



**CITY
OF
SEMINOLE**

**ADMINISTRATION
DEPARTMENT**

**ADMINISTRATION
DIVISION**

DEPARTMENT OF ADMINISTRATION

MISSION STATEMENT

To serve the citizens of Seminole by providing of administrative supervision, financial management, budgeting, human resource, and information technology assistance for the operation of all City Departments in order to provide for the effective and efficient delivery of government services.

DESCRIPTION OF RESPONSIBILITIES

The Department of Administration is responsible for the Human Resource, Insurance, MIS, preparation of the City budget and City Hall custodial services. The Department responsibility also includes supervision of the Finance Division, the Recreation Division and the Library Division.

Responsibilities include the following programs:

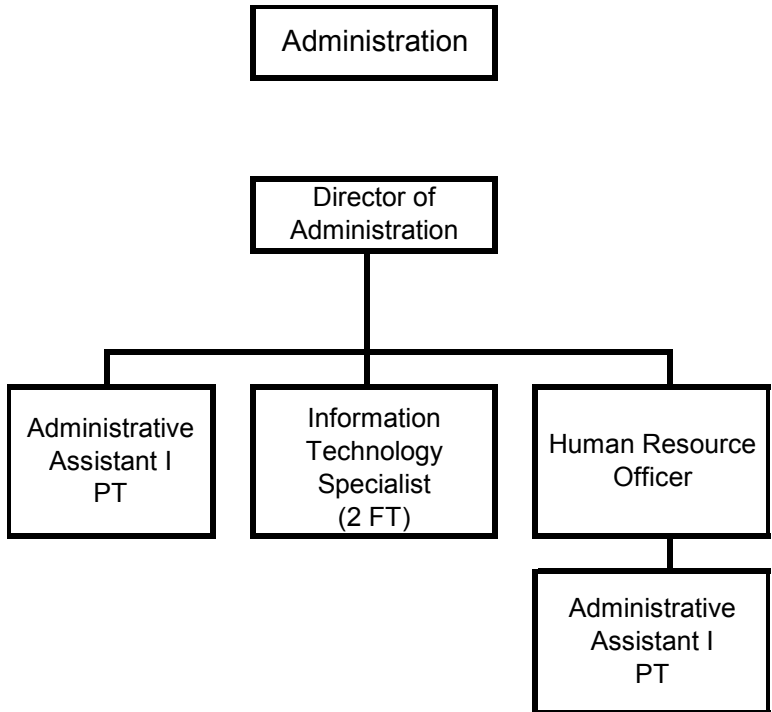
Administration: Provides for the overall direction and supervision for the Finance, Recreation and Library Divisions and is responsible for carrying out policies established by the City Council and City Manager.

Personnel Administration: Maintains City personnel files, formulation and implementation of practices and policies, training and development programs, compliance with all local, state and federal labor and employment laws. Provides orientation for new employees; processes, administers, explains and updates benefits; coordinate with Finance regarding payroll information and insurance billings; promotes good employee relations and actively discourages discrimination at all levels.

Risk Management: Responsible for the provision and promotion of an effective program to protect all City assets from loss or damage including both property and people. Identify, analyze and minimize risk exposure using most cost effective means; maintain updated records of all City owned property, worker's compensation claims and accident reporting; inform insurance agencies and attorneys and to provide training to identify and correct safety hazards in the workplace.

Information Services: Responsible for providing support to employees in purchasing, set-up, maintenance and operation of the City's computer systems.

Budget and Management: Responsible for the coordination and development of the Annual Budget and Capital Improvement Program.



**CITY OF SEMINOLE
FY 10 PERSONNEL SUMMARY
ADMINISTRATION DEPARTMENT**

POSITION	FY04	FY05	FY06	FY07	FY08	FY09	FY10
Director of Administration	1	1	1	1	1	1	1
Administrative Assistant II	0	1	1	1	0	0	0
Administrative Assistant	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Administrative Assistant	0	0	0.625	0.625	0.625	0.625	0.625
Administrative Assistant	1	0	0	0	0	0	0
MIS *	1	1	1	1	1	1	1
MIS *	0	1	1	1	1	1	1
Human Resource **	1	1	1	1	1	1	1
TOTAL FTE	4.75	5.75	6.375	6.375	5.375	5.375	5.375

