



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	File No.:	Item Type:	1 st Reading	2 nd Reading	
3/19/2025	25-050	<input checked="" type="checkbox"/> Resolution	Ordinance Reading	N/A	N/A
		<input type="checkbox"/> Ordinance	Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Other	Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
			Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):		Account Balance (\$):	Funding Source:	Project Number:	
\$47,350		\$200,000 \$45,400 \$54,114 \$2,850	170-2415-531010 001-5020-531010 490-3310W-531010 001-2210-531010	N/A	
Contract/P.O. Required		RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A	Vanessa Leroy, Director	Sustainable Development	
Strategic Plan Focus Areas:					
<input checked="" type="checkbox"/> Fiscal Stability	<input type="checkbox"/> Resident Services	<input type="checkbox"/> Public Safety	<input type="checkbox"/> Infrastructure & Mobility	<input type="checkbox"/> Economic Development & Affordable Housing	
Implementation Timeline:					
Estimated Start Date: 3/19/2025			Estimated End Date: 8/1/2025		

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING A FEES ASSESSMENT STUDY WITH BERRY, DUNN, MCNEIL & PARKER, LLC FOR BUILDING, PLANNING, ZONING, FIRE AND ENGINEERING REVIEWS; AND PROVIDING FOR AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

The Department of Sustainable Development is requesting approval to authorize a comprehensive fee study of building permit fees and other fees assessed on building permits by various disciplines. The study will be conducted by Berry Dunn and aims to evaluate the City's current fee structure to ensure alignment with industry standards, cost recovery, and regulatory requirements. The total cost of the proposed professional services contract is \$47,350.

Background:

Under Florida Statute 553.80(7)(a), the City is required to establish a schedule of reasonable fees to support the enforcement of the Florida Building Code. While the City has made periodic adjustments to building permit fees over the years, it has not conducted a comprehensive fee study in many years. As a result, the current fee structure may not fully reflect the costs associated with permit processing, plan review, inspections, and other regulatory functions. A thorough evaluation is necessary to ensure that fees remain reasonable, equitable, and aligned with industry standards and cost recovery principles.

Current Situation:

Each building permit issued by the City is assessed permit fees to cover the costs associated with processing applications, reviewing plans, and conducting required inspections. While the Department of Sustainable Development's (DSD) Building Division is responsible for issuing permits, various disciplines, such as Planning & Zoning, Fire, and Engineering, also conduct reviews and inspections depending on the permit type. To recover these costs, each discipline charges separate review fees.

The proposed fee study will evaluate the full scope of fees assessed on building permits across all relevant disciplines to ensure they accurately reflect the cost of services provided. Additionally, one key aspect of the study is to establish a consistent methodology for assessing fees across all disciplines. Standardizing the fee structure will help simplify the invoicing process for building permits and provide the construction community with greater predictability when estimating permit costs.

However, the most critical objective of the fee study is to ensure that we are fully recovering the costs associated with processing permits. By conducting this study, we aim to maintain a fair, transparent, and financially sustainable permitting process.

Berry Dunn was selected because of their experience conducting municipal fee studies and analyzing building permit fee structures. Their approach includes a detailed cost analysis across multiple disciplines, ensuring consistency in fee assessment. Berry Dunn has the required experience and expertise to perform the necessary study, which demands specialized knowledge of building permit fees and the requirements of the Florida Building Code. The company has successfully conducted similar studies for several other Florida municipalities.

As outlined in the attached proposal, the total cost of the fee study is \$47,350. This cost has been allocated among the participating disciplines as follows:

Vanessa Leroy
DSD Director

Reviewed By:

Noemy Sandoval
Noemy Sandoval
Assistant City Manager