



**CITY
OF
SEMINOLE**

**PUBLIC WORKS
DEPARTMENT**

**FACILITIES
SECTION**

CITY OF SEMINOLE
FY12 BUDGET
Public Works Department - Facilities Section

ACCOUNT	Dept/Div Acct #519	FY07 Actual	FY08 Actual	FY09 Actual	FY10 Actual	FY10 Actual	FY11 Adopted	FY11 Final Budget	Y.T.D. 3/31/11	FY12 Proposed	% Change FY11 to FY12
Salaries - Regular	1200	11,829	14,284	14,718	14,805	14,983	15,105	15,105	7,801	14,977	-0.8%
Salaries- Overtime	1400	1,005	1,167	1,450	1,046	1,224	1,102	1,102	699	1,096	-0.5%
Phone Allowance	1509	0	0	0	0	0	0	0	120	240	0.0%
Uniform purchase Allowance	1514	0	167	291	329	84	372	372	103	372	0.0%
FICA	2100	890	1,080	1,143	1,222	1,172	1,250	1,250	879	1,235	-1.2%
FRS	2210	1,264	1,522	1,593	1,777	1,647	1,627	1,627	916	836	-48.6%
Health/Life Insurance	2310	5,068	4,345	4,089	4,396	4,364	4,416	4,416	2,362	5,070	14.8%
L/T Disability Insurance	2320	184	115	121	123	123	125	125	61	125	0.0%
Workers Compensation	2400	1,082	448	507	440	285	407	407	235	405	-0.5%
People Costs		21,322	23,128	23,912	24,138	23,882	24,404	24,404	13,176	24,356	-0.2%
Contract Svce - Other	3490	1,106	1,040	1,316	1,486	1,524	0	0	318	150	0.0%
Contract Svce - Rec. Center	3491	14,167	15,232	14,643	16,161	17,459	16,155	16,155	15,823	15,112	-6.5%
Contract Svce - City Hall	3492	9,810	9,023	8,127	10,225	8,094	10,150	10,150	8,874	10,525	3.7%
Contract Svce - PW Adm	3493	0	0	0	0	0	3,500	3,500	3,442	5,980	70.9%
Contract Svce - PW Ops	3494	0	0	0	0	0	4,150	4,150	3,783	3,905	-5.9%
Travel Per Diem	4000	0	0	16	0	0	0	0	0	0	0.0%
Utilities/Elec	4310	6,320	6,094	6,695	7,600	5,359	0	0	-185	0	0.0%
Utilities/Elec PWA/EOC	4311	0	0	0	0	3,623	10,000	10,000	2,985	6,500	-35.0%
Utilities/Elec PW Ops	4312	0	0	0	0	23	0	0	257	160	0.0%
Utilities/Water & Sewer	4320	1,048	885	1,413	1,500	1,021	2,500	2,500	237	700	-72.0%
Utilities/Natural Gas	4330	0	0	0	0	865	2,160	2,160	476	1,500	-30.6%
Rental/Lease - Equipment	4440	798	498	698	1,000	39,452	800	35,715	56,398	800	-97.8%
Insurance	4500	410	502	439	685	287	575	575	292	575	0.0%
R & M - Vehicles	4660	2,244	606	374	1,400	62	650	650	46	500	-23.1%
R & M - Other	4690	28,924	44,792	41,163	32,000	38,913	35,500	35,500	13,564	38,000	7.0%
Fuel	5240	1,627	3,381	2,573	2,610	2,579	2,600	2,600	459	3,525	35.6%
Small Tools & Supplies	5245	447	50	128	300	120	200	200	20	200	0.0%
Operating Supplies- Uniform	5250	427	70	5	0	0	0	0	145	0	0.0%
Operating Supplies-General	5290	6,384	8,233	3,178	8,000	5,388	5,000	5,000	285	5,000	0.0%
Books/Publications	5410	0	0	0	100	0	100	100	0	100	0.0%
Conf./ Training/Education	5440	0	435	515	800	0	600	600	65	1,250	108.3%
Operational Costs		73,712	90,841	81,283	83,867	124,769	94,640	129,555	107,284	94,482	-27.1%
Capital Outlay - Other	6490	0	1,213	2,730	0	0	0	0	0	0	0.0%
Improvements in Progress	6500	0	0	100,000	0	580	0	0	0	0	0.0%
Capital Outlay		0	1,213	102,730	0	580	0	0	0	0	0.0%
DEPARTMENT TOTAL		95,034	115,182	207,925	108,005	149,231	119,044	153,959	120,460	118,838	-22.8%

CITY OF SEMINOLE
Fiscal Year 2012
Public Works Department - Facilities Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$14,977 – This category covers wages for one Maintenance Technician. The cost of this position is shared with the Fire Department

Overtime – 1400

\$1,096 – This category covers 98 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.

Uniform Allowance – 1514

\$372 – This category reimburses employees for the expense of purchasing uniforms required by the city.

FICA - 2100

\$1,235 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$836 – This category covers the cost of pension benefits for the FRS.

Health/Life Insurance - 2300

\$5,195 – This category covers the cost of the City's health and long term disability insurance.

