

BUDGET WORKSHOP MINUTES
SEMINOLE CITY COUNCIL
July 25, 2020

The Workshop of the Seminole City Council was held on Saturday, July 25, 2020, in the City Hall, City Council Chambers, 9199 - 113th Street North, Seminole, Florida.

Mayor Waters called the meeting to order at 9:00 a.m.

PRESENT:

Mayor Leslie Waters, Vice Mayor Chris Burke, Councilor Thom Barnhorn, Councilor Roger Edelman, Councilor Jim Quinn, Councilor Trish Springer, City Manager Ann Toney-Deal, City Attorney Jay Daigneault, and City Clerk Ann Marie Mancuso. Councilor Olliver attended the meeting virtually via Zoom.

Also Present: Fire Chief Heather Burford, Finance Director Allison Broihier, Public Works Director Rodney Due, Community Development Director Mark Ely, Recreation Director Becky Gunter, Human Resources Director Erica Ottmann, and Library Director Lorie Tonti.

City Manager Toney-Deal stated that the City worked very hard to put this very conservative budget together. The City is not currently advancing any new programs or positions.

Finance Director Allison Broihier stated that the order of presentation has changed, the Proposed Operating Budget will be presented first, and then the CIP Budget. Ms. Broihier thanked the City Manager and all the Department Directors for all of their assistance in budgeting very conservatively this year, through the quarantines and current pandemic.

1. FISCAL YEAR 2021 PROPOSED OPERATING BUDGET

General Fund

- The estimated revenues are down by 0.1%. The largest decreases are anticipated in building permits, user fees, and intergovernmental revenues, which will be offset by increases in utility taxes and franchise fees.
- EMS revenues from the County have been increased by 3%.
- The Property Appraiser estimates that the City will have an 8.87% increase in taxable property values.
- The estimated general fund expenditures are proposed to increase by 0.1%.
- The unassigned fund balance for year-end fiscal year 2021 is estimated at just under six (6) million dollars.

Special Event Fund

Several events have been cancelled due to COVID-19, and it has impacted the current year's estimated revenue. However, since the corresponding expenses will not occur due to the special events being cancelled, it will also impact the expenses as well.

Capital Improvement Fund (CIP)

Expenses in fiscal year 2021 will be \$927,900.

Tree Mitigation Fund

The Tree Mitigation Fund collected about \$90,000 this year primarily due to the development on 113th Street at the former Water Tower sight. Expenses for fiscal year 2021 are budgeted at prior year levels.

Transportation Impact Fee Fund

Revenue for this fund comes from developer fees and \$20,000 is projected to be spent in fiscal year 2021.

Grants Fund

The City has just under \$500,000 in intergovernmental grants budgeted for fiscal year 2021.

Penny Fund

There have been and will be decreases in Penny revenues due to the Coronavirus for both the current and projected fiscal year. The year end fund balance for fiscal year 2021 is projected at approximately 5 million dollars.

Personnel Summary

Ms. Broihier stated that two (2) positions are being eliminated in the fiscal year 2021 budget. A Librarian II position, currently vacant due to retirement, is being eliminated because of outsourcing the indexing of materials. The Director of Administration, also vacant due to retirement, will be eliminated. In addition, the Public Affairs Officer position has been reclassified as a Communications Specialist. This change was approved by City Council during fiscal year 2020 but is being reflected for the first time in the fiscal year 2021 budget.

City Council Budget

- Ms. Broihier reminded Council that if any of them are going to be making any changes to their health insurance selection during open enrollment, to let Erica Ottmann, Human Resources Director know so that the Council budget can be adjusted accordingly.
- The \$20,000 allotted to the 50th Anniversary Committee has been budgeted once again for the 2021 fiscal year. Even though \$6,700 was spent during the current year for 50th Anniversary events/projects, the full \$20,000 will be budgeted again for the 2021 fiscal year.
- City Manager Toney-Deal reminded Council that this would be the year for them to review their salaries or they could do so later in the fiscal year.

