

BUDGET WORKSHOP MINUTES
SEMINOLE CITY COUNCIL
July 24, 2021

The Workshop of the Seminole City Council was held on Saturday, July 24, 2021, 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 Thom Barnhorn, Councilor Chris Burke, Councilor Tom Christy, Councilor Jim Olliver, Councilor Trish Springer, City Manager Ann Toney-Deal, and City Clerk Ann Marie Mancuso.

Councilor Roger Edelman attended the meeting via telephone conference.

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

Recreation Director Becky Gunter attended the meeting via telephone conference.

FISCAL YEAR 2022-2026 CAPITAL IMPROVEMENTS PLAN

1. **FLEET REPLACEMENTS (NON- FIRE)**

- Finance Director Allison Broihier stated that before a vehicle is replaced, vehicles are evaluated including age, longevity and maintenance costs.
In fiscal year (FY) 2022, one vehicle will be replaced, which is the City's pool vehicle housed at Fleet Services.
- In FY 2023, two (2) Public Works vehicles are scheduled for replacement; a dump truck and a pickup truck.
- In FY 2024, two (2) Public Works vehicles scheduled for replacement; a backhoe and a utility van.
- In FY 2025, three (3) vehicles scheduled for replacement and in FY 2026 three (3) vehicles scheduled for replacement.

2. **SERVER REPLACEMENTS**

- In FY 2023, the server that services the Recreation Center and Library will be replaced.
- The server located at the City's EOC building is scheduled to be replaced in FY 2026.

3. **NETWORK SWITCH REPLACEMENTS**

- In FY 2023, the Recreation Center will have 2 Network Switches replaced and Fire Stations 30, 31 and 32 will each have one replaced.

4. **FLEET REPLACEMENTS (FIRE RESCUE)**

- In FY 2022, the Fire Engine at Station #29, the marine unit, a 1997 Ford F250, and a 2004 County EMS Vehicle (refunded by the County at 100%) will be replaced
- The Fire Engine being replaced is either used for trade-in value or surplus and sold, whichever is more fiscally beneficial to the City.
- In FY 2023, a 2010 Ford F250 will be replaced.
- In FY 2024, a 2009 Ford Escape, 2014 Ford Escape, and a Fire Engine at Station #32 will be replaced.
- In FY 2025, a 2016 Rosenbauer Commander at Station #29 will be replaced.
- In FY 2026, two (2) 2015 Nissan Frontiers will be replaced.

5. **FIRE STATION 29 BAY DOOR REPLACEMENTS**

- In FY 2022, the nine (9) bay doors at Fire Station #29 will be replaced. City costs will be offset by Pinellas County's funding contribution of 70%.

6. **FIRE STATIONS EXTERIOR & INTERIOR SEAL & PAINT**

- In FY 2022, Fire Station #29 will receive exterior pressure cleaning, caulking and painting.
- In FY 2023, Fire Stations #30 & #31 will receive exterior pressure cleaning, caulking, painting, and the interior will receive painting.
- In FY 2026, Fire Station # 32 will receive exterior pressure cleaning, caulking, painting, and the interior will receive painting.
- City costs for all these projects will be offset by Pinellas County's funding contribution of 70%.

7. **FIREFIGHTING HOSE REPLACEMENT**

- In FY 2022 through FY 2025 aged fire hoses will be replaced. City costs will be offset by Pinellas County's funding contribution of 70%.

8. **FIRE STATION BUILDING RENOVATIONS**

- In FY 2023 the women's restroom/locker room will be renovated at Station #29, and in FY 2024, the kitchen will be renovated at Station # 29. City costs will be offset by Pinellas County's funding contribution of 70%.

9. **SELF CONTAINED BREATHING APARATUS (SCBA) REPLACEMENT**

- As regulated by the National Fire Protection Agency, SCBA must be replaced every

ten years.

- In FY 2023, 45 SCBA Packs will be replaced at a cost of \$270,000. City costs will be offset by Pinellas County's funding contribution of 70%.

10. PORTABLE AND MOBILE RADIO REPLACEMENT

- In FY 2026, portable and mobile radios used for emergency operations will be replaced at a cost of \$220,000. City costs will be offset by Pinellas County's funding contribution of 70%.

11. SEMINOLE FIRE STATION 129 BAY PINES

- The current FY 2021 funding of \$150,000 will be rebudgeted for FY 2022. The City will be proactively working with Pinellas County to develop a timeline for final design, construction and funding during the five-year planning period. City costs for all these projects will be offset by Pinellas County's funding contribution of 70%. Both the City and County anticipate using their Penny for Pinellas resources for this project.

