

**Department of Sustainable Development  
Building and Planning Divisions  
Fee Schedules Update**



**City Commission Presentation  
June 2, 2022**



# Agenda

- ① **Project Background**
- ② **Summary of Findings**
- ③ **Fee Schedule Updates & Projections**
- ④ **Questions and Discussion**

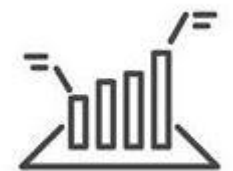


## 1: Project Background



# Project Background

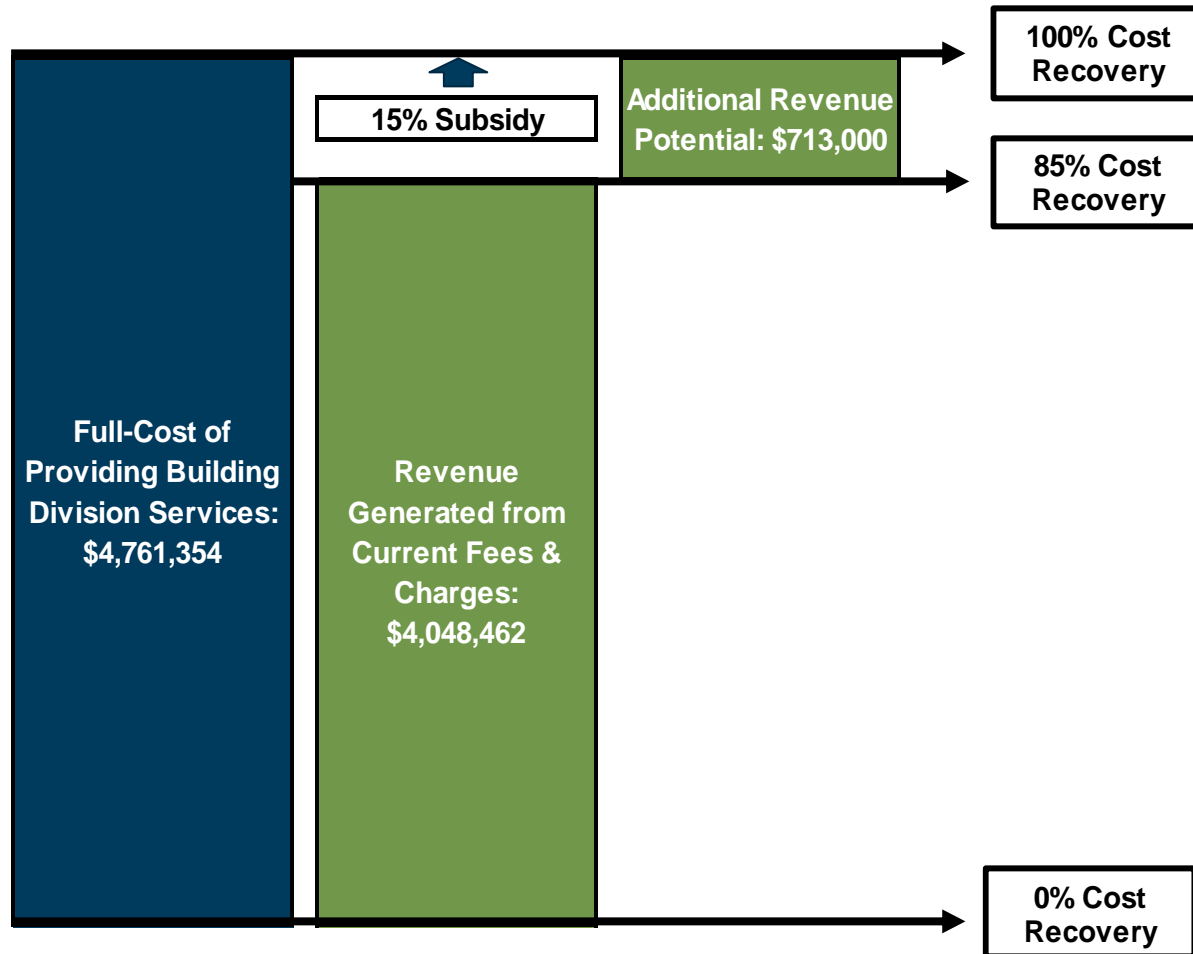
- **November 2021:** The City partnered with BerryDunn to assist with updating the master fee schedules for the Department of Sustainable Development Building and Planning Divisions.
- **November 2021 – May 2022:** BerryDunn met on multiple occasions with City staff and stakeholders, updated the the cost-of-service analysis, and developed updated fee schedules forecasted to satisfy the revenue requirements for the Department.
- **May 2022:** BerryDunn compiled all staff and stakeholder feedback, financial and operational analysis methodologies, and findings and recommendations into a final project report.
- **June 2022:** BerryDunn presenting findings and recommendation to the City Commission for consideration and acceptance.



