



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**RECREATION
DIVISION**

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

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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.