



THE CITY OF KEY WEST
Building Department

TO: James Scholl, City Manager
FROM: Ron Wampler, Building Official *RW*
DATE: August 19, 2014
SUBJECT: Approval for expenditures exceeding \$20,000.00 for M.T. Causley Inc.

ACTION STATEMENT:

Approving expenditures exceeding \$20,000.00 for private inspection services for 13/14 FY.

BACKGROUND:

The Building Department budgeted \$2,500.00 for current fiscal year for private inspection services; intending that the only use would be to fill in for the electrical/mechanical inspector for a vacation during the year. However, several events caused the Building Department to engage the use of this private inspection service much more than anticipated:

1. The Chief Building Official, who has also been an active inspector for overflow inspections, has attended several conferences this year for construction as well as FEMA related issues which has required a fill-in CBO from M.T. Causley.
2. Requests for plan review and inspections are more than 35% higher than the last fiscal year.
3. The Building Department has had an unfilled vacancy since one inspector / plan reviewer resigned in April.

FINANCIAL IMPACT:

The Building Department has funds available within the department that can be transferred to partially cover this expense due to personnel vacancies.

PURPOSE & JUSTIFICATION:

To continue providing timely permitting and building inspections for homeowners and contractors within the City of Key West.

RECOMMENDATION:

The Building Official recommends approving the expenditure.

Detailed Summary:

Budgeted \$2,500.00
Transferred \$10,000.00 July 2014
Total funded to date: \$12,500.00

November 2013 invoice \$1,435.00
April invoice \$3,600.00
 \$3,600.00 (**see note after July invoice**)
May invoice \$4,900.00
June invoice \$980.00
July invoice \$1,935.00 ** \$5,535.00 less \$3,600 overpayment from April
August invoice \$11,200.00 (anticipated: inspector at 160 hours @ \$70)
September invoice \$9,200.00 (anticipated: CBO at 40 hours @ \$90 plus inspector 80 hours @
\$70)

Total costs: \$36,850.00

Aside from CC approval, will need to transfer additional \$24,350 from salaries or contingency.