



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**ADMINISTRATION
DIVISION**

**CITY OF SEMINOLE
FY12 PERSONNEL SUMMARY
ADMINISTRATION DEPARTMENT**

POSITION	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12
Director of Administration	1	1	1	1	1	1	1	1
Administrative Assistant II	1	1	1	0	0	0	0	0
Administrative Assistant	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Administrative Assistant	0	0.625	0.625	0.625	0.625	0.625	0.625	0.625
Administrative Assistant	0	0	0	0	0	0	0	0
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	1
TOTAL FTE	5.75	6.375	6.375	5.375	5.375	5.375	5.375	5.375

* Position expense shared with Fire Administration

**Position expense paid by Fire Administration

CITY OF SEMINOLE
FY12 BUDGET
Administration Department -Administration Division

ACCOUNT	Dept/Div Acct. #	FY07	FY08	FY09	FY10	FY11	FY11 Final	Y.T.D.	FY12	% Change
	516	Actual	Actual	Actual	Actual	Adopted	Budget	3/31/11	Proposed	FY11 TO FY12
Salaries - Regular	1200	168,583	150,646	154,782	155,208	157,853	157,853	78,326	159,134	0.8%
Salaries- PT	1310	47,983	49,491	50,803	51,572	51,834	51,834	26,772	51,953	0.2%
Education Special	1503	2,155	2,280	2,280	2,280	2,280	2,280	0	2,280	0.0%
Phone Allowance	1509	0	920	960	1,440	960	960	480	960	0.0%
FICA	2100	16,520	15,418	15,855	15,940	16,041	16,041	8,034	16,148	0.7%
FRS	2210	24,422	22,936	23,531	24,312	25,980	25,980	12,971	14,540	-44.0%
Health/Life Insurance	2310	17,232	13,260	13,475	14,332	15,385	15,385	7,710	16,511	7.3%
L/T Disability Insurance	2320	1,383	1,181	1,202	1,207	1,227	1,227	603	1,397	13.9%
Workers Compensation	2400	522	359	398	286	447	447	213	440	-1.6%
Unemployment Compensatic	2500	12,838	7,294	16,137	8,776	10,000	10,000	0	10,000	0.0%
People Costs		291,645	263,785	279,423	275,353	282,007	282,007	135,109	273,363	-3.1%
Prof. Svcs - Medical	3101	2,818	2,987	1,862	3,585	3,000	3,000	1,006	3,000	0.0%
Prof. Svcs - Personnel	3110	1,048	1,244	2,602	5,072	5,000	5,000	174	5,000	0.0%
Contract Svce - Computer	3430	0	608	637	0	725	725	574	725	0.0%
Contract Svce - Other	3490	6,141	6,379	5,409	5,472	5,210	5,210	5,313	7,210	38.4%
Travel/Per Diem	4000	2,143	1,746	1,821	1,550	2,870	2,870	1,666	2,870	0.0%
Telecommunications	4110	4,846	4,619	3,416	2,743	2,681	2,681	1,093	2,500	-6.8%
Postage/UPS	4120	189	3,719	5,224	3,632	5,200	5,200	2,071	3,200	-38.5%
Electric	4310	29,835	23,801	21,032	23,850	24,000	24,000	10,175	24,000	0.0%
Water & Sewer	4320	292	200	198	201	390	390	64	390	0.0%
Rental Lease Postage Meter	4410	3,674	2,499	3,215	2,301	2,176	2,176	1,333	2,176	0.0%
Insurance	4500	40,888	32,416	30,496	20,347	29,500	29,500	21,814	28,000	-5.1%
Insurance property	4510	4,037	4,264	3,778	2,719	3,550	3,550	2,042	3,500	-1.4%
Insurance Vehicle	4520	972	1,228	651	437	1,100	1,100	408	1,000	-9.1%
R & M - Copier	4610	665	462	345	550	850	850	252	850	0.0%
R & M -Telephone	4641	0	0	0	0	250	250	0	0	-100.0%
R & M - Vehicles	4660	1,838	1,660	2,891	1,017	2,000	2,000	217	2,000	0.0%
R&M Other	4690	0	0	0	595	650	650	0	650	0.0%
Printing - Other	4790	5,632	8,459	9,408	9,064	10,606	10,606	4,768	7,106	-33.0%
Promotional Activities	4800	1,367	628	347	870	1,300	1,300	468	1,000	-23.1%
Employment Advertisement	4920	7,032	3,605	3,359	2,491	6,000	6,000	2,856	6,000	0.0%
Other Current Charges	4990	856	665	680	715	695	695	280	695	0.0%
Office Supplies	5110	1,961	1,047	1,237	1,134	1,950	1,950	380	1,950	0.0%
Operating Supplies-Cleaning	5210	533	641	194	320	650	650	281	650	0.0%
Fuel	5240	1,443	2,014	1,011	1,270	1,500	1,500	385	1,500	0.0%
Operating Supplies- General	5290	2,300	1,702	1,277	1,836	2,400	2,400	1,804	2,350	-2.1%
Books/Publications	5410	55	159	0	0	200	200	0	200	0.0%
Dues/Memberships	5430	372	58	260	378	300	300	332	300	0.0%

