



Pasco County, Florida

Calculation of County Cost to Administer Impact Fees

FINAL REPORT

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Pasco County, Florida
 Calculation of County Cost to Administer Impact Fees
 Cost Summary and Totals

Sub-Total Costs

County Labor Cost of Administration of Impact Fees	\$ 857,378	Source
Annualized County Labor Cost of Master Plans (5 yrs)	\$ 25,298	Schedule 1
Annualized Consultant Cost of Master Plans (5 yrs)	\$ 76,384	Schedule 2
Impact Fee Costs Identified in Full Cost Plan	\$ 251,382	Schedule 3
Total Costs	\$ 1,210,442	

Actual Fiscal Year 2009 Permits	1,344	Schedule 4
Administrative Fee Per Permit	\$ 901	Total Costs divided by Permits

STAFF RECOMMENDATION FOR NEW CONSTRUCTION

Average Transportation Permits from 2007 to 2009	2,406	Schedule 4
Administrative Fee Per Residential Permit	\$ 503	Total Costs divided by Permits
Administrative Fee Per Non-Residential Permit	\$ 252	1/2 of Residential

STAFF RECOMMENDATION FOR ADDITIONS OR REMODELS

Average Single Family Residence pays impact fees	\$ 20,877.79	
Proposed Administrative Fee Per Permit	\$ 503	
Percent of Total Current Impact Fees	2.41%	
Administrative Fee Per Residential Permit	2.41%	
Administrative Fee Per Non-Residential Permit	1.21%	1/2 of Residential

RESULTING REVENUE GENERATED BASED ON 2009 PERMITS

1,171 Residential Permits x \$503 per Permit	\$ 589,013	Schedule 4
173 Non-Residential Permits x \$252 per Permit	\$ 43,596	Schedule 4
Total Revenue	\$ 632,609	
Net Income/(Loss)	\$ (577,833)	Total Revenue minus Total Costs

Pasco County, Florida
 Calculation of County Cost to Administer Impact Fees
 Schedule 1 - County Labor Cost Summary

Labor Cost Summary	Annual Staff Hours		Fully-loaded Hourly Rate	Annual Labor Cost	
	Administration of Impact Fees	Master Plans		Administration of Impact Fees	Master Plans
Legislative/Administrative					
County Administration	176	106	\$ 75.11	\$ 13,219	\$ 7,962
OMB	1,589	106	\$ 45.95	\$ 73,015	\$ 4,871
County Attorney	1,626	371	\$ 39.46	\$ 64,162	\$ 14,640
Emergency Management	212	601	\$ 31.99	\$ 6,782	\$ 19,226
Public Services					
Emergency Services Admin	88	389	\$ 49.22	\$ 4,331	\$ 19,147
Libraries	27	97	\$ 37.19	\$ 1,004	\$ 3,607
Parks and Recreation	1,237	194	\$ 40.31	\$ 49,863	\$ 7,820
Public Services Admin	18	106	\$ 65.47	\$ 1,178	\$ 6,940
Development Services					
Building Inspections	72	-	\$ 41.10	\$ 2,959	\$ -
Central Permitting	7,504	-	\$ 32.17	\$ 241,404	\$ -
Development Review	1,907	-	\$ 37.57	\$ 71,646	\$ -
Development Review Admin	88	-	\$ 129.43	\$ 11,390	\$ -
Development Services Admin	760	88	\$ 51.83	\$ 39,391	\$ 4,561
Engineering Services Admin	424	441	\$ 67.29	\$ 28,531	\$ 29,675
Growth Management	795	-	\$ 75.13	\$ 59,728	\$ -
Project Management	1,148	-	\$ 25.69	\$ 29,492	\$ -
Real Estate	72	-	\$ 38.70	\$ 2,786	\$ -
Zoning/ Code Compliance	390	-	\$ 45.73	\$ 17,835	\$ -
Utilities Services					
Utilities Construction & Contract Mgt	1,868	-	\$ 56.08	\$ 104,757	\$ -
Utilities Fiscal and Customer Services	334	53	\$ 69.68	\$ 23,273	\$ 3,693
Utilities Services Admin	44	18	\$ 241.63	\$ 10,632	\$ 4,349
TOTALS	20,379	2,570		\$ 857,378	\$ 126,491
				Annualized Cost	\$ 25,298

Pasco County, Florida
 Calculation of County Cost to Administer Impact Fees
 Schedule 2 - Annualized Allocation of Impact Fee Study Cost

Department	Consultant	Year acquired	Cost	Years of useful life	Annualized Cost	Last Year Benefitting	2009
Original Study							
Parks and Recreation	Wade Trim, Inc.	2000	\$78,618	5	\$15,724	2005	\$0
Emergency Services	Wade Trim, Inc.	2001	\$84,875	5	\$16,975	2006	\$0
Libraries	Wade Trim, Inc.	2000	\$55,019	5	\$11,004	2005	\$0
Law Enforcement	Wade Trim, Inc.	2009	\$12,500	5	\$2,500	2014	\$2,500
Transportation	Tindale Oliver & Associates, Inc.	2002	\$203,799	5	\$40,760	2007	\$0
Utilities Water and Sewer	Hartman and Associates	2006	\$45,000	5	\$9,000	2011	\$9,000
Utilities Solid Waste	Hartman and Associates	2005	\$38,500	5	\$7,700	2010	\$7,700
Study Update							
Parks and Recreation	Wade Trim, Inc.	2005	\$18,000	5	\$3,600	2010	\$3,600
Emergency Services	Wade Trim, Inc.	2006	\$23,560	5	\$4,712	2011	\$4,712
Libraries	Wade Trim, Inc.	2005	\$12,000	5	\$2,400	2010	\$2,400
Transportation	Tindale Oliver & Associates, Inc.	2007	\$83,169	5	\$16,634	2012	\$16,634
Mobility Fee	Tindale Oliver & Associates, Inc.	2010	\$149,190	5	\$29,838	2015	\$29,838
Annualized cost of impact fee studies							\$76,384

