

RESOLUTION NO. 25- 42

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, DESIGNATING JOB TITLES OF CODE INSPECTORS PURSUANT TO SECTIONS 125.69 AND 162.04, FLORIDA STATUTES, AND CODE ENFORCEMENT OFFICERS PURSUANT TO SECTION 162.21, FLORIDA STATUTES; DESIGNATING ANIMAL CONTROL CODE ENFORCEMENT OFFICERS AS CODE INSPECTORS; CLARIFYING THOSE DESIGNATED TO ADMINISTER THE PROVISIONS OF SECTION 705, FLORIDA STATUTES; PROVIDING FOR PUBLIC RECORDS EXEMPTIONS CONSISTENT WITH SECTION 119.071(4)(d)2.i., FLORIDA STATUTES; DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR AND DEPARTMENT DIRECTORS PERTAINING TO CODE INSPECTOR DESIGNATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 125.69, Florida Statutes, authorizes the Pinellas County (“County”) Board of County Commissioners (“Board”) to designate code inspectors (“Code Inspectors”) whose duty it is to ensure compliance with the Pinellas County Code (“Code”); and

WHEREAS, Section 162.04, Florida Statutes, defines “[c]ode inspector” (“Code Inspectors”) as “any authorized agent or employee of the county . . . whose duty it is to assure code compliance”; and

WHEREAS, Section 162.21, Florida Statutes, defines “code enforcement officer” as “any designated employee or agent of a county . . . whose duty it is to enforce codes and ordinances enacted by the county . . .” and authorizes the County to designate code enforcement officers (“Code Inspectors”); and

WHEREAS, all animal control code enforcement officers, as defined by Code Section 14-26, are designated as “Code Inspectors”; and

WHEREAS, Code Inspectors may issue quasi-criminal citations for local ordinance violations to be prosecuted in County Court pursuant to Section 125.69, Florida Statutes; and

WHEREAS, Code Inspectors may issue civil citations for local ordinance violations to be tried in County Court pursuant to Section 162.21, Florida Statutes; and

WHEREAS, Code Inspectors may issue notices to appear for local ordinance violations to be heard in County Court pursuant to Section 162.23(1), Florida Statutes, provided the procedures in Section 162.23(2), Florida Statutes, were followed; and

WHEREAS, Code Inspectors may initiate quasi-judicial code enforcement hearings pursuant to Part I, Chapter 162, Florida Statutes; and

WHEREAS, Chapter 705, Florida Statutes, authorizes counties to designate employees whose duty it is to enforce codes or ordinances to administer the provisions of Chapter 705, Florida Statutes, pertaining to lost or abandoned property; and

WHEREAS, Code Inspectors may have certain personal information redacted from public records pursuant to Section 119.071(4)(d)2.i., Florida Statutes; and

WHEREAS, the Board last designated Code Inspectors for all departments under the County Administrator in Resolution No. 24-36; and

WHEREAS, new Code Inspector designations are needed; and

WHEREAS, the Board wishes to designate the job titles of employees who may operate as Code Inspectors; and

WHEREAS, the Board wishes to authorize and direct department directors under the County Administrator to determine which employees holding designated job titles actually warrant designation as Code Inspectors; and

WHEREAS, for purposes of public records, employees operating as Code Inspectors should be so designated in OPUS; and

WHEREAS, the Board wishes to delegate authority to the County Administrator or his/her designee to amend job titles designated herein that are subject to internal reorganization or rebranding.

NOW THEREFORE, be it resolved by the Board of County Commissioners of Pinellas County, Florida, at a duly assembled meeting held on this 20th day of May, 2025, as follows:

Section 1. This Resolution supersedes and replaces Resolution No. 24-36. However, nothing in this Resolution supersedes or replaces anything in Resolution No. 19-98 relating to the Pinellas County Construction Licensing Board.

