
CITY OF PENSACOLA CLASSIFICATION OF EXPENDITURES/EXPENSES BY ACCOUNT CODE

9100 PERSONAL SERVICES

Expenses for salaries, wages and related employee benefits provided for all persons employed by the City whether on full-time, part-time, temporary or seasonal basis. Employee benefits include employer contributions to a retirement system, insurance, deferred compensation plans and similar direct benefits as well as other costs.

- 9111 SALARIES** - Used for budgeted positions. Includes salaries and wages for the statutory work week as defined by the Fair Labor Standards Act, special duty pay and field training pay. Also includes scheduled overtime for Firefighters (six hours per pay period).
- 9112 OVERTIME** - Wages for hours worked over Fair Labor Standards Act minimum work week. Calculated at one and one-half times the employee's regular rate. Unless otherwise stated in collective bargaining agreements.
- 9113 LONGEVITY** - Employees receive longevity pay based on number of years of service. It is paid as a percentage of the base pay. Firefighters receive longevity on base pay and six hours of scheduled overtime. Beginning with 1.0% after five years of service, longevity increases in two percent increments every five additional years capping at 10.0% for thirty years of service.
- 9114 GENERAL PENSION CONTRIBUTIONS** - As required by State law, the City contribution is based on the recommendation of the actuary for the General Pension Fund and applied as a percentage to the active member payroll. (Employee contribution is 5.5%.) Generally, employees hired after 10/06/97 will be members of the General Pension Plan and vacant positions should be budgeted under the General Pension. Exceptions are Police Cadets, Fire Cadets and positions which will be filled by sworn officers and fire suppression personnel who will be eligible for another one of the City's defined benefit pension plans. Vacant Police and Fire Cadet positions should be budgeted under the Florida Retirement System (FRS). Vacant sworn officer positions in all departments (Police Officers, Airport Police Officers and Enforcement Officers) should be budgeted under the Police Pension. Fire Apprentice Firefighter vacancies and fire suppression vacancies are budgeted under Fire Pension. (Plan closed to new participants effective June 18, 2007.)
- 9115 FIRE PENSION CONTRIBUTIONS** - As required by State law, the City contribution is based on the recommendation of the actuary for the Fire Pension Fund and applied as a percentage to the active member payroll. (Employee contribution is 11%.)
- 9116 POLICE PENSION CONTRIBUTIONS** - As required by State law, the City contribution is based on the recommendation of the actuary for the Police Pension Fund and applied as a percentage to the active member payroll. (Employee contribution is 0.5%.)

CLASSIFICATION OF EXPENDITURES/EXPENSES BY ACCOUNT CODE (Continued)

- 9117 ADDITIONAL PENSION** - Supplemental general pension amounts approved by City Council in FY 1975. Beginning in FY 2009, amounts will be paid from the pension fund..
- 9118 MEDICARE PREMIUM** - The charge for the Medicare portion of social security. All employees hired after March 1, 1986 are covered by Medicare and those employees who were hired before March 1, 1986 who joined the Florida Retirement System (FRS) on June 18, 2007. The current Medicare tax rate is 1.45% for City and employee.
- 9119 ADDITIONAL REGULAR PAY** - Payment at regular rate for additional hours worked over the statutory work week that were not deemed to be overtime because the employee's work week included leave hours such as annual leave or personal holiday which the City does not consider as time worked. (Sick leave is considered as time worked.)
- 9120 SOCIAL SECURITY** – Used for compensation withholdings of each general employee in the Florida Retirement System for employee Federal Social Security tax contributions.
- 9121 GROUP INSURANCE** – Fringe benefits for health, dental and life insurance for all full-time permanent employees.
- 9122 REPLACEMENT BENEFIT PROGRAM** - The Internal Revenue Code Section 457 nonqualified pension program which replaced social security on January 1, 1982. Full-time permanent employees, except those covered by the Fire Pension Plan, Florida Retirement System (FRS) and other employees who were not covered by social security at the time of conversion, are members of the replacement program. Employees choose to defer one of three fixed percentages, 4.7%, 5.7%, or 6.7%, which the City matches. The employee may also defer additional amounts as allowed by law with no City match. A portion of the City contribution to the replacement benefit program goes to fund premiums for survivor/disability insurance. General employees hired after June 18, 2007 are not eligible for this plan. (See account 9123.)
- 9123 DISABILITY/SURVIVORS INSURANCE** - Part of the social security replacement program (see 9122 above). According to the City Code, the City is required first to fund the disability/survivors portion of the program; the remaining City contribution goes to the Section 457 deferred compensation plan. Also covered are employees who were part of the plan on June 18, 2007 and chose to join FRS. General employees hired after June 18, 2007 are not eligible for this plan.
- 9124 DEFERRED COMPENSATION** - An Internal Revenue Code Section 401(a) qualified pension plan for non-civil service employees. Beginning with 5% at the employee's hire date, the City's contribution increases to 7.5% at five years of service and caps at 10% with ten years of service. Employees hired after 10/06/97 are not eligible for this plan.