CITY OF SEMINOLE
FY10 BUDGET
Administration Department - Administration Division

ACCOUNT	Dept/Div Acct. # 516	FY05 Actual	FY06 Actual	FY07 Actual	FY08 Actual	FY09 Adopted	FY09 Final Budget	Y.T.D. 3/31/09	FY10 Adopted	% Change FY09 TO FY10
Salaries - Regular	1200	157,027	173,937	168,583	150,646	154,422	154,422	82,998	154,797	0.2%
Salaries- PT	1310	28,099	37,667	47,983	49,491	50,822	50,822	27,472	50,897	0.1%
Education Special	1503	1,650	1,980	2,155	2,280	2,280	2,280	0	2,280	0.0%
Phone Allowance	1509	0	0	0	920	960	960	840	960	0.0%
FICA	2100	14,142	16,108	16,520	15,418	15,881	15,881	8,437	15,909	0.2%
FRS	2210	2,075	12,207	24,422	22,936	23,982	23,982	12,499	23,475	-2.1%
ICMA	2220	14,758	7,835	0	0	0	0	0	0	0.0%
Health/Life Insurance	2310	15,240	16,824	17,232	13,260	13,843	13,843	6,738	14,373	3.8%
L/T Disability Insurance	2320	1,304	1,470	1,383	1,181	1,385	1,385	599	1,387	0.1%
Workers Compensation	2400	305	539	522	359	747	747	299	519	-30.5%
Unemployment Compensatic	2500	12,949	7,480	12,838	7,294	10,000	10,000	2,487	10,000	0.0%
People Costs		247,602	276,047	291,645	263,785	274,322	274,322	142,369	274,597	0.1%
Prof. Svcs - Medical	3101	1,915	3,236	2,818	2,987	3,000	3,000	1,059	3,000	0.0%
Prof. Svcs - Personnel	3110	23,222	3,081	1,048	1,244	5,000	5,000	1,702	31,390	527.8%
Prof. Svcs - Actg/Audit	3200	0	0	0	2,500	0	0	0	0	0.0%
Contract Svce - Computer	3430	10,370	296	0	608	825	825	637	825	0.0%
Contract Svce - Other	3490	6,052	6,488	6,141	6,379	6,717	6,717	5,426	4,515	-32.8%
Travel/Per Diem	4000	3,090	2,525	2,143	1,746	3,070	3,070	261	2,870	-6.5%
Telecommunications	4110	4,799	5,412	4,846	4,619	3,394	3,394	1,933	2,550	-24.9%
Postage/UPS	4120	872	576	189	3,719	4,980	4,980	2,656	5,200	4.4%
Electric	4310	14,872	27,907	29,835	23,801	29,124	29,124	10,020	24,350	-16.4%
Water & Sewer	4320	387	193	292	200	509	509	67	400	-21.4%
Rental Lease Postage Meter	4410	2,748	2,918	3,674	2,499	2,541	2,541	2,255	2,541	0.0%
Insurance	4500	14,857	41,173	40,888	32,416	46,674	46,674	23,219	32,846	-29.6%
Insurance property	4510	1,675	2,563	4,037	4,264	7,479	7,479	2,848	4,222	-43.6%
Insurance Vehicle	4520	729	1,100	972	1,228	2,500	2,500	531	1,251	-50.0%
R & M - Copier	4610	894	705	665	462	900	900	158	900	0.0%
R & M -Telephone	4641	22	0	0	0	250	250	0	250	0.0%
R & M - Vehicles	4660	1,889	5,122	1,838	1,660	2,000	2,000	1,589	2,000	0.0%
R&M Other	4690	1,309	625	0	0	650	650	0	650	0.0%
Printing - Other	4790	1,284	1,473	5,632	8,459	9,330	9,330	4,816	9,800	5.0%
Promotional Activities	4800	673	580	1,367	628	1,500	1,500	347	1,300	-13.3%
Employment Advertisement	4920	9,394	15,454	7,032	3,605	7,500	7,500	2,766	7,000	-6.7%
Other Current Charges	4990	415	415	856	665	665	665	265	665	0.0%
Office Supplies	5110	1,837	2,048	1,961	1,047	2,000	2,000	720	1,950	-2.5%
Operating Supplies-Cleaning	5210	915	537	533	641	630	630	170	650	3.2%
Fuel	5240	889	1,338	1,443	2,014	1,500	1,500	572	1,500	0.0%
Operating Supplies- General	5290	4,077	4,131	2,300	1,702	2,546	2,546	828	2,400	-5.7%
Books/Publications	5410	269	13	55	159	270	270	0	200	-25.9%
Dues/Memberships	5430	45	220	372	58	290	290	215	325	12.1%