12. PAVEMENT MANAGEMENT PLAN

- In FY 2022, the roadway projects identified in the adopted Pavement Management Plan will be will be addressed. Preventative maintenance and road reconstruction will continue for FY 2023 through 2026. Penny funding will be used for road reconstruction and CIP Funds will be used for preventative maintenance.

13. WATERFRONT PARK

- In FY 2024, there are plans to construct a large gazebo at a cost of \$250,000 and in FY 2026, there are plans to build a Veterans' Memorial at a cost of \$50,000. Penny funding will be used as a funding source. Inquiry came up from Council to add more shade structure to Waterfront Park and to add fencing around the playground.

14. STORMWATER MASTERPLAN

- Grant funding has been awarded for FY 2022 to perform a watershed evaluation, a floodplain analysis and a Best Management Practices (BMP) Analysis Report to reduce flooding. The total cost for this will be \$250,000. Penny funding and a grant will be used for funding.

15. DRAINAGE IMPROVEMENTS & REPAIRS

- This funding is to complete emergency repairs and ongoing maintenance of the City's stormwater system until the Stormwater Master Plan Update is completed in FY 2022. The FY 2022 budget for repair and maintenance is \$200,000.

16. CITYWIDE HVAC REPLACEMENTS

- The following replacements are scheduled over the next five-year period, however, if a unit is still in good condition, replacement will be postponed.
- City costs for replacements at Fire Stations and the EOC will be offset by Pinellas County's funding contribution of 70%.
- In FY 2022, 3 units will be replaced at Fire Station #31 for a total of \$25,000.
- In FY 2023, 3 units will be replaced at Fire Station #29 for a total of \$125,000.
- In FY 2024, 2 units will be replaced at Fire Station #30 for a total of \$30,000.
- In FY 2025, two units will be replaced at the Public Works Administration/EOC building and the Public Works Operations Building for a total of \$95,000.

17. CITY HALL RENOVATION & EXPANSION

- This project will rehabilitate the exterior of City Hall including windows, stucco repair, tile replacement, painting, sealant and, potentially, hardening the building. The proposed expansion of the building to the east would create more office space. In FY 2022, \$200,000 will be budgeted for design. In FY 2023, an estimate of \$2,000,000 is anticipated for construction. This project will be Penny funded.

18. REPETTO PROPERTY IMPROVEMENTS

- In FY 2022, \$75,000 is programmed for interior renovations, ADA bathroom modifications, kitchen upgrades, exterior ADA upgrades, and a new irrigation pump. This will be Penny funded.
- In FY 2024, a new HVAC system is anticipated at a total cost of \$20,000.

19. TENNIS COURT RESURFACING

- In FY 2023, four full size tennis courts will be resurfaced for a total of \$25,000.

20. RECREATION CENTER FIRE PANEL REPLACEMENT

- The fire panel at the Recreation Center has reached the end of its useful life and will be replaced in FY 2022, for a total of \$11,000.

21. RADIO REPLACEMENTS

- The multi-channel radios at the Public Works Department need to be replaced. The radios, along with multi-chargers, battery backups and installation costs will be a total of \$13,000.

22. RECREATION CENTER REPLACEMENT

- This project is budgeted from FY 2022 through FY 2024, beginning with a Recreation Master Plan (FY22), preliminary engineering and design (FY23), and construction (FY24). Preliminary cost estimates are approximately \$13 Million and will be funded by the fourth (4th) Penny for Pinellas.

23. SOCCER FIELD FENCE REPLACEMENT

- In FY 2023, a fence will be constructed around the soccer field with two double wide gates on the north side for a total of \$15,000.

24. AQUATIC CENTER TELEBRELLAS

- In FY 2022, two large 27-foot umbrellas on the pool deck will be replaced at a cost of \$25,000.

25. FITNESS CENTER EQUIPMENT REPLACEMENT

- In FY 2022, spin bikes will be replaced at a cost of \$13,500.
- In FY 2023, stationary bikes will be replaced at a cost of \$12,500.
- In FY 2024, treadmills will be replaced at a cost of \$40,000.
- In FY 2026, free weights will be replaced at a cost of \$10,000.

26. RECREATION CENTER FURNITURE REPLACEMENT

- In FY 2024, desks in the administration area will be replaced at a cost of \$5,400.
- In FY 2025, lobby furniture will be replaced at a cost of \$6,000.

27. BLOSSOM LAKE PARK REDEVELOPMENT

- In FY 2022, two 16 -foot pavilions will be replaced at a cost of \$80,000.
- In FY 2023, two new gazebos will be installed at a cost of \$154,000.

28. MONUMENT SIGNS

- In FY 2022, five masonry monument signs for City parks and facilities will be installed at a cost of \$165,000.