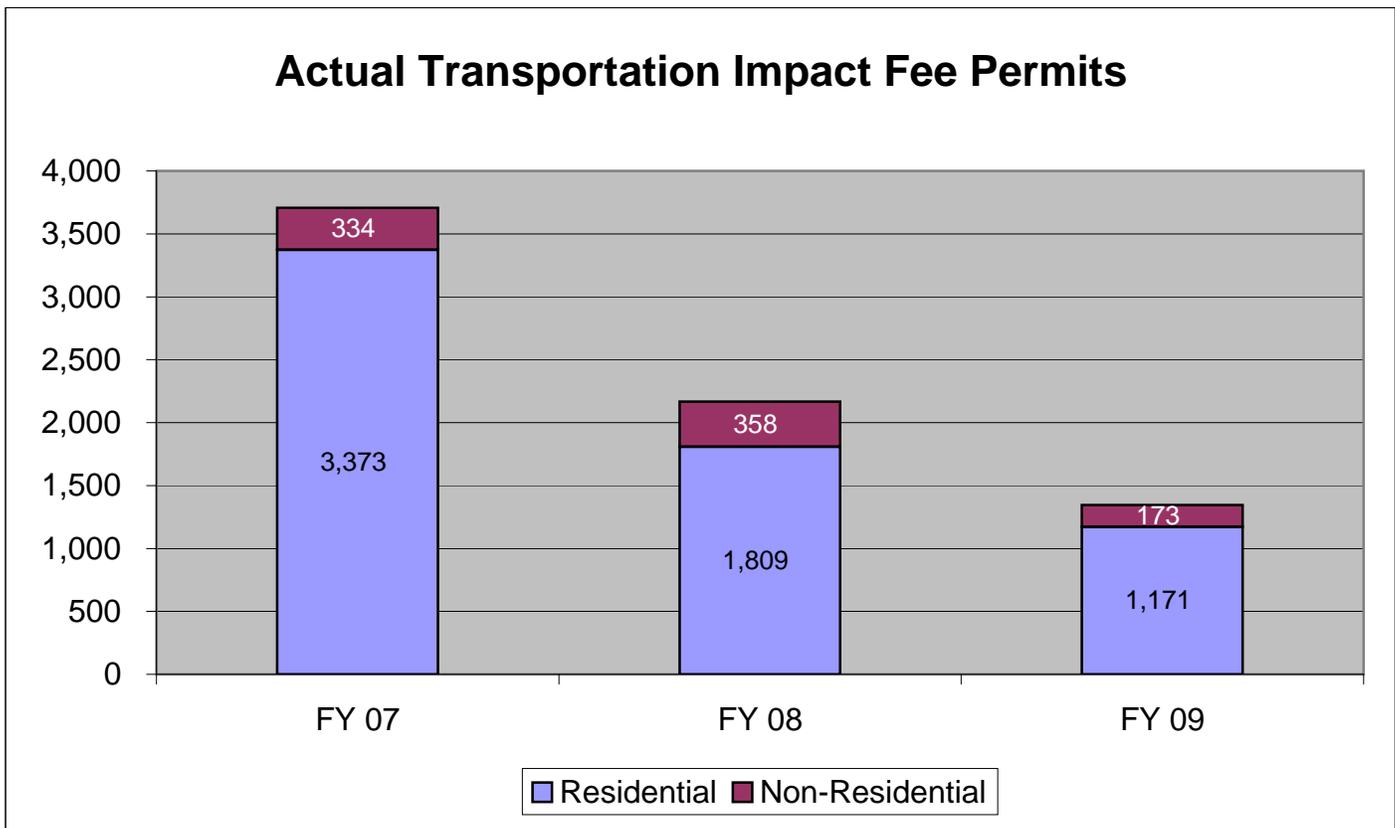
Pasco County, Florida
 Calculation of County Cost to Administer Impact Fees
 Schedule 3 - Impact Fee Costs Identified in Cost Plan

The following are costs identified in the County's Full Cost Allocation Plan, specific to each Impact Fee Type. They are allocated from two separate County Central Service Departments (CSD) as follows:

Impact Fee Types (IFT)	Central Service Departments		Totals, IFT
	Clerk - Financial Svcs	General County Audit	
Transportation	\$119,248.00	\$23,447.00	\$142,695.00
Schools	\$17,942.00	\$4,961.00	\$22,903.00
Emergency Svcs	\$11,557.00	\$2,059.00	\$13,616.00
Parks	\$1,795.00	\$350.00	\$2,145.00
Libraries	\$337.00	\$22.00	\$359.00
Hurricane Mitigation	\$204.00	\$11.00	\$215.00
Water	\$17,958.00	\$3,047.00	\$21,005.00
Sewer	\$39,334.00	\$9,110.00	\$48,444.00
Totals, CSD	\$208,375.00	\$43,007.00	\$251,382.00

