



CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

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April 26, 2022

Gregory L. Dunham, Town Manager
Town of Gulfstream
100 Sea Road
Gulfstream, FL 33483

Subject: Building Permit Review and Inspection Services

Dear Mr. Dunham;

As we recently discussed, the City of Delray Beach (City) is in the process of implementing a new electronic building permit review software system. The Town of Gulfstream (Town) has indicated the desire to continue to utilize the City's Building Division for the review of plans for compliance with the Florida Building Code (FBC), the issuance of permits, and the inspection of structures located in the Town. The Interlocal Agreement (Agreement) between the Town and City adopted on September 30, 2009, and subsequently amended on March 8, 2010, must be revised.

In light of the foregoing, the following terms will be required in any new interlocal agreement entered into with the Town:

1. The Town will utilize the City's chosen software systems.
2. The Town acknowledges that plans for construction will be submitted by applicants to the City via an on-line portal on the City's website. Hard copies of plans will no longer be accepted nor provided to the Town with the issuance of building permits; these documents will now be electronic.
3. The Town will identify its employee(s) who will serve as the planning/zoning reviewer(s) for building permit applications. The Town reviewer(s) will have access to the plans and records as well as the ability to download a PDF of approved plans and permits, if needed.
4. Training is planned for the software system and a reviewer from the Town will be invited to the sessions. Attendance will be mandatory. Upon conclusion of the training, general technical support will be provided by the City's Development Services Technical Strategist and the Town will be billed for these services at the employee's hourly rate plus a percentage to account for benefits, etc.
5. The Town will contribute its percentage of the City's annual maintenance and subscription fees of the software systems, which includes storage of the records in a cloud-based system. The cost to the Town would correlate to the annual percentage of storage utilized for building permit applications submitted for properties in the Town. Current annual fees are estimated at \$330,218. For reference, in FY 20-21, permits from the Town comprised 4% of the total building permits in the City's department; therefore, the annual charge would be approximately \$13,208.

6. The City frequently utilizes consultant services to augment City staff in managing the volume of building permits and inspections. These consultants bill the City hourly, including travel time. When consultant services are utilized by the City for FBC inspection services provided to the Town, the City will bill the Town for the cost of round-trip travel. In addition, the travel time for City employees will also be assessed and charged, based on the employee's hourly rate, plus a percentage to account for benefits, etc. The City will provide a detailed invoice on a quarterly basis to the Town.

According to Section 3 of the Agreement, either party can cancel the Agreement with 60 days written notice. Please note, this letter serves as notice that the current Agreement needs to be amended within 90 days to continue these services. If the changes in the terms of the Agreement are acceptable to the Town, the City will draft a new interlocal agreement. If the changes in the terms of the Agreement are not acceptable to the Town, I will direct the Development Services Director to establish a strategy for completing permits and inspections for projects currently in the process and a date to stop accepting new Town applications.

Sincerely,



Terrence R. Moore, ICMA-CM
City Manager

Cc: Lynn Gelin, City Attorney
Anthea Gianniotis, Director of Development Services
Steve Tobias, Building Official
Jay Stacy, Director of Information Technology