PROPOSED BUDGET FISCAL YEAR 2021-2022

General Fund

- Revenues are estimated to increase by 6%, with the largest increases projected in charges for services (Fire and EMS fees) and other taxes.
- The Pinellas County Property Appraiser estimates that the City will have an increase in taxable value of 4.15%, increasing ad valorem tax revenue by 5%.

- The proposed millage rate remains at 2.4793 mills, for the 15th consecutive year.
- General Fund expenditures are estimated to increase by 5%.

City Council Budget

- The City Council budget will increase by 6%. Personnel costs will decrease by 1% due to changes in health insurance elections. Operating expenses will decrease by 5%.
- Major changes in the operating budget include the elimination of the one-time budget in promotional activities for the 50th Anniversary Celebration. This is off-set by a one-time new expense of \$10,000 for professional services for Strategic Planning Consultation, and the replacement of an HVAC unit in Council Chambers.
- Capital Outlay for FY 22 includes the replacement of a City pool vehicle, budgeted at \$25,000.
- Aids to Organizations has decreased by \$2,200 due to the removal of overtime costs associated with the Chamber of Commerce Holiday Parade, which has been discontinued.
- Mayor Waters has asked that the grant money for Keep Pinellas Beautiful stay in the budget.
- City Manager Toney-Deal reminded Council that this would be the time for them to address the issue of salary increases. Council agreed to a yearly 4% compensation; the same amount that City employees receive.

City Manager Budget

- The City Manager's budget is proposed to increase by 3% over the prior year's level.
- Personnel costs, budgeted to increase 6%, reflect merit increase of up to 4%, FRS rates as adopted on 7/1/21, and health and dental insurances increases.
- The operating budget is proposed to increase 66%, which reflects \$11,700 in community newsletter costs, formerly budgeted in the Finance Department.

City Attorney Budget

- There are no proposed changes.

City Clerk Budget

- The City Clerk's budget is proposed to increase by 13% in FY 2022. Personnel expenses budgeted to increase by 6% include a merit increase of up to 4%, FRS rates as adopted 7/1/21.
- The operating budget is proposed to increase 25%, which is largely driven by election costs of \$32,000.
- Training and travel costs are increasing due to succession planning.
- There is no capital outlay budgeted in the City Clerk's budget for FY 2022.

Community Development Budget

- The Community Development Budget is proposed to increase by 6% in FY 2022.
- Personnel costs will remain flat due to turnover of one position.
- Operating costs are budget to increase 6%.
- Budgeted capital outlay includes the replacement of one vehicle at \$30,000.

Finance Department Budget

- The Finance Department's budget for FY 2022 is proposed to decrease 25%, primarily from the elimination of one-time costs in the CIP Fund, Grants Fund, and Local Infrastructure Sales Tax (Penny) that were budgeted in FY 2021.
- There is a 3% increase within personnel expenses.
- Within the Finance Division, total costs are budgeted to increase 14%. The increase is a result of moving expenses that had formerly been in Administration (now IT) Division, increased audit costs, incremental increases in technology contracts, bank fees, and two computer replacements.
- Within the IT Division, personnel costs will increase by 4% which reflects merit increases and FRS rates.
- The operating budget reflects moving FY 2021 expenses to the Human Resources Department, City Manager Department and the Finance Division in FY 2022, to better reflect IT activities and programs.
- There is no capital outlay budgeted for IT in FY 2022.

Fire Rescue Budget

- The Fire Rescue Department Budget is proposed to increase by 11% for FY 2022.
- The EMS Division total costs are budgeted to increase by 8%.
- Personnel costs reflect a \$275,000 increase in Fire Pension costs due a 0.75% decrease in the actuarial assumption used for the investment rate of return.

Human Resources Budget

- The Human Resources Department budget is new in FY 2022. This department reflects the programs and activities associated with personnel and risk management. Personnel costs reflect 25% of the Human Resources Director and a proposed new position; a Human Resources Analyst.

Law Enforcement Budget

- Operating costs for the Pinellas County Sheriff's Office to provide law enforcement services will increase 2.55%.

Library Budget

- The Library budget for FY 2022 is proposed to decrease by 4% over the prior year's level. There was a cost savings in personnel as a result of retirements.

Public Works Budget

- The FY 2022 proposed budget reflects a 41% decrease in expenses, which is largely attributed to the completion of major capital projects in FY 2021.

Recreation Budget

- The FY 2022 proposed budget is decreasing by 31% over the prior year's level.

CONSIDER A MOTION FOR ADJOURNMENT

There being no further business, Mayor Waters adjourned the meeting at 11:46 a.m.

Date Approved: September 15, 2021

Ann Marie Mancuso

Minutes prepared by City Clerk
Ann Marie Mancuso, CMC

Leslie Waters
Leslie Waters, Mayor