Pasco County, Florida
 Calculation of County Cost to Administer Impact Fees
 Schedule 4 - Actual Fiscal Year 2007 to 2009 Transportation Impact Fee Permits

Permit Type	FY 07	FY 08	FY 09	Average
Residential	3,373	1,809	1,171	2,118
Non-Residential	334	358	173	288
Total	3,707	2,167	1,344	2,406



Pasco County, Florida
 Calculation of County Cost to Administer Impact Fees
 Fully-loaded Hourly Rate Calculations

	2009 Budget ¹	Indirect Costs ²	FTE ³	Productive Hours ⁴	Fully-loaded Hourly Rate ⁵
Legislative/Administrative					
County Administration	\$ 663,200	\$ -	5	8,830	\$ 75.11
OMB	\$ 973,744	\$ -	12	21,192	\$ 45.95
County Attorney	\$ 1,463,343	\$ -	21	37,086	\$ 39.46
Emergency Management	\$ 508,517	\$ -	9	15,894	\$ 31.99
Public Services					
Emergency Services Admin	\$ 1,664,026	\$ 509,117	25	44,150	\$ 49.22
Libraries	\$ 7,260,663	\$ 1,277,644	130	229,580	\$ 37.19
Parks and Recreation	\$ 9,755,443	\$ 1,385,335	156.5	276,379	\$ 40.31
Public Services Admin	\$ 231,253	\$ -	2	3,532	\$ 65.47
Development Services					
Building Inspections	\$ 3,964,608	\$ 753,243	65	114,790	\$ 41.10
Central Permitting	\$ 1,314,509	\$ 333,171	29	51,214	\$ 32.17
Development Review	\$ 1,210,030	\$ 315,891	23	40,618	\$ 37.57
Development Review Admin	\$ 191,305	\$ 265,854	2	3,532	\$ 129.43
Development Services Admin	\$ 487,104	\$ 336,604	9	15,894	\$ 51.83
Engineering Services Admin	\$ 94,403	\$ 262,089	3	5,298	\$ 67.29
Growth Management	\$ 1,303,129	\$ 686,977	15	26,490	\$ 75.13
Project Management	\$ 656,170	\$ 568,593	27	47,682	\$ 25.69
Real Estate	\$ 184,405	\$ 294,000	7	12,362	\$ 38.70
Zoning/ Code Compliance	\$ 2,492,365	\$ 1,020,677	43.5	76,821	\$ 45.73
Utilities Services					
Utilities Construction & Contract Mgt	\$ 2,948,849	\$ 319,305	33	58,278	\$ 56.08
Utilities Fiscal and Customer Services	\$ 6,446,957	\$ 1,133,676	61.6	108,786	\$ 69.68
Utilities Services Admin	\$ 304,998	\$ 1,401,884	4	7,064	\$ 241.63

Sources:

- 1 - Pasco County Office of Management and Budget, Approved Final Budget for Fiscal year 2008-09
- 2 - Pasco County Full Cost Plan 2008
- 3 - Pasco County Annual Budget 2008-09

Calculations:

- 4 - Productive Hours = Hours available to do work (total compensated hours minus paid leave)
- 5 - Department-wide hourly rate inclusive of direct and indirect costs as well as the cost of paid leave

Pasco County, Florida
Calculation of County Cost to Administer Impact Fees
Productive Hour Calculation per Staff

Compensated Staff Time

Daily work hours	8.00
Annual work days	260
Annual compensated hours	2,080

Accrued Paid Leave (days)

Vacation	15.00
Holiday	12.00
Sick Leave and Wellness	12.19
<i>Total Annual Days</i>	39.19
<i>Total Annual Hours</i>	(314)

Productive Hours per FTE 1,766

Cost of Administration of Impact Fees
Legislative/Administrative

Name	Title	Department/Division	Annual Hours on Impact Fees	Briefly describe the tasks you perform that are related to Impact Fees	Hours on Master Plans (5 yrs)	Briefly describe the tasks you perform that are related to Master Plans
John Gallagher	County Administrator	County Administration	88	Make policy decisions regarding impact fee assessments and allocation of expenses	18	Make policy decisions regarding impact fee studies
Michele Baker	Chief Assistant County Administrator	County Administration	88	Make policy decisions regarding impact fee assessments and allocation of expenses	88	Make policy decisions regarding impact fee studies
County Administration Total			176		106	
Michael Nurrenbrock	OMB Director	OMB	88	Review work of Daniel Risola; make budgeting decisions and approve/review impact fee credits	18	Make policy decisions regarding impact fee studies
Daniel Risola	Capital Project Planning Coordinator	OMB	1,501	Track and project revenues and expenses including fees, credits, and proportionate share. Coordinates with constitutional officers and County departments tracking and accounting for impact fee credits and proportionate share revenues.	88	Reviews all County Master Plans and coordinates updates to such plans.
OMB Total			1,589		106	
Jeffrey Steinsnyder	County Attorney	County Attorney	353	Prepare and review economic incentive agreements. Review issues on collection and credits regarding impact fees.	18	Review of the completed documents before it was finalized and approved by the BOCC.
David Goldstein	Chief Assistant County Attorney	County Attorney	265	Drafting of impact fee ordinances and ordinance revisions; review of impact fee studies, plans and consultant scopes; review and drafting of impact fee payment and credit provisions in development agreements, development orders and other development approvals; review of impact fee ordinance interpretations; preparation of legal opinions relating to impact fees; policy and legal direction relating to relationship between impact fees and concurrency.	88	Preparation and drafting of ordinance and ordinance revisions; review of documentation for; providing interpretations; preparation of legal opinions relating to; policy and legal direction relating to the Master Plans.
Joe Richards	Senior Assistant County Attorney	County Attorney	18	Advise staff on legal issues regarding the applicability and implementation of the impact fee ordinance related to water and wastewater for Utilities only.	53	Drafted ordinance for Hurricane Mitigation Fee.

