



## Cover Memorandum/Staff Report

File #: 24-664

Agenda Date: 5/7/2024

Item #: 6.O.5.

**TO: Mayor and Commissioners**  
**FROM: Anthea Gianniotis, Development Services Department**  
**THROUGH: Terrence R. Moore, ICMA-CM**  
**DATE: May 7, 2024**

APPROVAL OF RESOLUTION NO. 107-24 TO AWARD AN AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC. FOR PERMIT FEES UTILIZING CITY OF DAYTONA BEACH CONTRACT NO. RFP 19632 IN THE AMOUNT OF \$57,150

**Recommended Action:**

Motion to approve Resolution No. 107-24 to award an Agreement with Raftelis Financial Consultants, Inc. for Permit Fees utilizing City of Daytona Beach Contract No.19632 in the amount of \$57,150; authorizing the City Manager to execute any amendments and/or renewals thereto and take any and all action necessary to effectuate the agreement.

**Background:**

City of Daytona Beach awarded a two (2) year Agreement with Rafetlis Financial Consultants, Inc for professional financial and management consulting services through on March 4, 2020 through March 3, 2022. On October 19, 2021, the City of Daytona Beach utilized the first option to renew their agreement through March 4, 2023 and on March 1, 2024, the City of Daytona Beach utilize its second option to renew their agreement through March 3, 2025.

The City of Delray Beach (City) wishes to utilize the City of Daytona Beach contract terms, conditions, and pricing of their Agreement to enter into its own agreement for the purchase of heavy equipment parts and services.

Development Services requires assistance in analyzing the current building permit fee structure and determining changes that may be necessary. Multiple departments are involved in the review and approval of construction, including Planning and Zoning, Engineering, Utilities, and Fire, in addition to the Building Division, which reviews for the Florida Building Code (FBC).

This motion is in accordance with Code of Ordinances Section 36 and City Policies and Procedures.

<b>Contract Total</b>		
Initial Term	May 7, 2024 - March 4, 2025	\$57,150

**Attachments:**

1. Agenda Memo
2. Legal Review

3. Agreement
4. Resolution
5. Solicitation No. 19632
6. Contract No. 19632
7. 1st Renewal Letter
8. 2nd Renewal Letter

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

This contract will be funded by the Professional Services account in the Building and Inspections Budget.

**Timing of Request:**

Florida statutes require building permit fees to be based upon the cost of Florida Building Code review.