## 2: Summary of Findings



# Summary of Findings – Building Division



- Revenue: **\$4,048,462**
- Expense: **\$4,761,354**
- Cost Recovery: **85.0%**
- Revenue to 100% cost recovery: **\$713,000**
- Fund Balance (FY 2021): **\$2,813,860**  
(Fund Balance Ceiling: **\$3,449,888**)



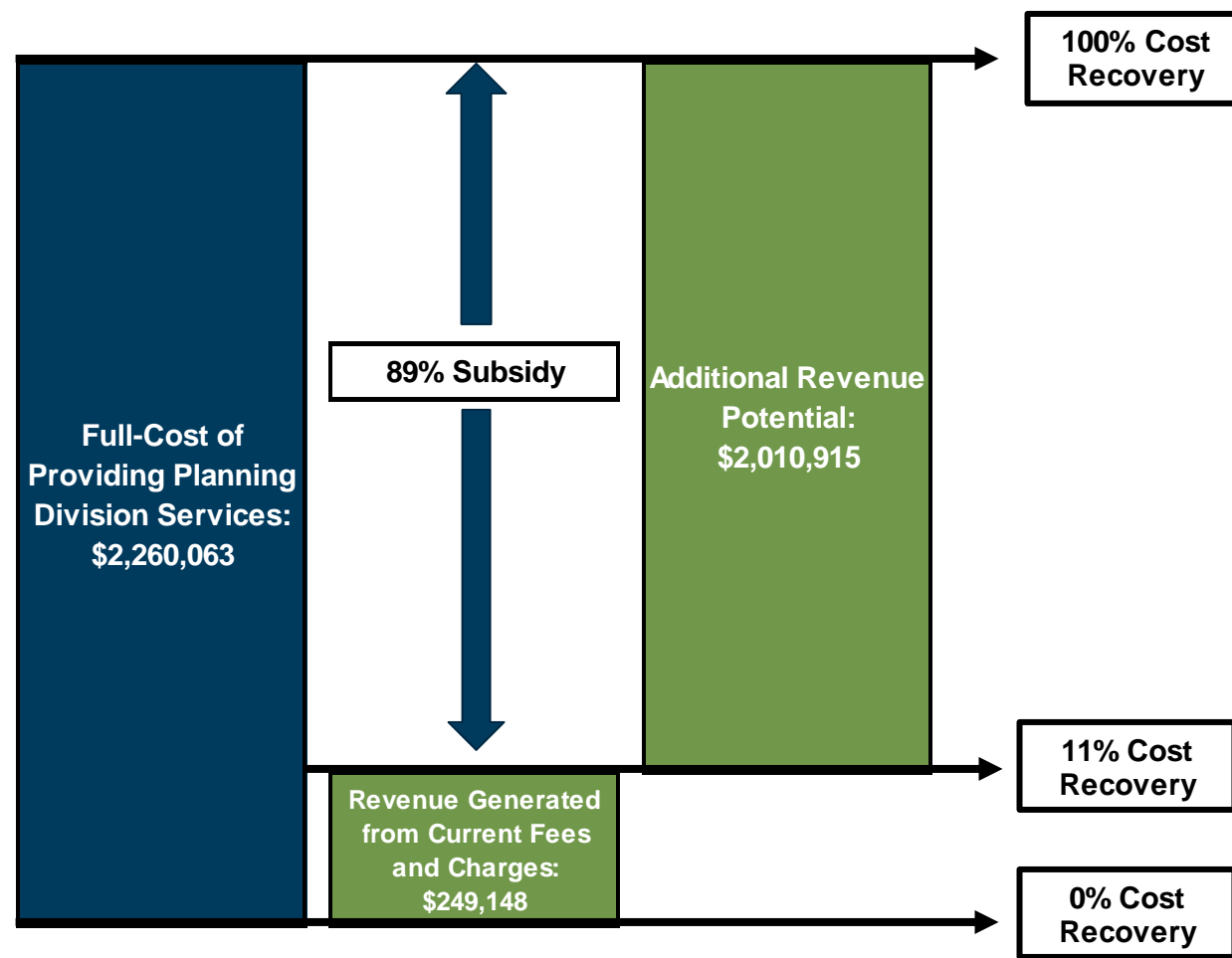
# Summary of Findings – Building Division

