1 Parks Foreman, 2 Maintenance II and 1 Maintenance I positions.

Salaries and Wages - Part Time- 1310

\$34,016 – This category covers wages for 2 PT Maintenance I positions at 20 hours per week.

Overtime – 1400

\$5,144– The Education Special Program is a benefit paid to one employee for possessing a work-related Bachelor’s Degree.

Education Special – 1503

\$1,320– This category covers 97 hours of overtime for each division employee resulting from special city activities and emergencies.

Phone Allowance – 1509

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

FICA - 2100

\$12,978 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$12,934 – This category covers the cost of pension benefits for the FRS plan.

Health/Life/Disability Insurance - 2300

\$47,342 – This category covers the cost of the City’s health and life insurance (\$45,990) and Disability Insurance (\$1,352).

Worker’s Compensation - 2400

\$7,000 – The contribution rate for employees is 2.86% of salaries.

CITY OF SEMINOLE
Fiscal Year 2018
Public Works Department – Parks & Grounds Section

OPERATIONAL COSTS

Professional Services - 3100

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

Contract Services – 3400

\$121,800 – This category provides for contracted lawn services for Recreation Center athletic fields and common area, Blossom Lake Park (\$49,880), median landscape maintenance (\$50,000), Dogleg pond maintenance (\$2,600), lawn/pest control for city facilities (\$8,320), tree removal/maintenance (\$5,000) & facility fence repairs and tennis/ basketball court surface repairs (\$6,000).

Per Diem – 4300

\$300- This category covers travel expenses for local training.

Utility Services – 4300

\$33,750- This category covers electrical costs (\$22,000) and water/sewer service for the parks (\$11,750).

Rentals/Leases – 4400

\$4,000 - 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

\$55,000 - These funds are for the repair and maintenance of park equipment, pumps for fountains, irrigation systems, electrical equipment and tennis court nets (\$43,000), vehicles (\$7,000) and miscellaneous small equipment such as weed eaters and mowers (\$5,000).

Operating Supplies - 5200

\$59,100 – This funds are for uniforms (\$3,600), to maintain the parks including restroom supplies (\$7,000); fuel for vehicle (\$11,000); fertilizer, herbicides and pesticides for parks and roadway medians (\$8,500); sod, grass seed, plants and trees for replacements city wide (\$25,000); and miscellaneous supplies (\$4,000).

CITY OF SEMINOLE
Fiscal Year 2018
Public Works Department – Parks & Grounds Section

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 required licenses and job related knowledge.



**CITY
OF
SEMINOLE**

**PUBLIC WORKS
DEPARTMENT**

**INFRASTRUCTURE
SECTION**

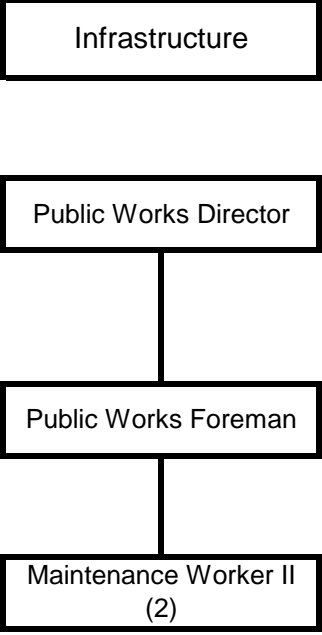
PUBLIC WORKS
Infrastructure Section

MISSION STATEMENT

Provide for the health, safety and welfare of the community through the management of City streets and sidewalks.

DESCRIPTION OF RESPONSIBILITIES

The Transportation Division, within the Public Works Department, is responsible for construction, maintenance and repair of streets, storm drains, sidewalks, signs, signalization and streetlights. The Division maintains and monitors the City storm water system to provide a high level of service and safety to Seminole City residents.



CITY OF SEMINOLE
FY18 PERSONNEL SUMMARY
Infrastructure

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
PW Foreman	1	1	1	1	1	1	1	1
PW Foreman	1	1	0	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	0	0	0	0	0	0
" "	1	1	0	0	0	0	0	0
TOTAL	6	6	3	3	3	3	3	3

CITY OF SEMINOLE
FY18 BUDGET
Public Works Department - Infrastructure Section

ACCOUNT	Dept/Div Acct. # 0541	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 3/31/2017	FY18 Adopted	% Change FY17 TO FY18
Salaries - Regular	1200	216,608	105,808	110,840	88,644	104,971	104,971	48,058	107,698	2.6%
Salaries- Overtime	1400	4,608	3,519	2,170	2,591	4,499	4,499	1,917	4,499	0.0%
Education Special	1503	600	220	1,100	1,320	1,320	1,320		1,320	0.0%
Phone Allowance	1509	926	800	320	240	480	480	240	480	0.0%
FICA	2100	16,726	8,120	8,784	6,907	8,376	8,376	3,765	8,698	3.8%
FRS	2210	8,382	5,188	5,805	5,500	7,993	7,993	3,758	8,623	7.9%
Health/Life Insurance	2310	36,094	20,436	19,013	18,165	33,334	33,334	13,888	32,534	-2.4%
L/T Disability Insurance	2320	1,646	606	445	517	858	858	546	892	4.0%
Workers Compensation	2400	8,388	3,395	3,028	5,520	4,076	4,076	2,629	5,520	35.4%
People Costs		298,959	151,333	154,815	130,652	165,907	165,907	74,801	170,264	2.6%
Contract Svce - Striping	3479	0	0	0	0	0	0	0	8,000	0.0%
Contract Svce. Other	3490	2,405	0	9,985	9,985	15,000	17,000	14,837	15,000	-11.8%
Contract Svce - Drainage	3496	0	0	0	0	0	0	3,250	10,000	0.0%
Travel/Per Diem	4000	105	131	150	70	200	200	60	200	0.0%
Rental/Lease - Equipment	4402	2,712	4,334	6,094	6,987	7,000	9,500	1,067	7,000	-26.3%
R & M - Vehicles	4660	15,428	9,263	6,180	8,213	10,000	10,000	1,362	8,000	-20.0%
Maintenance - Other	4690	6,968	4,697	3,046	515	4,000	4,000	400	4,000	0.0%
Promotional Activities	4800	11,204	8,090	12,770	23,866	22,400	24,900	3,139	7,400	-70.3%
Fuel	5240	34,634	18,240	15,624	8,651	12,000	12,000	3,784	10,000	-16.7%
Small Tools & Supplies	5245	2,304	3,185	3,362	6,233	4,000	4,000	553	4,000	0.0%
Operating Supplies- Uniforms	5250	1,460	1,450	1,605	1,184	1,800	1,800	1,195	1,800	0.0%
Operating Supplies-Signs	5254	12,770	4,066	30,872	5,165	10,000	10,000	3,135	9,000	-10.0%
Operating Supplies-General	5290	8,667	20,974	6,412	7,243	7,000	7,000	4,222	8,000	14.3%
Road Material & Supplies	5300	19,368	19,709	15,898	21,357	23,000	33,000	10,241	27,000	-18.2%
Conf./ Training/Education	5440	1,999	730	841	1,851	2,200	2,200	1,375	2,200	0.0%
Operational Costs		120,024	94,869	112,839	101,320	118,600	135,600	48,620	121,600	-10.3%
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		418,983	246,202	267,654	231,972	284,507	301,507	123,421	291,864	-3.2%

CITY OF SEMINOLE
Fiscal Year 2018
Public Works Department – Infrastructure Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$107,698 – 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

\$8,698 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$8,623 – This category covers the cost of pension benefits for the FRS plan.

Health/Life Insurance - 2310

\$32,534 – This category covers the cost of the City’s health insurance.

Disability Insurance - 2320

\$892 – This category covers the cost of the City’s disability insurance.

Worker’s Compensation - 2400

\$5,520– The contribution required for roadway employees.

CITY OF SEMINOLE
Fiscal Year 2018
Public Works Department – Infrastructure Section

OPERATIONAL COSTS

Contract Services - 3490

\$33,000 – This category provides for services to install decorative holiday lighting at the recreation center and City Hall (\$15,000), roadway striping (\$8,000) and storm drain repairs (\$10,000).

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

\$12,000 - These funds are for the repair and maintenance of Division vehicles (\$8,000) and miscellaneous equipment such as weed eaters, edgers, trimmers, mowers, etc. (\$4,000).

Promotional Activities – 4800

\$7,400 – This category includes rebuilding / replacing risers for holiday decorations (\$3,000), installation of fifteen risers (\$2,400) and American flag replacement (\$2,000).

Operating Supplies – 5200

\$32,800 – This category provides necessary funds for fuel for vehicles (\$10,000), operating supplies, including small hand tools (\$4,000), uniforms (\$1,800), street signs (\$9,000), and miscellaneous supplies (\$8,000).

Roadway Materials and Supplies – 5300

\$27,000 – This category provides funds for roadway and sidewalk materials needed for necessary repairs (\$17,000), Citywide 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**

FIRE DEPARTMENT
Administration Section

MISSION STATEMENT

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

DESCRIPTION OF RESPONSIBILITIES

The Fire Chief and one Administrative Assistant make up this Division. The Administration Division is an integral part of the City of Seminole Fire Rescue Department, and the employees assigned to this division are prepared to help this organization and community as necessary.

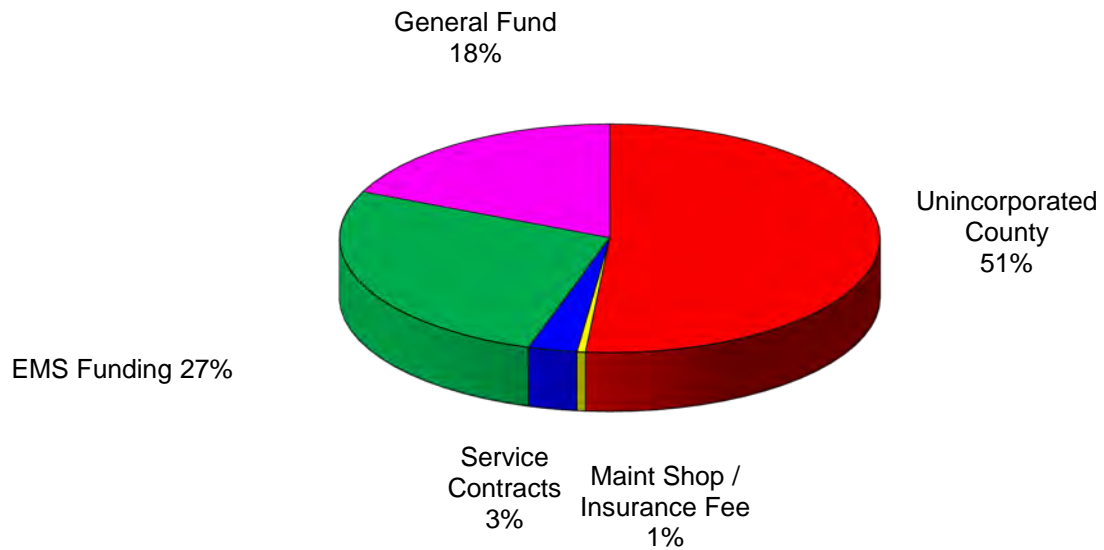
The personnel promote excellent relations with the citizens of City of Seminole. The Division provides administrative support for the entire Fire Rescue Department. The Administration Division is charged with providing a wide array of administrative support services to the department ranging from general administration to executive secretarial support, central filing system, emergency management, and purchasing and inventory control. In addition, each year Administration works closely with the Finance Division in developing, implementing and monitoring the department budget.

Like the rest of the men and women of this department, we are dedicated to life safety and making our community a safer place to live.

GOALS

The primary goal of the Fire Department is to deliver a fire and EMS response that meet or exceed the contractual requirements stated in the agreement with Pinellas County Fire Authority.

**FY18 Fire Department
Funding Sources**



This chart shows the source of funding for Fire Department expenditures. The largest sources are the unincorporated county followed by EMS funding and city general fund. The City of Seminole serves approximately 61,000 residents in the county unincorporated area under an agreement with Pinellas County. The City is also a participant in a EMS mutual aid interlocal agreement funded by a countywide tax. The City has a separate service contract to deliver fire service to a VA Hospital and three local beach communities. Because of the size of the County contribution, the fire department can be adversely impacted by county funding shortfalls even if the City does not have revenue issues since city residents cannot subsidize the unincorporated residents.

Fire Administration

Fire Chief

Administrative
Assistant II

**CITY OF SEMINOLE
 FY18 PERSONNEL SUMMARY
 FIRE ADMINISTRATION DIVISION**

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Fire Chief	1	1	1	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1	1	1	1
TOTAL	2	2	2	2	2	2	2	2

CITY OF SEMINOLE
FY18 BUDGET
Fire Department Administration

ACCOUNT	Dept/Div Acct. #1522	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 3/31/17	FY18 Adopted	% Change FY17 to FY18
Salaries Regular	1200	320,397	298,060	351,163	378,903	345,470	345,470	156,003	354,950	2.7%
Overtime	1400	6,519	3,897	5,335	3,119	2,100	2,100	880	2,160	2.9%
Education Special	1503	6,832	7,647	7,770	5,861	5,610	5,610	1,650	5,610	0.0%
Uniform Cleaning Allowance	1504	173	260	260	260	260	260	260	260	0.0%
Phone Allowance	1509	1,087	1,080	1,200	1,200	1,200	1,200	600	1,200	0.0%
FICA Tax	2100	24,844	23,390	27,444	28,878	27,100	27,100	11,952	27,560	1.7%
FRS	2210	12,719	16,802	18,529	19,674	24,030	24,030	11,549	27,530	14.6%
Retirement (ICMA)	2220	0	6,545	9,824	10,399	10,730	10,730	4,834	11,040	2.9%
Health/Life Insurance	2310	48,306	45,499	51,811	69,720	64,880	64,880	35,179	75,581	16.5%
Long Term Disability	2320	1,346	1,456	2,071	2,839	2,550	2,550	1,679	2,600	2.0%
Workers Compensation	2400	6,342	6,340	5,746	4,358	6,250	6,250	4,031	6,300	0.8%
People Costs		446,709	410,976	481,153	525,211	490,180	490,180	228,617	514,791	5.0%
Medical	3101	435	825	222	2,381	580	580	135	580	0.0%
Legal - Retainer	3130	30,696	29,016	40,756	33,000	37,080	37,080	13,750	37,080	0.0%
Legal - Other	3145	3,529	573	2,920	3,171	4,500	4,500	358	4,500	0.0%
Other	3190	4,918	7,262	90,612	3,831	2,600	2,600	769	1,000	-61.5%
Prof. Svcs - Acct/Audit	3200	15,401	14,150	9,240	9,898	10,440	10,440	6,299	9,680	-7.3%
Data Processing	3462	44,367	9,623	19,091	31,740	19,040	19,040	13,207	25,730	35.1%
Other	3490	17,294	13,534	9,863	13,312	5,860	5,860	7,904	15,580	165.9%
Travel/Per Diem	4000	1,538	2,577	2,019	3,507	5,690	5,690	679	5,450	-4.2%
Telecommunications	4110	14,079	14,338	14,895	14,670	14,900	14,900	7,125	14,900	0.0%
Postage/UPS	4120	384	344	726	399	700	700	59	500	-28.6%
Electric Service	4310	21,108	22,739	25,067	24,778	21,340	21,340	11,837	22,730	6.5%
Water/Sewer	4320	327	348	518	586	350	350	171	350	0.0%
Rental/Lease Other	4490	42,450	59,548	59,566	59,612	70,810	70,810	30,095	71,430	0.9%
General Liability Insurance	4500	61,499	60,165	52,711	61,476	35,060	35,060	26,395	22,860	-34.8%
Insurance - Property	4512	4,000	4,400	5,989	4,618	4,680	4,680	2,873	4,880	4.3%
Vehicle Insurance	4520	525	697	1,370	792	1,430	1,430	923	1,430	0.0%
Copier	4610	290	2,117	2,190	2,234	2,040	2,040	1,070	2,040	0.0%
R&M Computer Hardware	4620	1,035	464	966	991	3,500	3,500	0	4,000	14.3%
Vehicle maintenance	4660	712	5,896	2,530	46	2,420	2,420	0	2,420	0.0%
Office Forms	4721	856	786	942	926	1,200	1,200	378	1,100	-8.3%
Legal Advertisements	4910	2,522	576	1,367	596	2,000	2,000	92	1,000	-50.0%
Office Supplies	5110	3,989	4,294	3,411	4,236	6,400	6,400	602	5,000	-21.9%
Cleaning Supplies	5210	425	701	369	478	800	800	292	750	-6.3%
Fuel	5240	4,291	6,814	4,390	4,802	3,000	3,000	1,924	3,000	0.0%
Uniforms	5250	1,240	1,334	772	657	670	670	601	1,100	64.2%
Awards/Recognition	5260	2,564	972	1,345	4,117	2,500	2,500	0	2,500	0.0%
Operating Supplies	5290	4,630	8,713	8,264	4,863	7,000	7,000	1,968	6,000	-14.3%
Books/Publications	5410	209	321	501	698	430	430	130	550	27.9%
Dues/Memberships	5430	1,016	800	765	885	1,100	1,100	698	1,200	9.1%

CITY OF SEMINOLE
FY18 BUDGET
Fire Department Administration

ACCOUNT	Dept/Div Acct. #1522	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 3/31/17	FY18 Adopted	% Change FY17 to FY18
Conferences/Training	5440	562	4,783	1,338	905	2,850	2,850	2,115	4,280	50.2%
Lead Training	5441	0	0	0	0	4,000	4,000	0	4,250	6.3%
Operational Costs		324,015	285,881	392,221	300,151	274,970	274,970	132,449	277,870	1.1%
Computers	6401	4,787	7,679	10,318	0	0	0	0	0	0.0%
Capital Outlay		42,331	7,679	10,318	0	0	0	0	0	0.0%
Interfund Transfer	6900	0	0	150,000	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		813,055	704,536	1,033,692	825,362	765,150	765,150	361,066	792,661	3.6%

CITY OF SEMINOLE
Fiscal Year 2018
Fire Rescue Department – Fire Administration

PERSONNEL COSTS

Salaries and Wages - 1200

\$354,950 - These costs are for salaries and wages for six employees: Fire Chief and one Administrative Assistant II, the salaries for one Human Resource Director, 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

\$2,160 - 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

\$27,560 – FICA is budgeted at a rate of 7.65% of salary.

