

**CITY OF BELLEVIEW
WORKSHOP MEETING**

**BELLEVIEW CITY HALL
COMMISSION CHAMBERS**

May 12, 2004

6:00 P.M.

MAYOR STEVE BAIRSTOW
Seat 1 COMMISSIONER ABSHIER
Seat 2 COMMISSIONER NADEAU
Seat 3 COMMISSIONER CHAFFIN
Seat 4 COMMISSIONER ANDERSON

PRESENT: MAYOR BAIRSTOW; COMMISSIONERS: ABSHIER, ANDERSON,
NADEAU; CITY CLERK/ADMINISTRATOR McKAMEY; DEPUTY CLERK
DeGENNARO

ABSENT: COMMISSIONER CHAFFIN

**COMMISSION WORKSHOP TO RANK/NEGOTIATE
RFP'S FOR BUILDING INSPECTOR**

Mayor Bairstow opened the Workshop stating that the City has had two responses to the Request for Proposal for the services of a Building Inspector. Two firms responded and the names were picked by lot by the City Clerk for the presentation order. The Mayor stated that the Commissioners had a score sheet that reflects the items requested on the proposals that they would use to rate the presentations/proposals as follows:

1. Qualifications and Experience of the firm/Personnel;
2. Scope/Response/Approach to the project;
3. Fee Proposal;
4. Location

The Mayor stated that the proposals would be turned over to the Clerk who would tabulate the items and then announce the winner.

1. M.T.CAUSLEY, INC.

Shaun Brooker, Vice President, came forward and introduced himself, the President of the firm Michael Causley, and Area Manager, Eric Sloan.

Mr. Brooker proceeded to give an overview of the firm and where the firm was headed and that its history and reputation was unlike any other in this industry. The firm has over 30 years experience and they strongly recommend that the COB call their references and clients to see what they have to say about their firm. Mr. Brooker stated the firm's approach is a constant delivery of services and they understand the importance of providing excellent customer service. Their staff is efficient, diversified, experienced and meet professional standards so they can meet your every need and the firm does extensive back ground checks on it employees. They have

offices in Tampa, Ft. Myers, Jacksonville, Bradenton and their home office is in Homestead. The firm's priority is to get the job done with the utmost care and that our clients are satisfied.

Mr. Brooker stated that the firm is fully insured with over 2 million in Errors and Omission insurance as well as 1 million in General Liability insurance. The firm carries double the insurance than what is required by the State and has had no lawsuits or litigations whatsoever over the last five years unlike its competitor, Independent Inspections.

Mr. Brooker stated that the firm can meet the City's level of demand and can place full time floaters to assist in your office within an hour and they are flexible with their personnel if personalities do not blend well. The City will not have to invest in any additional expenses and it will not be subject to any. It is our job to support our staff and to facilitate their functionality as well. We will provide reliable effective service and we will provide professionals that are acceptable to the City. We will present to you our employees' qualifications, licensures and resumes. We will seek your approval before the individuals come to work in your City. We would provide to the City a full time permit clerk if the demand requires it or part time as required. This person would be the liaison between the COB and our firm. This person will help run the department sufficiently and efficiently and flow well with your staff. Basically, we will customize a solution for your City.

Commissioner Abshier asked what hours of availability would you have office hours for people to pull permits. Mr. Causley stated that basically that is up to you to set the hours you want, but they prefer mornings. The Commissioner stated we now have 3 days a week from 8:00 AM to 10:00 AM. Mr. Brooker asked is that when the building official is in the office because our idea is to have someone there on a part time basis in the mornings either 8:00AM - noon or 9:00AM to 1:00 PM as a permit clerk. This clerk would answer questions and then the building official would be available to the City based upon the demand. The Commissioner stated then you are talking about two different individuals and Mr. Brooker stated yes.

Commissioner Abshier asked about where the inspectors would be located and Mr. Causley stated Tampa, Lake County, Citrus County so they are a maximum of a 90 minutes drive away from here. Mr. Causley stated that the firm is constantly hiring and 6 new employees are being hired as we speak, and some of which are located in Ocala.

