



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**ADMINISTRATION
DIVISION**

**CITY OF SEMINOLE
 FY16 PERSONNEL SUMMARY
 ADMINISTRATION DEPARTMENT**

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Director of Administration	1	1	1	1	1	1	1	1
Administrative Assistant II	0.75	0.75	0.75	0.75	0.75	0.75	1	1
Administrative Assistant	0.625	0.625	0.625	0.625	0.625	0.625	0.625	0.625
MIS *	1	1	1	1	1	1	1	1
MIS *	1	1	1	1	1	1	1	1
Human Resource **	1	1	1	1	1	1	1	0
TOTAL FTE	5.375	5.375	5.375	5.375	5.375	5.375	5.625	4.625

* Position expense shared with Fire Administration

**Position responsibility transferred to City Manager.

CITY OF SEMINOLE
FY16 BUDGET
Administration Department - Administration Division

ACCOUNT	Dept/Div Acct. # 0516	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 Proposed	% Change FY15 TO FY16
Salaries - Regular	1200	156,084	155,925	172,104	169,419	165,942	165,942	78,842	203,519	22.6%
Salaries - PT	1310	52,530	52,887	39,967	47,279	54,167	54,167	26,732	22,789	-57.9%
Salaries- Overtime	1400	0	0	0	0	0	0	163	0	0.0%
Education Special	1503	2,280	2,280	2,280	2,280	2,280	2,280	0	3,600	57.9%
Phone Allowance	1509	960	960	966	960	960	960	480	960	0.0%
Uniform Purchase Allowance	1514	0	0	225	51	225	225	0	225	0.0%
FICA	2100	16,086	16,057	16,157	16,452	17,013	17,013	7,942	17,588	3.4%
FRS	2210	22,020	11,708	16,404	28,279	31,237	31,237	14,773	32,115	2.8%
Health/Life Insurance	2310	15,419	18,789	-21,807	28,774	30,080	30,080	15,358	33,261	10.6%
L/T Disability Insurance	2320	1,207	1,219	1,227	1,308	1,230	1,230	808	1,300	5.7%
Workers Compensation	2400	284	400	400	410	465	465	377	523	12.5%
Unemployment Compensator	2500	21	1,632	0	0	3,000	3,000	0	3,000	0.0%
People Costs		266,891	261,857	227,923	295,212	306,599	306,599	145,475	318,880	4.0%
Prof. Svcs - Medical	3101	3,478	2,575	1,610	3,420	3,500	3,500	979	3,500	0.0%
Prof. Svcs - Personnel	3110	1,498	1,615	3,991	4,848	65,000	65,000	1,937	5,060	-92.2%
Contract Svce - Computer	3430	574	0	0	0	500	500	0	500	0.0%
Contract Svce - Other	3490	5,339	6,256	5,821	9,883	6,000	6,000	2,671	6,000	0.0%
Travel/Per Diem	4000	2,337	2,361	3,175	2,082	3,100	3,100	223	3,100	0.0%
Telecommunications	4110	2,558	2,379	2,177	2,226	2,006	2,006	1,101	2,025	0.9%
Postage/UPS	4120	4,175	1,638	2,253	2,636	3,300	3,300	46	3,200	-3.0%
Electric	4310	17,556	15,090	13,968	12,860	16,500	16,500	6,194	15,000	-9.1%
Water & Sewer	4320	233	247	278	296	300	300	107	300	0.0%
Rental Lease Postage Meter	4410	2,356	2,305	2,175	1,201	2,400	2,400	603	2,400	0.0%
Insurance	4500	28,389	25,982	23,948	28,548	27,000	27,000	18,889	29,600	9.6%
Insurance property	4512	2,748	3,500	3,842	3,650	3,760	3,760	2,703	3,328	-11.5%
Insurance Vehicle	4520	933	627	517	337	630	630	473	630	0.0%
R & M - Copier	4610	392	267	305	363	600	600	230	725	20.8%
R & M - Vehicles	4660	865	1,157	137	-45	450	450	237	450	0.0%
R&M Other	4690	0	10	0	59	300	300	0	200	-33.3%
Printing - Other	4790	9,180	7,281	5,017	9,041	7,500	7,500	824	7,500	0.0%
Promotional Activities	4800	598	1,149	1,104	680	800	800	907	800	0.0%
Employment Advertisement	4920	2,959	2,234	3,276	3,922	4,000	4,000	1,400	4,000	0.0%
Other Current Charges	4990	715	778	744	715	775	775	280	775	0.0%
Office Supplies	5110	1,193	1,551	1,720	1,586	1,700	1,700	455	1,700	0.0%
Operating Supplies-Cleaning	5210	498	359	460	410	550	550	0	550	0.0%
Fuel	5240	1,413	1,800	565	845	675	675	694	675	0.0%
Operating Supplies- General	5290	2,751	2,412	2,288	4,690	2,450	2,450	954	2,600	6.1%
Books/Publications	5410	0	0	0	30	100	100	18	100	0.0%

CITY OF SEMINOLE

FY16 BUDGET

Administration Department - Administration Division

ACCOUNT	Dept/Div Acct. # 0516	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D. 3/31/15	FY16 Proposed	% Change FY15 TO FY16
Dues/Memberships	5430	388	348	157	490	390	390	285	385	-1.3%
Conf./ Training/Education	5440	739	729	1,277	710	1,025	1,025	445	1,025	0.0%
Tuition Reimbursement	5490	300	450	450	750	750	750	300	0	-100.0%
Operational Costs		94,165	85,100	81,255	96,233	156,061	156,061	42,955	96,128	-38.4%
Capital Outlay - Land Acq.	6101	0	400,000	0	0	0	0	0	0	0.0%
Capital Outlay - Computers	6401	4,037	0	0	5,793	0	0	0	0	0.0%
Improvements in Progress	6500	0	0	0	0	0	10,000	9,750	0	0.0%
Capital Outlay		4,037	400,000	0	5,793	0	10,000	9,750	0	0.0%
Interfund Transfer	6905	9,800	0	56,675	194,700	0	21,660	0	0	-100.0%
DEPARTMENT TOTAL		374,893	746,957	365,853	591,938	462,660	494,320	198,180	415,007	-16.0%