Retirement - 2200

\$38,570 – Retirement covers employees assigned to this Division who are participating in either the FRS plan (\$27,530) or the ICMA plan (\$11,040).

Insurance - 2300

\$78,181 – Employee health and dental insurance (\$75,581) and long-term disability premiums (\$2,600).

Worker’s Compensation - 2400

\$6,300 – Line of duty injury insurance premiums.

CITY OF SEMINOLE
Fiscal Year 2018
Fire Rescue Department – Fire Administration

OPERATIONAL COSTS

Professional Services - 3100

\$43,160– 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), and other services as needed (\$500).

Professional Services/Audit – 3200

\$9,680 – This covers a prorated cost of the annual audit required each fiscal year.

Contract Services - 3400

\$41,310 – This covers Fire Administration’s cost of data processing including payroll software (\$25,730), shredding/destruction of city documents (\$860) other office cleaning maintenance contracts (\$7,760) and fire alarm monitoring for EOC/Public Works (\$360) Electronic City Council agenda (\$6,600).

Travel and Per Diem - 4000

\$5,450– 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 Director 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

\$15,400 –This covers telephone costs (\$14,900) and postage and shipping costs (\$500).

Utilities - 4300

\$23,080 – This will cover utility costs for electric (\$22,730) and water and sewer (\$350).

Rental/Lease Other - 4490

\$71,430 – This will cover Fire Administration, Life Safety Services, and Training rental of administrative office space.

CITY OF SEMINOLE
Fiscal Year 2018
Fire Rescue Department – Fire Administration

Insurance - 4500

\$29,170 –Liability insurance for department operations (\$22,860), property insurance for share of City Hall building (\$4,880), and auto insurance for Division’s vehicles (\$1,430).

Equipment Repairs and Maintenance - 4600

\$8,460 – This will cover the R&M of computer hardware (\$4,000), copier maintenance contract (\$2,040) and vehicle maintenance (\$2,420).

Printing - 4700

\$1,100 –This is for printing of forms, letters, budget and stationary.

Other Charges - 4900

\$1,000 – This covers legal advertisements and notices for bids, new employee recruitment as required by city policy.

Office Supplies - 5100

\$5,000 – This is for general office supplies, computer data processing supplies, and computers.

Operating Supplies - 5200

\$14,400 – This includes cleaning supplies (\$750), fuel (\$3,000), uniforms (\$1,100), employee and citizen awards (\$2,500), and other general operating supplies and equipment (\$6,000).

Books & Publications - 5410

\$550 – These funds are dedicated to providing publications for codes, standards, Emergency Management, Fire Services Personnel Law, and labor law references.

Dues & Memberships - 5430

\$1,200 – 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 Human Resource Association. Account Specialist II: Florida Government Finance Officers Association, Gulf Coast Florida Government Finance Officers Association. IT Specialists: Florida Local Government Information Systems Association.

CITY OF SEMINOLE
Fiscal Year 2018
Fire Rescue Department – Fire Administration

Training & Education - 5440

\$4,280 – 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

\$4,250 – These funds are to send the Human Resource Director to LEAD at the University of Virginia.



**CITY
OF
SEMINOLE**

**FIRE DEPARTMENT
LIFE SAFETY SERVICES
SECTION**

FIRE DEPARTMENT
Life Safety Services Section

MISSION STATEMENT

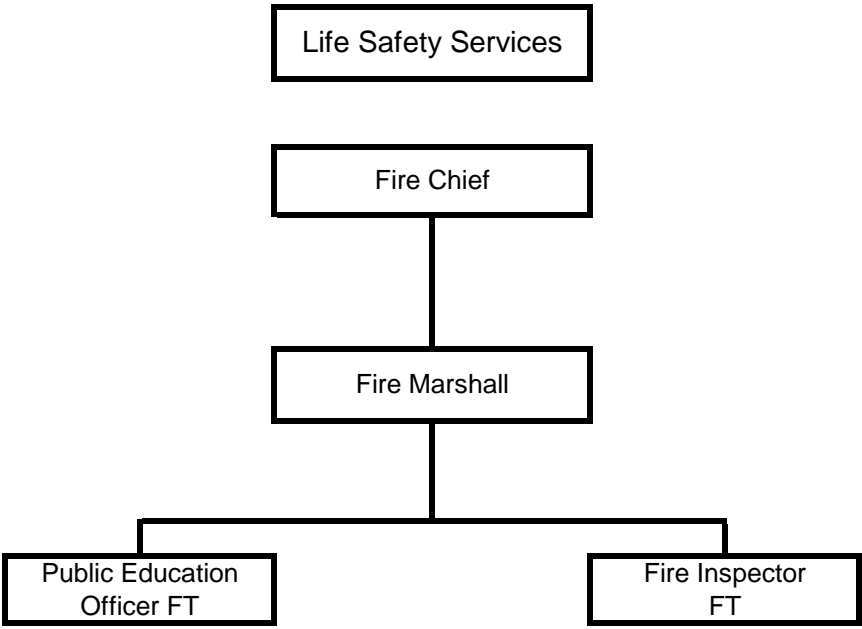
As a professional organization, the City of Seminole Fire Rescue Department is dedicated to providing a wide range of emergency and non-emergency public services for the health, safety and welfare of the citizens of the Seminole Community.

DESCRIPTION OF RESPONSIBILITIES

The Life Safety Services Section provides the community with fire inspection and fire investigation services. The section also supplies public information on fire safety EMS, elder care, fire prevention and many other programs through the public information function of the department. This section is responsible to the Fire Chief.

Responsibilities include the following programs:

- a) **Fire Prevention/Disaster Education.** The Fire Rescue Department each year holds classes or gives lectures to the public concerning fire prevention and disaster (hurricane) planning. A great amount of education is devoted to our school children each year.
- b) **Emergency Management Program:** The Fire Rescue Department has the responsibility of preparing, publishing and updating the City's Emergency Management Plan which includes all city departments, re-entry and recovery. One section of this plan provides for the evacuation of citizens with special needs, which is coordinated by Fire Rescue Department personnel. The Fire Rescue Department also provides education to the public for emergency preparedness.
- c) **Fire Investigation:** Responsible for the origin and cause determination of all fires with the fire district.
- d) **Fire Inspections:** Responsible for the enforcement of Federal, State and City fire safety codes. Duties include plan review and field inspections for compliance with applicable codes, regulations and laws.



**CITY OF SEMINOLE
 FY18 PERSONNEL SUMMARY
 FIRE LIFE SAFETY SERVICES**

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Fire Marshall	1	1	1	1	1	1	1	1
Inspector	0.5	0.5	0.5	1	1	0.5	1	1
Inspector	0	0.5	0.5	0.5	0.5	0.5	0	0
Public Education	1	0.5	0.5	0.5	0.5	1	1	1
TOTAL	2.5	2.5	2.5	3	3	3	3	3

CITY OF SEMINOLE
FY18 BUDGET
Fire Department Life Safety Services

ACCOUNT	Dept/Div Acct. #1722	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 03/31/17	FY18 Adopted	% Change FY17 to FY18
Salaries - Regular	1200	95,411	128,094	120,502	132,790	167,740	167,740	61,990	168,180	0.3%
Salaries - Part Time	1310	39,388	38,375	48,287	30,414	0	0	11,003	0	0.0%
Salaries - Overtime	1400	863	349	259	0	1,200	1,200	146	1,260	0.0%
Educ/Special Pay	1503	600	600	600	1,590	600	600	0	600	0.0%
Uniform Cleaning Allowance	1504	780	1,040	1,040	780	650	650	520	650	0.0%
Phone Allowance	1509	483	480	480	720	960	960	240	960	0.0%
FICA	2100	10,322	12,640	12,796	12,436	12,970	12,970	5,485	13,010	0.3%
FRS	2210	7,808	11,788	12,428	11,566	12,660	12,660	5,301	13,350	5.5%
Health/Life Insurance	2310	14,243	18,573	19,112	13,791	13,430	13,430	7,666	25,744	91.7%
L/T Disability Insurance	2320	736	999	1,071	715	1,400	1,400	398	1,400	0.0%
Workers Compensation	2400	6,900	7,000	3,448	5,336	6,750	6,750	4,354	6,750	0.0%
People Costs		177,534	219,938	220,023	210,138	218,360	218,360	97,103	231,904	6.2%
Prof. Svcs - Medical	3101	974	590	570	525	720	720	65	720	0.0%
Travel/Per Diem	4000	103	1,041	1,704	777	2,280	2,280	49	2,280	0.0%
Telephone	4110	1,774	1,824	1,831	2,795	3,130	3,130	1,410	4,390	40.3%
Postage/UPS	4120	0	0	17	0	100	100	0	100	0.0%
Insurance - Vehicles	4520	1,900	2,139	2,306	825	1,760	1,760	1,320	1,760	0.0%
R & M - Vehicles	4660	1,303	1,282	2,744	89	2,230	2,230	941	2,630	17.9%
Office Forms/Materials	4721	606	318	388	192	500	500	0	500	0.0%
License & Permits	4912	0	100	100	0	100	100	0	100	0.0%
Office supplies	5110	737	383	558	294	1,000	1,000	303	700	-30.0%
Fuel	5240	2,372	5,180	3,383	3,175	3,540	3,540	1,227	3,730	5.4%
Small Tools/Supplies	5245	25	225	271	269	450	450	0	450	0.0%
Operating Supplies -Uniforms	5250	643	61	0	1,158	1,560	1,560	228	1,560	0.0%
Protective Gear	5252	544	972	0	0	450	450	0	450	0.0%
Safety Equipment	5255	0	0	276	127	400	400	0	400	0.0%
Operating Supplies-General	5290	1,049	729	785	686	2,000	2,000	100	1,000	-50.0%
Books/Publications	5410	246	0	1,257	1,255	2,050	2,050	1,305	1,750	-14.6%
Dues/Memberships	5430	455	500	695	160	700	700	65	480	-31.4%
Conferences/Training	5440	75	615	550	354	1,280	1,280	0	1,000	-21.9%
Instructional supplies	5444	4,660	4,615	6,482	7,341	8,000	8,000	4,772	7,000	-12.5%
Operational Costs		17,466	20,574	23,917	20,022	32,250	32,250	11,785	31,000	-3.9%
Capital Outlay		18,260	28,769	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		213,260	269,281	243,940	230,160	250,610	250,610	108,888	262,904	4.9%

CITY OF SEMINOLE
Fiscal Year 2018
Fire Rescue Department – Life Safety Services Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$168,180 - These costs are for salaries and wages for full time personnel, one Fire Marshal, one Fire Inspector and one Public Information Officer.

Overtime - 1400

\$1,260 – 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

\$13,010 – FICA is budgeted at a rate of 7.65% of salary.

Retirement - 2200

\$13,350 – This category covers the cost of pension benefits for the FRS plan.

Insurance - 2300

\$27,144 – This category covers the City’s health (\$25,744) 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 2018
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

\$4,490 – This will cover Life Safety Services' portion of telephone costs (\$4,390), 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

\$2,630 – 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

\$700 – This is for general office supplies and computer related supplies.

CITY OF SEMINOLE
Fiscal Year 2018
Fire Rescue Department – Life Safety Services Section

Operating Supplies - 5200

\$7,590 – This includes fuel (\$3,730), non-capital small tools and supplies (\$450), uniforms (\$1,560), protective equipment/gear (\$450), safety equipment (\$400), and other operating supplies and equipment (\$1,000).

Books & Publications - 5410

\$1,750 – 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

\$480 – 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

\$1,000 – 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 (\$295), Florida State Fire College (\$400), In-State education Florida Fire Code, NFPA, Fire Investigations (\$250), Computers, SPC, etc. (\$335).

Instructional Supplies - 5444

\$7,000 - 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.



Seminole CERT Training



**CITY
OF
SEMINOLE**

FIRE DEPARTMENT

**MAINTENANCE
SECTION**

FIRE DEPARTMENT
Vehicle Maintenance Section

MISSION STATEMENT

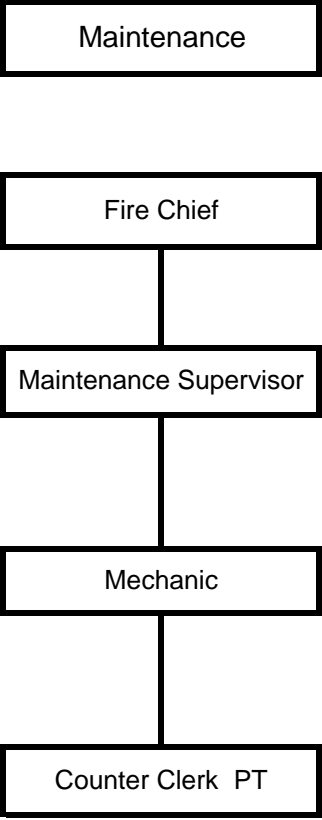
As a professional organization, the City of Seminole Fire Rescue Department is dedicated to providing a wide range of emergency and non-emergency public services for the health, safety and welfare of the citizens of the Seminole Community.

DESCRIPTION OF RESPONSIBILITIES

The Vehicle Maintenance Section is responsible for the maintenance and repair of the City's fleet of vehicles. Updates fuel facility records and reports to the State Environmental Departments. The activities of this Section are intended to ensure safe vehicles and equipment. This Section also provides support services to other cities and fire districts as requested. The Section is under the direction of the Fire Chief and supervised by the Maintenance Supervisor.

GOALS

The primary goal Vehicle Maintenance Section is to provide for repair and replacement of equipment and vehicles in a timely manner.



**CITY OF SEMINOLE
 FY18 PERSONNEL SUMMARY
 FIRE MAINTENANCE SECTION**

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Maintenance Supervisor	1	1	1	1	1	1	1	1
Mechanic	1	1	1	1	1	1	1	1
Counter Clerk	0	0	0	0.5	0.5	0.5	0.5	0.5
TOTAL	2	2	2	2.5	2.5	2.5	2.5	2.5

CITY OF SEMINOLE
FY18 BUDGET
Fire Department - Maintenance

ACCOUNT	Dept/Div Acct. #1922	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 03/31/17	FY18 Adopted	% Change FY17 to FY18
Salaries - Regular	1200	122,660	122,661	125,333	127,699	128,210	128,210	60,572	128,210	0.0%
Salaries - Part Time	1310	0	8,027	9,378	11,688	11,990	11,990	5,454	12,300	2.6%
Salaries - Overtime	1400	545	701	576	917	1,670	1,670	41	1,670	0.0%
Uniform Cleaning Allowance	1504	520	780	520	520	520	520	520	520	0.0%
Phone Allowance	1509	483	480	480	480	480	480	240	480	0.0%
FICA	2100	8,883	9,570	9,805	10,154	10,850	10,850	4,811	10,880	0.3%
FRS	2210	3,835	5,340	5,666	5,961	6,500	6,500	2,921	6,810	4.8%
ICMA	2220	5,162	5,493	5,618	5,797	5,770	5,770	2,623	5,770	0.0%
Health/Life Insurance	2310	28,017	23,908	25,739	27,254	29,570	29,570	13,636	28,717	-2.9%
L/T Disability Insurance	2320	964	1,011	1,067	993	1,000	1,000	633	1,000	0.0%
Workers Compensation	2400	2,700	3,170	3,870	3,366	3,390	3,390	2,187	3,390	0.0%
People Costs		173,769	181,141	188,052	194,829	199,950	199,950	93,638	199,747	-0.1%
Prof. Svcs - Medial	3101	110	205	0	50	150	150	0	150	0.0%
Alarm System	3424	995	995	995	0	1,000	1,000	0	1,000	0.0%
Contract Svce - Air Condition	3426	0	0	0	0	940	940	0	1,020	8.5%
Contract Svce - Computer	3430	0	0	200	1,900	1,900	1,900	0	1,900	0.0%
Telephone	4110	2,202	2,278	2,351	2,292	2,350	2,350	1,026	2,350	0.0%
Postage/UPS	4120	108	116	180	159	200	200	86	200	0.0%
Electric	4310	5,437	6,423	6,301	6,583	5,900	5,900	2,351	6,500	10.2%
Water/Sewer	4320	1,670	1,010	567	632	500	500	189	600	20.0%
Propane	4330	0	0	0	0	300	300	0	300	0.0%
Insurance - Property	4512	7,200	7,200	2,310	3,433	3,460	3,460	2,153	3,460	0.0%
Insurance - Vehicles	4520	2,091	3,488	3,591	3,332	2,320	2,320	1,390	2,320	0.0%
Repair & Maintenance	4600	805	234	2,655	349	1,000	1,000	0	1,000	0.0%
R & M - Computer Software	4630	0	752	0	914	4,600	4,600	443	4,600	0.0%
Building & Grounds	4650	4,396	1,107	3,512	5,388	3,300	3,300	1,269	3,300	0.0%
R & M - Vehicles	4660	1,348	1,606	5,014	714	3,030	3,030	301	2,500	-17.5%
License & Permits	4922	50	50	181	50	100	100	40	140	40.0%
Office Supplies	5110	0	103	22	72	100	100	0	100	0.0%
Operating Supplies - Cleaning	5210	0	0	0	320	350	350	0	200	-42.9%
Fuel	5240	2,378	2,821	674	1,597	1,030	1,030	173	1,030	0.0%
Small Tools/Supplies	5245	569	0	375	218	950	950	373	700	-26.3%
Operating Supplies -Uniforms	5250	530	206	70	585	880	880	842	920	0.0%
Outside Contracts - Parts	5292	32,212	-26,829	10,112	14,421	9,300	9,300	7,663	9,300	0.0%
Conferences/Training	5440	372	0	0	0	500	500	60	400	0.0%
Operational Costs		62,473	1,765	39,110	44,327	44,160	44,160	18,362	43,990	-0.4%
Capital Outlay - Other Equip.	6490	0	0	11,821	0	0	0	0	0	0.0%
Capital Outlay		7,895	0	11,821	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		244,137	182,906	238,983	239,156	244,110	244,110	112,000	243,737	-0.2%

CITY OF SEMINOLE
Fiscal Year 2018
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

\$12,300 - 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

\$10,880 - FICA is budgeted at 7.65% of salaries and overtime.