Commissioner Abshier stated if someone fails an inspection on Friday when would be the next time an inspection could be done. Mr. Causley stated if we are here three days a week then the following Monday. If we were not too far away, we could be called in and we would come back and take care of it. The Commissioner stated that the percentage split on the fee schedule is 80/20 and Mr. Causley stated the hourly rates are what we thought were be reasonable and customary. The Commissioner asked how does that coincide on the proposed rates at \$60/hour does that go directly to you? Mr. Brooker stated the \$60 hour rates included in this report are for rates that do not fall under the regular rates. In the RFP, it stated that anything outside the regular services we would be available on an hourly or negotiated rate. Mr. Causley stated if we needed to bring in 10 people that is where that comes from. Commissioner Abshier stated that the split would always be 80/20. Mr. Causley stated pretty much, but if the volume goes up we can lower that. He stated that Pasco County was split by 75, but that is tough for a small City. Mr. Brooker

stated that is the standard where there is a flexible scale, but the bottom line we would even consider would be the 75% regardless of volume.

Commissioner Anderson stated who would pay for that part time clerk that is going to be in our office. Mr. Brooker stated those would be the firm's (M.T. Causley) fees. The Commissioner asked about the price of the inspection fees. Does it go by the value of the houses or do you stick to the Code or by the different areas in the State or by what the contractor wrote down as the value of the house? Mr. Causley stated they go by the standard set by the International Code Conference. The Commissioner stated so you are going to go by what the homes are selling for in the Orlando area when our houses are cheaper and that a \$100,000 home in Miami and Key West would be a mobile home compared to here. Mr. Causley stated that is correct.

Commissioner Anderson stated a \$100,000 home in Marion County is different in regards to the square footage from what you see in Tampa, and Orlando. Mr. Causley stated that definitely was the case, but there is a standard set for every area by the International Code Conference. The Conference does not cut it up in pieces and that is what we usually go by. Mr. Brooker asked Commissioner Anderson if in that circumstance are you finding that based upon the evaluation, the building department is supporting itself in its fees. The Commissioner stated he is not sure about that, but if you have a clerk built in for 5 1/2 days, he would rather supply the Clerk and renegotiate a different percentage. Mr. Brooker stated they would be flexible in that regard if the revenue is there and appropriated. The firm does not mind making less profit by providing the service you need or what would cover the margin.

Mr. Causley stated that they were from a highly profitable area is not totally true. Those inspectors we are hiring here are making a little more than the local area because we pay more. Commissioner Anderson stated if everything is predicated on South Florida and that is where your biggest customer base is there is a difference in pay scale here. Mr. Causley stated that once the firm is established in this area, they would look for local people and also your insurance here is cheaper than in Dade County. The Commissioner stated that the percentages he sees on the report are more than he would like to pay and he thought he moved to South Florida and forgot to look out the window when he was reading the report. The Commissioner stated that the fees here a little bit less than 50 miles down the highway and our construction costs are cheaper here than down south.

Mayor Bairstow stated the proposed rates at the top of the page state permit fees with the permit clerk 80% of the permit fees. On the bottom of the page, it says permit clerk/administrative assistant \$40/hour with a 4 hour minimum. The Mayor stated he concluded that there would be a permit clerk here on a regular part time basis 8:00 AM to Noon or some agreed upon hours. In addition to the permit clerk, there would be a Building Inspector who would come up as needed to pick up the job orders go do the inspections and report back to the permit clerk who would do the tracking. You (M.T. Causley) would pay for the permit clerk, but you would bill the COB every month at the rate of \$40/hour for the time that Clerk is here. Mr. Brooker stated that is incorrect. Hourly rate is for example not under a normal circumstance and we need to bring people in, that is the hourly rate we would then charge to provide the additional staff. The Mayor stated that the permit clerk does more than issue permits she is customer service and we need to decide how much we need her. The Mayor stated he wanted the permit clerk here 8:00 AM - noon, Monday through Friday no matter how many permits are issued. We want her here 4

hours a day 5 days a week at your expense and no expense to me. The City would get an extra employee with no expense to the City for 3 permits for a month. The Mayor stated your Clerk would be here 8:00AM to twelve (Noon), Monday through Friday regardless of the number of inspections. Mr. Brooker stated that is what they were prepared to do. Commissioner Anderson stated that is what he thought he had read in the report. Commissioner Abshier stated you have seen the number of permits that we took in last year and that the past is an indicator of the future. Mr. Brooker stated he did.

