

MINUTES OF THE MEETING OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE

Naples, Florida, October 5, 2016

LET IT BE REMEMBERED, the Collier County Development Services Advisory Committee in and for the County of Collier, having conducted business herein, met on this date at 3:00 P.M. in REGULAR SESSION at the Collier County Growth Management Department Building, Conference Room #609/610, 2800 N. Horseshoe Drive, Naples, Florida, with the following members present:

Chairman: William J. Varian
Vice Chairman: Blair Foley
David Dunnavant
James E. Boughton
Clay Brooker
Dalas Disney
Chris Mitchell (Excused)
Robert Mulhere
Mario Valle
Stan Chrzanowski
Norman Gentry
Marco Espinar
Ron Waldrop
Laura Spurgeon DeJohn
Jeremy Sterk

ALSO PRESENT: Jamie French, Deputy Department Head
Judy Puig, Operations Analyst, Staff Liaison
Mike Ossorio, Director, Code Enforcement Division
Matt McLean, Director, Development Review
Ken Kovensky, Director, Operations and Regulatory Management
Amy Patterson, Director Impact Fee Administration
Eric Fey, Sr. Project Manager, Public Utilities

Any persons in need of the verbatim record of the meeting may request a copy of the audio recording from the Collier County Growth Management Department – Contact Mr. Evy Ybaceta at 239-252-2400.

I. Call to Order - Chairman

Chairman Varian called the meeting to order at 3:00pm

II. Approval of Agenda

Mr. Dunnivant moved to approve the Agenda subject to deleting Items V,B,C,D and E due to Staff's storm planning activities for Hurricane Matthew. Second by Mr. Disney. Carried unanimously 9 - 0.

III. Approval of Minutes from September 7, 2016 Meeting

Mr. Foley moved to approve the minutes of the September 7, 2016 meeting as presented. Second by Mr. Chrzanowski. Carried unanimously 9 - 0.

IV. Public Speakers

None

Mr. Valle arrived at 3:07pm

Mr. Mulhere arrived at 3:07pm

Mr. Brooker arrived at 3:07pm

Mr. Gentry arrived at 3:10pm

Mr. Waldrop arrived at 3:10pm

V. Staff Announcements/Updates

A. Code Enforcement Division update – [Mike Ossorio]

Mr. Ossorio provided the report “*Collier County Code Enforcement Division Blight Prevention Program - Cumulative Code Enforcement statistics - 7/2009 – 8/14/16*” for information purposes. He noted:

- The Port of the Island Resort has closed and the condemned building was boarded by the County.
- Arrangements are being made to allow investigators utilize Skype in the field.
- Level IV (Officer Safety and Field Applications) training is available from the Florida Association of Code Enforcement to improve safety within the Division.

B. Public Utilities Division update – [Tom Chmelik or designee]

Mr. Fey reported:

- Staff and the County Attorney’s Office are reviewing the requirements for utilities conveyance.
- Staff intends to meet to discuss changes in the utilities manual.
- Staff will be posting the existing and proposed Utilities Manual online so interested parties may review the documents.
- There is a backlog of projects that have not yet received final inspections.

F. Operations & Regulatory Mgmt. Division update [Ken Kovensky]

Mr. Kovensky submitted the “*Collier County September 2016 Monthly Statistics*” which outlined the building plan and land development review activities. The following was noted during his report:

- Permit applications decreased by 500 month over month, however remained stable year over year.
- Inspections decreased month over month, but increased in total year over year averaging 18,500 monthly for the last 12 months.
- The ratio of Electronic Plan submittals have increased to 32 percent.
- The Fee Study has begun and Staff is gathering the data necessary for the vendor to begin work. A draft report will be submitted to Staff and a presentation will be made to the DSAC. The study is anticipated to be completed in 6 months and includes all fees charged by the Division.

G. Development Review Division update [Matt McLean]

Mr. McLean reported

- The number of Site Development Plan submittals for new subdivisions has decreased however re-submittals has increased.
- Staff continues to address personal needs to ensure adequate service is provided by the Division.

Mr. French reported:

- Staff continues to review Staffing levels to determine any additions which may be permitted under the current budget.
- The manner in which the County conducts credit card transactions is being streamlined to a consistent process given there are several different systems used throughout County government. The Committee may provide input on whether the fees associated with the transactions are a pass thru cost to the user as a convenience fee.
- Certain areas of the Division are being realigned to improve service to clients.

VI. New Business

A. Impact Fee Update Study Reviews: [Amy Patterson]

Ms. Patterson presented the following entities proposed Impact Fee schedule as indicated under the individual items listed below. She noted a DSAC Subcommittee reviewed the requests.

- **EMS**
“*Collier County Emergency Medical Services Impact Fee Update Study DRAFT Report*”
- **Library**
“*Collier County Library Facilities and Items/Equipment Impact Fee Update Study DRAFT Report*”
- **Government Buildings**
“*Collier County General Government Buildings Impact Fee Update Study DRAFT Report*”
- **Law Enforcement**
“*Collier County Law Enforcement Impact Fee Update Study DRAFT Report*”

Mr. Brooker provided an overview of the Subcommittee meeting noting a vote was taken to accept methodology used in developing the proposed rates; however, no vote was taken for a recommendation on the level of the proposed rates.

