



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#20-0604

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Chris Lagerbloom, ICMA-CM, City Manager

DATE: September 15, 2020

TITLE: Resolution Repealing Resolution No. 10-265, Which Adopted a Planning and Zoning Fee Schedule Pursuant to the Unified Land Development Regulations (ULDR) Section 47-24.1H. Fees and Costs, and Establishing a New Urban Design & Planning, Zoning and Landscape Fee Schedule that Incorporates Costs Associated with Engineering Division Review - **(Commission Districts 1, 2, 3 and 4)**

Recommendation

It is recommended that the City Commission consider adopting a Resolution Repealing Resolution No. 10-265, Which Adopted a Planning and Zoning Fee Schedule Pursuant to the Unified Land Development Regulations (ULDR) Section 47-24.1H. Fees and Costs, and Establishing a New Urban Design & Planning, Zoning and Landscape Fee Schedule that Incorporates Costs Associated with Engineering Division Review.

Background

The Urban Design and Planning Division (UDP) and the Zoning and Landscape Division Fee Study is designed to analyze the existing fee schedule for the Division's respective functions administered by the City of Fort Lauderdale's Department of Sustainable Development (DSD). The primary functions considered by the fee study are based on review of applications and development permits to ensure conformance with the City's ULDR.

The last UDP and Zoning fee study was completed in 2010 and addressed a full range of applications and services, at that time. Subsequently, on September 21, 2010, the City Commission adopted resolution 10-265 approving the revised fee schedule. Since then, the number of application types have increased, and the complexity of reviews and services offered have increased. As a result, an in-depth study was initiated by DSD with assistance from consulting firm PMG Associates, Inc. to analyze and update the current fees with the goal of recovering the full cost for providing services, pursuant to authority set forth in ULDR Section 47-24.1.H. - Fees and costs. The PMG Fee Study is attached as Exhibit 1.

Fee Study Methodology

The PMG Fee Study uses a methodology for calculating fees based on traditional cost accounting procedures, which measure the actual cost incurred by the City to provide the service requested. The analysis included the following:

1. General description of services provided with template identifying the amount of time required for each type of application. The template identifies each job title, the salary rate and the amount of time required to complete the function.
2. Direct and indirect costs, including the addition of salary overhead and fringe rate. This rate is derived from the City's annual budget and includes FICA, Medicare payments, unemployment tax, health insurance, pension and other benefits. The rate is derived from totaling the overhead and fringe costs and dividing this figure by the total direct salary cost.
3. Addition of Department administrative overhead rate. This rate is derived from totaling the administrative costs identified in the City's budget by the direct salary cost. The calculations determined the following rates:

CATEGORY	RATE
Salary Overhead and Fringe Rate	34.51%
Department Administrative Overhead Rate	72.36%

4. Addition of direct expenses such as advertising.
5. The Fee Schedule table includes rates for existing fee types as well as rates for new fee types. New fee types are for applications and permits that were not part of the 2010 fee study and have been identified as services that should have a corresponding user fee.

One exception to the methodology described above are for Zoning reviews done in conjunction with the building permitting process. In order to be consistent with the established building permit rate structure and to adequately capture the City's cost of completing Zoning plan reviews, the Department has established a rate for the Zoning Fees for specific applications of permits at a fee of 2.8% of the job cost that includes a base minimum of \$150 and a maximum of \$350 for permit applications.

In addition, DSD's Engineering Division provides reviews for site plans, site plan amendments, right-of-way vacations, plats and other services associated with the Development Review Committee (DRC) to verify that adequacy requirements of the ULDR are satisfied. The Division does not currently have a mechanism in place to charge for these services. Therefore, the total fee for respective applications has been modified to account for Engineering Division review. This data was derived from the Engineering Fee Study prepared by the Matrix Consulting Group. A detailed explanation of the Intradepartmental Support Fees is provided in the Matrix Consulting Group Engineering

Fee Study, starting on page ten (10) and is attached as Exhibit 2.

Regarding Historic Preservation Board applications, while the fee study shows 100% cost recovery, staff recommends the City Commission consider maintaining existing fees at the current level and applying a 50% reduction to the new fees that will be established by this study. Similarly, the City Commission approved the 2010 Fee Study with a 50% reduction in fees associated with historic preservation, recognizing the City's heritage and preservation initiatives serve a public benefit. This recommendation excludes the Archaeology Review application since it is a requirement for development permit approval for projects located within archaeologically sensitive areas of the City. In performing a comparison of the existing fee-based revenues for the Fiscal Year 2019 for Historic Preservation (FY19 HP) applications, the total revenue generated was \$7,250. The Proposed Fee, maintaining current fees and applying the reductions noted above, would generate approximately \$32,630. The PMG Fee Study proposed amounts at full cost recovery and would generate approximately \$79,450. A detailed breakdown of revenues per application type is provided in the FY19 HP Application Fee Revenues and is attached as Exhibit 3. The new fee schedule reflects staff's recommendation for reduced fees for respective Historic Preservation Board applications and is attached as Exhibit 4.

Based on the recommendations of the PMG Study and the Matrix Consulting Group Engineering Fee Study, the Resolution includes the following provision:

A Requirement to Re-analyze the Cost of Services and Fees Every Five (5) Years

A study will be conducted every five (5) years by City staff and/or a hired consultant to verify if fees are comparable with actual costs to the City. The methodologies of the updated studies will be similar to the PMG study that is based on actual staff time to process, review and inspect permit types in accordance with the laws, policies, procedures in effect at the time. Those permit times would then be multiplied by the fully burdened rates for each staff position to obtain the actual cost to the City for providing the services. Any needed adjustments to reconcile the fees in effect at the time and the actual costs would be brought back to the City Commission for further consideration and adoption.

Permit Fees pertaining to Landscape and Tree Removal will be presented to the Commission in association with other amendments to the Code of Ordinances, Chapter 9, Building and Construction Fees conducted by the Building Services Division under a companion item on an upcoming agenda.

If the City Commission approves this item, the proposed effective date for the new fees will be October 1, 2020.

Resource Impact

There is no fiscal impact associated with this action.

Strategic Connections

This item supports the *Press Play Fort Lauderdale 2024* Strategic Plan, specifically advancing:

- The Internal Support Focus Area
- Goal 8: Be a leading government organization, managing our resources wisely and sustainably
- Objective 1: Maintain prudent fiscal management

This item advances the *Fast Forward Fort Lauderdale 2035* Vision Plan: We are United.

Attachments

Exhibit 1 – PMG Fee Study

Exhibit 2 – Matrix Consulting Group Engineering Fee Study

Exhibit 3 – FY19 HP Application Fee Revenues

Exhibit 4 – Fee Schedule

Exhibit 5 – Resolution

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