



**CITY  
OF  
SEMINOLE**

**COMMUNITY  
DEVELOPMENT /  
PLANNING DEPARTMENT**

**CODE ADMINISTRATION &  
INSPECTION  
DIVISION**

**CITY OF SEMINOLE**  
**FY12 PERSONNEL SUMMARY**  
**Code Administration & Inspections**

<b>POSITION</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>
Code Administrator	1	1	1	1	1	0.8	1	1
Administrative Assistant	1	1	1	0	0	0	0	0
Building Inspector	1	1	1	1	1	0.8	0.5	0.5
Building Inspector	1	1	1	1	1	0	0	0
Building Inspector	1	1	1	1	0	0	0	0
Customer Service Rep.	1	1	1	1	1	1	1	1
Code Enforcement Officer	1	1	1	1	1	1	1	1
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>3.6</b>	<b>3.5</b>	<b>3.5</b>

**CITY OF SEMINOLE**  
**FY12 BUDGET**  
**Community Development Department**  
**Code Administration & Inspections Division**

ACCOUNT	Dept/Div Acct. #524	FY07	FY08	FY09	FY10	FY11	FY11 Final	Y.T.D	FY12	% Change
		Actual	Actual	Actual	Actual	Adopted	Budget	3/31/2011	Adopted	FY11 to FY12
Salaries - Regular	1200	316,615	300,534	255,700	201,127	133,664	133,664	72,769	154,674	15.7%
Salaries - Part-Time	1310	0	0	0	749	30,413	30,413	16,386	0	-100.0%
Salaries- Overtime	1400	895	820	0	0	0	0	0	0	0.0%
Uniform Purchase Allowance	1514	0	816	1,429	0	535	535	208	535	0.0%
FICA	2100	23,947	22,729	19,300	15,035	12,557	12,557	6,806	12,126	-3.4%
FRS	2210	30,835	28,710	24,927	20,103	17,367	17,367	9,288	8,230	-52.6%
Health/Life Insurance	2310	31,502	28,602	29,160	26,584	16,300	16,300	8,198	16,100	-1.2%
L/T Disability Insurance	2320	2,527	2,257	1,991	1,607	1,109	1,109	533	1,276	15.1%
Workers Compensation	2400	19,629	10,350	4,091	2,320	4,331	4,331	1,623	4,310	-0.5%
<b>People Costs</b>		<b>427,270</b>	<b>396,138</b>	<b>336,598</b>	<b>267,525</b>	<b>216,276</b>	<b>216,276</b>	<b>115,811</b>	<b>197,251</b>	<b>-8.8%</b>
Inspections- County	3410	0	0	38	2,793	9,555	9,555	4,698	2,750	-71.2%
Data Processing	3460	1,076	1,102	1,155	1,298	1,200	1,200	1,339	1,200	0.0%
Contract Services - Other	3490	6,141	5,735	2,755	3,727	5,274	5,274	2,427	5,274	0.0%
Administrative Fee	3701	135,715	138,005	134,820	134,820	131,785	131,785	65,892	131,785	0.0%
Travel/Per Diem	4000	2,872	4,007	1,838	843	1,937	1,937	258	1,937	0.0%
Telecommunications	4110	7,284	3,771	2,858	2,766	2,145	2,145	1,205	2,040	-4.9%
Postage/UPS	4120	1,675	2,042	1,730	1,778	1,675	1,675	373	1,675	0.0%
Electric	4310	20,965	14,629	10,702	12,266	11,250	11,250	5,127	11,250	0.0%
Water/Sewer	4320	205	127	101	103	262	262	32	262	0.0%
Rental/Lease - Other	4490	68,289	70,289	70,289	21,795	21,795	21,795	10,897	21,795	0.0%
Insurance	4500	6,012	5,083	3,832	2,521	4,050	4,050	2,428	4,050	0.0%
Insurance - Property	4510	4,731	3,670	1,971	1,081	1,700	1,700	978	1,700	0.0%
Insurance - Vehicles	4520	4,362	2,852	747	780	1,950	1,950	690	1,625	-16.7%
Maintenance - Copier	4610	2,322	1,310	1,724	260	2,300	2,300	217	2,300	0.0%
R&M - Vehicles	4660	3,775	3,619	4,074	2,809	3,185	3,185	427	2,655	-16.6%
Printing- Occup. Licenses	4740	75	488	294	175	660	660	240	660	0.0%
Printing- Other	4790	884	425	917	313	900	900	215	900	0.0%
Office Supplies	5110	3,942	2,041	2,813	2,979	3,500	3,500	926	3,500	0.0%
Fuel	5240	6,658	8,495	5,306	4,547	6,650	6,650	1,415	5,550	-16.5%
Operating Supplies - Uniform	5250	252	24	0	0	0	0	0	0	0.0%
Operating Supplies -General	5290	1,798	1,383	1,036	1,413	750	750	1,443	750	0.0%
Books/Publications	5410	3,134	1,362	1,693	271	500	500	329	500	0.0%
Dues/Memberships	5430	1,145	845	350	595	750	750	385	750	0.0%
Conf./ Training/Education	5440	2,230	1,650	1,100	290	990	990	445	990	0.0%
<b>Operational Costs</b>		<b>285,619</b>	<b>272,954</b>	<b>252,218</b>	<b>200,223</b>	<b>214,763</b>	<b>214,763</b>	<b>102,386</b>	<b>205,898</b>	<b>-4.1%</b>
Computers	6401	497	0	0	0	0	0	1,287	0	0.0%
<b>Capital Outlay</b>		<b>497</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,287</b>	<b>0</b>	<b>0.0%</b>
<b>Interfund Transfer</b>	6900	<b>9,780</b>	<b>29,980</b>	<b>0</b>	<b>12,800</b>	<b>0</b>	<b>9,800</b>	<b>0</b>	<b>0</b>	<b>-100.0%</b>
<b>DEPARTMENT TOTAL</b>		<b>723,166</b>	<b>699,072</b>	<b>588,816</b>	<b>480,548</b>	<b>431,039</b>	<b>440,839</b>	<b>219,484</b>	<b>403,149</b>	<b>-8.5%</b>

