

RESOLUTION NO. 2026-R-22

A RESOLUTION OF THE CITY OF EDGEWATER, FLORIDA, DESIGNATING THE APPROVAL OF THE COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT PROGRAM; AUTHORIZING RECORDING; REPEALING RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY AND APPLICABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, on April 30th, 2026 the City of Edgewater Applied for the Community Planning Technical Assistance (CPTA) grant for a value of \$44,000 with the city providing an in-kind match of \$5,500.00 to satisfy House Bill 399 (2026);

WHEREAS, House Bill 399 (2026) takes effect on July 1st, 2026; and

WHEREAS, House Bill 399 (2026) requires that local government fees for development permits and orders be based upon the reasonable direct and indirect costs associated with the review, processing, and final disposition of development applications; and

WHEREAS, this grant will ensure the City of Edgewater meets House Bill 399 (2026) requiring the governing body of a municipality to designate by ordinance or resolution, standardized fees, mandatory administrative approve Large Scale Resorts and Off-site Constructed Dwellings, as well as, require a modification to the Land Development Code and Comprehensive Plan; and

WHEREAS, Exhibit A provides the grant application submitted to the Florida Department of Commerce; and

WHEREAS, the City Council of the City of Edgewater's designates the City Manager to accept the Community Planning Technical Assistance (CPTA) grant.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Edgewater, Florida:

SECTION 1. AUTHORITY

The City Council of the City of Edgewater has the authority to adopt this Resolution

pursuant to Article VIII of the Constitution of the State of Florida and Chapter 166, Florida Statutes, Chapter 177.101(5), and Article IX (Application Procedures) of Chapter 21 (Land Development Code) of the City of Edgewater.

SECTION 2. RECORDING

A certified copy of this Resolution shall be filed with the Volusia County Property Appraiser and duly recorded into the Public Records of Volusia County, Florida, by the Volusia County Clerk of Court.

SECTION 3. CONFLICTING PROVISIONS

All resolutions or parts of resolutions in conflict herewith are hereby repealed.

SECTION 4. SEVERABILITY AND APPLICABILITY

If any portion of this resolution is for any reason held or declared to be unconstitutional, inoperative, or void, such holding shall not affect the remaining portions of this resolution. If this resolution or any provisions thereof shall be held to be inapplicable to any person, property, or circumstances, such holding shall not affect its applicability to any other person, property, or circumstance.

SECTION 5. ADOPTION AND EFFECTIVE DATE

This resolution shall take effect upon adoption.

PASSED AND DULY ADOPTED this ____ day of _____, 2026.

Diezel DePew, Mayor

ATTEST:

Monique Toupin, CMC, Acting City Clerk

Passed on first reading on the ____ day of _____, 2026

REVIEWED AND APPROVED: _____
Anthony Sabatini, Esq., City Attorney

Exhibit A



April 30, 2026

Florida Department of Commerce
Division of Community Development
Community Planning Technical Assistance Grant Program
107 East Madison Street
Tallahassee, Florida 32399

Dear Grant Review Committee:

On behalf of the City of Edgewater, I am pleased to submit this application for funding under the Florida Department of Commerce Community Planning Technical Assistance (CPTA) Grant Program for State Fiscal Year 2026–2027. The City respectfully requests a grant award of \$44,000 to support a Building and Planning Preliminary Efficiency and Fee Study, with the City providing an in-kind match of \$5,500 in staff time for a total project cost of \$49,500.

The passage of House Bill 399 (2026) established a new statutory requirement that local governments charge fees for development permits and orders based upon the reasonable direct and indirect costs associated with the review, processing, and final disposition of development applications. In order to comply with this requirement and to modernize its permitting and development review operations, the City of Edgewater seeks funding to engage a qualified planning and management consulting firm to conduct a comprehensive cost-of-service and fee study for its Planning and Building Departments.

The proposed scope of work is organized into four tasks: (1) Data Collection, including staff interviews and analysis of operational and financial data; (2) Analysis of the full cost of service delivery and current cost-recovery levels; (3) Recommendations for an updated, legally compliant fee schedule with a framework for future inflation-based adjustments; and (4) Public Outreach and Adoption, culminating in City Commission approval of the final study. The use of an outside consultant will allow City staff to continue day-to-day operations while providing objective, third-party expertise in evaluating direct and indirect cost factors.