Mr. Brooker stated to the Commission, we invite you to come down and see what we do in Tampa Bay area. There is a stigma associated with south Florida and our competitor is based in Wisconsin. We are local with two natural born Floridians and one import. Mayor Bairstow stated that he was bewildered by Mr. Brooker statement, but you are in business and you know what you are doing. Mr. Brooker stated that they know what their profit margins need to be based on data provided and would make a major impact for your City. The permit Clerk is the key to provide the customer service that your citizens are looking for. We would encourage you to take a strong look at us and we will do what we have to do to make it work for you because we are very desirous to come into this area.

Commissioner Abshier stated if you have a clerk here with those hours what days do we get the inspections. Mr. Brooker stated the City is currently served by a 24 hour request of which you get next day service. The Clerk stated that is correct except for holidays and weekends. Mr. Causley stated you are currently on three days and we would just continue that. Commissioner Abshier stated their approach to the customer service issue he liked and the City is the only government here and they would be playing by our rules, but their spin on that is different, and he appreciated that. Mr. Brooker stated they are cautious about that and they would strive to make our department which is you department shine so that you don't have dissatisfied citizens come before you and ask why did you hire them? Commissioner Abshier stated first the citizens call, then they go before the Commission; but he does not like to get those calls. Mr. Causley stated we built this business on customer service and he took over the City of Homestead Building Department after the hurricane where he learned customer service very well.

Commissioner Anderson stated if you come to Belleview we would be your only customer base but are you going to expand your business to have someone closer to have a faster response time. Mr. Brooker stated we are negotiating with Sumter County, but we are not working privately with developers locally to where there would be a perceived conflict of interest. Mr. Causley stated the developers could hire us directly, but when we are working as a supplementary service to a city or county, we do not take that type of work because we perceive it as a conflict of interest. However, when we do hospitals and big stuff that is the way we go.

Commissioner Anderson stated you have engineers on your staff what would it cost the City to have you look at our plans if we are doing construction for a second opinion. Mr. Causley stated that the price schedule is in the book for that and that is also why there is an hourly figure in there. If you wanted to remodel City Hall we could send the plans to our engineers who work part time for us for their review. We pay the engineers not their companies, and the reason for that is because we carry more insurance than they do.

2. INDEPENDENT INSPECTIONS, LTD.

Ken Badke, Director Florida Municipal Services came forward to speak to the Commission.

Mr. Badke stated that his firm has been before the Commission three times previously. The firm has been working with the City of Belleview for a couple of years now and has been in business for 25 years. Their main office is in Wisconsin and when in 1994 the State of Florida started licensing inspectors their company opened offices in Florida. The firm has 13 communities that they deal with on a daily basis with the smallest City being Marine Land that has a population of 6. Marine Land was the forerunner of Sea World and has the largest swimming pool (Dolphin Pond) in the world. The firm has 30 employees in Florida, 21 of whom are building inspector officials.

Mr. Badke stated that his firm does 72,000 inspections a year and they are user friendly and hold costs down. The firm tries to stop re-inspection fees. There were problems in the City of Belleview and they cleaned them up and this year it has been quiet.

Commissioner Abshier asked Mr. Badke if this proposal was the same as last years in regards to the fees and services. Mr. Badke stated that the services are the same; fees are a little higher because they were scheduled to go up this July. Commissioner Abshier stated that he agreed with Mr. Badke that the firm has worked out most of the problems, because his phones have not been ringing.

Mayor Bairstow stated that you are at City Hall 3 days a week, Monday, Wednesday and Friday, from 8:00 AM to 10:00 AM. Mr. Walt Brown, Regional Coordinator for Independent Inspections came forward and stated that someone from the firm is here on those days. Mr. Brown stated he is usually the one here, but Mr. Rick Johnson, his backup who lives in Dunnellon has been here and one other inspector lives in Ocala, Branko Dimovski.