CLASSIFICATION OF EXPENDITURES/EXPENSES BY ACCOUNT CODE (Continued)

- 9125 EXTRA PERSONAL SERVICES** - Used for temporary non-budgeted positions paid through an outside employment agency when services are provided by temporary (full and part-time) employees.
- 9126 INCENTIVE PAY** - Used to pay fire and police educational incentive pay.
- 9128 DIFFERENTIAL PAY** - Used for paying shift differential.
- 9129 DEFERRED COMPENSATION PENSION PLAN** - An Internal Revenue Code Section 457 nonqualified pension program which replaced the General Pension Plan. Beginning with 1.5% at the employee's hire date, the City's contribution increases to 2.5% with five years of service and caps at 6.5% with ten years of service. Employee contribution is a fixed 5.5% with an option to defer additional amounts as allowed by law. Employees hired after 10/06/97 are not eligible for this plan with the exception of Police Officers who on 9/30/02 opted not to allow their deferred compensation deduction to be placed in the Police Pension Plan.
- 9130 WORKER'S COMPENSATION** - Effective FY92, premiums and benefits paid for Worker's Compensation.
- 9131 UNEMPLOYMENT COMPENSATION** - Effective FY92, amounts paid for unemployment compensation benefits.
- 9133 FLORIDA RETIREMENT SYSTEM (FRS)** – Effective June 18, 2007, amounts paid on behalf of the general employees covered under the agreement with Florida Retirement System as a Florida Retirement System employer. Effective July 1, 2011, employees are required to contribute 3% towards the Florida Retirement System.
- 9135 OTHER PERSONAL SERVICES** - Used for temporary non-budgeted positions for services provided by temporary (full and part-time) employees and is paid through the City payroll. Social Security, Medicare Tax and Florida Retirement System (if applicable) are the only benefits approved by City Council to be paid to other personal services employees. Other personal services employees paid through City payroll whose position is established for longer than six (6) months are required to be in FRS and social security.

9300 OPERATING EXPENSES

Includes expenditures for goods and services that primarily benefit the current period and are not defined as personal services or capital outlays.

- 9330 RECREATION SUPPLIES** - Cost of athletic and playground supplies and equipment with a **unit** cost of under \$1,000. Supplies and equipment costing between \$1,000 and \$4,999 should be charged to Non-Capitalized Assets (9370); items costing \$5,000 or more with a useful life of more than one year should be charged to the Capital Outlay account codes (966x).

EXAMPLES: Trophies, balls, bats, nets, games and other items used for recreation.

CLASSIFICATION OF EXPENDITURES/EXPENSES BY ACCOUNT CODE (Continued)

9331 OFFICE SUPPLIES - Expenses necessary for the operation of an office.

EXAMPLES: Drafting supplies, maps, blank envelopes, small office supplies such as staplers and letter trays, blank computer disks, and all miscellaneous office needs.

9332 OPERATING SUPPLIES - Supplies consumed in the conduct of operations.

EXAMPLES: Wax, paper towels, toilet tissue, brooms, mops, soap, rags, trash cans, liners, cups, flags, film, film developing, batteries (e.g. flashlight, camera, etc.), printer cartridges (ink & toner), and insect spray.

9333 REPAIRS AND MAINTENANCE - Cost of replacement parts and supplies required for maintenance and repair of buildings, real property, streets, facilities and machinery including oil, Freon, and other machinery lubricants. All repair and maintenance contracts.

