

# Summary

To: Town Commission  
From: Stefan Massol  
Subject: Approval of contract for Building Department services  
Memo Date: 9/24/2014

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**Summary:** Staff will present its recommendation for Building Department services.

**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). The town has the option to contract with a third party for building official, inspections and plan review services. Although there would be reduced hours for inspections, residents and contractors would now be able to reach the building official by phone during business hours Monday thru Friday at no additional cost to the town. The weekly schedule can be adjusted as work volume changes.

**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. The cost listed in the table below for FMSI is \$96,215, which includes contingency of an additional 104 hours of regular time should volume increase unexpectedly.

Another option would be hiring another permanent, full-time employee for the position of building official. Staff has estimated that the salary and benefits impact of the position would be \$124,467 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.

<b>Cost of Alternatives by Workload</b>			
	<b>Workload (in days per week)</b>		
	<b>3 days</b>	<b>4 days</b>	<b>5 days</b>
<b>FMSI w/ contingency</b>	\$ 96,215	\$ 125,860	\$ 155,505
<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:** Contract with FMSI for Building Department services.