

**OFFICE OF MANAGEMENT AND BUDGET**

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MEMORANDUM

May 25, 2022

TO: Board of County Commissioners

FROM: Norman Foster, Director *Norman Foster*
Office of Management and Budget

SUBJECT: Proposed Ordinance Amending Article XVI of the Broward County Code of Ordinances, Creating Sections 5-221 through 5-225, Relating to Community Associations and Transparency

Summary

The proposed ordinance creates article XVI, the Community Association Registration Ordinance, of the Broward County Code of Ordinances. The proposed ordinance would require all condominium, cooperative, and homeowners' associations governing residential real property within the County to file annual registrations with the County by April 1st of each year. In addition, the proposed ordinance would lay out the required documents for each Community Association will provide in order to register and require the County to create, maintain a searchable database, and enforce this section of the code.

Fiscal Impact

Resilient Environment has reviewed the proposed ordinance and the anticipated workload and activities needed to implement the ordinance. The estimated impact to the County would be approximately \$1,000,000 which would include \$500,000 in recurring costs, as well as an additional approximately \$500,000 for one-time start-up costs. This proposed ordinance is intended to regulate over 5,700 community associations in Broward County.

An estimated three to four full-time-equivalent positions would be needed to provide support related to this ordinance, including a Consumer Protection Inspector, Administrative Assistants, and an Information Technology Specialist, along with an Office support Specialist which would provide support on a temporary basis. The salary and benefits associated with the personnel would account for approximately \$400,000 of the recurring costs, with an additional \$100,000 in operating costs, related administrative costs for printing, and office supplies; motor pool expenses; database maintenance costs; and enforcement hearing costs.

One-time start-up costs are related for the development or purchase of an appropriate software and database solution, data storage and data security protocol costs, cost of computer hardware and licenses, vehicle purchase, as well as costs related to outreach and recruitment of staff.

NF:no