The Committee discussed the rationale for imposing fees and the methodology used for the rates including:

- The analysis provided for Emergency Medical Services for other Counties rates (Table 16) is not a direct comparison to Collier County. Some Counties impose fees at reduced percentages while others include a range of categories under the “EMS” fee. Consideration may be given to amending the chart or eliminating it from the report, however the BCC will potentially request Staff to provide comparisons on the proposed rates and the relationship to other Counties.
- Concern on the rationale for the proposed fees for fast food establishments with Staff noting they are seeking a partner in the food industry to assist in reviewing the category.
- Government services include those improvements not accounted for elsewhere such as the Courthouses, Tax Collector, Administration, Supervisor of Elections buildings, etc.
- Lee County impact fee rates are substantially less however they rely heavily on property taxes to fund capital improvements.
- There has not been an increase in fees since 2010 and at that time the Board of County Commissioners reduced the rates imposed.
- In the past the Committee has separated the recommendations into one for the methodology used to develop the rates, and the other on the rate of fees to be imposed.

Nilgun Kamp, Tindale-Oliver provided an overview on the rationale for the level proposed for fast food establishments noting the intensity of the operation correlates to the proposed fee.

Mr. Valle moved to recommend the Board of County Commissioners accept the methodology utilized to develop the Impact Fee rates for the Library Facilities and Items/Equipment. Second by Mr. Mulhere. Motion carried 8 “yes” – 6 “no.” Ms. Spurgeon DeJohn, Mr. Espinar, Mr. Disney, Mr. Foley, Mr. Gentry and Chairman Varian voted “no.”

Ms. Spurgeon DeJohn voted “no” as geography should be factored into the methodology and also favors a “tiered” approach for the imposition of the fees.

Mr. Disney moved to recommend the Board of County Commissioners not increase the Impact Fee rates for Library Facilities and Items/Equipment. Second by Mr. Mulhere. Carried unanimously 14 – 0.

Mr. Mulhere moved to recommend the Board of County Commissioners accept the methodology utilized to develop the Impact Fee rates for Emergency Medical Services. Second by Mr. Valle. Motion failed 7 “yes” – 7 “no.” Ms. Spurgeon DeJohn, Mr. Espinar, Mr. Disney, Mr. Foley, Mr. Gentry, Chairman Varian and Mr. Dunnivant voted “no.”

Committee discussion occurred noting the methodology used to develop the proposed rates is complicated, however the consultants are experts in the field and utilize acceptable industry standards when proposing the rates.

Mr. Disney moved to recommend the Board of County Commissioners not increase the Impact Fee rates for Emergency Medical Services. Second by Mr. Dunnivant. Carried unanimously 14 – 0.

Mr. Mulhere moved to recommend the Board of County Commissioners accept the methodology utilized to develop the Impact Fee rates for General Government Buildings. Second by Mr. Chrzanowski. Motion carried 8 “yes” – 6 “no.” Ms. Spurgeon DeJohn, Mr. Espinar, Mr. Disney, Mr. Foley, Mr. Gentry and Mr. Dunnivant voted “no.”

Mr. Disney moved to recommend the Board of County Commissioners not increase the Impact Fee rates for General Government Buildings. Second by Mr. Foley. Carried unanimously 14 – 0.

Mr. Mulhere moved to recommend the Board of County Commissioners accept the methodology utilized to develop the Impact Fee rates for Law Enforcement. Second by Mr. Chrzanowski. Motion carried 8 “yes” – 5 “no.” Ms. Spurgeon DeJohn, Mr. Espinar, Mr. Disney, Mr. Dunnivant and Mr. Gentry voted “no.” Mr. Valle abstained.

Mr. Disney moved to recommend the Board of County Commissioners not increase the Impact Fee rates for Law Enforcement. Second by Mr. Mulhere. Carried unanimously 13 – 0. Mr. Valle abstained.

Mr. Mulhere moved to rehear the motion on accepting the methodology utilized to develop the Impact Fee rates for Emergency Medical Services. Second by Mr. Brooker. Motion carried 11 “yes” – 3 “no.” Ms. Spurgeon DeJohn, Mr. Dunnivant and Mr. Gentry voted “no.”

Mr. Mulhere moved to recommend the Board of County Commissioners accept the methodology utilized to develop the Impact Fee rates for Emergency Medical Services. Second by Mr. Valle. Motion carried 9 “yes” – 5 “no.” Ms. Spurgeon DeJohn, Mr. Espinar, Mr. Disney, Mr. Dunnivant and Mr. Gentry voted “no.”

VII. Old Business

Ms. Puig reported Mr. Mulhere, Mr. Dunnivant, Mr. Varian, Mr. Sterk and Mr. Disney are up for reappointment to the Committee and should submit the necessary applications if they wish to remain seated on the Committee.

VIII. Committee Member Comments

None

IX. Adjourn

Next Meeting Date

November 2, 2016 GMD Conference Room 610 – 3:00 pm

December 7, 2016 GMD Conference Room 610 – 3:00 pm

January 4, 2017 GMD Conference Room 610 – 3:00 pm

There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 4:18PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 11/2/16, as presented X, or as amended _____.