Section 2. The Board, pursuant to Section 705.1015, Florida Statutes, in Ordinance No. 06-10, codified in Section 58-271 of the Code, previously designated “the code enforcement officers of the [Pinellas County Department of Environmental Management]” to administer the provisions of Section 705, Florida Statutes. Pursuant to Section 2-64 and Appendix D of the Code, this authority rests with the Code Enforcement Division of the Building and Development Review Services Department. The designation and re-designation of job titles as Code Inspectors in this Resolution is not intended to expand enforcement of Section 705, Florida Statutes, beyond the designation in Appendix D, and Code Enforcement Division employees holding job titles designated as Code Inspectors herein are authorized to administer the provisions of Chapter 705, Florida Statutes, to the extent permitted by Section 705.1015, Florida Statutes.

Section 3. The Board finds that employees holding the job titles listed in Appendix A, attached hereto, may have duties that entail enforcing County ordinances or assuring Code compliance. Employees holding such job titles may be designated as Code Inspectors by department directors in accordance with Section 5 below. Employees so designated are authorized to take the following actions in response to Code violations: (1) issue quasi-criminal citations pursuant to Section 125.69, Florida Statutes, as amended; (2) issue civil citations pursuant to Section 162.21, Florida Statutes, as amended; (3) issue notices to appear pursuant to Section 162.23, Florida Statutes, as amended; and (4) initiate quasi-judicial code enforcement hearings pursuant to Part I, Chapter 162, Florida Statutes, as amended.

Section 4. Additionally, employees that meet the requirements of animal control code enforcement officers, as set forth in Code Section 14-26, are also authorized as “code inspectors” to take actions in response to Code violations as stated in Section 3.

Section 5. Department directors must determine which employees holding the job titles designated herein warrant designation as Code Inspectors. In order to warrant designation, an employee’s duties must entail enforcing County ordinances or assuring Code compliance. Department directors must communicate to employees whether designation is appropriate.

Department directors must also submit all designations to a designee appointed by the County Administrator. Such designee must submit designations to the Human Resources Department for inclusion in OPUS on a periodic, but no less than annual, basis.

Section 6. The County Administrator, or designee, is hereby authorized to amend Appendix A in accordance with the following:

1. Where any job title designated herein changes as a result of internal reorganization or rebranding, and the duties of at least one (1) employee holding the new job title still entail enforcing County ordinances or assuring Code compliance, the County Administrator or designee may revise the designated job title to reflect the new job title, effective immediately; or
2. Should the potential duties of any job title designated herein no longer entail enforcing County ordinances or assuring Code compliance, the County Administrator or designee may strike the designated job title, effective immediately. A job title removed pursuant to this section cannot be reinstituted without action by the Board; and
3. At least annually, the County Administrator must compile such amendments for inclusion on the Board’s receipt and file report, noting all amendments and the date that each amendment became effective.

Section 7. All employees designated as Code Inspectors in accordance with Sections 4 and 5 above may request that that certain personal information be exempt from public records requests pursuant to Section 119.071(4)(d)2.i., Florida Statutes. Such employees are reminded to direct exemption requests to separate agencies as appropriate.

Section 8. This Resolution shall take effect immediately upon its adoption.

Commissioner Eggers offered the foregoing Resolution and moved its adoption, which was seconded by Commissioner Peters, and upon roll call the vote was:

Ayes: Scott, Eggers, Flowers, Latvala, Nowicki, Peters, and Scherer.

Nays: None.

Absent not voting: None.

PCAO 517360

APPROVED AS TO FORM

By: Yardley M. Collett
Office of the County Attorney

APPENDIX A: JOB TITLES OF CODE INSPECTORS

AIRPORT DEPARTMENT

Airport Director
Airport Landslide Operations Agent

ANIMAL SERVICES DEPARTMENT

Animal Services Bureau Director
Field Services Manager
Animal Control Officer 3
Animal Control Officer 2
Animal Control Officer 1
Program Manager

BUILDING AND DEVELOPMENT REVIEW SERVICES (BDRS) DEPARTMENT

BDRS Administration:

BDRS Director
BDRS Deputy Director

Building Division:

