



**CITY  
OF  
SEMINOLE**

**ADMINISTRATION  
DEPARTMENT**

**ADMINISTRATION  
DIVISION**

**CITY OF SEMINOLE  
FY17 PERSONNEL SUMMARY  
ADMINISTRATION DEPARTMENT**

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Director of Administration	1	1	1	1	1	1	1	1
Administrative Assistant II	0.75	0.75	0.75	0.75	0.75	1	1	1
Administrative Assistant *	0.625	0.625	0.625	0.625	0.625	0.625	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	0	0
<b>TOTAL FTE</b>	<b>5.375</b>	<b>5.375</b>	<b>5.375</b>	<b>5.375</b>	<b>5.375</b>	<b>5.625</b>	<b>4</b>	<b>4</b>

\* Position transferred to Finance in FY15/16.

\*\* Position expense shared with Fire Administration.

\*\*\* Position responsibility transferred to City Manager in FY15/16.

**CITY OF SEMINOLE**

**FY17 BUDGET**

**Administration Department - Administration Division**

ACCOUNT	Dept/Div Acct. # 0516	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 Proposed	% Change FY16 TO FY17
Salaries - Regular	1200	155,925	172,104	169,419	179,611	203,519	217,108	91,237	221,048	1.8%
Salaries - PT	1310	52,887	39,967	47,279	47,465	19,189	5,600	0	0	-100.0%
Education Special	1503	2,280	2,280	2,280	2,500	3,600	3,600	0	3,960	10.0%
Phone Allowance	1509	960	966	960	960	960	960	480	960	0.0%
Uniform Purchase Allowance	1514	0	225	51	0	225	225	0	0	-100.0%
FICA	2100	16,057	16,157	16,452	17,242	17,588	16,862	6,836	16,910	0.3%
FRS	2210	11,708	16,404	28,279	31,877	32,115	31,461	13,862	33,397	6.2%
Health/Life Insurance	2310	18,789	-21,807	28,774	30,318	32,093	32,093	15,323	26,532	-17.3%
L/T Disability Insurance	2320	1,219	1,227	1,308	1,495	1,300	1,300	1,010	1,346	3.5%
Workers Compensation	2400	400	400	410	503	523	523	361	494	-5.5%
Unemployment Compensator	2500	1,632	0	0	4,400	3,000	3,000	0	2,000	-33.3%
<b>People Costs</b>		<b>261,857</b>	<b>227,923</b>	<b>295,212</b>	<b>316,534</b>	<b>314,112</b>	<b>312,732</b>	<b>129,108</b>	<b>306,647</b>	<b>-1.9%</b>
Prof. Svcs - Medical	3101	2,575	1,610	3,420	4,172	3,500	3,500	1,304	3,500	0.0%
Prof. Svcs - Personnel	3110	1,615	3,991	4,848	4,795	5,060	5,060	1,944	6,000	18.6%
Contract Svce - Computer	3430	0	0	0	0	500	500	0	500	0.0%
Contract Svce - Other	3490	6,256	5,821	9,883	5,541	6,000	6,000	4,466	5,250	-12.5%
Travel/Per Diem	4000	2,361	3,175	2,082	2,320	3,100	3,100	377	2,350	-24.2%
Communications	4110	2,379	2,177	2,226	2,274	2,025	2,025	1,110	2,274	12.3%
Postage/UPS	4120	1,638	2,253	2,636	4,620	3,200	3,200	74	3,200	0.0%
Electric	4310	15,090	13,968	12,860	12,383	15,000	15,000	6,302	15,000	0.0%
Water & Sewer	4320	247	278	296	280	300	300	114	300	0.0%
Rental Lease Postage Meter	4410	2,305	2,175	1,201	1,290	2,400	2,400	741	2,100	-12.5%
Insurance	4500	25,982	23,948	28,548	24,835	34,367	34,367	26,810	34,367	0.0%
Insurance property	4512	3,500	3,842	3,650	3,604	3,328	3,328	2,552	3,328	0.0%
Insurance Vehicle	4520	627	517	337	630	630	630	482	630	0.0%
R & M - Copier	4610	267	305	363	477	725	725	191	725	0.0%
R & M - Vehicles	4660	1,157	137	-45	750	450	450	20	450	0.0%
R&M Other	4690	10	0	59	110	200	200	0	200	0.0%
Printing - Other	4790	7,281	5,017	9,041	6,473	7,500	7,500	4,992	7,500	0.0%
Promotional Activities	4800	1,149	1,104	680	1,228	800	800	568	1,800	125.0%
Employment Advertisement	4920	2,234	3,276	3,922	4,387	4,000	4,000	1,608	4,200	5.0%
Other Current Charges	4990	778	744	715	853	775	775	280	775	0.0%
Office Supplies	5110	1,551	1,720	1,586	2,412	1,700	1,700	547	1,700	0.0%
Operating Supplies-Cleaning	5210	359	460	410	251	550	550	213	550	0.0%
Fuel	5240	1,800	565	845	1,785	675	675	656	675	0.0%
Operating Supplies- General	5290	2,412	2,288	4,690	3,201	2,600	2,600	2,501	2,850	9.6%
Books/Publications	5410	0	0	30	45	100	100	0	100	0.0%
Dues/Memberships	5430	348	157	490	285	385	385	240	385	0.0%