Mayor Bairstow asked about a permit clerk and Mr. Badke stated that the COB issues permits, but they are signed off by the building inspector. In case of an emergency, they can go ahead and get the work done and then get the permit on Monday.

Mayor Bairstow asked about the City's staff and Mr. Brown stated that your staff brings the paperwork in and puts it on his desk. When he is done with it, he sets it out front and the individuals/contractors can come in and pick it up and pays the City staff.

Mayor Bairstow asked who keeps the tracking of all this and Mr. Brown stated he does on a computer in his office. He stated that he had a meeting this week with the Clerk and City staff who looks at the water connections and fees. Denise Nichols, Customer Service, puts that information right on the jacket so the contractor does not walk out without paying the fees. Mr. Brown stated from there it goes to PWD Monroe to check the location of the driveway. Then Ms. Pittsley, Land/Code Specialist, checks it for site review and then it comes back to Mr. Brown for the building and the actual issuance of the permit. Mayor Bairstow asked why is Ms. Nichols doing this instead of you. Mr. Brown stated because it is a function of the Water Department to make sure that the proper fees are collected and PWD does the same for his portion and Ms. Pittsley looks at the file to see if there are any violations of the land development codes.

Mayor Bairstow asked if the volume breakdown for the fees are \$85,000; \$250,000 and \$500,000. Mr. Brown stated he did not know the dollar value, but we are still in the first category which is a 90/10% split. Clerk McKamey stated that the City issued \$81,000 of permits for the entire year and this year the total is \$78,000 from October 2003 until now.

Clerk McKamey asked Mr. Badke if the documents were included that pertain to the proposal for a drug free workplace and equal opportunity employer. The Clerk stated that there was also a requirement by the Florida Statutes that the building official had to be licensed for 10 years and Mr. Brown spoke up and said he has been a licensed building official since 1994. The Clerk stated that the Building Inspectors, Electrical Inspectors, Plumbing Inspectors, Mechanical Inspectors and Plans Examiners each have to have 5 years experience. Mr. Brown spoke up and said they all definitely have five years plus. The Clerk asked if they were a drug free workplace and an equal opportunity employer, and Mr. Badke stated definitely.

Mayor Bairstow thanked Mr. Badke and Mr. Brown for their presentation and stated that they could stay if they wanted to in case the Commission had any additional questions or they were free to go. Mr. Badke stated that they would stay in case anyone had any additional questions.

Mayor Bairstow asked if any of the Commissioners had any questions for the two firms that came before them. No one had any additional questions at this time.

Discussion:

Clerk McKamey stated that none of the documents were submitted with the M.T. Causley RFP; one of the documents were submitted with Independent Inspections, Ltd. RFP. Mayor Bairstow asked what effect that would have and the Clerk stated it is an incomplete packet and it is important that they be able to supply them in order for the City to be in compliance for work and for grants. Mayor Bairstow directed the Clerk to go and ask each firm if they could supply the documents to the City.

Commissioner Abshier asked the Commission if they were curious what the other (M.T.Causley) firm would do more for the City more or less and what we would require of them and maybe they would offer more. Commissioner Anderson stated that he would like a representative to come back in and answer questions after we go through and see if there are any more.

Commissioner Abshier asked the Clerk if he were a contractor building a house and everything being the same would his fees be the same. The Clerk stated no the fees to the contractor would be higher with M.T. Causley because their minimum fees are higher. The Commissioner stated lets say I exceed the minimum and Mayor Bairstow stated then they would be the same for both firms. The Clerk stated that City issues a lot of minor permits so it is going to costs the minor permits more. Commissioner Anderson asked how much more and the Clerk stated \$10.00 more per permit. The Clerk stated that Independent may be here only 3 days a week, but it is the inspector who is here which is someone for the contractors to talk to and ask questions, plus they give out their mobile phone numbers. The Clerk stated that the City should get some assurances that when they call in they would be able to get the next day inspections because that is what the

contractors are used to here and in the county. Commissioners Nadeau and Abshier stated that Causley stated it would be the same. Commissioner Anderson stated in the book it tells you that and they have cell phones and are instructed to give the contractors their cell phone numbers.

