



**CITY  
OF  
SEMINOLE**

**COMMUNITY  
DEVELOPMENT /  
PLANNING DEPARTMENT**

**CODE ADMINISTRATION &  
INSPECTION  
DIVISION**

**CITY OF SEMINOLE**  
**FY18 PERSONNEL SUMMARY**  
**Code Administration & Inspections**

POSITION	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Code Administrator	1	1	1	1	1	1	1	1
Administrative Assistant	0	0	0	0.2	0.2	0	0	0
Building Inspector	0.5	0.5	0.5	1	1	1	1	1
Permit/Licensing Tech	1	1	1	1	1	1	1	1
Permit/Licensing Tech	0	0	0	0	0	0.625	0.625	0.625
Code Enforcement Officer	0	0	0	0	0.5	0.5	0.5	0.5
Code Enforcement Officer	1	1	0.625	0.5	0.5	0.5	0.5	0.5
<b>TOTAL</b>	<b>3.5</b>	<b>3.5</b>	<b>3.125</b>	<b>3.7</b>	<b>4.2</b>	<b>4.625</b>	<b>4.625</b>	<b>4.625</b>

**CITY OF SEMINOLE**  
**FY18 BUDGET**  
**Community Development Department**  
**Code Administration & Inspections Section**

ACCOUNT	Dept/Div Acct. #0524	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Adopted	FY17 Final Budget	Y.T.D 3/31/2017	FY18 Adopted	% Change FY17 to FY18
Salaries - Regular	1200	103,585	138,358	147,022	145,800	167,080	167,080	78,298	180,159	7.8%
Salaries - Part-Time	1310	7,244	14,693	34,418	58,378	55,838	55,838	27,581	62,240	11.5%
Phone Allowance	1509	0	0	0	0	480	480	0	480	0.0%
FICA	2100	8,487	11,486	13,859	15,066	17,422	17,422	7,724	18,915	8.6%
FRS	2210	5,736	9,751	12,280	14,149	16,577	16,577	7,571	18,298	10.4%
Health/Life Insurance	2310	13,973	9,554	13,775	22,398	30,001	30,001	15,515	32,505	8.3%
L/T Disability Insurance	2320	938	1,102	1,190	1,065	1,466	1,466	782	1,558	6.3%
Workers Compensation	2400	3,482	3,499	3,130	2,538	3,502	3,502	2,259	3,497	-0.1%
<b>People Costs</b>		<b>147,516</b>	<b>188,452</b>	<b>225,748</b>	<b>259,394</b>	<b>292,366</b>	<b>292,366</b>	<b>139,730</b>	<b>317,652</b>	<b>8.6%</b>
Inspections- County	3438	1,728	33,157	14,580	28,836	2,700	2,700	324	2,700	0.0%
Data Processing	3462	0	808	808	7,969	10,518	10,518	8,756	10,518	0.0%
Contract Services - Other	3490	3,043	2,847	3,629	4,914	4,575	4,575	3,379	5,485	19.9%
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	645	649	1,319	561	1,900	1,900	362	1,900	0.0%
Telecommunications	4110	2,247	2,081	2,178	3,366	4,955	4,955	1,616	6,638	34.0%
Postage/UPS	4120	1,426	1,388	1,359	1,492	1,675	1,675	498	1,675	0.0%
Electric	4310	6,772	8,313	7,797	7,689	8,500	8,500	4,684	9,500	11.8%
Water/Sewer	4320	139	148	176	199	262	262	58	262	0.0%
Rental/Lease - Other	4490	21,795	26,046	26,046	26,046	26,046	26,046	10,852	26,046	0.0%
Insurance	4500	3,150	3,050	2,808	3,326	3,326	3,326	2,494	3,326	0.0%
Insurance - Property	4512	2,000	1,700	2,270	2,144	2,095	2,095	1,304	2,095	0.0%
Insurance - Vehicles	4520	1,122	1,207	1,458	1,548	1,458	1,458	644	1,458	0.0%
Maintenance - Copier	4610	3,825	0	621	957	2,000	2,000	458	1,500	-25.0%
R&M - Vehicles	4660	1,151	191	4,407	1,372	1,390	1,390	321	1,450	4.3%
Printing- Other	4790	887	0	1,222	723	900	900	0	900	0.0%
Office Supplies	5110	2,759	3,541	7,696	3,742	3,450	3,450	1,517	3,450	0.0%
Fuel	5240	3,053	2,134	2,225	1,988	2,474	2,474	660	2,007	-18.9%
Operating Supplies - Uniform	5250	0	19	3,119	529	1,075	1,075	0	1,075	0.0%
Operating Supplies -General	5290	1,210	3,426	1,081	2,431	750	750	819	750	0.0%
Books/Publications	5410	0	0	980	387	950	950	174	950	0.0%
Dues/Memberships	5430	375	355	749	685	775	775	730	775	0.0%
Conf./ Training/Education	5440	1,013	468	1,276	837	1,075	1,075	213	1,075	0.0%
<b>Operational Costs</b>		<b>191,555</b>	<b>220,856</b>	<b>219,589</b>	<b>289,158</b>	<b>215,294</b>	<b>215,294</b>	<b>94,773</b>	<b>217,320</b>	<b>0.9%</b>
<b>Capital Outlay</b>		<b>2,278</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Interfund Transfer</b>	6900	<b>0</b>	<b>9,900</b>	<b>6,040</b>	<b>5,440</b>	<b>0</b>	<b>5,440</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>		<b>341,349</b>	<b>419,208</b>	<b>451,377</b>	<b>553,992</b>	<b>507,660</b>	<b>513,100</b>	<b>234,503</b>	<b>534,972</b>	<b>4.3%</b>

---

**CITY OF SEMINOLE**  
**Fiscal Year 2018**  
**Community Development Department**  
**Code Administration & Inspections Section**

---

**PERSONNEL COSTS**

**Salaries and Wages – 1200**

**\$180,159** – This category covers wages for a Building Official, Permit/Licensing Technician and a Building Inspector.

**Part-time – 1300**

**\$62,240** – 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**

**\$18,915** – FICA is budgeted at 7.65% of salaries and overtime.

**Retirement – 2200**

**\$18,298** – This category covers the cost of pension benefits with the FRS.

**Health Insurance – 2300**

**\$32,505** - This category covers the annual cost of the City's health insurance premiums.

**Disability Insurance – 2320**

**\$1,558** - This category covers the annual cost of the City's disability insurance premiums.

**Workers' Compensation – 2400**

**\$3,497** - The estimated contribution rate for office personnel at .15% of salaries and municipal inspectors at 1.46% of salaries.

---

**CITY OF SEMINOLE**  
**Fiscal Year 2018**  
**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**

**\$5,485** – This category provides for Code Enforcement cleanups and demolition/securing of unsafe structures (\$3,095) 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**

**\$6,638** - 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**

**\$9,500** – 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.

---

**CITY OF SEMINOLE**  
**Fiscal Year 2018**  
**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**

**\$2,950** - These funds are for repairs and preventative maintenance of the three section vehicles (\$1,450) and the copier (\$1,500).

**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**

**\$2,007** – 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

**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.

---

***CITY OF SEMINOLE***  
***Fiscal Year 2018***  
***Community Development Department***  
***Code Administration & Inspections Section***

---

**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), IAEI (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.