



MEMORANDUM

Date: September 14, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Raj Ramsingh
Chief Building Official

Subject: **Independent Contractor Agreement for Terence Richardson**

Introduction

Terry Richardson has been working as a contracted part-time employee to help the building department in the plan review process. He is a valued asset in the absence of a certified electrical plans examiner, fuel & gas and mechanical plans examiner as well as an inspector for both trades.

Background

Terry Richardson has been an asset to the building department as a reviewer and inspector for the past few years. Historically we have renewed his contract every six months, but we feel the extension for the year will be better suited for our department. Terry Richardson is also a former City of Key West employee who retired after 15 years of service. He returned in 2017 and has been working under contract ever since. His duties consist of reviewing and approving electrical, mechanical and fuel gas plans, conducting field inspections on all three trades, and communicating with contractors on permit applications. He has extensive knowledge of our codes and city procedures. The City shall compensate Mr. Richardson for services rendered pursuant to this Agreement at the rate of \$40.00 per hour and shall receive no benefits whatsoever. The parties expressly agree that Mr. Richardson, shall work no more than 1500 hours within any fiscal year or 29 hours per week because he is not interested in full-time employment. Sole Source-no qualified applicants in the pass year.

Procurement

Funding for the contract would be from the payroll that has been earmarked for our full-time plans' reviewer.

Recommendation

The City Manager's Office is recommending approval of the Resolution until such time as a full-time replacement can be hired. Currently we have no applicants or Budget for full-time positions in FY23/24.