



**CITY
OF
SEMINOLE**

**COMMUNITY
DEVELOPMENT /
PLANNING DEPARTMENT**

**CODE ADMINISTRATION &
INSPECTION
DIVISION**

CITY OF SEMINOLE
FY17 PERSONNEL SUMMARY
Code Administration & Inspections

POSITION	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Code Administrator	0.8	1	1	1	1	1	1	1
Administrative Assistant	0	0	0	0	0.2	0.2	0	0
Building Inspector	0.8	0.5	0.5	0.5	1	1	1	1
Building Inspector	0	0	0	0	0	0	0	0
Permit/Licensing Tech	1	1	1	1	1	1	1	1
Permit/Licensing Tech	0	0	0	0	0	0	0.625	0.625
Code Enforcement Officer	0	0	0	0	0	0.5	0.5	0.5
Code Enforcement Officer	1	1	1	0.625	0.5	0.5	0.5	0.5
TOTAL	3.6	3.5	3.5	3.125	3.7	4.2	4.625	4.625

CITY OF SEMINOLE
FY17 BUDGET
Community Development Department
Code Administration & Inspections Section

ACCOUNT	Dept/Div Acct. #0524	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Adopted	FY16 Final Budget	Y.T.D 3/31/2016	FY17 Proposed	% Change FY16 to FY17
Salaries - Regular	1200	104,261	103,585	138,358	147,022	167,759	167,759	56,452	167,080	-0.4%
Salaries - Part-Time	1310	10,013	7,244	14,693	34,418	51,234	51,234	27,079	55,838	9.0%
Salaries- Overtime	1400	944	3,395	9	74	0	0	0	0	0.0%
Phone Allowance	1509	0	0	0	0	0	0	0	480	0.0%
Uniform Purchase Allowance	1514	180	676	19	3,119	1,075	1,075	518	0	-100.0%
FICA	2100	8,577	8,487	11,486	13,859	17,089	17,089	6,246	17,422	1.9%
FRS	2210	5,154	5,736	9,751	12,280	15,039	15,039	5,686	16,577	10.2%
Health/Life Insurance	2310	15,340	13,973	9,554	13,775	14,795	14,795	7,149	30,001	102.8%
L/T Disability Insurance	2320	1,065	938	1,102	1,190	1,392	1,392	506	1,466	5.3%
Workers Compensation	2400	3,110	3,482	3,499	3,130	3,518	3,518	2,028	3,502	-0.5%
People Costs		148,644	147,516	188,471	228,867	271,901	271,901	105,664	292,366	7.5%
Inspections- County	3438	1,296	1,728	33,157	14,580	2,700	2,700	23,328	2,700	0.0%
Data Processing	3462	1,593	0	808	808	1,200	1,200	808	10,518	776.5%
Contract Services - Other	3490	2,685	3,043	2,847	3,629	5,000	5,000	3,730	4,575	-8.5%
Administrative Fee	3701	131,785	131,785	131,785	131,785	131,785	131,785	54,910	131,785	0.0%
Travel/Per Diem	4000	0	645	649	1,319	1,900	1,900	0	1,900	0.0%
Telecommunications	4110	2,755	2,247	2,081	2,178	1,914	1,914	1,352	4,955	158.9%
Postage/UPS	4120	1,424	1,426	1,388	1,359	1,675	1,675	491	1,675	0.0%
Electric	4310	7,274	6,772	8,313	7,797	8,500	8,500	3,968	8,500	0.0%
Water/Sewer	4320	124	139	148	176	262	262	72	262	0.0%
Rental/Lease - Other	4490	21,795	21,795	26,046	26,046	26,046	26,046	10,853	26,046	0.0%
Insurance	4500	2,011	3,150	3,050	2,808	3,326	3,326	2,494	3,326	0.0%
Insurance - Property	4512	1,688	2,000	1,700	2,270	2,095	2,095	1,608	2,095	0.0%
Insurance - Vehicles	4520	792	1,122	1,207	1,458	1,458	1,458	1,161	1,458	0.0%
Maintenance - Copier	4610	1,940	3,825	0	621	2,000	2,000	420	2,000	0.0%
R&M - Vehicles	4660	869	1,151	191	4,407	1,458	1,458	1,368	1,390	-4.7%
Printing- Occup. Licenses	4740	0	0	0	0	660	660	0	660	0.0%
Printing- Other	4790	998	887	0	1,222	900	900	435	900	0.0%
Office Supplies	5110	2,761	2,759	3,541	7,696	3,450	3,450	2,634	3,450	0.0%
Fuel	5240	2,805	3,053	2,134	2,225	3,433	3,433	713	2,474	-27.9%
Operating Supplies - Uniform	5250	0	0	0	0	0	0	278	1,075	0.0%
Operating Supplies -General	5290	798	1,210	3,426	1,081	750	750	2,093	750	0.0%
Books/Publications	5410	786	0	0	980	950	950	182	950	0.0%
Dues/Memberships	5430	380	375	355	749	775	775	460	775	0.0%
Conf./ Training/Education	5440	620	1,013	468	1,276	1,075	1,075	20	1,075	0.0%
Tuition Reimbursement	5490	1,250	500	-2,488	0	975	975	0	0	-100.0%
Operational Costs		188,464	191,555	220,837	216,470	204,287	204,287	166,160	215,294	5.4%
Capital Outlay - Equip.	6410	0	2,278	0	0	0	0	0	0	0.0%
Capital Outlay		0	2,278	0	0	0	0	0	0	0.0%
Interfund Transfer	6900	0	0	9,900	6,040	0	0	0	0	0.0%
DEPARTMENT TOTAL		337,108	341,349	419,208	451,377	476,188	476,188	271,824	507,660	6.6%

CITY OF SEMINOLE
Fiscal Year 2017
Community Development Department
Code Administration & Inspections Section

PERSONNEL COSTS

Salaries and Wages – 1200

\$167,080 – This category covers wages for a Building Official, Permit/Licensing Technician and a Building Inspector.

