



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**RECREATION
DIVISION**

CITY OF SEMINOLE
FY17 PERSONNEL SUMMARY
Recreation Division

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Recreation Director	1	1	1	1	1	1	1	1
Recreation Supervisor	0	0	0	0	0	0	0	0
Program Coordinator	1	1	1	1	1	1	1	1
Program Coordinator	1	1	1	1	1	1	1	1
Program Coordinator	1	1	1	1	1	1	1	1
Administrative Asst. II	1	1	1	1	1	1	1	1
Recreation Leader II	1	1	1	1	1	1	1	1
Recreation Leader II	1	1	1	1	1	1	1	1
Recreation Leader II	0	0	0	0	0	0	1	1
Recreation Leader I	1	1	1	1	1	1	0	0
Recreation Leader I	0.75	0.75	0.75	0.625	0.625	0.5	0.5	0.5
Recreation Leader I	0.75	0.75	0.75	0.375	0.375	0.375	0.625	0.625
Recreation Leader I	0	0	0	0	0	0	0.25	0.25
Recreation Leader I	0	0	0	0.375	0.375	0.375	0.375	0.375
Head Lifeguard	0	0	0	0	0	0	0	0
Custodian	1	1	1	1	1	1	1	1
Custodian	1	1	1	1	1	1	1	1
TOTAL FTE	11.50	11.50	11.50	11.38	11.38	11.25	11.75	11.75
Summer Staff *								
Rec Leader I	13	13	13	13	13	13	13	13
Seasonal Work pool **	1	1	1	1	1	1	1	1
WSI/Lifeguard	4	4	4	4	4	4	4	4
Lifeguard	3	3	3	3	3	3	3	3
Total Summer	21	21	21	21	21	21	21	21
Total Of All FTE	32.5	32.5	32.5	32.375	32.375	32.25	32.75	32.75

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

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

CITY OF SEMINOLE
FY17 BUDGET
Administration Department - Recreation Division

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

CITY OF SEMINOLE
FY17 BUDGET
Administration Department - Recreation Division

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

CITY OF SEMINOLE
Fiscal Year 2017
RECREATION

PERSONNEL COSTS

Salaries and Wages – 1200

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

Salaries Seasonal - 1300

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

Salaries Part Time - 1310

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

Salaries Overtime - 1400

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

Education Special 1503

\$9,480 – This category covers an allowance for completion of a work related Degree.

Phone Allowance 1509

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

FICA – 2100

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

Retirement - 2200

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

Health/Life Insurance - 2300

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

Worker's Compensation - 2400

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

CITY OF SEMINOLE

Fiscal Year 2017

RECREATION

OPERATING COSTS

Professional Services, Personnel – 3110

\$650 – This includes background screenings for volunteer coaches, general volunteers, and instructors as follows. It is estimated that Recreation Division will conduct forty-three screenings in FY17.

Contract Services – 3485

\$73,500 – This includes payments for class instructors based on a contractual split of revenues with instructors at 70% and the City of Seminole City at 30%.

Contract Services, Other – 3490

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

Contract Services, Camp Trips – 3491

\$30,735 – This includes trip admission fees for camps (\$27,735), and summer camp guest speakers (\$3,000). All trip expenses have associated revenue through camp registration.

Contract Services, Sports Officials – 3495

\$7,674 – This includes referee fees for Men’s Basketball (\$1,978), Men’s Soccer (\$1,280), Youth Basketball (\$3,312), and Youth Flag Football (\$1,104).

Contract Services, Adult Trips – 3511

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

Travel/Per Diem - 4000

\$3,530 – This includes costs for the Recreation Director, Recreation Supervisor, Aquatics Coordinator, Recreation Leader II’s and staff to attend various FRPA trainings including State Conference and local workshops, Florida Festivals & Events conference.

Communications/Postage - 4100

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

CITY OF SEMINOLE
Fiscal Year 2017
RECREATION

Utility Services – 4300

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

Rentals and Leases – 4460

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

Insurance – 4500

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

Repairs and Maintenance - 4600

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

Printing/Binding – 4700

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

Promotional Activities – 4890

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

Other- Miscellaneous Advertisement – 4912

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

Office Supplies - 5110

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

CITY OF SEMINOLE
Fiscal Year 2017
RECREATION

Operating Supplies - 5200

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

Books and Publications - 5410

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

Dues and Memberships - 5430

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

Professional Development - 5440

\$2,845 – This includes staff training & education programs within Florida Recreation and park Association, Athletic Business, Council on Aging, and America Red Cross.