Worker's Compensation – 2400

\$405 – The contribution worker's compensation rate for employees in this category is 2.73% of salaries.

CITY OF SEMINOLE
Fiscal Year 2012
Public Works Department - Facilities Section

OPERATIONAL COSTS

Contract Services – 3400

\$35,672– This category provides for the HVAC preventative maintenance, fire alarm monitoring, pest control, fire sprinkler inspection, fire extinguisher certification, and generator service agreement for the old Public Works facility(\$150) Recreation Center (\$15,112), City Hall (\$8,955), Public Works Administration/EOC (\$5,980) and the Public Works Operations Facility (\$3,905)

Utilities – 4300

\$8,860 – Cost of electricity for Public Works Administration/EOC Bldg (\$6,500), and Public Works Operational Bldg(\$160); Water/Sewer for the PW Administration/EOC, & PW Operations Facility (\$700);TECO gas for PW Admin/ EOC Bldg and PW Ops Facility (\$1,500)

Rentals/Leases – 4400

\$800 - Cost associated with rental of equipment such as a jackhammer, sewer line snake, and trencher and cement haulers used to perform maintenance activities (\$300). This category also covers propane tank rental for City Hall and the existing Public Works Bldg (\$500).

Insurance – 4500

\$575 - These funds are for insurance for vehicle assigned to the Facilities Section.

Equipment Repairs and Maintenance – 4600

\$38,500 – These funds are for the repair and maintenance of department vehicle (\$500) and plumbing, electrical HVAC, and miscellaneous costs for maintaining City buildings (\$38,000).

Operating Supplies - 5200

\$8,725 – This category provides supplies for building maintenance services. Costs include fuel for vehicle (\$2,125), fuel for PW, City Hall & Recreation Center generators (\$1,400), small tools and supplies (\$200) and miscellaneous items such as ceiling and floor replacement tiles, door hardware, plumbing fixtures, etc. (\$5,000).

Books/Publications - 5410

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

Training/Education - 5440

\$1250– This category covers courses for attaining/maintaining job related skills, and partial reimbursement for undergraduate courses to obtain an associate degree.



**CITY
OF
SEMINOLE**

**PUBLIC WORKS
DEPARTMENT**

**PARKS
SECTION**

CITY OF SEMINOLE
FY12 PERSONNEL SUMMARY
Parks

POSITION	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12
Parks Technician	1	1	1	1	1	1	1	1
Maintenance I	1	1	1	1	1	1	1	1
Maintenance I	0	0	0	0	0	0	0	0.5
Maintenance I	1	1	1	1	0.625	0.625	0.625	0.5
TOTAL	3	3	3	3	2.625	2.625	2.625	3

CITY OF SEMINOLE
FY12 BUDGET
Public Works Department - Parks Section

ACCOUNT	Dept/Div Acct. # 539	FY07	FY08	FY09	FY10	FY11	FY11	Y.T.D.	FY12	% Change FY11 TO FY12
		Actual	Actual	Actual	Actual	Adopted	Final Budget	3/31/11	Proposed	
Salaries - Regular	1200	59,583	48,763	42,676	32,793	54,349	54,349	12,963	54,533	0.3%
Salaries-Part time	1310	0	7,198	15,132	14,811	15,766	15,766	3,530	25,416	61.2%
Salaries- Overtime	1400	4,340	2,363	645	1,352	1,989	1,989	1,191	1,806	-9.2%
Uniform Allowance	1514	0	872	1,636	532	2,228	2,228	336	2,228	0.0%
FICA	2100	4,725	4,249	4,287	3,530	5,536	5,536	1,237	6,289	13.6%
FRS	2210	6,296	5,745	5,628	4,833	7,362	6,383	1,845	4,326	-41.2%
Health/Life Insurance	2310	12,903	12,783	8,441	13,458	18,756	18,756	8,871	20,143	7.4%
L/T Disability Insurance	2320	477	404	317	417	450	450	224	453	0.7%
Workers Compensation	2400	3,300	2,626	1,446	1,882	2,683	2,683	1,173	2,603	-3.0%
People Costs		91,624	85,003	80,208	73,608	109,119	108,140	31,370	117,797	8.0%
Professional Services	3100	0	0	0	0	150	150	0	150	0.0%
Contract Svce - Lawn Svc.	3420	78,528	72,608	50,300	42,863	41,253	41,253	40,593	46,183	12.0%
Contract Svce -Pest Control	3422	11,194	10,680	10,673	16,409	18,729	18,729	17,229	18,729	0.0%
Contract Svce - Other	3490	3,578	6,307	4,100	6,060	6,000	6,000	0	27,000	350.0%
Travel/Per Diem	4000	0	0	64	34	0	0	45	0	0.0%
Electric-Parks	4310	13,277	18,175	20,349	21,249	22,500	22,500	9,363	22,500	0.0%
Water/Sewer - Parks	4320	6,406	4,938	5,388	4,924	6,000	6,000	4,145	6,000	0.0%
Rental/Lease - Other	4490	12	0	0	0	800	800	0	800	0.0%
Insurance - Facilities	4510	1,798	1,969	1,668	2,093	2,500	2,500	1,438	2,500	0.0%
Insurance - vehicles	4520	1,068	598	464	442	650	650	330	650	0.0%
R & M - Park Equipment	4631	25,675	21,361	16,637	23,597	20,000	20,000	17,105	20,000	0.0%
R & M - Vehicles	4660	318	673	2,139	1,001	600	600	170	600	0.0%
Licenses & Permits	4912	0	75	0	88	0	0	25	0	0.0%
Op Supplies - Restrooms	5210	5,388	5,489	4,440	4,071	5,000	5,000	1,836	5,000	0.0%
Fuel	5240	1,997	2,559	1,650	2,042	1,500	1,500	671	2,650	76.7%
Op Supplies-Uniforms	5250	992	152	4	0	0	0	267	0	#DIV/0!
Op Supplies-Chemicals	5260	9,276	4,363	9,466	10,147	10,000	10,000	3,151	10,000	0.0%
Op Supplies-Plants/Trees/So	5265	39,463	24,029	27,653	30,144	25,000	25,000	4,775	25,000	0.0%
Op Supplies-General	5290	2,487	2,274	4,445	2,308	2,600	2,600	7,639	2,600	0.0%
Books/Publications	5410	0	0	141	40	100	100	193	100	0.0%
Conf./ Training/Education	5440	0	125	600	264	600	600	396	600	0.0%
Operational Costs		201,457	176,375	160,181	167,776	163,982	163,982	109,371	191,062	16.5%
Capital Outlay - Equipment	6410	9,049	0	16,971	5,347	0	0	0	10,000	0.0%
Improvement in Progress	6500	17,884	0	0	3,939	0	0	0	25,000	0.0%
Capital Outlay		26,933	0	16,971	9,286	0	0	0	35,000	0.0%
DEPARTMENT TOTAL		320,014	261,378	257,360	250,670	273,101	272,122	140,741	343,859	25.9%