Part-time – 1300

\$55,838 – This category covers wages for two Code Enforcement Officers (at 20 hours per week) and a Permit/Licensing Technician (at 25 hours per week).

Phone Allowance - 1509

\$480 – This category is for a \$40 per month allowance for business use of a cell phone for the Code Enforcement Officer.

FICA - 2100

\$17,422 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$16,577 – This category covers the cost of pension benefits with the FRS.

Health Insurance – 2300

\$30,001 - This category covers the annual cost of the City's health insurance premiums.

Disability Insurance – 2320

\$1,466 - This category covers the annual cost of the City's disability insurance premiums.

Workers' Compensation – 2400

\$3,502 - The estimated contribution rate for office personnel at .14% of salaries and municipal inspectors at 1.36% of salaries.

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Fiscal Year 2017
Community Development Department
Code Administration & Inspections Section

OPERATING COSTS

Contract Services (Inspections) – 3410

\$ 2,700 – This category provides for Pinellas County to perform specialty or over-run inspections and at least one special plan review within the City.

Contract Services (Data Processing) – 3460

\$10,518 – This category provides the prorated share of the annual support fee for MCCI (\$3,360) and Energov/Incode (\$7,158).

Contract Services – Other – 3490

\$4,575 – This category provides for Code Enforcement cleanups and demolition/securing of unsafe structures (\$2,185) and janitorial expense (\$2,390).

Administrative Fee – 3701

\$131,785 – This category covers the city administrative costs associated with running the section.

Travel and Per Diem – 4000

\$1,900 - For the travel expenses, meals, lodging, and vehicle reimbursement for inspection personnel in the maintenance and recertification of mandatory state license certifications (Building official \$500; Building Inspector \$500; Permit Tech \$500; Code Enforcement Officers \$400).

Communications - 4100

\$4,955 - This category covers the annual costs of telephone and internet services for the section.

Postage - 4120

\$1,675- This category covers the annual costs of postage for the section.

Electric – 4310

\$8,500 – This category covers 18% of the electric for the City Hall Complex.

Water/Sewer - 4320

\$262 – This category covers 18% of the sewer and water costs for the City Hall Complex.

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Community Development Department
Code Administration & Inspections Section

Rental/Lease - Other - 4490

\$26,046 – This category covers office space rental costs for the Code Administration and Inspection Section.

Insurance - 4500

\$6,879 - These funds cover the section's share of auto insurance (\$1,458), property insurance (\$2,095), and liability insurance (\$3,326).

Repairs and Maintenance – 4600

\$3,390 - These funds are for repairs and preventative maintenance of the three section vehicles (\$1,390) and the copier (\$2,000).

Printing - Occupational Licensing – 4740

\$660 – These funds cover the costs of printing the Renewal Notices and annual Occupational Licenses.

Printing – Other - 4790

\$900 – These funds are for printing the various forms used on a daily basis for: building inspection cards and permits, violation notices, inspection tags, stop work orders, business cards, and other similar items.

Office Supplies – General - 5110

\$3,450 – This line item is for supplies used to provide the office support for the licensing, permitting, inspection, and code enforcement functions; items such as computer and printer supplies, paper, filing supplies, etc.

Operating Supplies – Fuel - 5240

\$2,474 – This category covers the purchase of uniforms required by the city.

Operating Supplies – Uniforms - 5250

\$1,075 – This is the cost of fuel to operate the four vehicles assigned to the section

CITY OF SEMINOLE
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Operating Supplies – General - 5290

\$750 – This category covers the cost of equipment used by inspectors in the performance of their duties, such as: hand tools, safety equipment, audiometric, grade, and other measuring devices, film, and ladders, etc.

Books and Publications - 5410

\$950 - This category includes various professional memberships to organizations that provide resource materials for building, health, safety, and handicapped access. Examples include: Florida Building Codes, Building Rehabilitation Standards and Codes, International Plumbing and Mechanical Codes, ICC, etc.

Dues/Memberships – 5430

\$775 – These funds are for memberships for the Building Official and section staff in organizations that sponsor or write the codes, standards, and regulations that affect operations. Included are: NFPA (Fire), ICC (Building Construction), State of Florida (Building, Fire), IAEE (Electrical), Florida Association Plumbing/Gas/Mechanical Inspectors, Florida Association of Code Enforcement, FAOLO (Occupational Licenses), Building Officials Association of Florida etc. Also included is the cost of certifying the Customer Service Representative as a Notary Public for four years.

Training & Education – 5440

\$1,075 – This line item covers tuition for the mandatory training, certification for the section staff, as well as the costs of registering those professionals with the State of Florida and other certifying entities.