Cost of Administration of Impact Fees
Legislative/Administrative

Name	Title	Department/Division	Annual Hours on Impact Fees	Briefly describe the tasks you perform that are related to Impact Fees	Hours on Master Plans (5 yrs)	Briefly describe the tasks you perform that are related to Master Plans
Elizabeth Blair	Senior Assistant County Attorney	County Attorney	177	Drafting Ordinances, administering School Impact Fees, coordination with School District.	124	Meetings with School District and their consultant, reviewing and updating study, drafting proposed updates and modification to fee based on 2005 study and adjustment tied to indexing and prepare all documentation for presentation to the BOCC.
Anthony Salzano	Senior Assistant County Attorney	County Attorney	9	Deals with lawsuits in which it is alleged that impact fee refunds are being wrongfully withheld.		
Jane Fagan	Senior Assistant County Attorney	County Attorney	88	Track development agreement provisions relating to impact fees for inclusion in the bid documents prepared for developer pipeline improvement projects; address payment issues relating to credits for work performed on developer pipeline improvement projects during the post-construction phase; assist as needed in the preparation of economic development agreements and related documents.		
Linda Strumski	Senior Legal Secretary	County Attorney	177	Create and monitor ordinance adoption timelines; create files; prepare ordinances for agenda; work with attorney in preparing memos, formatting and editing draft ordinance, impact fee payment provisions, opinions, creating any charts or PowerPoint presentations that may be needed, etc.; respond to requests of interested parties from outside the county for copies of ordinance or refer party to attorney for advice for the transportation, school and utilities impact fee ordinances.		

Cost of Administration of Impact Fees
Legislative/Administrative

Name	Title	Department/Division	Annual Hours on Impact Fees	Briefly describe the tasks you perform that are related to Impact Fees	Hours on Master Plans (5 yrs)	Briefly describe the tasks you perform that are related to Master Plans
Robin Hughes	Legal Secretary III	County Attorney	353	Assemblage of economic development agreements, including researching corporate information, working with Office of Management and Budget and the Pasco County Economic Development Council pre-contract and post-contract, and coordinating placement of the economic development items on the agenda for the Board of County Commissioners' consideration.		
Christine Gauci	Legal Secretary III	County Attorney	177	Prepares documents and memos, coordinates meetings and tracks impact fee changes for other counties for the school impact and uniform impact fee ordinances.	88	Prepares documents and memos, coordinates meetings and tracks changes related to the Master Plan.
Tamara Osipov	Paralegal	County Attorney	9	Deals with the protection of the County's interest in the pre-payments of the utility impact fee which might be at issue in a bankruptcy.		
		County Attorney Total	1,626		371	
James Martin II	Emergency Management Director	Emergency Management	9	Reviewing plans for DRIs, MPUDs, signing letters	124	Review ordinance and fee applicability, update maps
James Johnston	Emergency Operations Coordinator	Emergency Management	203	Reviewing plans for DRIs, MPUDS, plan review	283	Review ordinance and fee applicability, update maps
Paul Latham	Emergency Management Coordinator I	Emergency Management			106	Update maps
Ria Marris	Senior Accounting Clerk	Emergency Management			88	Preparing agenda memos related to ordinance
		Emergency Management Total	212		601	
		Grand Total	3,603		1,184	

Cost of Administration of Impact Fees
Public Services

Name	Title	Department/Division	Annual Hours on Impact Fees	Description of Tasks	Hours on Master Plans (5 yrs)	Description of Tasks
Anthony Lopinto	Emergency Services Director	Emergency Services Admin			124	Assisted in development of master plan in 2002 and update in 2005
Christopher Alland	Assistant Chief (left in 2004)	Emergency Services Admin			53	Assisted in development of master plan in 2002.
James Higgins	Assistant Chief (left in 2007)	Emergency Services Admin			18	Assisted in development of master plan update in 2005.
Allan S. McCray	Administrative Svcs Chief (left in 2004)	Emergency Services Admin			53	Assisted in development of master plan in 2002.
Charles Hitchcock	Rescue Chief	Emergency Services Admin			71	Assisted in development of master plan update in 2005.
Cynthia Holland	Personnel Chief	Emergency Services Admin			35	Assisted in development of master plan update in 2005.
Becky Jackson	Operations Administrative Asssitant	Emergency Services Admin			35	Assisted in development of master plan update in 2005.
Thomas Supeau	Administrative Division Manager	Emergency Services Admin	53	Handle issues with the construction of stations and related equipment		
Karen Ross	Accountant II	Emergency Services Admin	35	Budget and track impact fee purchases and payments		
	Emergency Services Admin Total		88		389	
Linda Allen	Libraries Director	Libraries			53	Review Master Plan drafts submitted by the consultant & rewrite sections that are inconsistent or incomplete.
Cindy Boda	Administrative Services Manager	Libraries	9	Compile figures, statistics, and other data on a monthly and annual basis.	26	Assist in data gathering and review
Karen Carter	Senior Accounting Clerk	Libraries	9	Assist Admin. Svcs. Mgr. in tracking activity and posting expenses.	9	Assist in data gathering and review
Pat Jenkins	Senior Accounting Clerk	Libraries	9	Assist Admin. Svcs. Mgr. in tracking activity and posting expenses.	9	Assist in data gathering and review
		Libraries Total	27		97	
Rick Buckman	Parks and Recreation Director	Parks and Recreation	177	Approve proposed impact fee budgets and projects; meet biweekly for update and progress of projects.	88	

