

# Summary

To: Finance Board  
From: Stefan Massol  
Subject: Building Department Service Options  
Memo Date: 9/5/2014

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**Summary:** Staff will present in-house and contractor options for the Building Department.

**Previous Board Action:** None.

**Background/Problem Discussion:** The weekly workload is presently at a level that staff believes can be completed with 24 hours per week of service (~42 inspections per week and moderate plan review). Earlier this year the commission directed staff to explore private sector options and present findings. Having explored private sector options and further examining the cost of providing the service in-ho

**Financial Overview:** In response to its RFP, the town received two proposals: 1) Florida Municipal Services Inc. (FMSI) with an estimated annual cost of \$88,760 and 2) Universal Engineering Inc. with an estimated annual cost of \$115,810. Because of their experience and lower cost, staff believes that FMSI would be the better option.

Another option would be hiring another permanent, full-time employee for the position of building official. In conducting a brief study of other Florida municipalities, staff has estimated that the salary and benefits impact of the position would be approximately \$124,470 per year.

A final option would be continuing to contract with Pinellas County. For more than one year Pinellas County has been an effective solution and accommodating to the needs of the town, however staff believes that the cost is too high given the alternatives.

	Cost of Alternatives by Workload		
	Workload (in days per week)		
	3 days	4 days	5 days
<b>FMSI</b>	\$ 96,000	\$ 128,000	\$ 160,000
<b>Universal Eng.</b>	\$ 115,815	\$ 139,216	\$ 174,020
<b>Pinellas County</b>	\$ 125,794	\$ 167,726	\$ 209,657
<b>In-House</b>	\$ 124,467	\$ 124,467	\$ 124,467

**Recommendation:** Staff recommends that the town contract with Florida Municipal Services Inc.

**Proposed Motion:** Recommend the town contract with Florida Municipal Services Inc.