EXAMPLES: Repairs to machinery and equipment batteries for traffic signals, road signs, office furniture and equipment, central air conditioning and heating systems, boilers, wiring systems, sidewalks, street lights, swimming pools, parks, playgrounds, sweepers, dozers, draglines, generators, lawn mowers, leafloaders, chippers, val-all, regulator stations, window glass, floor covers, plumbing, lumber, paint, wire waste containers, forklift, light bulbs and keys. Maintenance agreements for owned (not rented) copiers/business machines, elevators and fire alarms/extinguishers, carpet cleaning, lawn/grounds landscape.

NOTE: Equipment repaired at the Central Garage should be charged to Maintenance and Repair of Vehicles, account code 9345.

NOTE: Fuel and lubricants for automobiles, trucks and any motorized vehicles should be charged to Fuels and Lubricants, account code 9348.

9334 SMALL TOOLS AND MINOR EQUIPMENT - Items in this classification are of a unit value less than \$1,000 and are subject to rapid deterioration or loss. Items costing between \$1,000 and \$4,999 should be charged to Non-Capitalized Assets (9370). Items costing \$5,000 or more with a useful life of more than one year should be charged to the Capital Outlay account codes (966x).

EXAMPLES: All hand tools used by carpenters, plumbers, electricians, mechanics, laborers, surveyors, draftspersons, engineers. Include tool boxes, office fans, heaters, clothes racks, desks, chairs, calculators, computer software/hardware, printers, Dictaphone recorder/transcribers, paper shredders, Venetian blinds, turn-out gear, fire hoses, nozzles, air cylinders, rescue equipment, new signs (safety & directional), K9 dogs, etc.

9335 PROFESSIONAL SERVICES - Costs of services procured by the City as independent professional assistance, as well as City Engineering & Construction charges.

EXAMPLES: Consulting fees charged by legal firms, accounting and auditing firms, engineering and architectural firms, appraisals, badges, court costs, abstracts, recording fees, title searches (except demolitions), background checks and health exams.

CLASSIFICATION OF EXPENDITURES/EXPENSES BY ACCOUNT CODE (Continued)

9336 COMMUNICATIONS - All costs related to various communications systems and Management Information Services direct charges. All communication charges should be at the following project codes:

- 000103 – Voice Communications
- 000104 – Data Communications
- 000105 – Communication Repairs and Maintenance
- 000106 – Equipment Purchases under \$1,000
- 000107 – Contract Maintenance
- 000198 – WAN Maintenance

EXAMPLES: Telemeter, telephone, modems, pagers, facsimiles, radios and related repairs and maintenance cost.

9337 TRANSPORTATION - Travel expenses.

EXAMPLES: All transportation costs associated with traveling to and from seminars and/or conferences including bridge tolls and parking fees; use of commercial or private vehicle in performance of official duties.

9338 ADVERTISING - All costs of advertising.

EXAMPLES: Classified or legal advertising, publication of public notices, ordinances, bid invitations and promotional advertising on behalf of the City.

9339 POSTAGE - Costs of all postal services including mail room overhead charges.

9340 PRINTING AND BINDING - Cost of all printing services includes copy paper, printed stationery and printed envelopes.

9341 RENTALS - All costs of machinery, equipment and business machine rentals including the charge for copies over the allowable limit and Section 8 Housing Assistance Payments. By agreement, a rental/lease fee will typically include a maintenance fee. The entire cost of the agreement is charged to 9341.

9342 TRAINING - Approved education expenses; all training expenses approved in the departmental budget except travel which is charged to 9337 and ALL food items.

EXAMPLES: Tuition, lodging, meals, training meeting refreshments, snacks/candy/treats and bingo food supplies.

CLASSIFICATION OF EXPENDITURES/EXPENSES BY ACCOUNT CODE (Continued)

9343 DUES, SUBSCRIPTIONS AND MEMBERSHIPS - Memberships in professional organizations (i.e. AICPA, Notary license, etc.), subscriptions and purchase of books with a unit value less than \$1,000. Books with a unit value of between \$1,000 and \$4,999 should be charged to Non-Capitalized Assets (9370); books costing \$5,000 or more with a useful life of more than one year should be charged to the Capital Outlay account codes (966x).