Cost of Administration of Impact Fees
Public Services

Name	Title	Department/Division	Annual Hours on Impact Fees	Description of Tasks	Hours on Master Plans (5 yrs)	Description of Tasks
Martha Campbell	Administrative Services Manager	Parks and Recreation	442	Prepare impact fee (IF) budgets by respective zones; track & reconcile IF projects; approve all requisitions and purchases; review Development of Regional Impacts and Master Planned Unit Developments and report to Development Services impact fees due; meet bi-weekly and update progress of projects; update monthly report of impact fees collected and estimate yearly collections.	106	
Evelyn Knettel	Accountant II	Parks and Recreation	265	Write, administer & track grants for projects funded by impact fees; meet biweekly for progress of projects.		
Mary Mawhorter	Senior Project Clerk	Parks and Recreation	265	Process project requisitions and prepare payments; review specs; communicate with vendors, Purchasing and Finance.		
Jackie Carleton	Administrative Secretary	Parks and Recreation	88	Prepare bi-weekly construction project reports; take minutes of construction meetings; type concurrency memos		
		Parks and Recreation Total	1,237		194	
Dan Johnson	Assistant County Administrator	Public Services Admin	18	Monitor and respond to inquiries related to ordinance.	106	Work with consultant, Wade Trim, to develop plans for Parks, Libraries, Emergency Services, and Law Enforcement including meetings, email, phone calls. Review and analyze data in plans. Modify impact fee ordinances that resulted from master plans.
		Public Services Admin Total	18		106	
		Grand Total	1,370		786	

Cost of Administration of Impact Fees
Development Services

Name	Title	Department/Division	Annual Hours on Impact Fees	Description of Tasks	Hours on Master Plans (5 yrs)	Description of Tasks
Beverly Miller	Inspection Scheduler II	Building Inspections	18	On occasion will need to advise customer to contact Central Permitting for amount of impact fees owed.		
Hans Wolf	Inspection Scheduler II	Building Inspections	18	On occasion will need to advise customer to contact Central Permitting for amount of impact fees owed.		
Linda Schallmo	Inspection Scheduler II	Building Inspections	18	On occasion will need to advise customer to contact Central Permitting for amount of impact fees owed.		
Ruth Leferink	Inspection Scheduler II	Building Inspections	18	On occasion will need to advise customer to contact Central Permitting for amount of impact fees owed.		
Building Inspections Total			72			
Ralph Peterson	Central Permitting Manager	Central Permitting	442	Review/approve all impact exemptions from the New Port Richey/Development Review technicians for replacement structures. Assist citizens over the phone with impact questions. Review/approve impact refunds prior to sending the Central Permitting (CP) Manager and Director. Compile list of all age restricted communities for CP staff when accessing school impact fees. Update list of newly adopted ordinances that require impact fees that includes the breakdown of fees for CP staff.		
Theresa Schroeder	Central Permitting Supervisor	Central Permitting	442	Review/approve all impact exemptions from the New Port Richey/Development Review technicians for replacement structures. Assist citizens over the phone with impact questions. Review/approve impact refunds prior to sending the Central Permitting (CP) Manager and Director. Compile list of all age restricted communities for CP staff when accessing school impact fees. Update list of newly adopted ordinances that require impact fees that includes the breakdown of fees for CP staff.		

Cost of Administration of Impact Fees
Development Services

Name	Title	Department/Division	Annual Hours on Impact Fees	Description of Tasks	Hours on Master Plans (5 yrs)	Description of Tasks
Lynn Hall	Central Permitting Supervisor	Central Permitting	353	Verify Dev. Review Techs back up for impact exemptions and sign off exemption sheets. Verify Dev. Review Techs back up if partial impacts are owed when going from 1 tier to another.		
Sandra Boleyn	Accounting Clerk	Central Permitting	530	Keep running total of credit accounts and balance against Finance, run receipts, answer general public questions regarding assessed fees.		
Eva Hardy	Permitting Technician	Central Permitting	353	Verify impact fees over the phone and in person. Pull up permit numbers if necessary to give this information. Run commercial and residential impacts if necessary. Adjust solid waste fees if necessary. Advise customer at time of submittal that they may incur impacts, give them the amount that may be due. When impacts are run, make 7 copies for Finance and distribute them as necessary and send to Finance. Send permits to Dev. Review Techs for impacts sheets and receive them back from same and call and file. May have to place a call to Dev. Review Div. to verify commercial impact fees.		

