



THE CITY OF KEY WEST

Director of Building

P.O.Box 1409, Key West, FL 33040

MEMORANDUM - BLDG.

DEPT.

EXECUTIVE SUMMARY

DATE: March 23, 2017

TO: Jim Scholl, City Manager

FROM: Ron Wampler, CFM, CBO, and Director of the Building Department

SUBJECT: Approval of an M.T. Causley, LLC contract agreement to provide Florida DBPR Licensed Professional Substitute Staffing and an additional budget allowance for FY 2017.

COPY TO: Greg Veliz, Assistant City Manager
Mark Finigan, Director of Finance

ATTACHMENTS: Contract Agreement and Proposed Rates for 2017

ACTION STATEMENT

Ratify the contract with M.T. Causley, LLC for substitute staffing pursuant to City of Key West Code of Ordinance Section 2-797(1)(b) Sole Source and approve an additional \$25,000.00 transfer of the City Manager's General Fund contingency amount to the Building Department FY 2017 expense budget. Authorize the City Manager to approve any necessary budget transfer/amendment and to execute the necessary documents.

BACKGROUND

Florida adopted the 2001 Florida Building Code after Hurricane Andrew devastated Homestead, Florida in 1999. Key West hurricane season is subject to possible 180mph wind pressures and tidal flood surges that will threaten the health, safety and welfare of our visitors and citizens. Only Florida DBPR licensed professionals may perform construction inspections, construction plan reviews or function as a Building Official. For over 14 years the only company willing to provide substitute staffing for the City Building Department has been M.T. Causley, LLC.

PURPOSE AND JUSTIFICATION

The City Building Department Professional Staff is minimal but highly dedicated and consists of 3 inspectors, 1 plans examiner and 1 CBO that fill Florida Professional Licensed positions of 4 inspector positions, 4 plans examiner positions and one CBO position. Substitute licensed professionals are necessary due to permanent staff vacations, sick leaves, professional training meetings, retirements, etc...Permanent job openings are posted on our City web page.

FINANCIAL ISSUES

Professional licensed substitute staff rates are included in the attached report. Due to retirement of a staff member that fills 2 inspector positions (electrical and mechanical) and 2 plans examiner positions (electrical and mechanical) and a newly vacant position, substitute staffing will be necessary. Staggering workdays and types of inspections may require several substitutes that will vary with anticipated daily workload. I am requesting a contingency budget increase for the remainder of FY 2017 of \$25,000.

RECOMMENDATION

City Building Department staff recommends approving the contract with M.T. Causley, LLC to provide licensed professional substitute staffing and an additional budget allowance of \$25,000 for the remainder of FY 2017. Staff also recommends authorizing the City Manager to approve any necessary budget transfer/amendment and to execute the necessary documents.

