



## **THE CITY OF KEY WEST**

**Director of Building**

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

### **EXECUTIVE SUMMARY**

**DATE: July 6th, 2017**

**TO: Jim Scholl, City Manager**

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

**SUBJECT: Approval of an additional budget allowance for FY 2017 to provide Florida DBPR Licensed Professional Substitute Staffing.**

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

**ATTACHMENTS: Contract Agreement and Proposed Rates for 2017**

#### **ACTION STATEMENT**

Increase the budgeted amount pertaining to 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 \$30,000.00 reflecting an increase in the Building Permit revenue account 001-0000-322-0000, and an accompanying increase to the Building Department Professional Services FY 2016/2017 expenditure account, 001-2401-524.31. 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 Human Resources web page. Presently we have three position openings which often require substitute staff.

#### 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 \$30,000.

#### RECOMMENDATION

City Building Department staff recommends approving an additional budget allowance of \$30,000.00 for the remainder of FY 2017 with M.T. Causley, LLC to provide licensed professional substitute staffing. Staff also recommends authorizing the City Manager to approve any necessary budget transfer/amendment and to execute the necessary documents.