Retirement - 2200

\$12,580 - This category covers the cost of pension benefits for the ICMA plan (\$5,770) of salary and FRS at (\$6,810)

Insurance - 2300

\$29,717 - This category covers the cost of the City's health (\$28,717) 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 2018
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

\$3,920 - 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 (\$1,020)

Communications - 4100

\$2,550 - This category covers telephone costs for maintenance facility (\$2,350) and postage/UPS (\$200).

Utilities - 4300

\$7,400 - These funds are for Section's portion of electric (\$6,500) water/sewer (\$600) 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

\$11,400 - These funds are for repair and maintenance of shop equipment (\$1,000), Computer software (\$4,600), building and grounds maintenance and repairs (\$3,300) and repair and maintenance of shop vehicles (\$2,500).

License & Permits - 4922

\$140 - 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 2018
Fire Rescue Department – Maintenance Section

Operating Supplies - 5200

\$2,850 - This category includes cleaning supplies (\$200), fuel (\$1,030) non-capital small tools and supplies (\$700) and uniforms (\$920).

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

\$400 - This category covers technical training and education for the mechanics.





**CITY
OF
SEMINOLE**

FIRE DEPARTMENT

**TRAINING
SECTION**

FIRE ADMINISTRATION
Training Section

MISSION STATEMENT

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

DESCRIPTION OF RESPONSIBILITIES

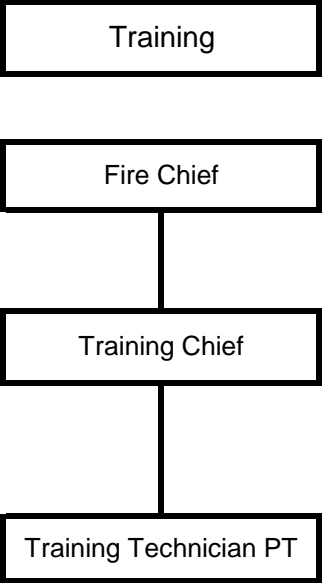
The Training Section provides the department and community with emergency medical services and fire prevention/suppression education services throughout the year.

Responsibilities include the following programs:

- a) **Fire Prevention/Disaster Education:** Each year the Fire Rescue Department develops essential fire service related programs and classes for fire personnel in order to maintain the high level of expertise needed to mitigate hazardous situations.
- b) **Emergency Medical Services:** The Training Section has instituted a consolidated city-wide training program. Through this continuing education training program our paramedics and emergency medical technicians receive uniform and up-to-date training making all personnel more efficient and knowledgeable.
- c) **Safety Committee Coordination:** The Training Section has been instrumental in establishing and participating in the Safety Committee. One of the primary functions of the Safety Committee is the creation of the Safety Manual.

GOALS

The primary goal of the Training Section is to supply training opportunities for personnel. The Section is also responsible to ensure EMT and Paramedics receive training and coursework necessary to maintain their certifications.



CITY OF SEMINOLE
FY18 PERSONNEL SUMMARY
Fire Training

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Training Chief	0	0	1	1	1	1	1	1
Training Officer	1	1	0	0	0	0	0	0
Training Technician	0	0	0	0.5	0.5	0.5	0.5	0.5
TOTAL	1	1	1	1.5	1.5	1.5	1.5	1.5

CITY OF SEMINOLE
FY18 BUDGET
Fire Department Training

ACCOUNT	Dept/Div Acct. #1822	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 03/31/17	FY18 Adopted	% Change FY17 to FY18
Salaries - Regular	1200	79,499	72,449	74,356	72,758	74,220	74,220	31,555	70,650	-4.8%
Salaries-Part Time	1310	0	1,593	1,884	11,473	11,780	11,780	5,371	12,040	2.2%
Educ/Special Pay	1503	220	0	0	770	1,320	1,320	200	600	-54.5%
Uniform Cleaning Allowance	1504	260	260	260	108	260	260	260	260	0.0%
Phone Allowance	1509	299	600	480	400	480	480	240	480	0.0%
FICA	2100	5,938	5,210	5,352	6,019	7,010	7,010	2,625	6,370	-9.1%
Retirement (FRS)	2210	0	117	137	842	820	820	404	950	15.9%
F.S. 175	2230	15,926	2,482	0	0	7,080	7,080	0	9,320	31.6%
Health/Life Insurance	2310	7,215	14,868	15,547	13,769	18,260	18,260	8,280	17,720	-3.0%
L/T Disability Insurance	2320	395	544	569	469	520	520	0	520	0.0%
Workers Compensation	2400	5,440	5,600	3,517	3,009	4,700	4,700	3,032	4,700	0.0%
People Costs		115,192	103,723	102,102	109,617	126,450	126,450	51,967	123,610	-2.2%
Prof. Svcs - Medical	3101	426	450	470	500	600	600	0	580	-3.3%
Travel/Per Diem	4000	48	1,507	1,601	1,559	2,360	2,360	432	2,360	0.0%
Telephone	4110	975	1,005	1,011	1,011	1,010	1,010	502	1,010	0.0%
Postage/UPS	4120	127	83	22	11	100	100	41	100	0.0%
Insurance - Vehicles	4520	725	483	479	484	480	480	360	480	0.0%
Repair & Maintenance	4600	0	0	0	0	250	250	0	500	100.0%
R & M - Computer Software	4630	360	225	0	0	1,000	1,000	0	600	-40.0%
Maintenance - Fitness Equip.	4642	300	600	1,263	129	1,700	1,700	0	1,000	-41.2%
R & M - Vehicles	4660	1,470	376	892	478	650	650	137	930	43.1%
Office Supplies	5110	262	252	85	185	610	610	21	400	-34.4%
Fuel	5240	1,882	2,504	1,931	1,943	1,620	1,620	556	1,740	7.4%
Small Tools/Supplies	5245	598	524	246	668	1,100	1,100	276	600	-45.5%
Uniforms	5250	74	271	255	550	550	550	120	550	0.0%
Protective Gear	5252	52	111	0	0	200	200	0	200	0.0%
Safety Equipment & Supplies	5255	1,000	1,000	385	931	1,400	1,400	155	800	-42.9%
Operating Supplies -General	5290	1,224	1,329	609	636	1,400	1,400	63	4,900	250.0%
Books/Publications	5410	159	447	29	73	620	620	239	620	0.0%
Dues/Memberships	5430	125	224	479	140	300	300	0	470	56.7%
Conferences/Training	5440	9,487	13,515	13,926	17,307	18,400	18,400	9,254	19,500	6.0%
Instructional Supplies	5444	1,892	1,453	452	204	1,550	1,550	0	1,000	-35.5%
Tuition Reimbursement	5490	4,463	3,855	4,165	584	11,800	11,800	2,331	10,000	-15.3%
Operational Costs		25,649	30,214	28,300	27,393	47,700	47,700	14,487	48,340	1.3%
Capital Outlay - Other Equip.	6490	6,081	19,146	0	5,700	9,300	9,300	0	9,300	0.0%
Capital Outlay		6,081	19,146	0	5,700	9,300	9,300	0	9,300	0.0%
DEPARTMENT TOTAL		146,922	153,083	130,402	142,710	183,450	183,450	66,454	181,250	-1.2%

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

PERSONNEL COSTS

Salaries and Wages - 1200

\$70,650 - This category covers the wages for the Training/EMS Officer. Salaries are determined by the citywide pay plan.

Salaries and Wages Part-Time - 1310

\$12,040 - This category covers the wages for the Part-Time Training Technician (20hrs).

Special Pays – 1500

\$1,340- Special pays are benefits paid to employees. This includes education pay (\$600), uniform cleaning allowance (\$260) cleaning allowance for the Training/EMS Chief. Phone allowance of (\$480) to cover expenses associated business use of personal cell phones. Education pay is a benefit paid to employees with degrees in fire service related fields. The educational payment cost is reimbursed by the State of Florida.

FICA - 2100

\$6,370 – FICA is budgeted at 7.65% of salary for the Training/EMS Chief and Training Technician.

Retirement – 2200

\$10,270 – This category covers the cost of pension benefits for the Training/EMS Chief in the F.S. 175 pension plan (\$9,320). And the Training Technician in the FRS plan (\$950)

Insurance – 2300

\$18,240 – This category covers the cost of the City’s health (\$17,720) 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

\$580 - 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 – These funds are for the Assistant Fire Chief Operations & Training to attend conferences and professional development training not locally provided: FDIC (\$1,650), NFA (\$540).

Communications - 4100

\$1,110 - This category covers communication costs (\$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

\$3,030 - These funds are for the repair and maintenance of all department audio/visual equipment (\$500), computer hardware and software (\$600), physical fitness equipment (\$1,000), and repairs and maintenance to the sections assigned vehicle (\$930).

Office Supplies - 5100

\$400 - These funds are for supplies used to support Training Section daily activities.

Operating Supplies - 5200

\$8,790 - These funds are for fuel (\$1,740), small tools (\$600), required uniforms (\$550), protective gear (\$200), safety equipment (\$800), and general operating supplies (\$4,900).

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

\$470 - This category includes professional memberships to organizations that provide resource materials for training program development, leadership training and management programs; FFCA Florida Society of Fire Service Instructors (\$95), IAFC membership (\$270), and International Society of Fire Service Instructors (\$105).

Conference & Training - 5440

\$19,500 - This category includes funds that are specifically allocated for the training of all fire department personnel. This includes online web based training (\$6,080), SPC fire certification programs (\$7,750), other local area programs for firefighter training and development (\$5,200), and professional development conferences for Training Chief (\$470).

Instructional Supplies - 5444

\$1,000- This category includes video and slide presentations, professionally developed programs, computer tutorials, outlines and workbooks.

Tuition Reimbursement – 5490

\$10,000 - This category includes funds for education reimbursement for department personnel as agreed to in the CBA.

CAPITAL COSTS

Other Equipment- 6490

\$9,300 – This category covers the cost of replacement physical fitness equipment.





**CITY
OF
SEMINOLE**

FIRE DEPARTMENT

**EMS
SECTION**

FIRE OPERATIONS
EMS Section

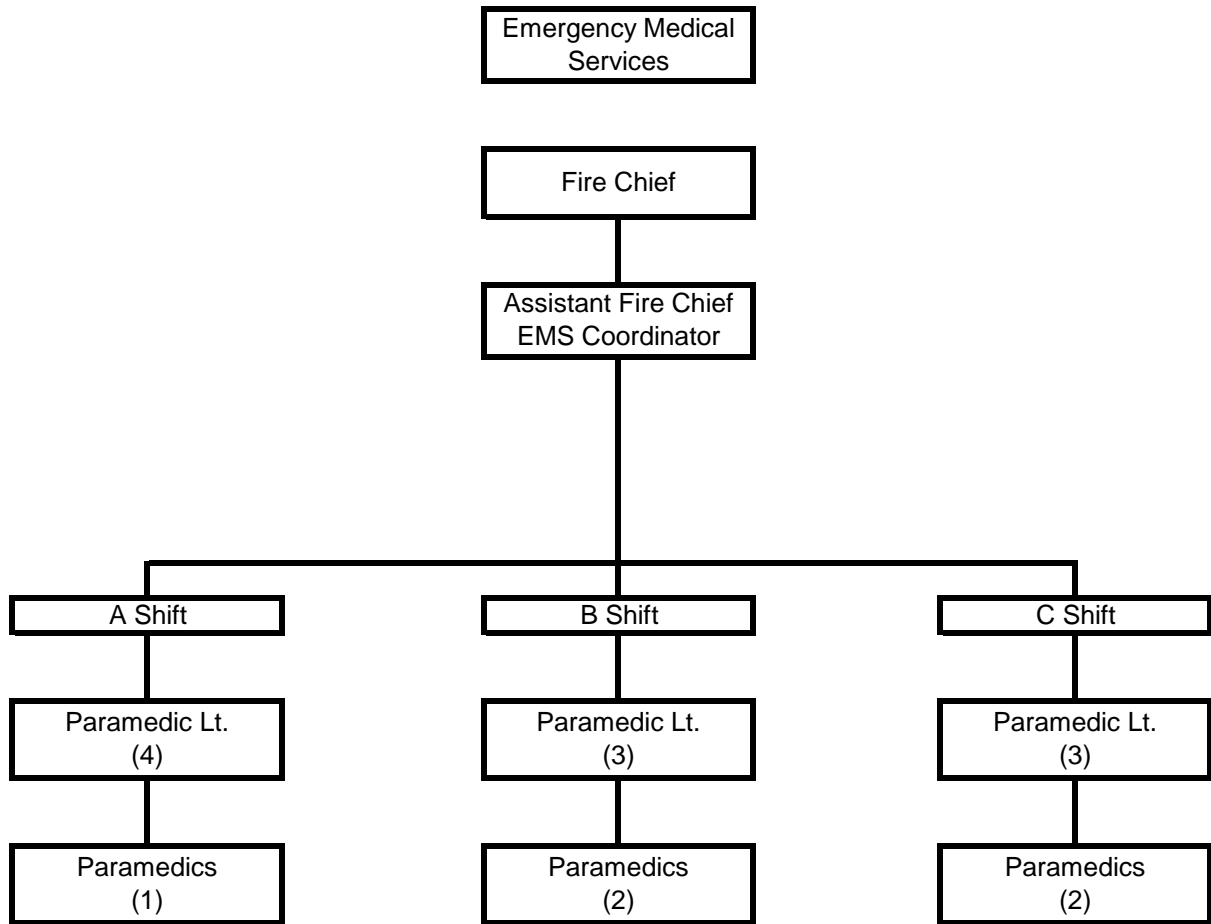
The City provides the community with emergency medical services through the Fire Rescue Department under the direction of the Assistant Fire Chief. The City is contracted by Pinellas County to provide Advanced Life Support (ALS) first responder service through the Pinellas County Emergency Medical Service Authority (County Commission).

Responsibilities include the following programs:

- (a) **CPR (Emergency Medical) Education:** The Fire Department continuously holds various emergency medical education classes for the public.
- (b) **Emergency Medical Services:** In calendar year 2006 The Fire Rescue Department responded to 7,762 medical calls. Pinellas County Emergency Medical Services has instituted a consolidated county-wide training program. Through this continuing education training program our paramedics and emergency medical technicians receive uniform and up-to-date training making all personnel more efficient and knowledgeable.

GOALS

The primary goal of the EMS Section is to deliver an EMS response that meet or exceed the contractual requirements stated in the agreement with Pinellas County EMS Authority.



