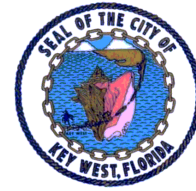


Executive Summary



To: Patti McLauchlin, Interim City Manager

From: Todd Stoughton, Interim Assistant City Manager

Date: 5/10/2021

RE: Request for Amendment to All Aspects Inspection Services to include Chief Building Official services to the City on an Interim Basis

Action:

Respectfully request the City Commission authorize the City Manager to execute, subject to the review and consent of the City Attorney, an amendment to the Agreement between the City of Key West (CKW) and All Aspects Inspection Services to include Chief Building Official (CBO) Services on an Interim basis not to exceed 90 days.

Background:

The Building Department averaged 8,861 annual inspections over the last 5 years. The Building Department had previously used private inspection services to ease the workload of the Building Department since the City Commission voted on Resolution 21-010, approving a contract with All Aspect Building Services. All Aspects Building Services was primarily used to complete inspections and was not utilized for plan reviews in an effort to keep costs low, however, this strategy did not allow the department to keep up with the current demand. On May 5th, 2021, the Building Director who served as the Chief Building Official retired requiring the City to immediately fill the CBO position with All Aspects Inspection Services to avoid a disruption in Building requirements and services.

Financial Impact:

The three unfilled and budgeted positions within the Building Department total annual budget costs were programmed at \$287,648.00 in the current budget. This amount was used to cover the private building inspection services fees. The hourly rate fee for CBO services is \$175.00 per hour and the current plan calls for CBO services needed for 24 hours per week for the first two weeks with a tapered approach as soon as the backlog of permits and inspections is at a manageable level for current City staff. With the addition of a CBO under the All Aspects Building Services agreement the budget will most likely need to be increased until a permanent CBO is hired. If the City Commission approves the recommendation of Staff as submitted the City will make all necessary budget transfers to cover the costs of CBO services.

Recommendation:

Request the City Commission approve the recommendation of Staff as submitted. If approved the City will maintain Chief Building Officer services for the next 90 days. Authorizing the City Manager to execute all documents consistent therewith with the consent and advice of the City Attorney.