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**CITY OF SEMINOLE**  
**Fiscal Year 2012**  
**Community Development Department**  
**Code Administration & Inspections Division**

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**PERSONNEL COSTS**

**Salaries and Wages – 1200**

**\$154,674** – This category covers wages for a Code Enforcement Officer, a Permit/Licensing Technician and a Building Inspector shared with Building Life Services.

**Uniform Purchase Allowance – 1514**

**\$535**– This category covers the reimbursement for the purchase of uniforms required by the city.

**FICA - 2100**

**\$12,126** – FICA is budgeted at 7.65% of salaries and overtime.

**Retirement – 2200**

**\$8,230** – This category covers the cost of pension benefits with the FRS.

**Health Insurance – 2300**

**\$16,100** - This category covers the annual cost of the city's health insurance premiums.

**Disability Insurance – 2320**

**\$1,276** - This category covers the annual cost of the city's disability insurance premiums.

**Workers' Compensation – 2400**

**\$4,310** - The estimated contribution rate for office personnel at .14% of salaries and municipal inspectors at 1.65% of salaries.

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**OPERATING COSTS**

**Contract Services (Inspections) – 3410**

**\$ 2,750** – 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**

**\$5,274** – This category provides for Code Enforcement cleanups and demolition/securing of unsafe structures (\$2,594) and janitorial expense (\$2,680).

**Administrative Fee – 3701**

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

**Travel and Per Diem – 4000**

**\$1,937** - For the travel expenses, meals, lodging, and vehicle reimbursement for inspection personnel in the maintenance and recertification of mandatory state license certifications.

**Communications - 4100**

**\$2,040** - This category covers the annual costs of telephone and internet services for the division.

**Postage - 4120**

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

**Electric – 4310**

**\$11,250** – 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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**Rental/Lease - Other - 4490**

**\$21,795** – This category covers office space rental costs for the Code Administration and Inspection Division.

**Insurance - 4500**

**\$7,375** - These funds cover the section's share of auto insurance (\$1,625), property insurance (\$1,700), and liability insurance (\$4,050).

**Repairs and Maintenance – 4600**

**\$3,925** - These funds are for repairs and preventative maintenance of the four section vehicles (\$1,625) and the copier (\$2,300).

**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**

**\$3,500** – 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**

**\$5,550** – This is the cost of fuel to operate the four vehicles assigned to the Division.

**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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**\$500** - 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**

**\$750** – These funds are for memberships for the Building Official and Division 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**

**\$990** – This line item covers tuition for the mandatory training, certification for the Division staff, as well as the costs of registering those professionals with the State of Florida and other certifying entities.