The City of Edgewater is committed to equitable and legally sound development review practices. This study will directly advance those goals by ensuring that development fees

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(386) 424-2400 x 1502
planning@cityofedgewater.org

accurately reflect the cost of services provided and establishing a durable framework for consistent, ongoing fee maintenance. The City believes this project is well aligned with the CPTA Grant Program's objectives of promoting innovative planning strategies and meeting statutory requirements while serving the public interest.

The City of Edgewater appreciates the Department's support for local government planning through the CPTA Grant Program and respectfully requests favorable consideration of this application. Should you require any additional information or have questions regarding this submittal, please do not hesitate to contact Ryan Solstice at (386) 424-2400 x1502 or rsolstice@CITYOFEDGEWATER.ORG.

Sincerely,

Signed by:

BCB6B3467EDC427...

Joe Mahoney
City Manager

**FLORIDA DEPARTMENT OF COMMERCE – COMMUNITY PLANNING
COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT APPLICATION
BUILDING AND PLANNING PRELIMINARY EFFICIENCY AND FEE STUDY
APRIL 30, 2026**

Sponsoring Agency: City of Edgewater

Contacts: Ryan Solstice, AICP

Development Services Director

rsolstice@CITYOFEDGEWATER.ORG

2140 S. Riverside Drive, Unit 28

Edgewater, FL 32132

386-424-2400 x 1502

Consultants:

Zev Cohen & Associates

330 Interchange Boulevard, Suite C

Edgewater, FL 3214

Plante Moran

P.O. Box 307

3000 Town Center, Suite 100

Southfield, MI 48075

PROJECT DESCRIPTION

The passage of HB 399 in 2026 included a requirement for local governments to charge fees for development permits and orders based on the reasonable direct and indirect costs associated with the review, processing and final disposition of development applications. The City of Edgewater seeks a Community Planning Technical Assistance (CPTA) grant to assist with the following:

1. The analysis of the current fee schedule
2. The identification of improvements to the process based on best management practices.
3. An update to the fee schedule to ensure compliance with HB 399
4. The development of a preliminary framework for improvements to the procedures implemented by the City.

The ZCA-PM team's approach will give the City a clear, defensible way to update its fee structure by tying fees directly to actual staff effort and cost drivers. This creates a fair and efficient system for both the City and its customers, while supporting economic development

goals. Costs will be organized into defined service categories, with appropriate cost drivers so fees reflect the true cost of providing each service and avoid misalignment. Peer comparisons are used for context, with the understanding that differences in service models and assumptions may affect comparisons. The final Excel-based model is designed to be straightforward, practical, transparent, and sustainable, and easy for staff to maintain, allowing fees to be updated as service levels, demand, or costs change.

SCOPE OF SERVICE AND DELIVERABLES

The following provides a summary of the tasks and deliverables that the consultants will provide to the City. Attached is the scope of services that provide specific details on the study, deliverables and timeframes.

Task 1: Data Collection

The study must be based on actual direct and indirect costs. This requires that fact-based estimate of those costs is derived from operational and procedural data from the City. The following reflects how data will be collected and organized.

Phase 1: Project Planning and Data Collection

1.1 Conduct an internal team meeting to kick off project with City staff

During this meeting, ZCA-PM will introduce the project team, finalize the project scope, expectations, timelines, legal framework, regulatory requirements, project priorities, and constraints. ZCA-PM will discuss with the City team members should attend this session and encourage sponsorship participation. Specific requirements on the goals and responsibilities will be identified. Also identified and confirmed will be the method of review and response from the City to the ZCA-PM team.

1.2 Data to be collected includes:

- A. Collect and analyze relevant operational and financial data needed to evaluate existing fees and determine the cost of providing services.
- B. Conduct interviews and meetings with department staff to understand service delivery processes and operational workflows.
- C. Review the current fee schedule and all existing fees, rates, and charges across applicable departments.
- D. Gather relevant financial and operational data, including:
 1. Staff time and labor costs
 2. Direct service costs
 3. Indirect costs and overhead allocations
 4. Inflation and Consumer Price Index (CPI) data

1.3 Conduct stakeholder analysis

ZCA-PM will develop a stakeholder registry to understand the organization and staffing. Once the stakeholder registers and the resource schedule is completed, ZCA-PM will work with the City's team to identify interview candidates. These lists will be leveraged to coordinate and schedule interviews for all stakeholder interviews.

Key stakeholders may include, but are not limited to, leaders in the areas of finance, development services, application processing, and the inspection departments.