Cost of Administration of Impact Fees
Development Services

Name	Title	Department/Division	Annual Hours on Impact Fees	Description of Tasks	Hours on Master Plans (5 yrs)	Description of Tasks
Carman Hartzog	Development Review Technician I	Central Permitting	706	For vacant lots-determine actual living space and categorize into correct transportation impact fee tier. Check for age-restricted status, print impact sheets (2), verify amounts and sign. For replacement homes-verify replacement with same type structure; verify living space for transportation tier; research Property Appraiser's to obtain parcel cards verifying home on proper during each year impact fee ordinance was adopted (1986-2004). Determine any partial fees owned, calculate solid waste or verify exemption with mainframe computer. Print impact fee sheets, verify and sign, provide to supervisor for verification. RV parks and older mobile home parks often require additional steps.		
Helen Sharp	Development Review Technician I	Central Permitting	706	For vacant lots-determine actual living space and categorize into correct transportation impact fee tier. Check for age-restricted status, print impact sheets (2), verify amounts and sign. For replacement homes-verify replacement with same type structure; verify living space for transportation tier; research Property Appraiser's to obtain parcel cards verifying home on proper during each year impact fee ordinance was adopted (1986-2004). Determine any partial fees owned, calculate solid waste or verify exemption with mainframe computer. Print impact fee sheets, verify and sign, provide to supervisor for verification. RV parks and older mobile home parks often require additional steps.		
Connie Diel	Customer Service Specialist I	Central Permitting	177	Take phone calls and messages about impact fees for Zoning Techs, forward impact fee payments to cashiers, assist customers at front counter with questions about impact fees or ask Zoning Techs out to assist them, etc.		

Cost of Administration of Impact Fees
Development Services

Name	Title	Department/Division	Annual Hours on Impact Fees	Description of Tasks	Hours on Master Plans (5 yrs)	Description of Tasks
Donna Moss	Permitting Technician	Central Permitting	159	Determine if resource fee is due on commercial permits and process calculation for rate to be used at payment time, enter impact fee rate on mainframe computer system, print out two copies of impact fee worksheet. Respond to inquiries of impact fees due.		
Regina Bonfiglio	Permitting Technician	Central Permitting	141	Take phone calls from customers and answer questions on impact fees; when doing final review for commercial projects, look up the tracking number, check the computer screen to see if any impacts are due, print out the impact fee sheet, then calculate solid waste/resource impact fees, write the formula down on the impact sheets, then type the formula into computer screen		
Joan Masone	Customer Service Specialist I	Central Permitting	88	Receipt impact fee payments, including calculations, verify accounts and compile paper work for Finance and Building Department.		
Donna Ruark	Customer Service Specialist I	Central Permitting	88	Run receipts, calculate resource, make copies		
Alberto Elguezabal	Customer Service Specialist I	Central Permitting	530	Pull up permit number on computer, fill in information in receipt system, look up solid waste to match the price on day of payment. Adjust accordingly, print. Do this again for remainder of impacts. Two receipts generated (residential fees) commercial fees similar except that solid was to be calculated with Equivalent Residential Unit (ERU). Usually just one receipt. Takes approximately 5 minutes to process impact fees. Make 7 copies for Finance alone plus one to be added to the permit.		
Debbie Wright	Development Review Technician I	Central Permitting	706	Verify if fees are due and if it is correctly enter on the system, research for replacement structures for exemption or any other fees due, i.e., MH to SFR. Phone calls received, public inquiring information on impact fees.		

Cost of Administration of Impact Fees
Development Services

Name	Title	Department/Division	Annual Hours on Impact Fees	Description of Tasks	Hours on Master Plans (5 yrs)	Description of Tasks
Pam Young	Development Review Technician I	Central Permitting	671	Research for replacement structures which involves going to the Property Appraiser's office, to the basement for aials, the computer for archived records to prove or disprove impact exemptions. Calculate the difference on mobile homes to single family residences. Calculate the commercial resource fees. Verify that the impacts are correct based on square footage for all new single family homes. Assess impacts on additions over 500 sq. ft. involving the research on the existing sq. ftg. and what the addition brings the total to. Do research for customers who walk in and ask for such research. Answer many phone calls from the public asking whether they will owe impact fees.		
Anna Roman	Development Review Technician I	Central Permitting	706	Verify if fees are due and if it is correctly entered on the system, research for replacement structures for exemption or any other fees due, i.e., mobile home to single family residence. Phone calls received - public inquiring information on impact fees.		
Dorothy Lamantia	Development Review Technician I	Central Permitting	706	Review parcel cards from Property Appraisers office to determine if property owner is exempt from impact fees. Check for correct fees, print and distribute copies and attach to building permit. When tiers change, so do fees, note on mainframe system. Residential, enter, verify and sign off, sometimes impacts entered manually. Commercial solid waste is figured by a formula using the ERU work codes, print and distribute copies.		
		Central Permitting Total	7,504			