Clerk McKamey stated that she was under the impression that the permit clerk would be here 5 days a week, but Building Inspectors would only come to do inspections on Monday, Wednesday and Friday. Commissioner Anderson asked what is being done now and the Clerk stated that the Building Official is here 3 days a week, but inspections are done 5 days a week. The Building Official signs off on the permits and while this permit clerk might be able to sign off on minor jobs, everything else would have to be sent to them.

Commissioner Nadeau stated ask about next day business day inspections. Commissioner Anderson stated that in an emergency if you want to pay for Saturday or Sunday inspections, you can have next day inspections. The Commissioner asked the Clerk what would your permit clerk do? Commissioner Abshier stated if you apply for a fence permit on Tuesday you would have to wait until Wednesday.

Mayor Bairstow stated the questions are:

1. Can you guarantee next business day inspections 5 days a week; are week-ends and holidays inspections available for an additional fee;
2. What permits can a person on site issue; and if the fees are important and they were, the first company is cheaper. The Clerk stated the City might receive more from the first company, but the fees to the citizens would be higher for small items. The Mayor stated the fees were not a criteria, but the intent was to get more money for the City

Commissioner Anderson stated to ask them that if the Commissioner was going to do the following what would the fees be for each item;

\$500 fence

\$80,000 home

\$150,000 home

Commissioner Abshier stated that the houses should be the same if they exceed the minimum and the Clerk stated that the fee schedules were identical except for the minimum fee amounts. Commissioner Nadeau stated that M.T. Causley was \$10 more for the minimum fees than Independent. Commissioner Abshier stated that a fence would be higher with Causley and the Mayor stated by \$10.00. The Clerk stated that Causley would be higher because you also have to add to the base fee the mechanical and miscellaneous fees in addition to the building permit fee. For example, Causley charges \$50 + \$.70/1000 for evaluation and you add in plumbing, air condition, electric and gas. So Causley would be \$50 + \$.70 for an evaluation while Independent is \$30 + \$.60/1000 so there is a \$20 difference in base fee and \$.10/1000 less on the total evaluation.

Commissioner Anderson asked what does Ms. Pittsley do with the permits and the Clerk stated she checks the calculations to see if the coverage is in line. Commissioner Anderson stated so Ms. Pittsley calculates so that the house is not too big for the property. The Clerk stated that is

correct and she also checks the set backs and then signs off on that. The Clerk stated that the PWD looks at the driveways to make sure they are installed properly. Commissioner Anderson stated if we have our staff look at a subdivision, why do we have to pay x number of dollars to connect. The Clerk stated that the site plans do not have driveways only lot locations. So they do an additional site drawing and give the dimensions it is like a mini-site plan for each property. Commissioner Anderson stated okay then we get the connect fees and impact fees from the other department.

Commissioner Anderson stated that he would like to know how the City is going to negotiate the fee proposals. Mayor Bairstow stated that we will rank the two firms tonight, then we will negotiate, but not tonight.

ADDITIONAL QUESTIONS

The Clerk brought back M.T. Causley, Inc. for the additional questions. The Mayor asked the following questions:

- 1) Can you assure us that next business day inspections are available. Mr. Causley stated yes.
- 2) Weekend or holiday inspections are available at extra cost. Mr. Causley stated yes.
- 3) Explain what permits the person on site (permit clerk) can issue. Mr. Causley stated that according to the Code there are certain stuff that does not have to go to the building inspector, i.e. Changing out an air conditioner, hot water heaters, plumbing fixtures, but nothing having to do with structure, life safety or any calculations that would need to be reviewed. Commissioner Abshier asked Mr. Causley about a fence and Mr. Causley stated no because they do not consider fences structures. Mayor Bairstow asked if this person would be able to address the issue of site coverage and setbacks and Mr. Causley stated they would train them. Mayor Bairstow stated that the City would anticipate that the person on site would be able to address those issues.

Mayor Bairstow stated that we now would like you to do some simple calculations to determine what the permit fees would costs in three different scenarios.

- 4) Permit fees to build a fence valued at \$500. Mr. Causley stated \$60.
- 5) Permit fees to build a home valued at \$80,000. Mr. Brooker stated \$328.
- 6) Permit fees to build a home valued at \$150,000. Mr. Brooker stated \$615.

