

RESOLUTION NO. 2019-

**A RESOLUTION OF THE VILLAGE OF PINECREST,
FLORIDA, AUTHORIZING THE VILLAGE MANAGER
TO ENTER INTO AN AGREEMENT WITH JRD &
ASSOCIATES FOR PERMIT FEE STUDY; PROVIDING
FOR AN EFFECTIVE DATE.**

BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the Village Manager is hereby authorized to enter into an agreement with JRD & Associates to prepare a Permit Fee Study.

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 14th day of May, 2019.

Joseph M. Corradino, Mayor

Attest:

Guido H. Inguanzo, Jr., CMC
Village Clerk

Approved as to Form and Legal Sufficiency:

Mitchell Bierman
Village Attorney

Consent Agenda




Yocelyn Galiano, ICMA-CM
Village Manager
manager@pinecrest-fl.gov

MEMORANDUM
Office of the Village Manager

DATE: May 7, 2019

TO: The Honorable Mayor and Members of the Village Council

FROM: Yocelyn Galiano, ICMA-CM, Village Manager 

RE: Permit Fee Assessment

Attached for your consideration is a copy of a proposal from JRD & Associates, Inc. (JRD), to examine and reassess the Village of Pinecrest building, zoning, and planning permit fees. Florida Statute 553.80 require that permit fees be set at an amount that strictly cover the cost of provident permit-related services. It specifically states: "The governing bodies of local governments may provide a schedule of fees, as authorized by s. 125.56(2) or s. 166.222 and this section, for the enforcement of the provisions of this part. Such fees shall be used solely for carrying out the local government's responsibilities in enforcing the Florida Building Code. The last permit fee review was conducted nearly 8 years ago in October 2011.

The proposed review will identify and recommend changes, additions and deletions to the existing fee schedule to accurately reflect the actual costs associated of providing the fee-related services and ensure the Village's compliance with the applicable state statutes.

I respectfully recommend that the Village Council approve the attached resolution authorizing the Village Manager to execute the agreement for the aforementioned services.



April 17, 2019

Yocelyn Galiano, ICMA-CM
Village Manager
Village of Pinecrest
12645 Pinecrest Parkway
Pinecrest, FL 33156

Dear Ms. Galiano:

On behalf of JRD & Associates, Inc. (JRD), I am pleased to submit this proposal to examine and reassess the Village of Pinecrest building, zoning, and planning permit fees. Specifically, we will perform the following:

Task 1 – Assess the actual costs of providing permit-related services by the Department of Building and Planning.

Task 2 - Identify and recommend changes, additions, and deletions to the existing fee schedule of the Department of Building and Planning that accurately reflect the actual costs associated of providing fee-related services.

Task 3 – Develop a cost allocation methodology to capture support costs from Village departments for building permit activities. Apply these costs to the aforementioned fees and create a comprehensive fee schedule.

Task 4 – Conduct an analysis of like permit fees from up to five comparable municipalities in Miami-Dade County as agreed to by the Village and JRD.

Task 5 – Project future revenue based on the proposed fee schedule.

Task 6 – Present draft results, findings, and recommendations.

Task 7 – Present final results, findings, and recommendations.

Task 8 – Present findings and recommendations to Village management and the Village Council if desired.

The fee including all expenses for the tasks depicted will be based on the following rates, with a not to exceed amount of \$35,000:

Jorge Duyos	Project Director	\$250/hour
Jorge Fraga	Project Manager	\$175/hour
Justin Shepard	Industrial Engineer	\$75/hour

JRD will invoice the village based on the hours worked for each of the personnel above at the corresponding rates.

For your information, JRD has been performing permit fee studies for local governments, predominantly in South Florida, for the last twenty years. Our clients for these types of studies include:

- Miami-Dade County
- City of Miami
- City of Miami Beach
- City of Coral Gables
- City of Sunny Isles Beach
- Village of Key Biscayne
- Town of Miami Lakes
- City of Hollywood
- Sarasota County

I think you will find no other firm more qualified to assess the Village's fees than JRD.

I thank you in advance for your consideration and look forward to hearing from you.

Sincerely,



Jorge R. Duyos, P.E.
President

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Miami, FL 33155
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www.jrdandassociates.com