NOTE: All books, regardless of cost, purchased for the Library or by the City Attorney for their law library should be charged to 9668.

9344 AUTO ALLOWANCE - Used only with the approval of the City Manager or Director of Finance.

9345 MAINTENANCE AND REPAIR OF VEHICLES - All costs associated with maintaining the City fleet; cost of vehicle tag and title; charges for equipment repaired by the Central Garage; and Central Garage overhead charges.

NOTE: All repairs made at the Central Garage should be charged to this account code.

9346 LIABILITY INSURANCE - Insurance carried for the protection of the City and Risk Management Services direct charges.

EXAMPLES: Fire, theft, casualty, general and professional liability, auto coverage, surety bonds, etc.

NOTE: Workers' compensation is charged to account code 9130; unemployment compensation is charged to account code 9131.

9347 UTILITIES - Costs of electricity, gas, water, waste disposal and other public utility services.

9348 FUELS AND LUBRICANTS - Costs of fuel and lubricants for automobiles, trucks, and any motorized vehicles.

EXAMPLES: Gasoline, diesel fuel, kerosene oil used in cars, transmission fluid, brake fluid, differential lubricant, hydraulic fluid and anti-freeze.

NOTE: Transportation fuel is charged to account code 9337.

NOTE: Fuels and lubricants for repairs or maintenance of buildings, real property, streets, facilities and machinery are charged to Repairs and Maintenance, account code 9333.

9349 CLOTHING SUPPLIES - Costs of clothing and clothing allowances.

EXAMPLES: Shoes, uniforms, hats, raincoats, boots, gloves, goggles, badges, belts, patches, turnout clothing, safety vests, etc.

NOTE: Clothing given away as promotional items should be charged to Advertising, account code 9338.

9350 INVENTORIES OF STORES FOR RESALE - Resalable items.

EXAMPLES: Code books, natural gas, matrix copies, food and food supplies, drinks, etc.

CLASSIFICATION OF EXPENDITURES/EXPENSES BY ACCOUNT CODE (Continued)

- 9351 MEDICAL AND FIRST AID SUPPLIES** - Medications and first aid supplies including examination gloves and masks.
- 9352 METER PARTS AND SUPPLIES** - Parts and supplies used in repair and maintenance of meters.
- 9353 PIPE FITTINGS** - Costs of pipe, meters, fittings and valves including freight charges.
- 9354 CHEMICAL SUPPLIES** - Chemicals used in warehouses.
- 9355 AGRICULTURAL SUPPLIES** - All costs of agricultural supplies.
EXAMPLES: Fertilizers, insecticides, seed, trees, plants, top soil, etc.
- 9357 OTHER CONTRACTUAL SERVICES** - Cost of services procured independently by written contractual agreement with persons, firms or corporations. Contracts may or may not go to City Council and may be lump-sum or multiple payments.
EXAMPLES: Pest control, custodial, janitorial, ecological, license/support service agreements/contracts for hardware and software, and linen service.
NOTE: All communication-related expenses and projects should be charged to 9336 and project coded.
- 9358 REBATES** - Energy Services of Pensacola rebates to customers and builders as an incentive to use natural gas.
NOTE: All rebate charges require a project code.
- 9360 MISCELLANEOUS** – City stormwater fees are charged to this account and other items approved by the City Manager and Director of Finance.
- 9361 UNCLASSIFIED** – Florida Public Service Commission regulatory fees, credit card merchant fees and unusual expenses as identified and approved by the Financial Services Department.
- 9364 SERVICE AWARDS** - Purchase of materials and supplies used for employee recognition awards.
- 9365 LANDFILL FEES** - Charges for disposal at the sanitary landfill.

CLASSIFICATION OF EXPENDITURES/EXPENSES BY ACCOUNT CODE (Continued)

9370 NON-CAPITALIZED ASSETS - Capital type assets (i.e. land, buildings, improvements, machinery and equipment, office equipment, road equipment, books) that cost between \$1,000 and \$4,999 and therefore do not meet the capitalization threshold for Capital Accounts (966x). The threshold should be applied to the cost of individual items (unit cost) rather than to groups of similar items (i.e. desks and tables).

EXAMPLES: Computers, computer software/hardware, printers, facsimile equipment, scanners, playground equipment, walk-behind and push mowers, radios, guns and police car accessories such as light bars. Also, Police motorcycle leases should be charged here.