Cost of Administration of Impact Fees
Development Services

Name	Title	Department/Division	Annual Hours on Impact Fees	Description of Tasks	Hours on Master Plans (5 yrs)	Description of Tasks
RuthAnn Dattoli	Development Review Technician II	Development Review	1,201	Calculate and track all impact fees for commercial building permits. Input impact fees on proper screen. Research previous impact fees paid for all buildings/units remodeled. Answer questions to public inquiries and co-workers inquiries regarding all impact fees. Prepare documents for impact fee refunds request. Calculate the proportionate share delta & collect to be delivered to appropriate department. Verify impacts paid on building permits prior to certificate of occupancy/certificate of completion.		
Richard Rappoli	Development Review Technician II	Development Review	706	Calculate & track all impact fees for commercial building permits. Input impact fees on proper screen. Research previous impact fees paid for all buildings/units remodeled. Answer questions to public inquiries and co-workers inquiries regarding all impact fees. Prepare documents for impact fee refunds request. Calculate the proportionate share delta & collect to be delivered to appropriate department. Verify impacts paid on building permits prior to certificate of occupancy/certificate of completion.		
Development Review Total			1,907			
Cindy Jolly	Development Director	Development Review Administration	88	Questions, appeals, second review of staff		
Development Review Administration Total			88			
Bipin Parikh	Assistant County Administrator	Development Services Administration	177	Impact Fees determination, variance and credits	88	Work with consultants to update the transportation impact fees, area-wide concurrency; and, an add-on fee for transportation

Cost of Administration of Impact Fees
Development Services

Name	Title	Department/Division	Annual Hours on Impact Fees	Description of Tasks	Hours on Master Plans (5 yrs)	Description of Tasks
Irma Lopez	Administrative Services Manager	Development Services Administration	530	Includes preparing estimates for actual expenditures, verifying accounts, dealing with work order numbers, approving agenda memos, etc. Collection of prop share, requesting accounts, verifying amounts, maintaining updated information on revenue collected.		
Rasheda Cummings	Accountant II	Development Services Administration	53	Updating prop. share deposits, approving agenda memos in Irma's absence		
Development Services Administration Total			760		88	
James Widman	Engineering Services Director/County Engineer	Engineering Services Administration	35	Review of Transportation CIP (to include revenue estimates/projections, TIF Credits, et al. Review of variances from Impact Fee Ordinance.	88	Provide interpretation of transportation improvements required by Transportation Impact Studies (TIS) at Development Review Committee (DRC) meetings.
Deborah Bolduc	Program Administrator for Engineering Services	Engineering Services Administration	389	Review/Sign TIS Concurrency forms, evaluate building permit data/Impact Fee Revenue collected as part of the preparation of the CIP, and update CIP Project Database with information concerning Prop Share Contributions and Pipeline Projects. Coordination/Preparation of agenda memos regarding variances from Impact Fee Ordinance. Participate and review of proposals concerning Area Wide Concurrency (impact fee modification) and other special projects.	353	Work with consultants to update the transportation impact fees, area-wide concurrency; and, an add-on fee for transportation
Engineering Services Administration Total			424		441	
Sam Steffey	Growth Management Administrator	Growth Management	88	Working with Development Orders and setting conditions for payment of impact fees, development agreements for pipeline projects		
Ahsan Khalil	Transportation Planner II	Growth Management	530	Calculation of impact fees (Option 1 and 3) for purposes of Concurrency and credits issued towards proportionate shares paid.		

Cost of Administration of Impact Fees
Development Services

Name	Title	Department/Division	Annual Hours on Impact Fees	Description of Tasks	Hours on Master Plans (5 yrs)	Description of Tasks
Cynthia Spidell	Senior Planner	Growth Management	88	Estimate Transportation Impact Fees (TIF) for Development of Regional Impacts (DRI), estimate financial impact due to buildout date extensions and monitor/track impacts for DRI approvals, request regular TIF updates from developers for Capital Improvement Plan (CIP) budget process and/or for DRI review		
Kathy Teague	Planner II	Growth Management	71	Work with Growth Management, MPO staff, and project developers in negotiating project TIF; determine whether extensions to DRI Development Order (DO) buildout dates will require revised transportation studies and/or result in revised TIF amount; request regular TIF updates from developers for DRI review.		
Quanlin Hu	Planner II	Growth Management	18	Estimate TIF for DRIs and special area plan		
Growth Management Total			795			
Kevin Sumner	Project Manager	Project Management	1,148	At present, review Development Agreements (DA)/DO/Escrow Agreements, etc; Process invoices for TIF Credit. Submit reimbursement/credit submittals to Finance.		
Project Management Total			1,148			
David Edwards	Real Estate Manager	Real Estate Division	18	Review impact fee credit letters prepared by Mark Bigham (below); sign and distribute		
Mark Bigham	Right of Way Agent	Real Estate Division	18	Prepare impact fee credit letters for distribution after closing. Calculate the amounts of Government Acquisition Credit (GAC) and prepare a memo showing the amounts for either the grantor of a building Real Estate acquired (if it was part of the negotiations) or to Central Permitting, (Ralph Peterson), Finance OMB (Georgeann Walkinshaw), Clerk's Office (Alice Simerl & Leah Marquess) and Community Development (George Romagnoli) alerting them of the GAC going to Pasco County if it was not part of the negotiations with the Grantor.		