CITY OF SEMINOLE
FY18 PERSONNEL SUMMARY
Fire EMS

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Assistant Fire Chief/ EMS Coordinator	0	0	0	1	1	1	1	1
EMS Coordinator	1	1	1	0	0	0	0	0
Lt. Paramedic	6	7	7	7	6	9	10	10
Paramedics	9	8	8	8	9	6	5	5
TOTAL	16	16	16	16	16	16	16	16

CITY OF SEMINOLE
FY18 BUDGET
Fire Department EMS

ACCOUNT	Dept/Div Acct. #1622	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 3/31/17	FY18 Adopted	% Change FY16 to FY17
Salaries - Regular	1200	899,810	1,003,360	948,409	1,009,900	1,032,430	1,032,430	387,680	1,028,220	-0.4%
Relief Staffing Allowance	1202	395,969	339,060	315,890	240,000	347,902	347,902	0	364,503	4.8%
Salaries - Overtime	1402	43,827	41,984	95,764	123,208	0	0	53,256	0	0.0%
Educ/Special Pay	1503	0	0	0	146	0	0	254	0	0.0%
Uniform Cleaning Allowance	1504	5,040	3,640	4,940	5,040	5,040	5,040	1,820	5,040	0.0%
Acting Pay	1506	238	1,101	5,335	5,336	5,000	5,000	1,389	5,670	13.4%
Drivers Pay	1507	0	0	0	0	0	0	0	23,890	#DIV/0!
EMS Supplier	1508	0	0	0	654	660	660	302	660	0.0%
Phone Allowance	1509	483	480	480	400	480	480	240	480	0.0%
FICA	2100	70,585	78,850	79,436	76,750	79,360	79,360	31,857	79,550	0.2%
F.S. 175	2230	256,509	121,485	30,210	55,812	114,780	114,780	0	136,280	18.7%
Health Insurance	2310	169,053	184,670	211,883	227,590	244,410	244,410	82,535	248,570	1.7%
Life Insurance	2315	0	0	0	0	2,980	2,980	0	3,040	0.0%
L/T Disability Insurance	2320	7,166	8,204	7,810	7,817	8,000	8,000	4,649	8,420	5.3%
Workers Compensation	2400	48,000	50,082	39,964	38,624	39,820	39,820	29,473	44,820	12.6%
Unemployment Compensati	2500	2,870	0	0	0	2,000	2,000	0	2,000	0.0%
People Costs		1,899,550	1,832,916	1,740,121	1,791,277	1,882,862	1,882,862	593,455	1,951,143	3.6%
Prof. Svcs - Medical	3101	8,909	7,365	12,490	13,090	14,000	14,000	2,081	14,940	6.7%
Accounting & Auditing	3200	4,530	6,540	6,540	6,902	6,960	6,960	4,202	10,390	49.3%
Electric	4310	0	0	0	16,130	0	0	0	0	0.0%
Insurance - Liability	4500	15,400	18,917	37,005	30,434	63,272	63,272	47,454	80,920	27.9%
Insurance - Vehicles	4520	9,170	7,958	5,910	7,960	8,780	8,780	5,760	9,380	6.8%
R & M - Vehicles	4660	53,640	74,470	60,000	87,520	123,120	123,120	1,939	123,820	0.6%
Licenses & Permits	4912	2,250	550	2,245	150	2,620	2,620	2,620	480	-81.7%
Fuel	5240	57,200	61,100	29,675	40,505	55,940	55,940	0	67,930	21.4%
Uniforms	5250	2,203	1,979	7,325	8,721	11,070	11,070	3,146	12,700	0.0%
Protective Gear	5252	5,877	4,890	6,610	39,472	12,570	12,570	0	12,570	0.0%
Dues/Membership	5430	0	0	0	50	100	100	0	100	0.0%
Operational Costs		159,179	183,769	167,800	269,683	298,432	298,432	67,202	333,230	11.7%
Capital Outlay		0	0	0	0	0	0	0	0	0.0%
DEPARTMENT TOTAL		2,058,729	2,016,685	1,907,921	2,060,960	2,181,294	2,181,294	660,657	2,284,373	4.7%

CITY OF SEMINOLE
Fiscal Year 2018
Fire Rescue Department – EMS Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$1,028,220 - 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

\$364,503 – 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

\$35,730 – Special pays are benefits paid to employees per the CBA that include a uniform cleaning allowance (\$5,040), acting supervisor pay (\$5,670), drivers pay (\$23,890), EMS Supplier Pay (\$660), and phone allowance (\$480).

FICA - 2100

\$79,550 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement - 2230

\$136,280 – This category covers the cost of pension benefits for the FS 175 Pension Plan.

Insurance - 2300

\$260,030 – This category covers the cost of the City’s health insurance (\$248,570), life insurance (\$3,040), and disability insurance (\$8,420).

Worker’s Compensation - 2400

\$44,820 – 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 2018
Fire Rescue Department – EMS Section

OPERATIONAL COSTS

Professional Service – 3100

\$14,940 – 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

\$10,390 – This covers costs associated with auditing services (\$9,900) and Tyler payroll accounting software (\$490) for the EMS section.

Insurance - 4500

\$90,300 – Costs cover liability insurance (\$80,920) and vehicles insurance (\$9,380) for five (5) ALS Units and one (1) EMS Coordinator vehicle assigned to the EMS Section.

Equipment Repairs and Maintenance - 4660

\$123,820 – These funds cover the cost of repairs and maintenance for five (5) ALS Units and one (1) EMS Coordinator vehicle.

Licenses & Permits - 4912

\$480 – 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

\$93,200 – These funds are for fuel for five (5) ALS rescue vehicles and one (1) EMS Coordinator's vehicle (\$67,930), department required uniforms (\$12,700), 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**

OPERATIONS DIVISION

MISSION STATEMENT

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

DESCRIPTION OF RESPONSIBILITIES

The mission of the Operation's Division is to provide quality, cost effective emergency and non-emergency service to all citizens and visitors within the City of Seminole and the unincorporated service area of Pinellas County.

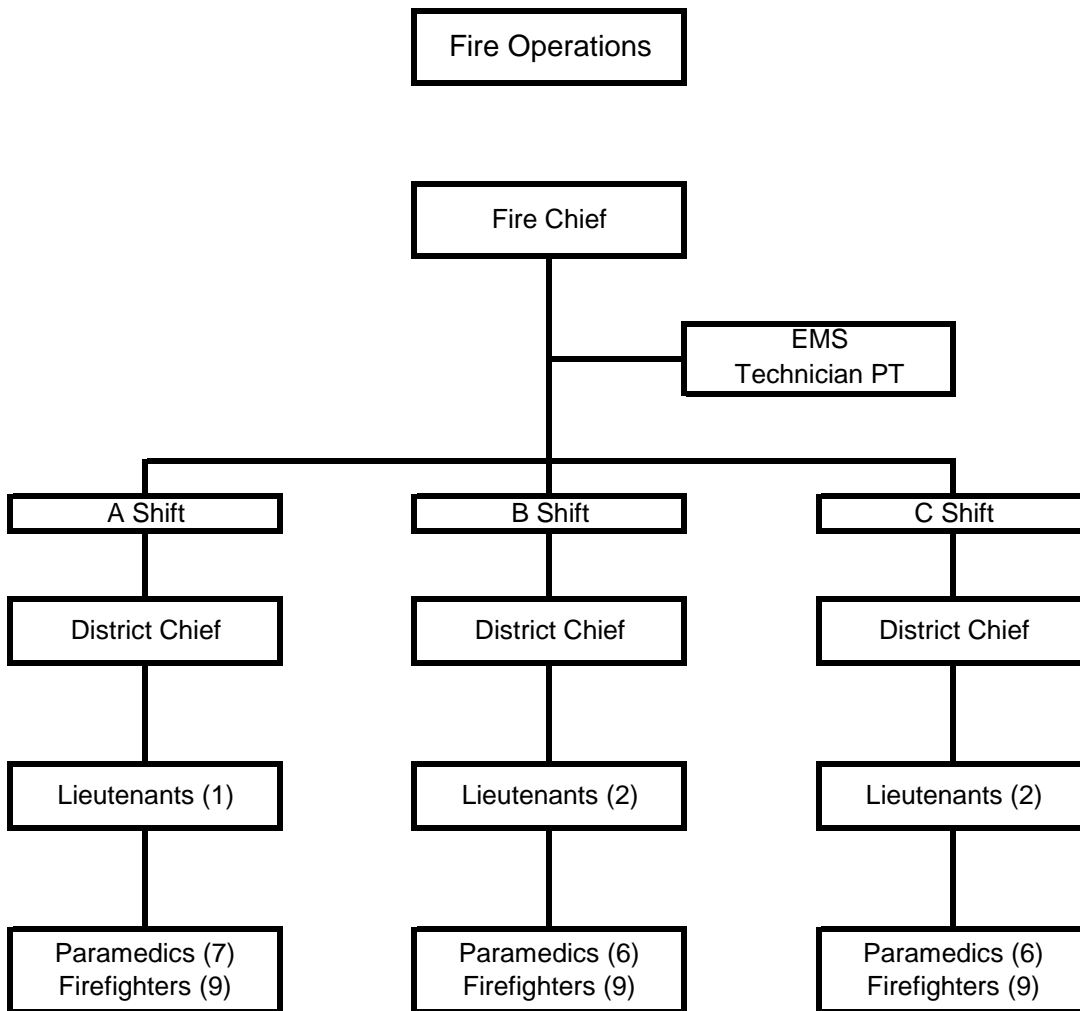
The City's Fire Rescue Department is responsible for providing responses to calls for assistance to medical problems, fires, hazardous materials incidents, Technical Rescue incidents and other mitigation efforts as requested. The Department operates from four fire stations strategically located throughout the community. The City employs seventy-two firefighters, twenty-seven of which are paramedics to staff four Advanced Life Support (ALS) engines, one ALS squad, one ladder truck and one District Chief vehicle.

The City's Fire Rescue Department participates in two county-wide response teams. The Technical Rescue Team and the Pinellas County Hazardous Materials Response Team (PCHMRT) are made up of personnel from several city fire departments throughout Pinellas County. Our organization provides some of the staffing and command management for both teams.

The Operation's Division is managed by the Assistant Fire Chief to oversee the management of field operations. The firefighting and medical services force is divided into three shifts of twenty-four employees. Each of the three shifts is managed by a District Chief and each crew is managed by a Lieutenant. During 2012 the Pinellas County 911 Center transferred 11,078 calls for assistance to the Fire Rescue Department. Eighty five percent (9,428 calls) of the aforementioned service requests were for medical assistance while the remaining fifteen percent (1,650 calls) were related to fire alarms, fires, hazardous materials responses, public assists, etc. The current service area includes approximately 75,000 residents and covers twenty-four square miles.

GOALS

The primary goal of the Fire Department is to deliver a fire response that meet or exceed the contractual requirements stated in the agreement with Pinellas County Fire Authority.



CITY OF SEMINOLE
FY18 PERSONNEL SUMMARY
Fire Operations

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
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	4	3	1	0	2	1	0	0
Lieutenant EMT	6	5	7	7	7	7	5	5
Paramedics	15	16	16	17	15	16	19	19
Firefighter EMT	23	24	24	24	27	27	27	27
EMS Technician	0	0	0	0.5	0.5	0.5	0.5	0.5
TOTAL	51	51	51	51.5	54.5	54.5	54.5	54.5

CITY OF SEMINOLE
FY18 BUDGET
Fire Department Operations

ACCOUNT	Dept/Div Acct. #2522	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 3/31/17	FY18 Adopted	% Change FY17 to FY18
Salaries - Regular *	1200	2,125,696	2,068,673	2,194,428	2,727,722	2,515,280	2,515,280	1,262,633	2,492,640	-0.9%
Salaries - Part Time	1310	0	0	11,483	10,222	17,140	17,140	4,913	16,370	-4.5%
Salaries - Overtime *	1402	94,391	174,089	185,906	247,162	125,970	125,970	109,861	127,090	0.9%
Salaries - Hazmat Overtime	1404	23,404	49,981	29,676	34,874	0	0	17,427	0	0.0%
Educ/Special Pay	1503	12,455	11,326	13,872	17,884	17,120	17,120	5,975	17,890	4.5%
Uniform Cleaning Allowance	1504	11,340	12,480	11,115	11,188	13,410	13,410	15,362	14,040	4.7%
Hazmat Pay	1505	11,485	11,807	11,707	11,714	11,700	11,700	5,682	11,700	0.0%
Acting Pay	1506	14,777	11,127	10,649	12,252	13,700	13,700	4,641	13,700	0.0%
Drivers Pay	1507	39,003	39,385	39,791	52,731	39,700	39,700	24,306	28,670	-27.8%
FICA	2100	198,889	195,378	201,536	227,375	221,730	221,730	104,196	225,630	1.8%
Retirement FRS	2210	0	0	459	700	1,270	1,270	0	1,210	-4.7%
F.S. 175	2230	433,432	83,953	30,315	254,761	273,490	273,490	0	374,660	37.0%
Health Insurance	2310	455,274	426,069	449,723	484,366	584,750	584,750	272,905	595,784	1.9%
L/T Disability Insurance	2320	18,700	20,157	21,172	22,247	22,730	22,730	12,872	22,448	-1.2%
Workers Compensation	2400	116,500	120,620	109,859	95,049	115,230	115,230	77,423	125,490	8.9%
People Costs		3,556,452	3,226,257	3,322,383	4,210,367	3,973,220	3,973,220	1,918,196	4,067,322	2.4%
Prof. Svcs - Medical	3101	27,166	23,102	17,382	17,056	34,700	34,700	-210	30,000	-13.5%
Lawn Service	3420	3,700	8,022	7,791	7,162	8,850	8,850	0	7,880	-11.0%
Lawn Spraying	3421	340	1,020	1,020	780	1,020	1,020	390	1,050	2.9%
Pest Control	3422	1,775	0	0	1,043	1,400	1,400	365	1,400	0.0%
Alarm System	3424	5,743	10,134	6,415	6,587	7,720	7,720	1,260	7,720	0.0%
Contract Svce - Air Conditio	3426	5,114	5,114	6,109	6,196	7,280	7,280	3,138	7,420	1.9%
Elevator Service	3484	3,705	3,815	3,931	3,801	4,000	4,000	1,950	4,000	0.0%
Contract Svce - Other	3490	18,184	23,053	19,814	22,082	21,910	21,910	7,351	21,910	0.0%
Contract Svce - Tree Svce	3504	3,000	0	0	0	3,000	3,000	0	3,000	0.0%
Allocated Costs-Admin	3701	168,310	169,110	176,590	184,300	208,350	208,350	86,813	208,350	0.0%
Travel/Per Diem	4000	503	300	1,835	920	4,270	4,270	219	4,980	16.6%
Cab Service	4010	433	55	0	0	500	500	0	500	0.0%
Tellecommunications	4110	18,172	19,011	20,056	19,442	19,890	19,890	8,615	20,310	2.1%
Postage/UPS	4120	385	112	479	144	750	750	85	750	0.0%
Electric - Stations	4311	45,622	48,594	49,938	29,981	49,700	49,700	17,603	26,860	-46.0%
Water Utility Fee - Stations	4318	0	0	0	0	1,200	1,200	1,119	1,200	0.0%
Water/Sewer - Stations	4321	7,140	11,908	8,179	9,519	8,250	8,250	3,277	8,250	0.0%
Natural Gas - Stations	4331	4,511	4,891	4,666	5,073	7,300	7,300	1,495	7,300	0.0%
Propane - Stations	4333	1,259	1,771	1,589	652	2,050	2,050	260	2,050	0.0%
Insurance - Property	4512	30,531	32,100	18,911	25,333	28,770	28,770	21,909	28,770	0.0%
Insurance - Vehicles	4520	2,300	2,357	2,210	2,036	1,390	1,390	1,042	1,500	7.9%
Repair & Maintenance	4600	3,561	468	2,932	7,916	7,020	7,020	1,263	7,500	6.8%
Maint. Computer Software	4620		150	0	141	200	200	0	200	0.0%

CITY OF SEMINOLE
FY18 BUDGET
Fire Department Operations

ACCOUNT	Dept/Div Acct. #2522	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D. 3/31/17	FY18 Adopted	% Change FY17 to FY18
R & M - Radios	4645	16,457	141,518	2,200	2,597	5,000	5,000	746	5,000	0.0%
R & M - Vehicles	4660	71,978	110,691	42,697	29,246	19,540	19,540	43,364	20,540	5.1%
Bldg. Maint. - Stations	4665	33,471	34,739	35,877	24,559	37,000	37,000	5,448	37,000	0.0%
Garage Doors/Other	4670	5,433	3,449	2,398	1,490	4,000	4,000	1,566	4,000	0.0%
SCBA Testing	4671	1,355	4,584	5,829	7,181	8,500	8,500	1,937	10,530	23.9%
Generator Maintenance	4672	0	3,819	0	1,460	4,000	4,000	0	1,200	-70.0%
Office Forms/Materials	4721	0	0	0	165	250	250	0	250	0.0%
Licenses & Permits	4912	1,470	484	1,360	151	1,980	1,980	1,245	620	-68.7%
Office Supplies	5110	2,599	2,275	2,875	2,803	2,620	2,620	649	2,750	5.0%
Operating Supplies - Clean	5210	18,499	20,051	16,869	17,016	21,000	21,000	13,220	20,000	-4.8%
Fuel	5240	8,526	14,383	31,713	10,256	8,480	8,480	18,729	1,480	-82.5%
Small Tools/Supplies	5245	21,714	14,054	16,865	23,772	24,800	24,800	14,993	24,800	0.0%
Uniforms	5250	5,161	11,342	1,611	20,946	24,570	24,570	17,272	23,000	0.0%
Protective Gear	5252	44,568	39,293	43,407	23,631	45,000	45,000	26,489	46,220	2.7%
Safety Equip. & Supplies	5255	1,822	1,887	1,477	1,481	1,900	1,900	967	1,900	0.0%
Medical Supplies	5271	2,684	3,667	2,202	0	2,400	2,400	297	2,400	0.0%
Operating Supplies -Genera	5290	15,779	11,892	14,599	16,373	17,560	17,560	11,874	17,560	0.0%
Books/Publications	5410	141	0	80	180	240	240	81	240	0.0%
Dues/Memberships	5430	565	1,049	884	245	990	990	95	990	0.0%
Conferences/Training	5440	-6,015	1,585	1,380	134	4,310	4,310	150	4,000	-7.2%
Operational Costs		598,461	787,999	574,170	533,850	663,660	663,660	317,066	627,380	-5.5%
Capital Improvements Sta 3	6555	0	0	0	159,286	0	0	47,991	0	0.0%
Capital Outlay		171,289	238,074	173,086	159,286	0	0	47,991	0	0.0%
Interfund Transfer CIP	6904	285,030	264,480	224,170	264,480	267,380	267,380	111,408	267,380	0.0%
DEPARTMENT TOTAL		4,611,232	4,516,810	4,293,809	5,167,983	4,904,260	4,904,260	2,394,661	4,962,082	1.2%

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

CITY OF SEMINOLE
Fiscal Year 2018
Fire Rescue Department – Operations Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$2,492,640 - 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

\$16,370 - These costs are for salaries and wages for one part time technician position.