Clerk McKamey asked if that included the electrical and other fees and Mr. Brooker stated that was residential and the plan review fee (\$.40/1000) would be \$60 on that house. Mayor Bairstow stated then it comes to \$675 and Mr. Brooker stated correct.

Mayor Bairstow asked if the mechanical and miscellaneous item fees are included in those numbers and Mr. Causley stated that those fees are based on that. Mayor Bairstow asked if they are for new structures. Mr. Causley stated correct. The Mayor stated then all fees and all reviews for \$350. The Clerk asked if that was over and above the plumbing or heating and air and Mr. Causley stated that in commercial you charge, but for a single residential residence you have a flat fee. Shaun Brooker, Vice President stated those calculations match what you are doing now the only difference is the minimums. The Mayor stated total fee for a home valued at \$80,000 is \$350; and the total fee for a home valued at \$150,000 is \$675 is that correct? Mr. Brooker stated that he believed so while Mr. Causley stated he was not sure that was correct, but he does not do

them as often as Mr. Brooker. Commissioner Anderson stated it is \$370 not \$350 and Commissioner Nadeau stated it is \$378.

Mr. Brooker and Mr. Causley took some time to redo the numbers for the fees. Commissioner Abshier stated you are using the \$.40/1000. Mr. Brooker stated on \$80,000 home assuming it is not gas, the total permit fees and plan review fees would be \$678; on \$150,000 home, assuming it is not gas the total permit fees and plan review fees would be \$1,005; the fence is \$60 which is the minimum fee. Mr. Causley agreed with the new numbers. Mayor Bairstow asked if the permit person could issue re-roofing permits and Mr. Causley stated he would rather they didn't and he would prefer that they sent the information to him by fax for approval.

b) The Clerk brought back Independent Inspections Ltd. for the additional questions. The Mayor asked the following questions:

- 1) Can you assure us that next business day inspections are available. Mr. Badke stated yes.
- 2) Weekend or holiday inspections are available at extra cost. Mr. Badke stated yes.
- 3) Explain what permits the person on site can issue. Mr. Badke any kind of building permits. The Mayor asked re-roofing permits and Mr. Badke stated yes. The Mayor asked about setbacks and coverage and Mr. Badke stated yes to both.

Mayor Bairstow stated that we now would like you to do some simple calculations to determine what the permit fees would be in three different scenarios.

4) Permit fees to build a fence valued at \$500. Mr. Brown stated \$40, plus the COB administrative fee which equals \$48.

5) Permit fees to build a home valued at \$80,000 assuming not gas - \$602, plus the COB administrative fee of \$120.40

6) Permit fees to build a home valued at \$150,000 assuming not gas - \$1035 without the 20% COB administrative fee. Mr. Badke stated that this is using the 7/1/04 contract fee schedule.

Commissioner Abshier stated that we had the 20% added to these fees and the Clerk stated you would also have to add that to the figures of the first company as well. Commissioner Abshier stated that from the presentation to the customer service aspect the Causley firm was ahead of Independent Inspection which should go under category #2 of the ranking. Independent Inspection did not touch on customer service at all. Commissioner Abshier stated that the Mayor pointed out the 80/20 split of M.T. Causley versus the 90/10 split of Independent Inspections for the first \$75,000. The Commissioner also stated that during the Mayor questions he stated that the City's expectations are that they (permit person) would be able to do the following and they said, yes. The Commissioner stated I hope it is not too good to be true. Commissioner Nadeau stated that Causley has a professionalism that stands above Independent; they have had no lawsuits in five years and Independent has had one. The Commissioner stated it looks like the City would get the same if not better service than it did from Independent not to mention the impact on the City.

Commissioner Abshier asked the Clerk if the firms were going to be able to produce the missing documents and the stated they said they could supply the documents tomorrow.

The Clerk calculated the scoring and announced the results:

M.T. Causley, Inc.	344 points
Independent Inspections, Ltd.	310 points

Mayor Bairstow announced the results to the two firms. The Clerk stated the contract would be on the next agenda to authorize the negotiations of the contract.

The Workshop Meeting was adjourned at 8:05 PM

ATTEST:

Sandi McKamey, CMC, CPM
City Clerk/Administrator