CITY OF SEMINOLE
Fiscal Year 2012
Public Works Department – Parks Section

PERSONNEL COSTS

Salaries and Wages - 1200

\$54,533 – This category covers wages for 1 Parks Technician and 1 Maintenance I positions.

Salaries and Wages - Part Time- 1310

\$25,416 – This category covers wages for 2 PT Maintenance I positions at 20 hours per week.

Overtime – 1400

\$1,806 – This category covers 97 hours of overtime for each division employee resulting from special city activities and emergencies.

Uniform Allowance - 1514

\$2,228 – This category reimburses employees for the purchase of uniforms required by the city.

FICA - 2100

\$6,289 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$4,326 – This category covers the cost of pension benefits for the FRS plan.

Health/Life Insurance - 2300

\$20,143 – This category covers the cost of the City's health and life insurance.

Disability Insurance - 2300

\$453 – This category covers the cost of the City's health and disability insurance.

Worker's Compensation - 2400

\$2,603 – The contribution rate for employees is 3.69% of salaries.

CITY OF SEMINOLE
Fiscal Year 2012
Public Works Department – Parks Section

OPERATIONAL COSTS

Professional Services - 3100

\$150 – This category covers expenses associated with horticulturist consultants, soil samples, water tests, etc.

Contract Services – 3400

\$88,332 – This category provides for contracted lawn services for Recreation Center athletic fields and common area, Blossom Lake Park, sod replacement for the Recreation Center athletic field (\$42,603), lawn/pest control for all city facilities(\$18,729), & facility fence repairs and tennis/ basketball court surface repairs(\$6,000) and Seminole Blvd landscape refurbishment(\$21,000 FDOT grant reimbursement).

Utility Services – 4300

\$28,500- This category covers electrical and lighting costs (\$22,500) and water/sewer service for the parks (\$6,000).

Rentals/Leases – 4400

\$800 - Charges associated with rental of seldom-used equipment to perform landscaping activities, such as verticutters, tillers and stump grinders.

Insurance – 4500

\$3,150 - These funds are for insurance for park structures (\$2,500) and vehicles (\$650).

Equipment Repairs and Maintenance – 4600

\$20,600 - These funds are for the repair and maintenance of park equipment, pumps for fountains, irrigation systems, electrical equipment and tennis court nets (\$20,000); and vehicles (\$600).

Operating Supplies - 5200

\$ 45,250 – This category provides funds to maintain the parks including restroom supplies (\$5,000); fuel for vehicle (\$2,650); fertilizer, herbicides and pesticides for parks and roadway medians (\$10,000); sod, grass seed, plants and trees for replacements city wide (\$25,000); and miscellaneous supplies (\$2,600).

Books, Publications - 5410

\$100 - This category includes book purchases and magazine subscriptions related to lawn or horticulture information.

CITY OF SEMINOLE
Fiscal Year 2012
Public Works Department – Parks Section

Training/Education - 5440

\$600 – This category covers PTEC or Pinellas County Extension courses for attaining/maintaining required licenses and job related knowledge.

CAPITAL OUTLAY

Other Equipment - 6490

\$10,000 – This is designed to cover the cost of a Gator for general use in the parks.

Improvement in Progress - 6500

\$25,000 – This is designed to cover the construction of a Gazebo at City Park.