Overtime - 1400

\$127,090- This account is to pay for time worked outside normal working hours. These hours ensure minimum staffing for fire rescue vehicles.

Special Pays - 1500

\$86,000 - Special pays are benefits paid to employees per the CBA. This includes educational incentive (\$17,890), a uniform allowance (\$14,040), hazardous material technician incentive (\$11,700), acting supervisor pay (\$13,700) and driver's pay (\$28,670). 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

\$225,630 - FICA for salaries and overtime.

Retirement - 2200

\$375,870 - Retirement for the employees in the F.S. 175 pension plan (\$374,660) and FRS (\$1,210).

Insurance - 2300

\$618,232 - This category covers the cost of the City's health (\$595,784) and disability insurance (\$22,448).

Worker's Compensation - 2400

\$125,490 - This is for line-of-duty injury insurance premiums.

CITY OF SEMINOLE
Fiscal Year 2018
Fire Rescue Department – Operations Division

OPERATIONAL COSTS

Professional Services - 3100

\$30,000 - The National Fire Protection Agency (NFPA) dictates that fire service employees receive a medical physical annually. The NFPA standards allow for periodic abbreviated physicals on some employees and this category allows for repeat tests for return to duty physicals, new employees cardiac referrals, drug screening for post accident drug testing.

Contract Services - 3400

\$54,380 - This category covers lawn service (\$7,880), lawn spraying (\$1,050), pest control (\$1,400), fire alarms (\$7,720), air conditioning maintenance contract (\$7,420), state required elevator maintenance agreement (\$4,000), Opticom and miscellaneous parts (\$21,910), and preventive hurricane tree cutting (\$3,000).

Travel and Training - 4000

\$4,980- These are costs to be incurred that will allow personnel to attend conferences and seminars to maintain certifications and provide professional development. Training includes the National Fire Academy (\$1,080), Florida Governor’s Hurricane Conference (\$1,150), Emergency Services Leadership Institute (\$2,750).

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

\$21,060 - This category will cover telephone costs for four fire stations and one district chief (\$20,310) and shipping/ postage expenses (\$750).

Utilities - 4300

\$45,660 - These funds are for electric (\$26,860), water utility fee (\$1,200), water/sewer (\$8,250), natural gas (\$7,300) and propane (\$2,050), for four fire stations.

Insurance – 4500

\$30,270 - These funds are for building/contents (\$28,770) and vehicle insurance (\$1,500). This includes four fire stations and ten vehicles assigned to this Division.

CITY OF SEMINOLE
Fiscal Year 2018
Fire Rescue Department – Operations Division

Equipment Repairs and Maintenance - 4600

\$7,700 - 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 (\$1,480) 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

\$20,540 - 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

\$10,530 – Required repair and maintenance of 45 SCBAs and replacement air bottles.

Generator Maintenance – 4672

\$1,200 – 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

\$620 - This is for ACLS and ITLS recertifications.

CITY OF SEMINOLE
Fiscal Year 2018
Fire Rescue Department – Operations Division

Office Supplies - 5100

\$2,750 - 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

\$20,000 - This category includes cleaning supplies for Stations #29, #30, #31, #32.

Fuel - 5240

\$1,480 - 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 (\$6,000), TV's (\$800) and station furniture (\$6,000) and on emergency vehicles such as salvage covers (\$250), personal safety devices (\$500), rope (\$2,000), tool boxes (\$250), Marine Unit supplies (\$5,000), Personal Escape Rope System (PERS), and equipment required to perform firefighting activities (\$4,000).

Uniforms - 5250

\$23,000- This category covers the cost for purchase of uniform required by the City.

Protective Gear - 5252

\$46,220- 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 2018
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

\$4,000 - These funds are for registration fees to several conferences and seminars for Operations Division personnel to attend Fire Rescue East (\$1,000), local National Fire Academy courses (\$3,000), 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

**CAPITAL IMPROVEMENT
PROGRAM FUND**

CITY OF SEMINOLE
Capital Improvement Program (CIP)
Fiscal Years 2018 to 2022

Introduction

The City Charter requires the City Manager to prepare and submit to the City Council for each year a Capital Improvement Program (CIP). The Administration shows all the projects scheduled for the next five years.

This Capital Improvement Program (CIP) section of the Annual Budget for Fiscal Year 2018 has been separated into two parts. The first part shows the revenue stream for the fund for the next ten years. The funds shown in the stream are from an interfund transfer from the General Fund. The second part involves the CIP five-year program. The five year program includes all major projects that the City is planning on undertaking. The funding sources for the CIP five year program are from designated funds which are restricted for certain purposes such as infrastructure, new capital facilities, ect. Descriptions of these funds are listed on the following page. The projects proposal sheets identify the projects and give a description of the project, shows if the expenditures are for acquisition, design engineering and construction. The page also shows the funding sources for each project. The project funding sheets also show any anticipated negative or positive impact on the operating budget.

CIP Fiscal Year 2018 to 2022

The adopted CIP for FY2018 to 2022 includes projects and equipment totaling \$6,399,108 with a \$1,182,875 carry over from FY17. This document includes Expenditure/Project summary with offsetting funding sources.

The CIP is a five year planning document for significant capital projects, vehicle replacement and equipment replacement. In order to make the CIP meaningful, projects are not included unless they have the full support of the City Council and have an identified funding source. In order to ensure that sufficient funds will be available, the CIP process begins with the formulation of the detailed revenue, expenditure, and working capital projections for all CIP projects, for the five-year period of the CIP. These projections are developed by the Finance Department. When sufficient funding is not available, the project is either deferred to a later year, deleted, or additional funding is identified. The latter may include a new revenue source or an increase in an existing revenue source.

Projecting revenues, expenditures, and working capital for a five-year period, developing a capital improvement program for the same period, and then developing an annual operating budget based, in part, on these two processes, form the components of a five-year financial plan that is updated annually. This financial planning process has transformed the orientation of both the staff and elected officials to having a multi-year rather than one year focus.

Capital Outlay

The Capital Project section which follows the CIP Revenue section lists all capital items which have been requested by departments for Fiscal Year 2018. The adopted Capital Projects for Fiscal Year 2018 totals \$1,919,640. The report which lists the Capital Projects is sorted by year and department.

CAPITAL IMPROVEMENT PROGRAM FUNDING SOURCE DESCRIPTIONS

Transportation Impact Fee: The Transportation Impact Fee is established as a Special Revenue Fund which accounts for the receipt and expenditure of the City's share of the County-wide Transportation Impact Fee levied on new construction. The City Collects the funds and remits 48% to the County, the City retains 52%. Out of the City share 48% remains in the Special Revenue Fund and 4% is administration fee which is accounted for in the General Fund. These funds may only be used for new capital growth related to transportation facilities.

Capital Project Fund: The Capital Project Fund is comprised of revenue received from an interfund transfer from the general fund each year and interest earned on the Capital Project fund balance. These funds are dedicated to items approved by the City Council in the Capital Improvement Program.

Local Option Sales Tax (Penny for Pinellas): The Local Option Sales Tax is established as a Capital Project Fund which accounts for the receipt and expenditure of the City's portion of the Local Option Infrastructure Surtax (One Cent Sales Tax) levied by Pinellas County for a 10 year period ending in February, 2000 and renewed in 2000 and 2010 by voter referendum. The City receives a portion of the proceeds based on an interlocal agreement between the City and the County. The proceeds can only be utilized for infrastructure projects and to purchase public safety vehicles with useful lives of at least five years. The City uses the bulk of this funding source to pay the debt service on the EOC/Public Works Administration facility, the Public Works Garage and the Community Center. It is also being utilized to pay for part of the waterfront Park project as well as drainage and road resurfacing projects. A fourth referendum for ten years starting in 2001 will be on the ballot this November. Passage of the referendum will have a major impact on the ability of the City to offer new and enhanced infrastructure and park facilities.

Grants: The Grant Fund is established to account for grants received by the City. These grants are often utilized as a match for capital improvement projects in the City.

CAPITAL IMPROVEMENT PROGRAM MAJOR CAPITAL PROJECT DESCRIPTIONS

Following is a description of the projects included in the FY18 Capital Improvement budget. These projects may be started or completed in FY18. Capital projects are defined as projects that have an estimated cost of \$25,000 or more or require more than one year for completion. The city places all projects in the Capital Improvement Fund. Additional detailed information on the project scope and revenue sources can be found in the following project description pages.

<u>Project</u>	<u>Amount</u>	<u>Description</u>
Street Paving/Annual	\$145,000	An annual program for repairing of asphalt streets. Streets are evaluated and prioritized based on technical criteria. This will reduce the cost of pothole repairs in future budgets. The operational savings on this project are a minor consideration on this project. The City Council and public are more concerned about the safety and comfort of smooth roadways.
Drainage Improvements/Annual	\$150,000	An annual program for drainage improvements. Projects are identified and prioritized in the drainage master plan. This will reduce the maintenance costs in future budgets. There is small future operational savings on this project but preventing flooding is more important than if there are future saving considerations do to this project.
Blossom Lake Park Playground	\$200,000	Initiate park master plan and first phase of Blossom Lake Park redevelopment project. There will be a reduction in maintenance costs while the apparatus is under warranty.
Liberty Lane Rehabilitation	\$175,000	Rehabilitation and resurfacing of Liberty Lane from Johnson Blvd. to Temple Ave. The road will save time and money once it is repaired and resurfaced.
Waterfront Park	\$900,000	A master plan has been prepared and use areas will be constructed as grants become available. Phase II will include an all access playground, parking and sidewalks. There will be additional expenses for utilities and maintenance. Costs will be offset by rentals and programming revenue.

Johnson Blvd. Rehabilitation	\$50,000	The road will be upgraded from a residential street to a collector roadway. The sub-base will be upgraded and the roadway and drainage improved. This will reduced the damage caused by busses that use the road as a transfer station. This will reduce and repairs and cost required to keep the roadway safe. Phase II (\$750,000) will occur in FY19.
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<u>Vehicle</u>	<u>Amount</u>	<u>Description</u>
Medium Fire Rescue	\$299,640	Replacement of a 2006 Heavy Duty Squad Rescue with a smaller Medium Duty Squad Rescue. The Department will show an operational savings while the unit is under warranty.

**CAPITAL IMPROVEMENT
PROGRAM FUND**

REVENUES

Balance as of 9/30/17	FYE 17/18	FYE 18/19	FYE 19/20	FYE 20/21	FYE 21/22	FYE 22/23	FYE 23/24	FYE 24/25	FYE 25/26	FYE 26/27
\$ 65,225	\$ -	\$ -	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400
Total	\$ -	\$ -	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400	\$ 7,400

Legislative

Council Chambers Technology										
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Administration - Library

Library Materials	\$ 18,197	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture Replacement	\$ 9,226	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total	\$ 27,422	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000

Administration Department

	Balance as of 9/30/17	FYE 17/18	FYE 18/19	FYE 19/20	FYE 20/21	FYE 21/22	FYE 22/23	FYE 23/24	FYE 24/25	FYE 25/26	FYE 26/27
2009 Ford Escape RV \$18,000 10 yr life (R-2019)	\$ 18,000	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
2011 Ford Escape RV \$20,000 8yr life (R-2019) (Shared with Fire)	\$ 10,000	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
2013 Forde Escape RV \$20,000 10yr life (R-2023)	\$ 12,560	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Furniture Replacement	\$ 14,389	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sta 32 Construction Project City Portion	\$ (113,407)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Red, White & Blue Initiative	\$ 5,449	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Art	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer System Upgrade											
Administration (4 computers, 3 servers)	\$ 20,590	\$ -	\$ -	\$ 1,760	\$ 1,760	\$ 1,760	\$ 1,760	\$ 1,760	\$ 1,760	\$ 1,760	\$ 1,760
City Manager/City Clerk (4 computers)	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works (3 computers)	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Finance (1 computers)	\$ 1,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation (11 computers, 1 server)	\$ 11,109	\$ -	\$ -	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700
Library (19 computers)	\$ 1,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 38,970	\$ -	\$ -	\$ 8,460	\$ 11,460	\$ 11,460	\$ 11,460	\$ 11,460	\$ 11,460	\$ 11,460	\$ 11,460

Administration - Recreation

Balance as of 9/30/17	FYE 17/18	FYE 18/19	FYE 19/20	FYE 20/21	FYE 21/22	FYE 22/23	FYE 23/24	FYE 24/25	FYE 25/26	FYE 26/27
2016 F-150 4x4 RV \$25,000 10 yr life (R 2025)	\$ (2,503)	\$ -	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
30 Passenger Van RV \$60,000 10 yr life (R-2021)	\$ 40,305	\$ -	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
<u>Facility Improvements</u>										
Recreation Center Bldg. Replacement/Repair	\$ 367,203	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
<u>Other Improvements</u>										
Recreation Ctr Equip- Game Rm/Sports	\$ 74,694	\$ -	\$ 2,525	\$ 2,525	\$ 2,525	\$ 2,525	\$ 2,525	\$ 2,525	\$ 2,525	\$ 2,525
Fitness Center Master Plan-Equip	\$ 114,774	\$ -	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
ADA Playground Equipment	\$ 103,050	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Family Aquatic Center Equipment	\$ 24,262	\$ -	\$ 1,680	\$ 1,680	\$ 1,680	\$ 1,680	\$ 1,680	\$ 1,680	\$ 1,680	\$ 1,680
Rec Furniture Replacement	\$ 63,955	\$ -	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
Community Building/Equipment- R&M	\$ 87,600	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Community Building Equipment	\$ 29,654	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total	\$ 902,994	\$ -	\$ 105,405	\$ 105,405	\$ 105,405	\$ 105,405	\$ 105,405	\$ 105,405	\$ 105,405	\$ 105,405

Code Enforcement/Inspections

	Balance as of 9/30/17	FYE 17/18	FYE 18/19	FYE 19/20	FYE 20/21	FYE 21/22	FYE 22/23	FYE 23/24	FYE 24/25	FYE 25/26	FYE 26/27
1999 Dodge Dakota RV \$15,000 10yr life (R-2009)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2011 Ford Ranger Pick Up RV \$18,000 10yr life (R-2021)	\$ 13,883	\$ -	\$ 2,070	\$ 2,070	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
2001 Dodge Dakota RV \$15,000 10yr life (R-2011)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2011 Ford Ranger Pick Up RV \$18,000 10yr life (R-2021)	\$ 13,883	\$ -	\$ 2,070	\$ 2,070	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
2005 GMC Canyon Pick Up RV \$18,000 10yr life (R-2016)	\$ 21,900	\$ -	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300
Computers (3 computers)	\$ 2,230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surplus											
TOTAL	\$ 51,896	\$ -	\$ 5,440	\$ 5,440	\$ 4,900	\$ 4,900	\$ 4,900	\$ 4,900	\$ 4,900	\$ 4,900	\$ 4,900

Public Works

Balance as of 9/30/17	FYE 17/18	FYE 18/19	FYE 19/20	FYE 20/21	FYE 21/22	FYE 22/23	FYE 23/24	FYE 24/25	FYE 25/26	FYE 26/27
\$ 27,910	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
\$ 20,773	\$ -	\$ -	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
\$ 236,000	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000

Park & Facility Improvements

Park Building- Shelter & Fencing Parks Equip & Repairs	\$ 27,910	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
City Park Playground	\$ 20,773	\$ -	\$ -	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
Blossom Lake Park Playground	\$ 236,000	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000

