

Summary

To: Finance Board
From: Stefan Massol
Subject: Building Department Services Options
Memo Date: 2/14/2014

Summary: Staff will discuss options for inspection and plan review services in the Building Department.

Background/Problem Discussion: Fred Hawes, the town's former building official, retired in April 2013. Since his retirement the town has received inspection and plan review services from Pinellas County while staff evaluated long-term alternatives. Raymond Wells, the building official preceding Fred, was hired in January 1990 and served in a part-time capacity. The workload is presently at a level that staff believes can be completed with 3-day service (~42 inspections per week and moderate plan review).

Alternatives/Options: The alternatives identified include: 1) Contract with a private entity for 3 days each week, 2) Continue the Pinellas County contract performed "as-needed" 5 days each week, 3) Hire a full-time building official. The Pinellas County contract provides inspections and plan review five days each week, however this level of frequency is not necessary for the current volume of work. Also, staff does not have the ability to schedule inspections at a particular time under the present agreement.

Financial Impact: The estimated costs associated with each option are as follows:

Cost of Alternatives by Workload			
	Workload (in days per week)		
	3 days	4 days	5 days
Private Contract	\$ 96,000	\$ 128,000	\$ 160,000
Pinellas County	\$ 110,000	\$ 144,000	\$ 178,000
In-House Full-Time	\$ 124,000	\$ 124,000	\$ 124,000

A breakdown of how these costs were achieved is available on the attached sheet. The private contract amount is based on one bid that staff has received. The cost may be lower should a better offer exist.

Recommendation: Contract with a private entity. This option gives staff flexibility to increase and decrease the number of days as workload fluctuates. These companies offer a more comprehensive package of resources in terms of personnel and damage assessment than the town currently possesses. Under a private contract the town would have the ability to schedule inspections at specific times, an added convenience to residents.

Proposed Motion: Move to recommend the town contract with a private entity for Building Department services.