Timeframe: 60 days from notice to proceed

Deliverables: Memo summarizing Kick-off meeting roles and responsibilities; Five (5) interviews with City staff and written summary of findings

Cost of Task 1: \$12,500

Task 2. Analysis

The study includes the determination of the full cost of providing each service and evaluate the current level of cost recovery.

Phase 2: Departmental Engagement & Analysis

2.1 Design and model proposed building fees

ZCA-PM will develop a detailed and sustainable Excel-based model to calculate activity-based costs for the building department's fee rates. ZCA-PM will leverage the findings of the department interviews to configure the model to best reflect the fixed and variable activities related to the City's work. The development of the model will include:

- A. Identification of the total cost of providing each service at the appropriate activity level.
- B. Comparison of the current fees with the calculated cost of providing services.
- C. Identification of the current cost recovery level for each fee-based service.
- D. Determination, if appropriate, the subsidy levels where full cost recovery may not be feasible or desirable.

2.2 Evaluate peer communities

ZCA-PM will conduct a rate comparison for up to three (3) peer community fee schedules. ZCA-PM will seek feedback from the City on the three (3) identified agencies for this comparison. ZCA-PM will focus on like-for-like comparisons and will note which rates may not be appropriate for a comparison and what risks other cities may encounter due to the cost recovery drivers they have chosen. The rate comparison will be looked at from a total-cost perspective for all

applicable fees and rates. This will not include an evaluation of the direct or indirect costs of the fees and rates.

Timeframe: 45 days from acceptance of Data Collection summary report

Deliverables: Two (2) meeting with staff and written summary of the analysis

Cost of Task 2: \$10,500

Task 3: Final Recommendations

The City seeks guidance and policies relating to continuous and consistent maintenance of the fee schedule that allows for future inflationary-based adjustments (using CPI or other data) as necessary. It is desired by the City that any such policies developed provide mechanisms for automatic adjustments as legally permissible. The Consultant will ensure that all recommended fees comply with applicable state and federal laws governing public agency fees. Based on the analysis, the Consultant will develop recommendations for updated fees and charges based on:

- a. Cost-of-service analysis
- b. Inflationary adjustments
- c. Legal compliance requirements
- d. Operational considerations

Additionally, the Consultant will provide guidance on implementing the updated fee schedule.

3.1 Develop a summary memo

ZCA-PM will develop a memo summarizing the findings. The memo will include details of the analysis, including the comparison of peer communities. The memo will incorporate recommendations for other City documentation, ordinances, etc. that may need to be updated as a result of fee schedule updates.

Deliverable: Summary memo

3.2 Meeting with staff to review summary memo and findings

ZCA-PM will meet virtually with the City's Core Project Team to share the summary memo and findings. ZCA-PM will seek feedback from the City and incorporate a round of review to make any necessary corrections to the final recommendations.

Deliverable: Meeting with Project Core Team

3.3 Prepare final fee schedule recommendations

Following the meeting with the Project Core Team, ZCA-PM will finalize the summary memo and proposed fee schedule and deliver the updated version that incorporates the feedback received.

Deliverables:

Timeframe: 45 days from acceptance of Recommendations summary report

Deliverables: One (1) meeting with staff and Finalized summary memo and updated fee schedule

Cost of Task 3: \$10,500

Task 4: Public outreach and adoption

There will be a public outreach meeting held during the week, after 5:00, once the City staff approves the final draft of the study. The Consultant shall present the draft final study and accept verbal and written comments from the public. A summary of the public comments will be reviewed with the City staff and appropriate changes to the draft final study will be completed for the final approval draft of the study which will be placed on the next available agenda of the City Commission for final approval.

Timeframe: 90 days from approval of draft final study

Deliverable: One (1) meeting with staff, one (1) public meeting, one (1) City Commission meeting.

Cost of Task 4: \$8,500

BUDGET

Action	City ¹	Consultant	Funding
Task 1: Data Collection	\$2,500 (estimate for staff time)	\$12,500	City: \$2,500 Grant: \$12,500
Task 2: Analysis	\$500(estimate for staff time)	\$12,500	City: \$500 Grant: \$12,500
Task 3: Recommendations	\$500(estimate for staff time)	\$10,500	City: \$500 Grant: \$9,500
Task 4: Public Outreach and Adoption	\$2,000 (estimate for staff time)	\$8,500	City: \$2,000 Grant: \$10,000
TOTAL COST			City: \$5,500 Grant: \$44,000 TOTAL: \$49,500

¹City contributions are in-kind services based on the salaries assigned to the staff participating in the study.