Public Works

Arrow Board RV \$5,000 10 yr life (R-2017)	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2016 Ford F750 Dump Tk RV \$85,000 15yr life (R-2031)	\$ 25,599	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
2012 Ford F750 Chassis/Water Truck RV \$77,000 15 yr life (R-2027)	\$ 23,474	\$ -	\$ 10,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
2000 F350 Bucket Truck RF \$48,000 20yr life (R-2020)	\$ 46,982	\$ -	\$ 2,041	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
2016 Ford F150 4x4 Pickup RV \$28,000 10yr life (R-2026)	\$ 7,473	\$ -	\$ 3,229	\$ 3,229	\$ 3,229	\$ 3,229	\$ 3,229	\$ 3,229	\$ 3,229	\$ 3,229
2016 Ford F350 W/Lift Gate RV \$36,000 12yr life (R-2028)	\$ 4,576	\$ -	\$ 3,825	\$ 3,825	\$ 3,825	\$ 3,825	\$ 3,825	\$ 3,825	\$ 3,825	\$ 3,825
2013 F-150 Ford PK XLT RV \$27,500 10yr life (R-2023)	\$ 18,592	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
2005 F-250 Ford Pickup RV \$25,000 15yr life (R-2020)	\$ 23,740	\$ -	\$ 2,500	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700
2006 F-250 Ford Pickup RV \$25,000 15yr life (R-2021)	\$ 21,360	\$ -	\$ 2,400	\$ 2,400	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700

Public Works

	Balance as of 9/30/17	FYE 17/18	FYE 18/19	FYE 19/20	FYE 20/21	FYE 21/22	FYE 22/23	FYE 23/24	FYE 24/25	FYE 25/26	FYE 26/27
2006 F-350 1 Ton Dump RV \$29,000 15yr life (R-2021)	\$ 26,150	\$ -	\$ -	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
2007 Ford F250 Pickup Liftgate RV \$25,000 15 yr life (R-2023)	\$ 24,737	\$ -	\$ -	\$ 1,670	\$ 1,670	\$ 1,670	\$ 1,670	\$ 1,670	\$ 1,670	\$ 1,670	\$ 1,670
2004 John Deere Backhoe RV \$65,000 20yr life (R-2024)	\$ 48,750	\$ -	\$ -	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750
2011 John Deere Mini Excavator RV \$38,000 15 yr life (R-2026)	\$ 13,324	\$ -	\$ -	\$ 3,541	\$ 3,924	\$ 3,924	\$ 3,924	\$ 3,924	\$ 3,924	\$ 3,924	\$ 3,924
2017 Jon Deere Mower RV \$13,000 7 yr life (R-2024)	\$ 1,030	\$ -	\$ -	\$ 775	\$ 775	\$ 775	\$ 775	\$ 775	\$ 775	\$ 775	\$ 775
2017 Jon Deere Mower RV \$13,000 7 yr life (R-2024)	\$ 1,040	\$ -	\$ -	\$ 775	\$ 775	\$ 775	\$ 775	\$ 775	\$ 775	\$ 775	\$ 775
2013 Ford Transit Utility Vans RV \$28,500 10 yr life (R-2024)	\$ 10,695	\$ -	\$ -	\$ 3,565	\$ 3,565	\$ 3,565	\$ 3,565	\$ 3,565	\$ 3,565	\$ 3,565	\$ 3,565
2013 Ford Transit Utility Vans RV \$28,500 10 yr life (R-2024)	\$ 10,695	\$ -	\$ -	\$ 3,565	\$ 3,565	\$ 3,565	\$ 3,565	\$ 3,565	\$ 3,565	\$ 3,565	\$ 3,565
2010 Ford 350 1 Ton Dump RV \$30,000 15yr life (R-2025)	\$ 18,000	\$ -	\$ -	\$ 3,265	\$ 2,000	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200
2015 Nissan Truck RV \$25,000 10yr life (R-2025)	\$ 10,199	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000

Public Works

Balance as of 9/30/17	FYE 17/18	FYE 18/19	FYE 19/20	FYE 20/21	FYE 21/22	FYE 22/23	FYE 23/24	FYE 24/25	FYE 25/26	FYE 26/27
<i>Infrastructure</i>										
Radio's RV \$13,500 7 yr life (R-2021)	\$ 12,463	\$ -	\$ 1,930	\$ 1,930	\$ 1,930	\$ 1,930	\$ 1,930	\$ 1,930	\$ 1,930	\$ 1,930
City Signage	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Roadway Resurfacing	\$ (0)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drainage Improvements	\$ 6,078	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Street Lights Installation	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Hall Bldg- Repairs & Replacement	\$ 194,111	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Land Acquisition & Development	\$ 463,690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waterfront Park Development	\$ 140,905	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,518,344	\$ -	\$ 216,231	\$ 210,908	\$ 210,208	\$ 210,408	\$ 210,408	\$ 210,408	\$ 210,408	\$ 210,408

Fire Department

	Funding	Balance as of 9/30/17	Funding FYE 17/18	Funding FYE 18/19	Funding FYE 19/20	Funding FYE 20/21	Funding FYE 21/22	Funding FYE 22/23	Funding FYE 23/24	Funding FYE 24/25	Funding FYE 25/26	Funding FYE 26/27
2014 Rosenbauer Aerial \$550,000 in 2030	County City	\$36,044 \$14,212	\$29,884 \$11,783	\$29,884 \$11,783	\$29,884 \$11,783	\$29,884 \$11,783	\$29,884 \$11,783	\$29,884 \$11,783	\$29,884 \$11,783	\$29,884 \$11,783	\$29,884 \$11,783	\$29,884 \$11,783
2006 Pierce Squad \$299,465 in 2018 w/Medium Squad	County City	\$203,594 \$80,279	\$11,180 \$4,408	\$11,180 \$4,408	\$11,180 \$4,408	\$11,180 \$4,408	\$11,180 \$4,408	\$11,180 \$4,408	\$11,180 \$4,408	\$11,180 \$4,408	\$11,180 \$4,408	\$11,180 \$4,408
2012 Pierce ALS Engine \$400,000 in FY24	County City	\$109,588 \$43,211	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028
2014 Pierce ALS Engine \$400,000 in FY26	County City	\$76,296 \$30,084	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028
2006 Pierce ALS Engine \$435,465 in FY19	County City	\$251,888 \$99,322	\$34,996 \$13,799	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028	\$25,432 \$10,028
2009 Pierce ALS Engine \$400,000 in FY21	County City	\$177,607 \$70,033	\$27,318 \$10,772	\$27,318 \$10,772	\$27,318 \$10,772	\$27,318 \$10,772	\$23,908 \$9,427	\$23,908 \$9,427	\$23,908 \$9,427	\$23,908 \$9,427	\$23,908 \$9,427	\$23,908 \$9,427
2004 Carolina Skiff Boat \$83,000 FY2022	County City	\$23,066 \$9,095	\$19,126 \$7,541	\$19,126 \$7,541	\$19,126 \$7,541	\$19,126 \$7,541	\$19,126 \$7,541	\$19,126 \$7,541	\$19,126 \$7,541	\$19,126 \$7,541	\$19,126 \$7,541	\$19,126 \$7,541
SCBA System replacement \$260,000 in 2028	County City	\$18,398 \$7,255	\$18,398 \$7,255	\$18,398 \$7,255	\$18,398 \$7,255	\$18,398 \$7,255	\$18,398 \$7,255	\$18,398 \$7,255	\$18,398 \$7,255	\$18,398 \$7,255	\$18,398 \$7,255	\$18,398 \$7,255
Total Annual Appropriation	County City	\$1,424,764 \$561,799	\$191,766 \$75,614	\$182,202 \$71,843	\$182,202 \$71,843	\$182,202 \$71,843	\$178,792 \$70,498	\$178,792 \$70,498	\$178,792 \$70,498	\$178,792 \$70,498	\$178,792 \$70,498	\$178,792 \$70,498
		\$1,986,563	\$267,380	\$254,045	\$254,045	\$254,045	\$249,290	\$249,290	\$249,290	\$249,290	\$249,290	\$249,290

**CAPITAL IMPROVEMENT
PROGRAM FUND**

PROJECT PROPOSALS

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

PROJECTS								
DEPT.	PROJECT TITLE	FY17 Current	FY18	FY19	FY20	FY21	FY22	TOTAL FY17-FY22
PW A	Street Resurfacing	155,000	145,000	150,000	150,000	150,000	150,000	900,000
PW A	Drainage Improvements	100,000	150,000	150,000	150,000	150,000	150,000	850,000
Admin	Waterfront Park	927,875	900,000	400,000	200,000	0	0	2,427,875
PW A	Blossom Lake Park Playground	0	200,000	0	0	0	0	200,000
PW A	Liberty Lane Street Rehabilitation	0	175,000	0	0	0	0	175,000
PW A	Street Rehabilitation Johnson Blvd.	0	50,000	750,000	0	0	0	800,000
PW A	City Hall Exterior Rehabilitation	0	0	0	165,000	0	0	165,000
TOTAL		1,182,875	1,620,000	1,450,000	665,000	300,000	300,000	5,517,875
Funding sources		1,457,875	1,620,000	1,450,000	665,000	300,000	300,000	5,792,875
Difference (rev-exp)		275,000	0	0	0	0	0	275,000

VEHICLE REPLACEMENT								
		FY17 Current	FY18	FY19	FY20	FY21	FY22	TOTAL FY16-FY21
Fire	Medium Rescue	0	299,640	0	0	0	0	299,640
Fire	Fire Engine	0	0	435,465	0	0	0	435,465
PW	Ford F350 Bucket Truck	0	0		48,000	0	0	48,000
PW	Ford F250	0	0	0	25,000	0	0	25,000
PW	Ford F350 Dump Truck	0	0	0	0	35,128	0	35,128
PW	Ford F250	0	0	0	0	25,000	0	25,000
TOTAL		0	299,640	435,465	73,000	60,128	0	868,233
Funding sources		0	299,640	435,465	73,000	60,128	0	868,233
Difference (rev-exp)		0	0	0	0	0	0	0

EQUIPMENT REPLACEMENT								
DEPT.		FY17 Current	FY18	FY19	FY20	FY21	FY22	TOTAL FY17-FY22
PW	Radio					13,000		13,000
								0
TOTAL		0	0	0	0	0	0	13,000
Funding sources		0	0	0	0	13,000	0	13,000
Difference (rev-exp)		0	0	0	0	13,000	0	0

TOTAL FOR CIP FUND	1,182,875	1,919,640	1,885,465	738,000	360,128	300,000	6,399,108
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**CITY OF SEMINOLE
CAPITAL IMPROVEMENT PROJECT PROPOSAL**

PROJECT TITLE: Street Resurfacing

DEPARTMENT: Public Works

PROJECT TYPE: Roadways

Division: Administration

PROJECT DESCRIPTION:
Resurfacing for FY18 will be based on the Pavement Management Program.

108th St from 84th Ave to 86th Ave	117th Way from 108th Ave to 112th Ave
84th Ave from 108th Way to 108th st	106th Ave from 119th St to 118th St
108th Way from 84th Ave to 86th Ave	106th Ct from 117th Way to Cul
109th Way from 84th ave to 86th Ave	108th Ave from 117th Way to Cul
109th St from 84th Ave to 86th Ave	117th Lane from 118th Ct to 109th Ct
112th Ave from 117thWay to 117th St	109th Ct from 118th St to 117th Ln
117th St from 112th Ave to 108th Ct	118th St form DE to 106th Ave
108th St from 117th Way to 118th St	106th Ave from 118th St to 117th Ln
106th Ave from 119th St to 118th St	117th Ln from 106th Ave to 106th Ct
110th Terr from 117th Way 117th St	106th Ct from 118th St to 117th Ln
111th Terr from 117th Way to 118th St	108th Ave from 118th St to Cul

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

LIFE EXPECTANCY OF PROJECT: 15 Years

COST ESTIMATE METHOD (SOURCE): Contractor Estimated Cost

PROJECT COST SCHEDULE							
	Current FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	5 Year TOTAL
CAPITAL COSTS							
Planning /Engineering/Design							
Legal/permits							
Land acquisition							
Land preparation							
Construction	155,000	145,000	150,000	150,000	150,000	150,000	900,000
Other (Specify):							
SUBTOTAL	155,000	145,000	150,000	150,000	150,000	150,000	900,000

PROJECT FUNDING SCHEDULE							
CAPITAL FUNDING SOURCES (Itemize)							
Existing CIP Allocation		23,668					23,668
Penny for Pinellas	155,000	121,332	150,000	150,000	150,000	150,000	876,332
Bonds							
Transportation Impact							
Not Funded							
Grants (List Specific)							
TOTAL	155,000	145,000	150,000	150,000	150,000	150,000	900,000

**CITY OF SEMINOLE
CAPITAL IMPROVEMENT PROJECT PROPOSAL**

**PROJECT TITLE: Drainage
Improvements**

DEPARTMENT: Public Works

PROJECT TYPE: Construction

Division: Administration

PROJECT DESCRIPTION: Drainage rehabilitation and improvement that have been identified in the Stormwater CIP Repair and Maintenance Plan

Estimated financial impact: There would be a slight reduction in maintenance and repair costs after construction is completed. The pipe replacement would eliminate the potential for a large unexpected repair project in the FY18 budget.

LIFE EXPECTANCY OF PROJECT: 50 Years

COST ESTIMATE METHOD (SOURCE): Contractor Estimated Cost

PROJECT COST SCHEDULE							
	Current						5 Year
	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	TOTAL
CAPITAL COSTS							
Planning /Engineering/Design							
Legal/permits							
Land acquisition							
Land preparation							
Construction	100,000	150,000	150,000	150,000	150,000	150,000	850,000
Other (Specify):							
SUBTOTAL	100,000	150,000	150,000	150,000	150,000	150,000	850,000

PROJECT FUNDING SCHEDULE							
CAPITAL FUNDING SOURCES (Itemize)							
Existing CIP Allocation							
Penny for Pinellas	100,000	150,000	150,000	150,000	150,000	150,000	850,000
Transportation Impact							
Not Funded							
Grants (List Specific)							
TOTAL	100,000	150,000	150,000	150,000	150,000	150,000	850,000

**CITY OF SEMINOLE
CAPITAL IMPROVEMENT PROJECT PROPOSAL**

PROJECT TITLE: Waterfront Park

DEPARTMENT: Public Works

PROJECT TYPE: Construction

Division: Administration

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

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

LIFE EXPECTANCY OF PROJECT:

COST ESTIMATE METHOD (SOURCE):

PROJECT COST SCHEDULE							
	Current FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	5 Year TOTAL
CAPITAL COSTS							0
Planning /Engineering/Design							0
Legal/permits							0
Land acquisition							0
Land preparation							0
Construction	927,875	900,000	400,000	200,000			2,427,875
Capital Equipment							0
Other (Specify):							0
SUBTOTAL	927,875	900,000	400,000	200,000	0	0	2,427,875

PROJECT FUNDING SCHEDULE							
CAPITAL FUNDING SOURCES (Itemize)							0
Existing CIP Allocation	827,875	375,409					1,203,284
Penny for Pinellas		424,591	200,000	100,000			724,591
Bonds							0
Transportation Impact							0
Not Funded							0
Grants (LWCF/FRDAP)	100,000	100,000	200,000	100,000			500,000
TOTAL	927,875	900,000	400,000	200,000	0	0	2,427,875

**CITY OF SEMINOLE
CAPITAL IMPROVEMENT PROJECT PROPOSAL**

**PROJECT TITLE: Blossom Lake Park
Redevelopment Project**

DEPARTMENT: Public Works

PROJECT TYPE: Playground Improvements

Division: Administration

PROJECT DESCRIPTION:

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

Estimated financial impact: There will be an decrease in maintenance costs for new playground structures that will be offset initailly by equipment warranties.

LIFE EXPECTANCY OF PROJECT: 15 Years

COST ESTIMATE METHOD (SOURCE): Contractor Estimated Cost

PROJECT COST SCHEDULE							
	Current FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	5 Year TOTAL
CAPITAL COSTS							
Planning /Engineering/Design		50,000					
Legal/permits							
Land acquisition							
Land preparation							
Construction		150,000					150,000
Other (Specify):							
SUBTOTAL	0	200,000	0	0	0	0	150,000

PROJECT FUNDING SCHEDULE							
CAPITAL FUNDING SOURCES (Itemize)							
Existing CIP Allocation		200,000					200,000
Penny for Pinellas							
Bonds							
Transportation Impact							
Not Funded							
Grants (List Specific)							
TOTAL	0	200,000	0	0	0	0	200,000

**CITY OF SEMINOLE
CAPITAL IMPROVEMENT PROJECT PROPOSAL**

**PROJECT TITLE: Street Rehabilitation
Liberty Lane**

DEPARTMENT: Public Works

PROJECT TYPE: Roadways

Division: Administration

PROJECT DESCRIPTION:
 Rehabilitation and resurfacing of Liberty Lane from Johnson Blvd to Temple Ave.
 As part of the developmental agreement with the owners of the new Seminole City Center Mall ownership of Liberty Lane will be transferred from the mall to the City. It will be the City's responsibility to repair and upgrade the City roadway to meet city roadway standards.