- Aid To Private Organizations -Discontinue \$500 for American Cancer Society Relay for Life and add \$500 to the Seminole Historical Society for a total of \$1,000 for the Historical Society.

City Manager Budget

- The City Council had included a one-time \$50,000 addition to the contingency fund in fiscal year 2020, however, since the 50th Anniversary events are being carried over to the next fiscal year, the additional \$50,000 contingency will also be rebudgeted in fiscal year 2021.

City Attorney Budget

No changes.

City Clerk Budget

This budget is being decreased by 6% due to the decrease in election costs in even numbered years.

Community Development Budget

This budget is being decreased by 1%.

Finance Department Budget

This budget is being decreased by 13%, in large part due to the elimination of the Director of Administration position.

Fire Rescue Budget

- Overall, the Fire Rescue budget is more than one half of the City's General Fund budget.
- The EMS budget increased by 3%, and is fully reimbursed by Pinellas County.
- There is an extra \$200,000 of funding for the Fire Pension Fund.

Law Enforcement Budget

This budget has been increased by 2.4% based on the FY 2020-2021 contract price with the Pinellas County Sheriff.

Library Budget

The Library budget decreased by 3%.

Recreation Budget

Increasing less than 1%.

Public Works

The Public Works budget is decreasing by 35%. This is due because of the planned completion of Waterfront Park.

2. FISCAL YEAR 2021 PROPOSED CIP BUDGET

CIP Fund

The *City Charter* requires that the CIP be set up as a 5-year spending plan and a 10-year revenue plan.

IT

Strategic planning in IT has resulted in establishing a savings plan in the CIP Fund for major items such as the backup data storage solution purchased last year and the eventual replacement of the City's financial software system. Server replacement costs in FY 2021 and FY 2022 are allocated to user departments.

City Vehicle Replacements

There are seven (7) non-fire vehicle replacements budgeted for the FY 2021.

Fire Rescue – In FY 2021, the Following CIP Projects are Budgeted:

- The hydraulic extrication tool also known as “The Jaws of Life” will need to be replaced due to age.
- 2 Vehicle Replacements:
2007 Ford Escape, which is paid one hundred percent by the County/EMS.
2003 Ford Explorer
- Firefighter hose replacement.
- Thermal imaging camera replacements.
- Heavy duty vehicle lift replacement for fleet maintenance.
- New concrete ramp replacement at the back of Station #29.
- \$150,000 for design/engineering services for Station #129 (rebudgeted from fiscal year 2020).

Public Works – In FY 2021, the Following CIP Projects are Budgeted:

- Waterfront Park.
- Pavement Management Plan – Roadway projects.
- Master Drainage Plan Update (includes grant funding).
- Drainage improvements/ongoing maintenance.
- Electrical box replacements at City Park, Blossom Lake and Tennis Park.
- City wide HVAC and roof replacements.
- City Hall exterior rehabilitation.
- Radio replacements.

Recreation

- Recreation Center Dance Room Floor – FY 2024.
- Pool pump replacement - FY 2023 (currently using residential pool pumps, converting to commercial).
- Roof Replacement - FY 2024.
- Blossom Lake Park Redevelopment – FY 2021 (includes grant funding).
- Fitness Center Equipment Replacement – FY 2021 (new elliptical machines).

- E-Sports Lounge technology upgrades - FY 2021.
- Park Signage Upgrades – FY 2021 (Blossom Lake, Waterfront Park).
- Recreation Center Furniture Replacement – FY 2021 (tables and chairs for meeting rooms).

3. CONSIDER A MOTION FOR ADJOURNMENT

There being no further business, Mayor Waters adjourned the meeting at 12:00 p.m.

Date Approved: August 11, 2020

Ann Marie Mancuso

Minutes prepared by City Clerk
Ann Marie Mancuso

Leslie Waters
Leslie Waters, Mayor