



**CITY
OF
SEMINOLE**

**COMMUNITY
DEVELOPMENT /
PLANNING DEPARTMENT**

**CODE ADMINISTRATION &
INSPECTION
DIVISION**

CITY OF SEMINOLE
FY16 PERSONNEL SUMMARY
Code Administration & Inspections

POSITION	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Code Administrator	1	0.8	1	1	1	1	1	1
Administrative Assistant	0	0	0	0	0	0.2	0.2	0
Building Inspector	1	0.8	0.5	0.5	0.5	1	1	1
Building Inspector	1	0	0	0	0	0	0	0
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	0.5
Code Enforcement Officer	0	0	0	0	0	0	0.5	0.5
Code Enforcement Officer	1	1	1	1	0.625	0.5	0.5	0.5
TOTAL	5	3.6	3.5	3.5	3.125	3.7	4.2	4.5

CITY OF SEMINOLE
FY16 BUDGET
Community Development Department
Code Administration & Inspections Section

ACCOUNT	Dept/Div Acct. #0524	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Adopted	FY15 Final Budget	Y.T.D 3/31/2015	FY16 Proposed	% Change FY15 to FY16
Salaries - Regular	1200	140,787	104,261	103,585	138,358	146,329	146,329	79,931	167,759	14.6%
Salaries - Part-Time	1310	15,636	10,013	7,244	14,693	38,931	38,931	12,061	51,234	31.6%
Salaries- Overtime	1400	82	944	3,395	9	0	0	74	0	0.0%
Uniform Purchase Allowance	1514	208	180	676	19	535	535	2,905	1,075	100.9%
FICA	2100	11,870	8,577	8,487	11,486	14,475	14,475	7,107	17,089	18.1%
FRS	2210	14,152	5,154	5,736	9,751	13,019	13,019	6,181	15,039	15.5%
Health/Life Insurance	2310	15,005	15,340	13,973	9,554	13,407	13,407	7,013	14,795	10.4%
L/T Disability Insurance	2320	1,089	1,065	938	1,102	1,213	1,213	788	1,392	14.8%
Workers Compensation	2400	2,031	3,110	3,482	3,499	4,032	4,032	2,348	4,032	0.0%
People Costs		200,860	148,644	147,516	188,471	231,941	231,941	118,408	272,415	17.5%
Inspections- County	3438	6,102	1,296	1,728	33,157	2,700	2,700	0	2,700	0.0%
Data Processing	3462	532	1,593	0	808	1,200	1,200	808	1,200	0.0%
Contract Services - Other	3490	4,513	2,685	3,043	2,847	5,000	5,000	1,631	5,000	0.0%
Administrative Fee	3701	131,784	131,785	131,785	131,785	131,785	131,785	54,910	131,785	0.0%
Travel/Per Diem	4000	30	0	645	649	1,900	1,900	211	1,900	0.0%
Telecommunications	4110	2,877	2,755	2,247	2,081	2,161	2,161	1,038	1,914	-11.4%
Postage/UPS	4120	1,977	1,424	1,426	1,388	1,675	1,675	437	1,675	0.0%
Electric	4310	8,818	7,274	6,772	8,313	8,500	8,500	3,900	8,500	0.0%
Water/Sewer	4320	117	124	139	148	262	262	67	262	0.0%
Rental/Lease - Other	4490	21,795	21,795	21,795	26,046	26,046	26,046	10,853	26,046	0.0%
Insurance	4500	3,237	2,011	3,150	3,050	3,050	3,050	2,106	2,812	-7.8%
Insurance - Property	4512	1,304	1,688	2,000	1,700	2,000	2,000	1,702	2,095	4.8%
Insurance - Vehicles	4520	920	792	1,122	1,207	1,458	1,458	1,094	1,458	0.0%
Maintenance - Copier	4610	1,559	1,940	3,825	0	2,000	2,000	155	2,000	0.0%
R&M - Vehicles	4660	831	869	1,151	191	1,458	1,458	1,648	1,458	0.0%
Printing- Occup. Licenses	4740	240	0	0	0	660	660	0	660	0.0%
Printing- Other	4790	285	998	887	0	900	900	145	900	0.0%
Office Supplies	5110	2,543	2,761	2,759	3,541	3,450	5,800	2,027	3,450	-40.5%
Fuel	5240	4,235	2,805	3,053	2,134	4,175	4,175	826	3,433	-17.8%
Operating Supplies -General	5290	1,826	798	1,210	3,426	750	750	-717	750	0.0%
Books/Publications	5410	329	786	0	0	500	500	27	950	90.0%
Dues/Memberships	5430	495	380	375	355	725	725	505	775	6.9%
Conf./ Training/Education	5440	392	620	1,013	468	975	975	877	1,075	10.3%
Tuition Reimbursement	5490	0	1,250	500	-2,488	975	975	0	975	0.0%
Operational Costs		196,741	188,464	191,555	220,837	204,305	206,655	84,250	203,773	-1.4%
Capital Outlay - Equip.	6410	0	0	2,278	0	0	0	0	0	0.0%
Capital Outlay		0	0	2,278	0	0	0	0	0	0.0%
Interfund Transfer	6900	9,800	0	0	9,900	0	6,040	0	0	-100.0%
DEPARTMENT TOTAL		407,401	337,108	341,349	419,208	436,246	444,636	202,658	476,188	7.1%

CITY OF SEMINOLE
Fiscal Year 2016
Community Development Department
Code Administration & Inspections Section

PERSONNEL COSTS

Salaries and Wages – 1200

\$167,759 – This category covers wages for a Building Official, Permit/Licensing Technician and a Building Inspector.

Part-time – 1300

\$51,234 – This category covers wages for two Code Enforcement Officers (at 20 hours per week) and a Permit/Licensing Technician (at 20 hours per week).

Uniform Purchase Allowance – 1514

\$1,075– This category covers the reimbursement for the purchase of uniforms required by the city.

FICA - 2100

\$17,089 – FICA is budgeted at 7.65% of salaries and overtime.

Retirement – 2200

\$15,039 – This category covers the cost of pension benefits with the FRS.

Health Insurance – 2300

\$14,795 - This category covers the annual cost of the city's health insurance premiums.

Disability Insurance – 2320

\$1,392 - This category covers the annual cost of the city's disability insurance premiums.

Workers' Compensation – 2400

\$4,032 - The estimated contribution rate for office personnel at .18% of salaries and municipal inspectors at 2.12% of salaries.

CITY OF SEMINOLE
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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

\$1,200 – This Category provides the prorated share of the MCCI annual support fee.

Contract Services – Other – 3490

\$5,000 – This category provides for Code Enforcement cleanups and demolition/securing of unsafe structures (\$2,185) and janitorial expense (\$2,815).

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.

Communications - 4100

\$1,914 - 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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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

\$6,365 - These funds cover the section's share of auto insurance (\$1,458), property insurance (\$2,095), and liability insurance (\$2,812).

Repairs and Maintenance – 4600

\$3,458 - These funds are for repairs and preventative maintenance of the three section vehicles (\$1,458) 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

\$3,433 – 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.

Books and Publications - 5410

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\$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.

Tuition Reimbursement – 5449

\$975 – These funds cover the tuition reimbursement for the Building Official for pursuing an Associate's degree at St. Pete College.