

# Exhibit A

## City of Key West Development Services Process Audit

### Scope of Work

July 19, 2023

Departments/Divisions involved: Planning (to include Urban Forestry and Historic Preservation and Development Review Services), Building (to include Floodplain Management), Utilities, Engineering, and Code Enforcement (to include Licensing)

- Review of associated sections of the Land Development Regulations, Code Compliance Ordinances, Florida Building Code and applicable FEMA regulations.
- Review responsibilities of associated staff (codified and otherwise).
- Review current development review workflow process from intake of building permits through to permit issuance, inspections, and code enforcement, including licensing and certificate of use process.
- Apply state statutes regarding building permit review timeframes.
- Review past (forensic) and current permitting process, correspondence and issued building permits through prior applications and projects. Consider permits associated with substandard lots, non-compliance related to City Commission approvals such as AIPP requirements, and other conditions of approval.
- Review City project design, review, and approval process.

Goals and deliverables:

- Review of other municipal and County governments with similar historic preservation and urban forestry standards for best practices.
- Report with assessment of the City's development review process including recommendations regarding:
  - Modifications to the Trakit system, including standardization of building permit reviews and review of personnel permissions and personnel that must be included for project types.
  - Modification of Trakit system to include right of way and dumpster permit review process.
  - Modification to administration of associated departments and personnel.
  - Recommend Code amendments.
  - Formalize development review process for City projects.
  - Regular internal or external audit to ensure efficient, lawful, consistent development review and approvals.
  - Staffing recommendations.