Estimated financial impact: This project will bring the City roadway up to current city standards. After construction the city will be required to maintain the roadway. Future maintenance will be included in the citywide street resurfacing program.

LIFE EXPECTANCY OF PROJECT: 20 Years

COST ESTIMATE METHOD (SOURCE): Contractor Estimated Cost

PROJECT COST SCHEDULE							
	Current FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	5 Year TOTAL
CAPITAL COSTS							
Planning /Engineering/Design		10,000					10,000
Legal/permits							
Land acquisition							
Land preparation							
Construction		165,000					165,000
Other (Specify):							
SUBTOTAL	0	175,000	0	0	0	0	175,000

PROJECT FUNDING SCHEDULE							
CAPITAL FUNDING SOURCES (Itemize)							
Existing CIP Allocation							
Penny for Pinellas		175,000					175,000
Bonds							
Transportation Impact							
Not Funded							
Grants (List Specific)							
TOTAL	0	175,000	0	0	0	0	175,000

**CITY OF SEMINOLE
CAPITAL IMPROVEMENT PROJECT PROPOSAL**

**PROJECT TITLE: Street Rehabilitation
Johnson Blvd**

DEPARTMENT: Public Works

PROJECT TYPE: Roadways

Division: Administration

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

Estimated financial impact: This project will bring a collector road up to required standards and should reduce future maintenance costs since it will be constructed to withstand its actual use.

LIFE EXPECTANCY OF PROJECT: 20 Years

COST ESTIMATE METHOD (SOURCE): Contractor Estimated Cost

PROJECT COST SCHEDULE							
	Current FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	5 Year TOTAL
CAPITAL COSTS							
Planning /Engineering/Design		50,000					50,000
Legal/permits							
Land acquisition							
Land preparation							
Construction			750,000				750,000
Other (Specify):							
SUBTOTAL	0	50,000	750,000	0	0	0	800,000

PROJECT FUNDING SCHEDULE							
CAPITAL FUNDING SOURCES (Itemize)							
Existing CIP Allocation							
Penny for Pinellas			362,210				362,210
Bonds							
Transportation Impact		50,000	387,790				437,790
Not Funded							
Grants (List Specific)							
TOTAL	0	50,000	750,000	0	0	0	800,000

**CITY OF SEMINOLE
CAPITAL IMPROVEMENT PROJECT PROPOSAL**

PROJECT TITLE: City Hall
Exterior Rehabilitation Project

DEPARTMENT: Public Works

PROJECT TYPE: Facility Maint

Division: Administration

PROJECT DESCRIPTION:

Complete exterior rehabilitation of City Hall. Project will rehabilitate the exterior structural finishes, windows, and sealant.

Estimated financial impact: This project will have little impact on operational expenses going forward.

LIFE EXPECTANCY OF PROJECT: 15 Years

COST ESTIMATE METHOD (SOURCE): Contractor Estimated Cost

PROJECT COST SCHEDULE

	Current FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	5 Year TOTAL
CAPITAL COSTS							
Planning /Engineering/Design							15,000
Legal/permits							
Land acquisition							
Land preparation							
Construction				165,000			165,000
Other (Specify):							
SUBTOTAL	0	0	0	165,000	0	0	180,000

PROJECT FUNDING SCHEDULE

CAPITAL FUNDING SOURCES (Itemize)							
Existing CIP Allocation				165,000			165,000
Penny for Pinellas							
Bonds							
Transportation Impact							
Not Funded							
Grants (List Specific)							
TOTAL	0	0	0	165,000	0	0	165,000

**CAPITAL IMPROVEMENT
PROGRAM FUND**

**VEHICLE REPLACEMENT
PROPOSALS**

**CITY OF SEMINOLE
CAPITAL VEHICLE PURCHASE PLAN**

VEHICLE TYPE: Medium Squad Rescue

DEPARTMENT: Fire Rescue

REPLACEMENT/NEW: Replacement

Division: Operations

VEHICLE DESCRIPTION:
This vehicle is to replace a 2006 Heavy Duty Squad Rescue with a smaller Medium Duty Squad Rescue

Estimated financial impact: This vehicle will replace a 2006 Rescue Unit resulting in a decrease in repair costs while the vehicle is under warranty.

LIFE EXPECTANCY OF VEHICLE: 15 years.

COST ESTIMATE METHOD (SOURCE): Bid

LOCATION:	VEHICLE COST SCHEDULE						
	Current FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	5 Year TOTAL
CAPITAL COSTS							0
Vehicle Purchase		299,460					299,460
Vehicle in Service Costs							0
							0
							0
Other (Specify):							0
SUBTOTAL	0	299,460	0	0	0	0	299,460

VEHICLE FUNDING SCHEDULE

CAPITAL FUNDING SOURCES (Itemize)							
Existing CIP Allocation		299,460					299,460
Trade In							0
Grants (List Specific)							0
TOTAL	0	299,460	0	0	0	0	299,460

**CITY OF SEMINOLE
CAPITAL VEHICLE PURCHASE PLAN**

VEHICLE TYPE: Fire Engine

DEPARTMENT: Fire Rescue

REPLACEMENT/NEW: Replacement

Division: Operations

VEHICLE DESCRIPTION:

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

Estimated financial impact: This vehicle will replace a 1999 Engine and will reduce maintenance costs especially while it is under warranty.

LIFE EXPECTANCY OF VEHICLE: 15 years.

COST ESTIMATE METHOD (SOURCE): Bid

LOCATION:	VEHICLE COST SCHEDULE						5 Year TOTAL
	Current FY 17	FY 18	FY 19	FY 20	FY 20	FY 21	
CAPITAL COSTS							0
Vehicle Purchase			435,465				435,465
Vehicle in Service Costs							0
							0
							0
Other (Specify):							0
SUBTOTAL	0	0	435,465	0	0	0	435,465

VEHICLE FUNDING SCHEDULE

CAPITAL FUNDING SOURCES (Itemize)							
Existing CIP Allocation			435,465				435,465
Trade In							0
Grants (List Specific)							0
TOTAL	0	0	435,465	0	0	0	435,465

**CITY OF SEMINOLE
CAPITAL VEHICLE PURCHASE PLAN**

VEHICLE TYPE: Ford F350 Bucket Truck

DEPARTMENT: Public Works

REPLACEMENT/NEW: Replacement

Section: Infrastructure

VEHICLE DESCRIPTION:

This vehicle is to replace a 2000 Ford F350 Bucket Truck.

Estimated financial impact: This vehicle will replace a 2000 vehicle resulting in a reduction in repair expenses while the new vehicle is under warranty.

LIFE EXPECTANCY OF VEHICLE: 20 Years

COST ESTIMATE METHOD (SOURCE): Bid

LOCATION:	VEHICLE COST SCHEDULE						
	Current FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	5 Year TOTAL
CAPITAL COSTS							0
Vehicle Purchase				48,000			48,000
Vehicle in Service Costs							0
							0
							0
Other (Specify):							0
SUBTOTAL	0	0	0	48,000	0	0	48,000

VEHICLE FUNDING SCHEDULE							
CAPITAL FUNDING SOURCES (Itemize)							0
Existing CIP Allocation				48,000			48,000
Grants (List Specific)							0
TOTAL	0	0	0	48,000	0	0	48,000

**CITY OF SEMINOLE
CAPITAL VEHICLE PURCHASE PLAN**

VEHICLE TYPE: Ford F250

DEPARTMENT: Public Works

REPLACEMENT/NEW: Replacement

Section: Transportation

VEHICLE DESCRIPTION:
This vehicle is to replace a 2005 Ford F250.

Estimated financial impact: This vehicle will replace a 2005 vehicle resulting in a reduction in repair expenses while the new vehicle is under warranty.

LIFE EXPECTANCY OF VEHICLE: 15 Years

COST ESTIMATE METHOD (SOURCE): Bid

LOCATION:	VEHICLE COST SCHEDULE						
	Current FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	5 Year TOTAL
CAPITAL COSTS							0
Vehicle Purchase				25,000			25,000
Vehicle in Service Costs							0
							0
							0
Other (Specify):							0
SUBTOTAL	0	0	0	25,000	0	0	25,000

VEHICLE FUNDING SCHEDULE							
CAPITAL FUNDING SOURCES (Itemize)							0
Existing CIP Allocation				25,000			25,000
Surplus Sale							0
Grants (List Specific)							0
TOTAL	0	0	0	25,000	0	0	25,000

**CITY OF SEMINOLE
CAPITAL VEHICLE PURCHASE PLAN**

VEHICLE TYPE: Ford F 350 Dump Truck

DEPARTMENT: Public Works

REPLACEMENT/NEW: Replacement

Section: Parks & Grounds

VEHICLE DESCRIPTION:

This vehicle is to replace a 2006 Ford F350 Dump Truck

Estimated financial impact: This vehicle will replace a 2006 Ford F350 Dump Truck resulting in a reduction in repair expenses while the new vehicle is under warranty.

LIFE EXPECTANCY OF VEHICLE: 15 Years

COST ESTIMATE METHOD (SOURCE): Bid

LOCATION:	VEHICLE COST SCHEDULE						
	Current FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	5 Year TOTAL
CAPITAL COSTS							0
Vehicle Purchase					35,128		35,128
Vehicle in Service Costs							0
Other (Specify):							0
SUBTOTAL	0	0	0	0	35,128	0	35,128

VEHICLE FUNDING SCHEDULE							
CAPITAL FUNDING SOURCES (Itemize)							
Existing CIP Allocation					35,128		35,128
Not Funded							0
Grants (List Specific)							0
TOTAL	0	0	0	0	35,128	0	35,128

**CITY OF SEMINOLE
CAPITAL VEHICLE PURCHASE PLAN**

VEHICLE TYPE: Ford F 250

DEPARTMENT: Public Works

REPLACEMENT/NEW: Replacement

Section: Parks & Grounds

VEHICLE DESCRIPTION:
 This vehicle is to replace a 2006 Ford F250 pickup truck

Estimated financial impact: This vehicle will replace a 2006 Ford F250 pickup truck resulting in a reduction in repair expenses while the new vehicle is under warranty.
LIFE EXPECTANCY OF VEHICLE: 15 Years

COST ESTIMATE METHOD (SOURCE): Bid

LOCATION:	VEHICLE COST SCHEDULE						
	Current FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	5 Year TOTAL
CAPITAL COSTS							0
Vehicle Purchase					25,000		25,000
Vehicle in Service Costs							0
Other (Specify):							0
SUBTOTAL	0	0	0	0	25,000	0	25,000

VEHICLE FUNDING SCHEDULE							
CAPITAL FUNDING SOURCES (Itemize)							
Existing CIP Allocation					25,000		25,000
Trade In							0
Grants (List Specific)							0
TOTAL	0	0	0	0	25,000	0	25,000

**CAPITAL IMPROVEMENT
PROGRAM FUND**

**EQUIPMENT REPLACEMENT
PROPOSALS**

**CITY OF SEMINOLE
CAPITAL EQUIPMENT PURCHASE PLAN**

EQUIPMENT TYPE: Radio

DEPARTMENT: Public Works

REPLACEMENT/NEW: NEW

Section: Infrastructure

EQUIPMENT DESCRIPTION:
Public Works Radios

Estimated financial impact: Replacement will reduce future maintaince costs

LIFE EXPECTANCY OF EQUIPMENT: 7 Years

COST ESTIMATE METHOD (SOURCE): Bid

LOCATION:	EQUIPMENT COST SCHEDULE						
	Current FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	5 Year TOTAL
CAPITAL COSTS							0
Equipment Purchase					13,000		13,000
							0
							0
							0
							0
							0
Other (Specify):							0
SUBTOTAL	0	0	0	0	13,000	0	13,000

EQUIPMENT FUNDING SCHEDULE							
CAPITAL FUNDING SOURCES (Itemize)							
Existing CIP Allocation					13,000		13,000
Not Funded							0
Grants (List Specific)							0
TOTAL	0		0	0	13,000	0	13,000





**CITY
OF
SEMINOLE**

**SPECIAL EVENTS
FUND**

SPECIAL EVENT FUND

A Special Events Fund was developed and submitted during the budget process for inclusion into the Annual Budget. This is the ninth year the city will be utilizing a special events fund. The process allows for a separate evaluation, review and selection of special events, as well as the identification of revenue sources to be used. The Special Revenue Fund was expected to cover most of the cost of the operations in the first year. This fund was deemed to have a public benefit in addition to the benefits to specific users and as such was provided with a subsidy from the General Fund to cover any shortfalls between the cost of operation and the revenue generated. The City reached its goal to have the Special Events Fund cover all of its expenses from donations and fees by the third year of operation and will not require a subsidy from the General Fund for any direct or indirect costs.

In order to qualify for inclusion in the Special Events Fund the activity has to be considered a city wide event. The event is not required to be self-supporting to receive consideration to be included in the fund. It takes many activities a few years to find its client base and generate sufficient attendance to become self-supporting. Some events like POW Wow generate a surplus that is used to help support worthwhile events that cannot support themselves.

Music in the Park



Pow Wow Festival



Winterfest



CITY OF SEMINOLE
Special Events

ACCOUNT	Dept/Div Acct. #0574	FY12	FY13	FY14	FY15	FY16	FY17	FY18	% Change FY17 TO FY18
		Actual	Actual	Actual	Actual	Actual	Adopted	Proposed	
Salaries - Seasonal	1300	4,243	3,757	983	537	60	1,750	1,750	0.0%
Salaries - Overtime	1400	6,754	1,725	4,528	5,525	3,464	2,500	2,500	0.0%
FICA	2100	829	500	408	427	108	500	500	0.0%
FRS	2210	299	18	278	339	111	18	18	0.0%
Daddy Dghtr-Contract Svce	3402	0	500	0	830	1,550	1,800	1,400	-22.2%
Freaky Fri-Contract Svce	3406	1,023	1,800	975	400	1,242	1,500	1,500	0.0%
Sr Adult Lunch-Contract Svce	3407	777	1,000	400	200	500	650	650	0.0%
Movies U Strs-Contract Svce	3409	993	2,000	1,027	1,053	715	2,000	2,000	0.0%
Haunted Hallowen-Contract Svce	3411	2,703	2,000	2,003	2,500	3,318	3,000	4,200	40.0%
Open House	3413	0	500	0	500	500	500	250	-50.0%
Fit Kids Triathlon-Contract Svce	3414	1,510	1,500	16,165	0	1,200	1,500	1,500	0.0%
Winterfest/Tree-Contract Svce	3417	7,450	2,500	27,290	9,490	10,676	19,075	12,000	-37.1%
Pow Wow-Contract Svce	3428	17,796	18,000	17,568	15,922	15,440	18,000	26,500	47.2%
Music in the Park-Contract Svce	3429	12,971	10,500	12,145	9,119	13,360	9,360	9,250	-1.2%
Liability Insurance	4500	0	950	0	0	0	1,049	0	-100.0%
Daddy Dghtr-Oper Supp	5202	1,366	1,500	1,612	514	763	1,000	1,000	0.0%
Teen Board Activities	5204	8,016	5,000	5,861	6,588	6,513	7,000	7,000	0.0%
Brkfst w/Santa-Oper Supp	5205	234	400	512	308	298	500	500	0.0%
Freaky Fri-Oper Supp	5206	1,919	2,700	900	1,414	2,031	2,250	2,250	0.0%
Sr Adult Lunch-Oper Supp	5207	1,970	3,000	1,630	1,301	1,596	2,000	2,000	0.0%
Fit over 50-Oper Supp	5208	900	1,200	1,100	1,140	1,065	1,200	1,200	0.0%
Movies U Strs-Oper Supp	5209	169	500	260	451	892	500	500	0.0%
Senior Lounge Operating Supplie	5212	315	0	335	224	239	450	450	0.0%
Family Fun Day-Oper Supp	5213	0	500	129	130	90	250	500	100.0%
Fit Kids Triathlon-Oper Supp	5214	7,053	5,500	5,531	95	3,633	5,500	5,500	0.0%
Music in the Park-Oper Supp	5215	2,971	3,400	1,459	1,570	1,240	2,250	2,250	0.0%
Winterfest/Tree-Oper Supp	5217	1,220	7,500	766	2,366	1,137	750	750	0.0%
Doggie Derby	5218	259	294	66	122	175	300	300	0.0%
Great American Camp Out	5222	0	0	0	0	129	500	500	0.0%
Pow Wow-Oper Supp	5225	7,787	8,300	12,690	10,736	9,017	8,300	9,150	10.2%
Haunted Hallowen-Oper Supp	5232	2,442	2,000	2,247	1,604	1,089	1,500	1,500	0.0%
Craft Fair-Operating Supplies	5234	0	0	0	0	107	500	750	50.0%
Bridal Showcase-Oper Supplies	5238	0	0	0	0	319	1,000	1,000	0.0%
Art in the Park - Oper Supplies	5239	0	0	0	0	0	500	500	0.0%
SPECIAL EVENT TOTAL		95,440	89,144	119,834	76,308	82,944	99,452	101,618	22.5%