**CITY OF SEMINOLE****FY17 BUDGET****Administration Department -Administration Division**

ACCOUNT	Dept/Div Acct. # 0516	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D. 3/31/16	FY17 Proposed	% Change FY16 TO FY17
Conf./ Training/Education	5440	729	1,277	710	890	1,025	1,025	589	8,825	761.0%
<b>Operational Costs</b>		<b>85,100</b>	<b>81,255</b>	<b>96,233</b>	<b>90,641</b>	<b>100,895</b>	<b>100,895</b>	<b>58,681</b>	<b>109,534</b>	<b>8.6%</b>
<b>Capital Outlay</b>		<b>400,000</b>	<b>0</b>	<b>5,793</b>	<b>9,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Interfund Transfer</b>	<b>6905</b>	<b>0</b>	<b>56,675</b>	<b>194,700</b>	<b>21,660</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>		<b>746,957</b>	<b>365,853</b>	<b>591,938</b>	<b>438,585</b>	<b>415,007</b>	<b>413,627</b>	<b>187,789</b>	<b>416,181</b>	<b>0.6%</b>

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**CITY OF SEMINOLE**  
**Fiscal Year 2017**  
**Administration Department – Administration Division**

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**PERSONNEL COSTS**

**Salaries and Wages - 1200**

**\$221,048** - 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.

**Education Special 1503**

**\$3,960** – This category covers special pay for 3 employees who hold a Bachelor’s degree @ \$110 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**

**\$16,910** – FICA is budgeted at a rate of 7.65% of salary.

**Retirement – 2200**

**\$33,397** - This category covers the cost of pension benefits for the FRS plan.

**Insurance – 2300**

**\$36,586** - This category covers health insurance (\$35,240) and disability insurance (\$1,346).

**Worker’s Compensation– 2400**

**\$494** - This covers the cost for workman’s compensation at the rate of .14%.

**Unemployment Compensation– 2500**

**\$2,000** - This covers the cost for unemployment compensation for all City Departments.

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**CITY OF SEMINOLE**  
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**Administration Department – Administration Division**

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**OPERATIONAL COSTS**

**Professional Services – 3100**

**\$9,500** – Employee physical & drug screening (\$3,500), Personnel Attorney/Consultant (\$4,000), EAP contract (\$2,000).

**Contract Services Computer - 3430**

**\$500** – Computer support from outside contractors.

**Contract Services Other - 3490**

**\$5,250** – Carpet cleaning quarterly and the cleaning contract for the City Hall Complex (\$3,750). Cost shared with Community Development and Fire Department. Disaster recovery assistance contract (\$1,000) and water cooler and coffee service (\$500).

**Travel and Per Diem - 4000**

**\$2,350** - Costs are for Director and staff to attend conferences and training seminars. FGFOA State Conference (\$1,000), state sponsored educational workshops for staff (\$350), Florida Local Government Information System Association Conference (\$500) and misc. staff training (\$500).

**Communications - 4100**

**\$5,474** - This category covers telephone service and internet (\$2,274), 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 29% of the sewer & water costs for the City Hall Complex.

**Rentals and Leases – 4400**

**\$2,100** – This category covers the rental cost of the postage meter.

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**Insurance - 4500**

**\$38,325** - These funds are for insurance costs of the city wide general liability insurance (\$34,367), 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 2014 escape 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**

**\$1,800** – Flowers, miscellaneous awards and American Flag lapel pins.

**Advertisement, Other Current Charges - 4900**

**\$4,975** – City-wide summer/vacant positions (\$4,200), 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**

**\$3,300** – Fuel for Ford Escape and Ford Escape (\$675), Water Cooler (\$825), uniforms (\$225) 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.

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**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).

**Conferences, Training and Education - 5440**

**\$8,825**– FGFOA State Conference (\$225), local Gulfcoast FGFOA meetings (\$100), staff training (\$500) and a Department and Division Head leadership retreat(\$8,000).