CITY OF SEMINOLE
FY12 BUDGET
Administration Department -Administration Division

ACCOUNT	Dept/Div Acct. # 516	FY07 Actual	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Adopted	FY11 Final Budget	Y.T.D. 3/31/11	FY12 Proposed	% Change FY11 TO FY12
Conf./ Training/Education	5440	1,262	881	786	689	1,100	1,100	739	1,100	0.0%
Tuition Reimbursement	5490	505	0	473	150	1,400	1,400	150	1,200	-14.3%
Operational Costs		124,092	110,191	102,609	92,988	117,253	117,253	60,645	111,122	-5.2%
Capital Outlay - Computers	6401	2,190	0	0	764	0	0	2,575	0	0.0%
Capital Outlay		2,190	0	0	764	0	0	2,575	0	0.0%
Interfund Transfer	6900	13,449	22,110	0	25,320	0	9,800	0	0	-100.0%
DEPARTMENT TOTAL		431,376	396,086	382,032	394,425	399,260	409,060	198,329	384,485	-6.0%

CITY OF SEMINOLE
Fiscal Year 2012
Administration Department – Administration Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$159,134 - This category covers wages for the Director of Administration and ½ the cost of two Technology Specialists; which are shared cost positions with the Fire/Rescue Department.

Part-time 1300

\$51,953 – This category covers wages for two part-time Administrative Assistant I positions. (one at 25 hrs/wk and one at 30 hrs./wk.)

Education Special 1503

\$2,280 – This category covers education special pay for one and ½ 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).

FICA – 2100

\$16,148 – FICA is budgeted at a rate of 7.65% of salary.

Retirement – 2200

\$14,540 - This category covers the cost of pension benefits for the FRS plan.

Insurance – 2300

\$17,908 - This category covers health insurance (\$16,511) and disability insurance (\$1,397).

Worker's Compensation– 2400

\$440 - This covers the cost for workman's compensation at the rate of .14% (clerical).

Unemployment Compensation– 2500

\$10,000 - This covers the cost for unemployment compensation for all City Departments.

CITY OF SEMINOLE
Fiscal Year 2012
Administration Department – Administration Division

OPERATIONAL COSTS

Professional Services – 3100

\$8,000 – Employee physical & drug screening (\$3,000), Personnel Consultant (\$5,000).

Contract Services Computer - 3430

\$725 – Computer support from outside contractors.

Contract Services Other - 3490

\$5,210 – Carpet cleaning quarterly and the cleaning contract for the City Hall Complex. Cost shared with the Community Development and Fire Departments. Disaster recovery assistance contract (\$2,000).

Travel and Per Diem - 4000

\$2,870 - Costs are for Director and staff to attend conferences and training seminars. FGFOA State Conference (\$675), GFOA Conference (\$1,085), state sponsored educational workshops for staff (\$350), local FGFOA Meetings (\$80) and misc. staff training (\$500).

Communications - 4100

\$5,700 - This category covers telephone costs for local and long distance service and internet (\$2,500), postage (\$200) and the mailing of the one citywide newsletter (\$3,000).

Electric – 4310

\$24,000 – This category covers 35% of the electric for the City Hall Complex.

Water & Sewer – 4320

\$390 – This category covers 35% of the sewer & water costs for the City Hall Complex.

Rentals and Leases – 4400

\$2,176 – This category covers the rental cost of the postage meter.

Insurance - 4530

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Fiscal Year 2012
Administration Department – Administration Division

\$32,500 - These funds are for insurance costs of the city wide general liability insurance (\$27,500), property insurance for the City Hall complex (\$3,500), bonding of Director of Administration's position (\$500) and vehicle insurance for Administration vehicles (\$1,000).

Equipment Repairs and Maintenance - 4600

\$3,500 - This category also covers maintenance for a 1998 Taurus, a 2002 Taurus, a 2009 Escape and 1/2 of a 2003 Explorer (\$2,000), copier (\$850), and fire extinguishers (\$650).

Printing - 4700

\$7,106 - Printing of tabs and budget document for 35 budgets (\$1,200), printing of stationary and envelopes (\$1,000), Biannual Newsletter (\$4,656) and Misc. items (\$250).

Promotional Activities – 4800

\$1,000 – Flowers and miscellaneous awards.

Advertisement, Other Current Charges - 4900

\$6,695 – City-wide summer/vacant positions (\$6,000), Application fee for Award for Financial Reporting Achievement (\$415) and Distinguished Budget Presentation Award (\$280).

Office Supplies - 5110

\$1,950 - These funds are for supplies used to support Administration Division job tasks including computer related supplies.

Operating Supplies -Cleaning – 5210

\$650 – Janitorial and cleaning supplies for the City Hall Complex.

Operating Supplies – 5200

\$3,850 – Fuel for Ford Taurus, Ford Explorer and two pool cars (\$1,500), Water Cooler (\$800) and misc. (\$1,550).

Books and Publications - 5410

\$200 - This category includes purchase of books and subscriptions to periodicals that provide resource materials for the Administration Division.

Dues and Memberships – 5430

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Administration Department – Administration Division

\$300 – This category includes professional memberships to various organizations that provide resource materials for Administration Division’s development Gulfcoast FGFOA Chapter membership (\$20), FGFOA (\$25), GFOA (\$190), and Florida Local Government Information Systems Association (\$65).

Conferences, Training and Education - 5440

\$1,100 – FGFOA State Conference (\$200), GFOA National Conference (\$370) and staff training (\$530).

Tuition Reimbursement - 5490

\$1,200 – Tuition expense for one employee for a Computer Science Degree and one employee for Microsoft Certification Certificate. Expense of tuition shared with Fire Administration.