Permit/Service Description	Current Fee	Proposed Increase %	Proposed Fee
Building Permit – New Const. <\$250,000	Value x 0.008	15.0%	Value x 0.009
Building Permit – New Const. >\$250,000	Value x 0.004	15.0%	Value x 0.005
Building Permit – Other Const. <\$250,000	Contract x 0.008	15.0%	Contract x 0.009
Building Permit – Other Const. >\$250,000	Contract x 0.004	15.0%	Contract x 0.005
Electrical/Plumbing/Gas/Mechanical	\$60.00 ea.	15.0%	\$69.00 ea.

- 72.0% of annual revenue is generated from the fees and charges listed above.
- Additional revenue generation projected to be \$433,120 annually.
- The second largest revenue generating service area is building plan review and fire plan review, fees will remain unchanged.



# Summary of Findings – Planning Division



- Revenue: **\$249,148**
- Expense: **\$2,260,063**
- Cost Recovery: **11.0%**
- Revenue to 15% cost recovery: **\$125,000 - \$150,000**





# Summary of Findings – Planning Division

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- Proposing 23 of the 58 current fees and charges be adjusted.
- Related to Land Use, Subdivisions, and Zoning services. Currently these services account for 89.0% of annual revenue generation.
- Additional revenue generation projected to be \$125,000 - \$150,000 annually.
- Cost recovery ceiling projected to be 20.0% based on current service delivery structure.



# Summary of Findings – Planning Division

- Seven new Planning Division fees proposed for consideration.

Permit/Service Description	Current Fee	Proposed Increase %	Proposed Fee
<b>Public Notice:</b>			
Advisory Board Hearings	\$0	N/A	\$104.00
Certificate of Appropriateness	\$0	N/A	\$104.00
Misc. Communications and Reports	\$0	N/A	\$104.00
<b>Changes and Reviews:</b>			
Sign Enhancement/Change	\$0	N/A	\$104.00
<b>Zoning:</b>			
Food Truck Zoning Verification	\$0	N/A	\$69.00
Zoning Letters	\$0	N/A	\$69.00
Land Use and Zoning Reviews	\$0	N/A	\$138.00

### 3: Fee Level Updates & Projections



# Proposed Fee Adjustment Considerations

- **Cost Recovery Rates:** Cost recovery rates for projected fee scenarios:
  - Building Division baseline: 85.0%. Projected to increase to 94.0% - 100+% annually with a 15.0% increase.
  - Planning Division baseline: 11.0%. Projected to increase to 13.0% - 15.0% annually with a 15% increase.
- **New Planning Fees:** Projected to have minimal impact on revenue generation, but would establish fees for services currently being provided.
- **Annual Fee Updates:** The Department should review all fees and charges annually and consider adjustments as needed.

# Thank You!

4: Questions and Discussion