



MEMORANDUM

DATE: May 10, 2016

TO: Robert Baldwin, City Manager

FROM: Marc LaFerrier, AICP, Director of Community Development

SUBJECT: Resolution to Amend the Building Permit and Land Development Fee Schedule

A proposed special permitting office was discussed at the April 26, 2016 City Commission Meeting. A surcharge for the special permitting office was included in the discussion at the meeting, and the City Commission agreed to proceed with the special permitting office.

The proposed resolution would allow the City to establish a 2.5% surcharge for large scale development projects (\$15M and above) to assist in creating a special permitting office in the Community Development Department.

During the past five years the number of building permits and inspections by the Community Development Department has increased by more than 400%. Furthermore, the scale and complexity of the new land development projects have also increased significantly. The City's current Community Development staff properly serves the development community in a timely and effective manner. However, the upcoming Dania Pointe and other projects (i.e. DCOTA, Phase 2 - Dania Jai-Alai) will further increase the workload for the Building Division. During the upcoming two to 6 years, it is anticipated that the Building Division's work load could double and further increase the demand for permit services. In order to properly and effectively provide prompt and efficient service for large scale building projects without impacting other permit applications, it is recommended that the City create a special permit office that is specifically dedicated to large scale development projects. This special permit office would allow applicants of large scale projects to receive "on demand" plan review and inspection services that are independent of the daily Building Division activities. This special permit office would be under the direction of the Community Development Director. Revenues derived from the special permit office would be expected to offset personnel, equipment and other related costs.

Components of the new permit office and the associated estimated costs for the remainder of FY16 include the following:

- Additional staff needed for the new permit office will be provided by a contract agency that will supplement the Broward County Building Division staff. Six (6) new plans examiners/inspectors at an estimated cost of \$160,000. Funding for these services is requested to be appropriated from the Building Fund Contingency Account # 107-15-02-524-99-10 to the Building Fund Professional Services Account #107-15-02-524-31-10

- Two (2) clerical staff will be contracted from the City's approved Temporary Service Contractor to supplement the current City staff. Estimated cost for the remainder of fiscal year 2016 is \$21,000 from Account # 107-15-02-524-31-10
- Office space build-out on the ground floor of City Hall in the former BSO office is estimated to cost \$25,000. (Account #: 107-15-02-524-52-20 Amount: \$25,000 budgeted in FY16)
- Additional vehicles will be provided by the recommended contractor. (\$0.)
- Permitting software will be the same as the City's current provider, New World Systems (NWS). Additional computer hardware, work stations, printers, phones etc. will be funded from the building fund. (Account #: 107-15-02-524-52-30 Amount: \$27,000 budgeted in FY16)

Permit Fees paid by the applicants for the special permit office would be expected to offset personnel, equipment and other related costs.

RECOMMENDATION

Approve the proposed resolution