




MEMORANDUM

Date: June 6, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Christina Bervaldi
Director of Finance

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Subject: **24-5745 Request for Waiver of Building Permit Fees for the Key West Wildlife Center**

Introduction

A request was made to City Staff on behalf of the Key West Wildlife Center to waive the permit fees associated with permit number 2024-0771 in the amount of \$25,069.96 for the construction repairs to the aviary at the Key West Wildlife Center located at 1801 White Street.

Background

Building Permit fees are collected to fund the Building Department operational cost in enforcing the Florida Building Code, local Laws, and Ordinances. The purpose of a building code is to establish minimum requirements necessary to protect public health, safety, and welfare within our city. Building codes provide protection from tragedy caused by fire, structural collapse, and general deterioration. The primary application of a building code is to regulate new construction, existing buildings, and if the building undergoes reconstruction, rehabilitation, or alteration, or if the occupancy of the existing building changes to a new occupancy as defined by the building code.

Florida Statutes require that the governing body sets a reasonable fee to cover all the costs associated with overseeing the construction industry within our city. The revenue generated by these fees is applied to the enforcement of these laws, staffing, and training of all state certified inspectors. These fees also apply to the education and training of our City stakeholders.

The Key West Wildlife Center, a non-profit organization, is currently a tenant of the City of Key West at the property located at 1801 White Street. It has been determined that the aviary is in need of repairs, and

as a result of that need, the Wildlife Center began to conduct fundraising events in order to complete the repairs needed and was able to collect all of the funding for the work.

In an attempt to assist the Wildlife Center with their efforts, it was recommended that the City waive the building permit fees for the project. While waiving building permit fees is not an option, City Management has determined that since the construction repair work is being done at a City of Key West property, by a non-profit tenant, the City will reimburse the tenant for the building permit fees paid for the project in the amount of \$25,096.96.

As a result of this determination, City Management will be developing a policy and procedure that will create a small fund which will be used to aid in the offset of building permit fees for non-profit organizations completing construction work on City owned parcels. The City currently has approximately 15 non-profit tenants in City owned parcels. The funding allocations will be made annually during the budget process and approved by the Commission. Once this policy and procedure is developed, it will be brought before the City Commission for approval.

Procurement

Funds in the amount of \$25,069.96 will be used from the City Manager's contingency fund, General Fund account number 001-1900-519-9803 to reimburse the Key West Wildlife Center.

Recommendation

The City Manager's Office recommends that the City of Key West reimburses the Key West Wildlife Center in the amount of \$25,069.96 for the building permit fees associated with City of Key West building permit number 2024-0771 for the construction and repairs to the aviary at the City owned property located at 1801 White Street, authorizing any budget transfers.