Conf./ Training/Education	5440	3,248	607	1,262	881	1,115	1,115	568	1,115	0.0%
Tuition Reimbursement	5490	1,472	2,771	505	0	1,392	1,392	0	1,350	-3.0%
Operational Costs		115,476	135,257	124,092	110,191	148,351	148,351	65,628	148,015	-0.2%
Capital Outlay - Computers	6401	3,180	566	2,190	0	0	0	0	0	0.0%
Capital Outlay		3,180	566	2,190	0	0	0	0	0	0.0%
Interfund Transfer	6900	115,350	122,990	13,449	22,110	0	0	0	0	0.0%
DEPARTMENT TOTAL		481,608	534,860	431,376	396,086	422,673	422,673	207,997	422,612	0.0%

CITY OF SEMINOLE
Fiscal Year 2010
Administration Department – Administration Division

PERSONNEL COSTS

Salaries and Wages - 1200

\$154,797 - 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

\$50,897 – 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 the two IT specialists (cost for IT specialists shared with fire).

FICA – 2100

\$15,909 – FICA is budgeted at a rate of 7.65% of salary.

Retirement – 2200

\$23,475 - This category covers the cost of pension benefits for the FRS plan.

Insurance – 2300

\$15,760 - This category covers the health insurance (\$14,373) and disability insurance (\$1,387) costs.

Worker's Compensation– 2400

\$519 - This covers the cost for workman's compensation at the rate of .25% (clerical).

Unemployment Compensation– 2500

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

CITY OF SEMINOLE
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OPERATIONAL COSTS

Professional Services – 3100

\$34,390 – Non-Fire Personnel: employee physical & drug screening (\$3,000), Personnel Consultant (\$5,000) and as directed by City Council the city policy is to review and modify the Pay Plan every five years (\$23,390). This expense is shared with Fire Administration.

Contract Services Computer - 3430

\$825 – Computer support from outside contractors.

Contract Services Other - 3490

\$4,515 – Carpet cleaning quarterly and the cleaning contract for the City Hall Complex. Cost shared with the Community Development and Fire Departments.

Travel and Per Diem - 4000

\$2,870 - Costs are for Director and staff to attend conferences and seminars not locally provided. FGFOA State Conference (\$675), GFOA Conference (\$1,085), State educational workshops (\$350), local FGFOA Meetings (\$80) and Misc. (\$500).

Communications - 4100

\$7,750 - This category covers telephone costs for local and long distance service and internet (\$2,550), postage (\$150) and the mailing of the two citywide newsletters (\$5,050).

Electric – 4310

\$24,350 – This category covers 35% of the electric for the City Hall Complex.

Water & Sewer – 4320

\$400 – This category covers 35% of the sewer & water costs for the City Hall Complex.

Rentals and Leases – 4400

\$2,541 – This category covers the rental cost of the postage meter.

CITY OF SEMINOLE
Fiscal Year 2010
Administration Department – Administration Division

Insurance - 4530

\$38,319 - These funds are for insurance costs of the city wide general liability insurance (\$32,346), property insurance for the City Hall complex (\$4,222), bonding of Director of Administration's position (\$500) and vehicle insurance for Administration vehicles (\$1,251).

Equipment Repairs and Maintenance - 4600

\$3,800 - This category also covers maintenance for a 1999 Taurus, a 2000 Taurus, a 2002 Taurus and 1/2 of a 2003 Explorer (\$2,000), American Telephone system maintenance (\$250), copier (\$900), and fire extinguishers (\$650).

Printing - 4700

\$9,800 - Printing of tabs and budget document for 35 budgets (\$1,200), printing of stationary and envelopes (\$1,150), Biannual Newsletter (\$7,200) and Misc. items (\$250).

Promotional Activities – 4800

\$1,300 – Flowers and miscellaneous awards.

Advertisement, Other Current Charges - 4900

\$7,665 – City-wide summer/vacant positions (\$7,000), Application fee for Award for Financial Reporting Achievement (\$415) and distinguished Budget Presentation Award (\$250).

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

\$3,900 – Fuel for Ford Taurus, Ford Explorer and two pool cars (\$1,500), Water Cooler (\$1,091) and misc. (\$1,309).

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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

\$325 – 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 (\$215), and Florida Local Government Information Systems Association (\$65).

Conferences, Training and Education - 5440

\$1,115 – FGFOA State Conference (\$200), GFOA National Conference (\$370) and staff training (\$545).

Tuition Reimbursement - 5490

\$1,350 – Tuition expense for one employee for a Computer Science Degree and one employee for Microsoft Certification Certificate. Expense of tuition shared with Fire Administration.