Building Division Manager/Building Official
Project Coordinator/Deputy Building Official
Building Inspector III
Building Inspector II
Building Inspector I
Plans Examiner III
Plans Examiner II
Plans Examiner I
Plumbing Inspector III
Plumbing Inspector II
Plumbing Inspector I
Mechanical Inspector III
Mechanical Inspector II
Mechanical Inspector I
Electrical Inspector III
Electrical Inspector II
Electrical Inspector I
Building Services Specialist
Lead Building Services Specialist

Code Enforcement Division:

Code Enforcement Division Manager/Housing Official
Code Enforcement Operations Manager
Code Enforcement Supervisor

Code Enforcement Specialist
Code Enforcement Officer II
Code Enforcement Officer I
Administrative Specialist II
Administrative Specialist I

Development and Review Services Division:

DRS Division Manager
Environmental Manager
Environmental Program Manager II
Environmental Specialist II
Environmental Specialist I
Development Project Manager III

OFFICE OF HUMAN RIGHTS

Director, Human Rights
Human Rights Compliance Manager
Wage Theft Administrator
Equal Opportunity Coordinator 2
Equal Opportunity Coordinator 1
Equal Opportunity Technician

HUMAN SERVICES DEPARTMENT

Director 3, HS (Director of Human Services Department)
Director 1, HS (Director of Program Services Division)
Section Manager 1, HS (Consumer Protection)
Consumer Protection Investigator 2
Consumer Protection Investigator 1
Human Services Program Manager

PARKS AND CONSERVATION RESOURCES DEPARTMENT

Chief Park Ranger
Park Ranger 3
Park Ranger 2
Park Ranger 1
Resident Park Manager
Parks and Conservation Resources Operations Manager
Environmental Program Manager 2
Environmental Program Manager 1
Environmental Specialist 3
Environmental Specialist 2
Environmental Specialist 1
Environmental Program Manager 3
Parking Enforcement Specialist

PUBLIC WORKS DEPARTMENT

Public Works Department Administration:

Public Works Department Director

Public Works Deputy Director

Environmental Management:

Environmental Management Division Director

Environmental Management Division Manager

Environmental Program Manager 3

Environmental Program Manager 2

Environmental Program Manager 1

Project Coordinator Admin

Environmental Specialist 3

Environmental Specialist 2

Environmental Specialist 1

Marine Construction Inspector

Stormwater & Vegetation:

Stormwater & Vegetation Division Director

Stormwater Planning Section Manager

Floodplain Administrator

Floodplain Technician

Urban Forestry Section Manager

Urban Forestry Operations Manager

Urban Forestry Field Operations Supervisor

Environmental Program Manager (Urban Forester)

Environmental Specialist II

Environmental Specialist I

Transportation:

Transportation Division Director

Traffic Operations Section Manager

Traffic Operations Engineering Specialist Supervisor

Traffic Operations Engineering Specialist 1

Traffic Operations Engineering Technician 2

Traffic Operations Field Inspector 2

Engineering Specialist II

SAFETY & EMERGENCY SERVICES

SES Bureau Director

SES Deputy Director

SES Division Director of Fire and EMS

UTILITIES DEPARTMENT

Utilities Administration:

Utilities Director

Utilities Deputy Director

Business & Customer Services Division:

Business & Customer Services Division Director

Customer Services Manager

Customer Services Collections Supervisor

Program Coordinator (Field Services Manager)

Water Conservation Coordinator

Water Conservation Compliance Officer

Maintenance Supervisor

Utilities Maintenance Specialist 2

Meter Reader 3

Meter Reader 2

Meter Reader 1

Maintenance Division:

Maintenance Division Director

Utilities Technical Services Manager

Maintenance Operations Manager

Maintenance Utilities Specialist 4

Utilities Maintenance Operations Specialist 4

Maintenance Field Inspector 2

Technical Services Engineering Specialist II

Maintenance Supervisor

Maintenance Field Inspector I

Water Quality Division:

Water Quality Division Director

Water Quality Monitoring Manager

Water Quality Management Specialist 3

Water Quality Management Specialist 2

Water Quality Management Specialist 1