MEMORANDUM

Date:	February 11, 2026
To:	Honorable Mayor and Commissioners
Via:	Brian L. Barroso City Manager
From:	Christina Bervaldi Director of Finance
Subject:	**File ID 26-4974 Approving an Increase in the Funding Allocation for the Agreement with All Aspects Inspection Services, Inc. for Florida DBPR Licensed Professional Building Inspection, Plans Review, and Chief Building Official Services**

Introduction

Staff respectfully requests that the Mayor and City Commissioners, in the absence of a permanent City Chief Building Official, approve the resolution authorizing an increase in the funding allocation for the agreement with All Aspects Inspection Services, Inc. for Building Inspection, Plans Review, and Chief Building Official Services in the amount of $50,000, increasing the total amount allocated to $250,000, 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 disruptions in the daily operations of the Building Department, the City of Key West entered into an agreement with All Aspects Inspection Services, Inc. for 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. This agreement was executed for a one-year term beginning in April 2025, in an amount not to exceed $200,000.

Between April 2025 and September 2025, the City has expended a total of $146,438 under this agreement, with an average monthly expenditure of approximately $38,000, leaving an available funding balance of $53,563.

With the recent change in the City's Building Department staffing, the need to utilize the services of All Aspects Inspection Services, Inc. has been significantly increased. As a result, the remaining balance of the contract may not be sufficient to address the anticipated short-term operational needs during the recruitment of a Chief Building Official.

In addition to this request for additional funding, the City has issued a Request for Qualifications (RFQ) for these services to establish a multi-year contract, which will address the need for continued support over a longer term, if necessary.

Cost

Building Permit fees collected are to be used to fund the enforcement of the Florida Building Code. The approval of an additional funding allocation for the procurement of Building Inspection, Plans Review, and Chief Building Official Services will be fulfilled with the funds collected.

Recommendation

Staff respectfully requests that the Mayor and City Commissioners, in the absence of a permanent City Chief Building Official, approve the resolution authorizing an increase in the funding allocation for the agreement with All Aspects Inspection Services, Inc. for Building Inspection, Plans Review, and Chief Building Official Services in the amount of $50,000, increasing the total amount allocated to $250,000, authorizing any budget transfers.