




## MEMORANDUM

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**Date:** October 12, 2023

**To:** Honorable Mayor and Commissioners

**Via:** Albert P. Childress  
City Manager 

**From:** Katie P. Halloran  
Planning Director

**Subject:** **Authorize the Approval of a City of Key West Development Process Review Contract in accordance with City of Key West Code of Ordinances Section 2-797(4)(b) – Best Interest of the City. Authorizing any necessary budget transfers or adjustments; Authorizing the City Manager or designee to execute necessary documents upon consent of the City Attorney.**

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### Introduction

The City of Key West land development and approval process spans multiple City departments and divisions including Building, Planning, Utilities, Licensing, and Legal. The City Manager's Office has reviewed City Code requirements regarding exempt contractual services and determined that this consultant-led review process should be considered for your approval pursuant to Section 2-797(4)(b), Exempt Contractual Services in the Best Interest of the City. The goal is to streamline and better coordinate the City's land development review and approval process to provide consistent and high-quality customer service, ensure compliance with state and local laws, and provide clarity to in-house staff regarding roles and responsibilities.

### Background

The City Manager's Office oversees multiple City departments and staff responsible for reviewing a broad array of local, state, and federal laws. This process utilizes software, Trakit, and involves review and approvals by multiple City bodies including the Tree Commission and Planning Board, and the charter mandated Historic Architectural Review Commission and City Commission. City staff have brought concerns to the City Manager's office regarding efficiency of the process, and questions regarding interpretive authority, among other matters. Some of these matters are affecting the capacity of current staff to complete City business; thus clear direction is needed as soon as possible.

Staff agree that Key West would benefit from a review of best practices of other cities' development processes, especially other cities with historic districts, to balance compliance with a user-friendly development environment. The City Manager determined that a third-party consultant should study these issues and provide independent recommendations to the City for potential adoption. In July 2023, staff drafted a scope of work, "City of Key West Development Services Process Audit", attached.

The City Manager identified several firms that have a proven track record of completing similar projects, and staff contacted these firms, and shared the prospective scope of work, to solicit cost estimates. One firm, Iler Planning, declined the opportunity to provide an estimate. Two firms contacted, MT Causley, Inc., and Calvin, Giordano & Associates, Inc., divulged that they are now wholly owned subsidiaries of one firm, SAFEbuilt LLC, and provided a combined response with cost estimate. A fourth firm, The Corradino Group, also provided a response and cost estimate.

Staff recommends the Commission authorize approval of a contract with The Corradino Group for \$49,820.00, with an option to pursue implementation of draft recommendations with billable work at the hourly rates included with the attached Corradino Group scope of work. Staff recommends this firm given their knowledge of Key West land development review given prior contracts, their familiarity with multiple South Florida and Keys cities' development review process, and the experience of their owner and Principle in Charge, Joseph Corradino. Mr. Corradino has served as department director in multiple municipalities over his 30-year career. He is also a four-time elected official serving his second term as the Mayor of Pinecrest Florida. He uniquely understands the pressures cities face as they try to efficiently and effectively process development, while at the same time applying its regulations objectively and consistently over time. In addition, The Corradino Group's initial fee estimate was less than half the cost estimate provided by SAFEbuilt LLC for a similar scope of work. City staff wish to thank SAFEbuilt LLC for their very high quality, well-delivered proposal.

### **Procurement**

This item was not included in the FY2023-2024 budget allocation process and a budget transfer from the City Manager's contingency fund, account number 001-1900-519-9801, in the amount of \$49,820.00, to the Planning Department Professional Services account number 001-1501-515-3100 will be required. Any future billable work required will be charged to account number 001-1501-515-3100 using already programmed funding for Planning Consulting Services.

### **Recommendation**

The City Manager's Office recommends the Mayor and Commission approve the resolution authorizing the City Manager to enter into an agreement and execute contract documents with the consent of the City Attorney.

#### Exhibits:

Exhibit A – City of Key West Development Services Process Audit Scope of Work

Exhibit B – The Corradino Group Scope of Work & Estimate

Exhibit C - Calvin, Giordano & Associates, Inc. and MT Causley, Inc. a SAFEbuilt Company Scope of Work & Estimate

Exhibit D - Henry Iler Declination