FY18 SPECIAL EVENTS REVENUES

Account #	DESCRIPTION	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY18 Adopted	% Change FY17/18
33-03-47-4901	Diaper Derby	0	0	0	0	400	0	0	0.0%
33-0347-4902	Daddy Daughter	2,115	1,535	2,175	1,625	1,820	2,800	2,450	-12.5%
33-0347-4904	Teen Board Activities	7,140	8,817	10,607	9,107	7,605	7,000	7,000	0.0%
33-0347-4905	Breakfast w/Santa	540	620	605	910	768	500	575	15.0%
33-0347-4906	Freaky Fridays	5,846	4,773	3,624	4,880	6,733	4,500	6,000	33.3%
33-0347-4907	Senior Adult Luncheons	2,730	2,343	2,453	1,092	1,085	2,500	1,680	-32.8%
33-0347-4908	Fit over 50	2,130	2,125	1,332	1,820	1,645	1,500	1,605	7.0%
33-0347-4909	Movies under the Stars	321	614	931	976	1,136	750	1,000	33.3%
33-0347-4910	Pow Wow Festival & Parade	44,419	43,097	44,675	50,068	50,625	38,000	40,450	6.4%
33-0347-4911	Haunted Halloween	6,483	6,833	6,887	6,638	7,098	6,500	6,808	4.7%
33-0347-4912	Senior Lounge	900	1,200	931	399	675	1,000	2,760	176.0%
33-0347-4914	Fit Kids Triathlon	14,041	1,465	4,945	-240	5,587	9,100	7,725	-15.1%
33-0347-4915	Music in the Park	10,966	8,579	9,768	10,444	12,651	10,500	11,550	10.0%
33-0347-4917	Winterfest/Tree Lighting	300	419	220	1,760	1,110	500	300	-40.0%
33-0347-4918	Doggie Derby	612	0	344	401	336	300	300	0.0%
33-0347-4920	Craft Fair	0	0	0	0	0	500	750	50.0%
33-0347-4921	Bridal ShowCase	0	0	0	0	0	1,250	1,000	-20.0%
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	625	500	800	60.0%
33-0369-9200	Misc Revenue	55	14	10	941	801	11,502	8,615	-25.1%
TOTAL - REVENUES		98,598	82,434	89,512	90,821	100,700	99,452	101,618	2.2%
33-0381-5000	Interfund Transfer from Recre	0	0	0	0	0	0	0	#DIV/0!
TOTAL - ALL FUNDING SOURCES		98,598	82,434	89,512	90,821	100,700	99,452	101,618	2.2%





CITY
OF
SEMINOLE

DEBT FUNDS

DEBT SERVICE FUND

A Debt Service Fund was developed and submitted during the budget process for inclusion into the Annual Budget. This is the sixth year the city will be utilizing a Debt Service fund. The City entered into a bond agreement with Wachovia Bank, N.A. and the Florida Municipal Loan Council in September 2009 and refinanced on September 2014 with Wells Fargo. A condition of the loan agreement was the creation of a budgeted fund with sufficient revenues to be paid into the fund to cover the principal and interest payments due in the budgeted year. The last of our debt payment obligations will be in December 2019.

FY18 DEBT SERVICE FUND REVENUES

Account #	DESCRIPTION	FY12	FY13	FY14	FY15	FY16	FY17	FY18	% Change
		Actual	Actual	Actual	Actual	Actual	Adopted	Adopted	FY17/FY18
12-03-12-6000	One Cent Surtax	740,891	713,660	713,660	960,082	960,513	960,512	961,063	0.1%
TOTAL - REVENUES		740,891	993,335	713,660	960,082	960,513	960,512	961,063	0.1%

CITY OF SEMINOLE
FY18 BUDGET
Debt Service

ACCOUNT	Dept/Div	FY12	FY13	FY14	FY15	FY16	FY17	FY18	% Change
	Acct. #574	Actual	Actual	Actual	Actual	Actual	Adopted	Adopted	FY17 TO
									FY18
Principal	12-05-19-7000	482,093	781,391	531,913	903,909	915,211	926,376	938,228	1.3%
Interest	12-05-19-7001	258,798	211,944	181,747	56,173	45,302	34,136	22,835	-33.1%
TOTAL		740,891	993,335	713,660	960,082	960,513	960,512	961,063	0.1%





**CITY
OF
SEMINOLE**

**TREE/LANDSCAPE
MITIGATION**

TREE/LANDSCAPE MITIGATION FUND

A Tree/Landscape Mitigation Fund was developed and submitted during the budget process for inclusion into the Annual Budget. This is the fifth year the city will be utilizing this fund. During large development projects a developer may ask for permission to remove hardwood trees as part of the development agreement. While the City makes every effort to limit the number and size of trees to be removed the developer may be permitted to pay a mitigation fee based on the number and size of the trees removed. This money is to be used to plant trees and landscaping throughout the City. This will enable the City to plant the next generation of oak trees in our parks and medians.

Trees planted in the playground at city park will grow into a natural shade canopy



Recently planted trees replace dying trees or those damaged by storm events



FY18 TREE/LANDSCAPE MITIGATION FUND REVENUES

Account #	DESCRIPTION	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY18 Proposed	% Change FY17/FY18
34-0329-0000	Tree Mitigation Fees	0	1,248	47,160	50,000	9,375	50,000	50,000	0.0%
TOTAL - REVENUES		0	1,248	47,160	50,000	9,375	50,000	50,000	0.0%

* Fund created in FY12

**CITY OF SEMINOLE
FY18 BUDGET
TREE/LANDSCAPE MITIGATION FUND**

ACCOUNT	Dept/Div	FY12	FY13	FY14	FY15	FY16	FY17	FY18	% Change
	Acct. #574	Actual	Actual	Actual	Actual	Actual	Adopted	Proposed	FY17 TO FY18
Professional Services	34-0539-3100	0	0	0	10,000	0	10,000	10,000	0.0%
Operating Supplies	34-0539-5265	0	34,405	47,160	40,000	275	40,000	40,000	0.0%
SPECIAL EVENT TOTAL		0	34,405	47,160	50,000	275	50,000	50,000	0.0%

* Fund created in FY12



GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

CAPITAL IMPROVEMENT ELEMENT (CIE) - That portion of the Capital Improvements Plan which is necessary to meet the requirements of the Growth Management Act.

CAPITAL IMPROVEMENT PROGRAM (CIP) - A comprehensive long-range schedule of approved capital improvements indicating priority in terms of need and ability to finance. The program covers a ten-year period, the first year of which is adopted as the Capital Improvement Budget.

CAPITAL EXPENDITURE - The purchase, acquisition or construction of any item having a unit cost of \$500 or more with a useful life of at least one year. Typical capital outlay includes vehicles, computers, equipment, facilities etc.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GOVERNMENTAL FUNDS – Apply to all funds except for the profit and loss funds. Examples are the general fund and capital projects fund.

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

HOMESTEAD EXEMPTION - Pursuant to the Florida State Constitution, the first \$25,000 of assessed value of a home which the owner occupies as principal residence is exempt from the property tax.

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

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

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

LEED CERTIFICATION – A internationally recognized green building certification program, developed by the U.S. Green Building Council, providing verification that measureable green building design, construction, operations and maintenance strategies have been used. The certification rating levels are Platinum, Gold, Silver and Certified

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

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

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

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

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

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

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

PEOPLE COST - Refers to costs directly associated with employees, including salaries and benefits.

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

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

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

R&M - Repairs and Maintenance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WORKING CAPITAL – Represents operating liquidity available to the City. Positive Working Capital ensure the City is able to continue its operations after making required debt payments.

ACRONYMS

CAFR (Comprehensive Annual Financial Report) Also known as the audit.

CIE (Capital Improvement Element) - That portion of the Capital Improvements Plan which is necessary to meet the requirements of the Growth Management Act.

CIP – (Capital Improvement Program) A comprehensive long-range schedule of approved capital improvements indicating priority in terms of need and ability to finance. The program covers a ten-year period, the first year of which is adopted as the Capital Improvement Budget.

CPI – (Consumer Price Index) A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of cost of living and economic inflation.

EMS – (Emergency Medical Services) The section that is responsible for the treatment of people in crisis health situations.

EMT – (Emergency Medical Technician) A person that is trained to give emergency medical care.

EOC – (Emergency Operations Center) The Public Works Administration building located on 70th Avenue that will be used as the city command center in the event of a major disaster in the city.

FGFOA – (Florida Government Finance Officers Association) Florida branch of the Government Finance Officers Association. Performs a similar function to the GFOA but also works on issues particular to Florida governments.

FICA – (Federal Insurance Contribution Act) United States Government legislation by which taxes are levied for the support of Social Security and Medicare.

FMIT – (Florida Municipal Insurance Trust) Insurance Trust offered by the Florida League of Cities offering liability, property, auto and workers compensation insurance to cities in Florida.

FRS – (Florida Retirement System) The general employee pension plan managed by the State of Florida.

F.S. 175 – (Firefighter Retirement Plan) References Florida Statute 175 that establishes rules and guidelines of the pension benefits of firefighters.

FTE - Full-Time Equivalent) – One full time equivalent is equal to the hours that one full time employee would work in a week.

FY – (Fiscal Year) - A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. For the City this ranges from October 1 through September 30.

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

GFOA – (Government Finance Officers Association) A professional association of approximately 17,500 state, provincial and local government finance officers in the United States and Canada. The GFOA helps develop best practices in budgeting, capital planning, debt administration, pension administration and investment and cash management.

GO BONDS – (General Obligation Bonds) - Bonds for the payment of which the full faith and credit of the issuing government are pledged.

R&M - Repairs and Maintenance

TIF – (Transportation Impact Fee) A fee charged to development projects as compensation for additional impacts on the city infrastructure servicing the users of the project.

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

**City of Seminole
Classification and Compensation Plan for City Employees**

GRADE	STATUS	POSITION TITLE	POSITION NUMBER	MINIMUM	MID-POINT	MAXIMUM
1	N	Library Aide	509	\$18,585.23	\$22,766.91	\$26,948.59
				\$714.82	\$875.65	\$1,036.48
				\$8,935.2	\$10,945.6	\$12,956.1
2		Unused		\$19,886.21	\$24,360.59	\$26,154.18
				\$764.85	\$936.95	\$1,005.93
				\$9,560.7	\$11,711.8	\$12,574.1
3	N	Custodian	407	\$21,278.23	\$26,065.84	\$30,853.44
				\$818.39	\$1,002.53	\$1,186.67
				\$10,229.9	\$12,531.7	\$14,833.4
4	N	Training Technician	722	\$22,767.71	\$27,890.46	\$33,013.18
	N	Fleet Maintenance Counter Clerk	724	\$875.68	\$1,072.71	\$1,269.74
				\$10,946.0	\$13,408.9	\$15,871.7
5	N	Recreation Leader I	304	\$24,361.46	\$29,842.78	\$35,324.10
	N	Library Assistant I	504	\$936.98	\$1,147.80	\$1,358.62
				\$11,712.2	\$14,347.5	\$16,982.7
6	N	Library Assistant II	505	\$26,066.75	\$31,931.78	\$37,796.79
	N	Maintenance I	406	\$1,002.57	\$1,228.15	\$1,453.72
	N	Information Clerk I	114	\$12,532.1	\$15,351.8	\$18,171.5
7	N	Administrative Assistant I	107	\$27,891.42	\$34,166.99	\$40,442.56
				\$1,072.75	\$1,314.11	\$1,555.48
				\$13,409.3	\$16,426.4	\$19,443.5

**City of Seminole
Classification and Compensation Plan for City Employees**

GRADE	STATUS	POSITION TITLE	POSITION NUMBER	MINIMUM	MID-POINT	MAXIMUM
8	N	Librarian I	507	\$29,843.82	\$36,558.69	\$43,273.54 Annual
	N	Library Assistant III	506	\$1,147.84	\$1,406.10	\$1,664.37 Biweek
	N	Recreation Leader II	303	\$14,3480	\$17,5763	\$20,8046 Hourly
	N	Maintenance II	405			
	N	Accounts Specialist I	106			
	N	Public Policy Management Assoc.	115			
9	N	Administrative Assistant II	108	\$31,932.89	\$39,117.79	\$46,302.69 Annual
	N	Permit/Licensing Technician	206	\$1,228.19	\$1,504.53	\$1,780.87 Biweek
	N	Building Maintenance Tech. I	412	\$15,3524	\$18,8066	\$22,2609 Hourly
	N	EMS Technician	723			
10	N	Code Enforcement Officer	204	\$34,168.20	\$41,856.04	\$49,543.88 Annual
	E	Recreation Program Coordinator	308	\$1,314.16	\$1,609.85	\$1,905.53 Biweek
	N	Administrative Clerk	419	\$16,4270	\$20,1231	\$23,8192 Hourly
	N	Secretary to the City Manager	116			
11	N	Building Maintenance Technician II	417	\$36,559.97	\$44,785.96	\$53,011.95 Annual
	N	Accounts Specialist II	105	\$1,406.15	\$1,722.54	\$2,038.92 Biweek
	N	Executive Assistant	109	\$17,5769	\$21,5317	\$25,4865 Hourly
12	N	Librarian II	508	\$39,119.15	\$47,920.96	\$56,722.77 Annual
	N	Mechanic	716	\$1,504.58	\$1,843.11	\$2,181.65 Biweek
	N	Human Resource Administrator	104	\$18,8073	\$23,0389	\$27,2706 Hourly

**City of Seminole
Classification and Compensation Plan for City Employees**

GRADE	STATUS	POSITION TITLE	POSITION NUMBER	MINIMUM	MID-POINT	MAXIMUM
13	N	Public Educ/Info Officer	710	\$41,857.50	\$51,275.43	\$60,693.36 Annual
	N	Public Works Foreman	409	\$1,609.90	\$1,972.13	\$2,334.36 Biweek
	E	Circulation Supervisor	503	\$20.1238	\$24.6516	\$29.1795 Hourly
	N	City Inspector	203			
	E	Stormwater Technician				
14	E	Planner I	408	\$44,787.52	\$54,864.71	\$64,941.89 Annual
	E	Librarian III	510	\$1,722.60	\$2,110.18	\$2,497.77 Biweek
				\$21.5325	\$26.3773	\$31.2221 Hourly
15	E	Fleet Maintenance Manager	715	\$47,922.66	\$58,705.25	\$69,483.87 Annual
	E	Planner II	413	\$1,843.18	\$2,257.89	\$2,672.46 Biweek
	E	City Clerk	103			
16	E	Information Tech. Spec. I	111	\$51,277.23	\$62,814.61	\$74,351.98 Annual
	E	Human Resource Director		\$1,972.20	\$2,415.95	\$2,859.69 Biweek
17	E	Senior Accountant	110	\$54,866.64	\$67,211.63	\$79,556.62 Annual
				\$2,110.26	\$2,585.06	\$3,059.87 Biweek
18	E	Fire Marshal	703	\$58,703.98	\$71,912.38	\$85,120.77 Annual
	E	Information Tech. Spec. II	112	\$2,257.85	\$2,765.86	\$3,273.88 Biweek
19	E	District Chief	704	\$62,816.82	\$76,950.59	\$91,084.36 Annual
	E	Library Director	501	\$2,416.03	\$2,959.64	\$3,503.24 Biweek

**City of Seminole
Classification and Compensation Plan for City Employees**

GRADE	STATUS	POSITION TITLE	POSITION NUMBER	MINIMUM	MID-POINT	MAXIMUM
20	E	Recreation Director	301	\$67,213.99	\$82,337.14	\$97,460.28 Annual
	E	Code Admin/Bldg. Official	202	\$2,585.15	\$3,166.81	\$3,748.47 Biweek
	E	Assistant Chief Admin/Training	707			
	E	Assistant Chief Ops/ EMS	702			
		Coordinator				
21	E	Director of Public Works	415	\$71,918.97	\$88,100.74	\$104,282.50 Annual
	E	Director of Community Development	414	\$2,766.11	\$3,388.49	\$4,010.87 Biweek
	E	Finance Director				
22	E	Fire Chief	701	\$76,953.30	\$94,267.79	\$111,582.28 Annual
				\$2,959.74	\$3,625.68	\$4,291.63 Biweek
23	E	Director of Administration	102	\$82,340.02	\$100,866.52	\$119,393.02 Annual
				\$3,166.92	\$3,879.48	\$4,592.04 Biweek
24	E	Unused		\$88,103.81	\$107,873.64	\$127,750.53 Annual
				\$3,388.61	\$4,148.99	\$4,913.48 Biweek
25	E	City Manager	101	\$94,271.09	\$115,482.06	\$136,693.06 Annual
				\$3,625.81	\$4,441.62	\$5,257.43 Biweek

**Salary Pay Plan
Fiscal Year 2016 Through Fiscal Year 2018**

Firefighter/EMT

Entry	Maximum
\$40,000	\$59,000

Fire Medic

Entry	Maximum
\$45,500	\$67,500

Lieutenant/EMT

Entry	Maximum
\$53,967	\$70,000

Lieutenant/Medic

Entry	Maximum
\$56,603	\$72,989

Inspector

Entry	Maximum
\$40,614	\$55,790

This pay plan shall expire on September 30, 2018