9600 CAPITAL OUTLAY

Capital outlay purchases include the acquisition cost of all assets used in operations which have a value of \$5,000 or more and a useful life of more than one (1) year. The capitalization threshold should be applied to individual items (unit cost) rather than to groups of similar items (i.e. desks, tables)

9661 LAND - Includes the cost of the land, closing costs, property taxes due, legal and title fees, and the cost of preparing the land for its intended use.

9662 BUILDING - Purchase of permanent structure intended to house people or inventories. Also includes additions to existing buildings and re-roofing, renovations, warehouse/permanent exterior doors, picnic shelters and attached awnings.

9663 IMPROVEMENTS OTHER THAN BUILDINGS - Permanent (i.e. non-detachable) improvements that add value to land and are not included in land or buildings (i.e. fences, retaining walls, sprinkler systems, barrier gates). This classification is used by proprietary funds only (Gas, Sanitation, Port, Airport, Garage, Risk Management and Central Services).

NOTE: Projects that qualify as improvements that will not be completed in one fiscal year or that have multiple vendors or multiple partial payments should be charged to account code 9669, Construction In Progress, so that appropriate costs can be accumulated.

9664 INFRASTRUCTURE - Includes roads, bridges, curbs, gutters, streets, sidewalks, signs, drainage systems, lighting systems, landscaping, parking, sprinkler systems, fences around retention ponds, backstops and similar assets that are immovable. This classification is used by general fund departments only.

NOTE: Enterprise and Internal Service funds should charge items of this nature to either 9663 or 9669 as appropriate.

NOTE: Projects that qualify as infrastructure that will not be completed in one fiscal year or that have multiple vendors or multiple partial payments should be charged to account code 9669, Construction In Progress, so that appropriate costs can be accumulated.

CLASSIFICATION OF EXPENDITURES/EXPENSES BY ACCOUNT CODE (Continued)

9665 MACHINERY AND EQUIPMENT - Purchase of operational and construction equipment.

EXAMPLES: Generators, pumps, graders, dragline, tractors, forklifts, riding lawn mowers, guns, air handlers, all terrain vehicles and four-wheelers.

9666 OFFICE EQUIPMENT - Purchase of office furniture and equipment.

EXAMPLES: Copier machines, computers used as servers, computer software, and security systems.

9667 ROAD EQUIPMENT - Purchase of equipment designed to travel upon streets and highways. Equipment in this category must have a registered tag. Includes cars, trucks, sweepers and marine vehicles.

9668 BOOKS - Includes books and publications, regardless of value, purchased by the library or by the City Attorney for the law library. Also includes all other departments' book purchases exceeding \$5,000 unit value and a useful life of more than one year.

9669 CONSTRUCTION IN PROGRESS - To accumulate the cost of projects which will not be completed in one fiscal year or projects completed within a year that will have multiple vendors or multiple partial pays.

9700 DEBT SERVICE

9771 PRINCIPAL - Payment of debt principal.

9772 INTEREST - Interest expense on debt.

CLASSIFICATION OF EXPENDITURES/EXPENSES BY ACCOUNT CODE (Continued)**9800 GRANTS AND AIDS**

- 9881 AID TO GOVERNMENT AGENCIES** - Includes all grants, subsidies and contributions to other governmental units.
- 9882 AID TO PRIVATE AGENCIES** - Includes all grants, subsidies and contributions to private organizations.
- 9883 OTHER GRANTS AND AIDS** - All other grants and aids.

9900 OTHER

- 9991 TRANSFERS** - Includes all transfers between City funds which do not represent operating expenditures.
- 9992 ALLOCATED OVERHEAD/(COST RECOVERY)** - Reimbursement for services from a fund responsible for particular expenses to a fund that initially paid for them. Therefore, Allocated Overhead/(Cost Recovery) is treated as a decrease in expense, (Cost Recovery), for the departments providing the service and an increase in expense, Allocated Overhead, to the departments receiving the service.
- 9993 RESERVED** – Used only for Budget, no expenditures are charged in this account.
- 9999 OTHER NON-OPERATING** – Includes Citywide insurance and claims expenses in the Insurance Retention Fund.