



## MEMORANDUM

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Date: May 6, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso  
City Manager

From: Christina Bervaldi  
Director of Finance

Subject: **Ratification of the City Manager's Approval of Emergency Procurement for Building Inspection, Plans Review, and Chief Building Official Services Pursuant to Code of Ordinances 2-797(2) Emergency Procurement**

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### **Introduction**

Resolution to ratify the City Manager's emergency procurement of Building Inspection, Plans Review, and Chief Building Official Services from All Aspects Inspection Services, Inc., pursuant to Code of Ordinances Section 2-797(2) Emergency Procurement, in the absence of the City's Chief Building Official in an initial amount of \$50,000, for a total amount not to exceed \$200,000, authorizing any budget transfers.

### **Background**

Pursuant to Florida Statute 468.604, a governmental jurisdiction is required to staff a building code administrator or building official to administrate, supervise, direct, enforce, or perform the permitting and inspection of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems within the boundaries of their governmental jurisdiction, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendments to the Florida Building Code. Excluding the two exceptions stated in Section 14-37(a), the City of Key West requires a building permit to be procured from the Chief Building Official (CBO) before performance of any work or construction of any character, whether permanent or temporary.

To avoid any disruptions in the daily operation of the Building Department, the City of Key West must seek the temporary services of a licensed building code administrator to oversee all aspects of the building permit and inspection process, ensuring regulatory compliance and the safety of the built environment within the city.

City of Key West Code of Ordinances 2-797(2), Emergency Procurement, states the City Manager may make emergency procurement where the cost exceeds \$50,000 when there is a clear and present threat to public health property, welfare, safety or other substantial loss to the City and shall be ratified by the City Commission at the next scheduled City Commission meeting.

**Procurement**

Building Permit fees collected are to be used to fund the enforcement of the Florida Building Code. Funds to cover this expenditure will need to be transferred from the Building Department Fee reserves, which are in account 001-1900-519-9803.

**Recommendation**

Resolution to ratify the City Manager's emergency procurement of Building Inspection, Plans Review, and Chief Building Official Services from All Aspects Inspection Services. Inc., pursuant to Code of Ordinances Section 2-797(2) Emergency Procurement, in the absence of the City's Chief Building Official in an initial amount of \$50,000, for a total amount not to exceed \$200,000, authorizing any budget transfers.

Exhibits:

Exhibit A – All Aspects Inspection Services LLC Agreement