



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

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| TO: | City Council | MEETING DATE: | April 18, 2023 |
| FROM: | Michael Daniels, Development Services Director | | |
| SUBJECT: | Purchase Order of \$20,000 for the Temporary Building Official, Plan Review and Inspection Services with Universal Engineering Services, LLC. | | |

BACKGROUND

On April 12, 2023, City staff entered into an agreement with Universal Engineering to be the temporary Building Official, Plans Examiner and Building Inspector for Commercial and Residential permits with rates specified through the attached agreement. This agreement was entered into in order to ensure that new building plan submittals and inspections would be reviewed and conducted in a timely manner in the short term following the resignation of the Building Official. At the same time, the City is in the process of receiving and reviewing applications for the permanent Building Official position.

The proposed contract is attached for your review.

Staff is requesting a purchase order in the amount of \$20 ,000 for two months, from April 17 through June 15, 2023. Fees collected for these services shall follow our adopted fee ordinance. Any services performed by Universal Engineering on the City's behalf will be invoiced on a monthly basis. All expenses associated with this contract are provided for in the Building Fund.

STAFF RECOMMENDATION

Authorize the Mayor to execute the attached Temporary Labor Services contract between the City of Green Cove Springs and Universal Engineering Services, LLC in a form similar thereto.

RECOMMENDED MOTION

Authorize the Mayor to execute the attached Temporary Labor Services Agreement between the City of Green Cove Springs and Codes-ABC, Inc. in a form similar thereto.