CITY OF SEMINOLE
Fiscal Year 2016
Administration Department – Administration Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$203,519 - This category covers wages for the Director of Administration, an Administrative Assistant II and ½ the cost of two Technology Specialists; which are shared cost positions with the Fire/Rescue Department.

Part-time 1300

\$22,789 – This category covers wages for a part-time Administrative Assistant I position.

Education Special 1503

\$3,600 – This category covers special pay for 2.5 employees who hold a Bachelors Degree @ \$110 per month and 1/2 employee who holds an Associates Degree @ \$50 per month.

Phone Allowance 1509

\$960 – This category covers a \$40 per month allowance for business use of cell phones for the Director and 1/2 the cost for two IT specialists (cost for IT specialists shared with fire).

Uniform Purchase Allowance 1514

\$225 – This category covers employees cost for the purchase of uniforms required by the City.

FICA – 2100

\$17,588 – FICA is budgeted at a rate of 7.65% of salary.

Retirement – 2200

\$32,115 - This category covers the cost of pension benefits for the FRS plan.

Insurance – 2300

\$34,561 - This category covers health insurance (\$33,261) and disability insurance (\$1,300).

Worker's Compensation– 2400

\$523 - This covers the cost for workman's compensation at the rate of .18%.

CITY OF SEMINOLE
Fiscal Year 2016
Administration Department – Administration Division

Unemployment Compensation– 2500

\$3,000 - This covers the cost for unemployment compensation for all City Departments.

OPERATIONAL COSTS

Professional Services – 3100

\$9,560 – Employee physical & drug screening (\$3,500), Personnel Consultant (\$4,000), EAP contract (\$1,060).

Contract Services Computer - 3430

\$500 – Computer support from outside contractors.

Contract Services Other - 3490

\$6,000 – Carpet cleaning quarterly and the cleaning contract for the City Hall Complex (\$5,000). Cost shared with Community Development and Fire Department. Disaster recovery assistance contract (\$1,000).

Travel and Per Diem - 4000

\$3,100 - Costs are for Director and staff to attend conferences and training seminars. FGFOA State Conference (\$695), GFOA Conference (\$1,085), state sponsored educational workshops for staff (\$350), local FGFOA Meetings (\$80), Florida Local Government Information System Association Conference (\$490) and misc. staff training (\$400).

Communications - 4100

\$5,225 - This category covers telephone costs for local and long distance service and internet (\$2,025), postage (\$200) and the mailing of the one citywide newsletter (\$3,000).

Electric – 4310

\$15,000 – This category covers 29% of the electric for the City Hall Complex.

Water & Sewer – 4320

\$300 – This category covers 27% of the sewer & water costs for the City Hall Complex.

Rentals and Leases – 4400

\$2,400 – This category covers the rental cost of the postage meter.

CITY OF SEMINOLE
Fiscal Year 2016
Administration Department – Administration Division

Insurance - 4530

\$33,558 - These funds are for insurance costs of the city wide general liability insurance (\$29,600), property insurance for the City Hall complex (\$3,328) and vehicle insurance for Administration vehicles (\$630).

Equipment Repairs and Maintenance - 4600

\$1,375 - This category also covers maintenance for a 2002 Taurus and 1/2 of a 2011 Escape (\$450), copier (\$725), and fire extinguishers (\$200).

Printing - 4700

\$7,500 - Printing of tabs and budget document for 32 budgets (\$1,000), printing of stationary and envelopes (\$500), Biannual Newsletter (\$5,750) and Misc. items (\$250).

Promotional Activities – 4800

\$800 – Flowers and miscellaneous awards.

Advertisement, Other Current Charges - 4900

\$4,775 – City-wide summer/vacant positions (\$4,000), Application fee for Award for Financial Reporting Achievement and Distinguished Budget Presentation Award (\$775).

Office Supplies - 5110

\$1,700 - These funds are for supplies used to support Administration Division job tasks including computer related supplies.

Operating Supplies -Cleaning – 5210

\$550 – Janitorial and cleaning supplies for the City Hall Complex.

Operating Supplies – 5200

\$3,275 – Fuel for Ford Taurus and Ford Escape (\$675), Water Cooler (\$800) and misc. (\$1,800).

Books and Publications - 5410

\$100 - This category includes purchase of books and subscriptions to periodicals that provide resource materials for the Administration Division.

CITY OF SEMINOLE
Fiscal Year 2016
Administration Department – Administration Division

Dues and Memberships – 5430

\$385 – This category includes professional memberships to various organizations that provide resource materials for Administration Division’s development Gulfcoast FGFOA Chapter membership (\$20), FGFOA (\$35), GFOA (\$190), Florida Municipal Association for Safety and Health (\$25) and Florida Local Government Information Systems Association (\$90). FMAASH and FLGISA shared with Fire Administration. SAM’S Club (\$25). FMAASH SAM’S, and FLGISA shared with Fire Administration.

Conferences, Training and Education - 5440

\$1,025– FGFOA State Conference (\$225), GFOA National Conference (\$380) and staff training (\$420).