Cost of Administration of Impact Fees
Development Services

Name	Title	Department/Division	Annual Hours on Impact Fees	Description of Tasks	Hours on Master Plans (5 yrs)	Description of Tasks
Robert Baltzer	Right of Way Agent	Real Estate Division	18	Prepare impact fee credit letters for distribution after closing. Calculate the amounts of Government Acquisition Credit (GAC) and prepare a memo showing the amounts for either the grantor of a building Real Estate acquired (if it was part of the negotiations) or to Central Permitting, (Ralph Peterson), Finance OMB (Georgeann Walkinshaw), Clerk's Office (Alice Simerl & Leah Marquess) and Community Development (George Romagnoli) alerting them of the GAC going to Pasco County if it was not part of the negotiations with the Grantor.		
Janet Schrecongost	Right of Way Agent	Real Estate Division	18	Prepare impact fee credit letters for distribution after closing. Calculate the amounts of Government Acquisition Credit (GAC) and prepare a memo showing the amounts for either the grantor of a building Real Estate acquired (if it was part of the negotiations) or to Central Permitting, (Ralph Peterson), OMB (Georgeann Walkinshaw), Clerk's Office (Alice Simerl & Leah Marquess) and Community Development (George Romagnoli) alerting them of the GAC going to Pasco County if it was not part of the negotiations with the Grantor.		
Real Estate Division Total			72			
Debra Zampetti	Zoning/Code Compliance Administrator	Zoning/Code Compliance	18	Review Traffic Study conditions and check if amount is impact fee creditable		
Dianne Naeyaert	Planner I	Zoning/Code Compliance	124	Track after the fact in relation to conditions on Master Planned Unit Developments (MPUDs)		
Corelynn Burns	Planner I	Zoning/Code Compliance	124	Track after the fact in relation to conditions on MPUDs		

Cost of Administration of Impact Fees
Development Services

Name	Title	Department/Division	Annual Hours on Impact Fees	Description of Tasks	Hours on Master Plans (5 yrs)	Description of Tasks
Pat Johnson	Development Review Technician I	Zoning/Code Compliance	124	Obtain parcel cards, review how many sq. ft. on existing dwelling, determine if new structure involves increase of greater than 500 sq. ft and will own the impact fees; document and print out all necessary paperwork		
Zoning/Code Compliance Total			390			
Grand Total			13,160		529	

Cost of Administration of Impact Fees
Utilities Services

Title	Department/Division	Annual Hours on Impact Fees	Description of Tasks	Hours on Master Plans (5 yrs)	Description of Tasks
Utility Engineering Director	Utilities Construction & Contract Mgt	13	Calculate/evaluate/review the costing percent of impact fees for construction projects	0	
Civil Engineering Tech	Utilities Construction & Contract Mgt	1,325	Works with builders and developers to receive plans. Calculate and verify basis for impact fees. Will track payment for individual/commercial construction to allow release of payment.	0	
Engineering Records Tech	Utilities Construction & Contract Mgt	442	Works with builders and developers to receive plans. Calculate and verify basis for impact fees. Will track payment for individual/commercial construction to allow release of payment.	0	
Development Review Technician I	Utilities Construction & Contract Mgt	88	Works with builders and developers to receive plans. Calculate and verify basis for impact fees. Will track payment for individual/commercial construction to allow release of payment.	0	
Utilities Construction & Contract Mgt Total		1,868		0	
Customer Service Manager	Utilities Fiscal and Customer Services	88	Communicates with developers and builders on impact fees, tracks impact fee for large developments.	0	
Customer Service Supervisor	Utilities Fiscal and Customer Services	44	Collects payment at front counter	0	
Customer Service Specialist III	Utilities Fiscal and Customer Services	44	Collects payment at front counter	0	
Senior Secretary	Utilities Fiscal and Customer Services	44	Collects payment at front counter	0	
Utilities Fiscal & Business Services Director	Utilities Fiscal and Customer Services	26	Communicates with the developers and builder on creation of impact fee and delinquent payments.	18	Collect raw data and provide explanations for Consultants
Accountant II	Utilities Fiscal and Customer Services	44	Annualize Impact fee revenues for cash flow evaluation, budget preparation	35	Collect raw data and provide explanations for Consultants
Accountant I	Utilities Fiscal and Customer Services	44	Gather data to assist consultant for impact fee studies	0	
Utilities Fiscal and Customer Services Total		334		53	
Assistant County Administrator	Utilities Services Administration	44	Reviews impact fees for all development.	18	Review staff's work and meet with Consultants
Utilities Services Administration Total		44		18	
Grand Total		2,246		71	

INSTRUCTIONS

- 1 Locate your Department's tab below.
- 2 Find your name within your Division.
- 3 If there is someone whose name should be on this list, please insert it within the appropriate tab.
- 4 In the blue cells, describe **by person**:
 - a. What tasks are performed throughout the year that are related to the collection and/or administration of all impact fees?
 - b. What percent of work hours within a year can be attributed to these tasks?
 - c. See sample below:

Sample:

<i>Legislative/Administrative</i>				
Name	Title	Department/Division	Percentage of time in a year spent on Impact Fees	Briefly describe the tasks you perform that are related to Impact Fees
Daniel Risola	Capital Project Planning Coordinator	OMB	90%	Track and project revenues and expenses including fees, credits, and proportionate share; review master plans and coordinate updates to same; and coordinate rate studies

- 5 In the light green cells, describe **by person**:
 - a. What tasks are performed throughout the year that are related to working with consultants on master plans or impact fee studies?
 - b. What percent of work hours within a five-year period (the average time a plan is updated) can be attributed to these tasks?
 - c. See sample below:

Sample:

Name	Title	Department/Division	Percentage of time in a year spent on Master Plans (4 yrs)	Briefly describe the tasks you perform that are related to Master Plans
Dan Johnson	Assistant County Administrator	Public Services Administration	6%	Work with consultant, Wade Trim, to develop plans for Parks, Libraries, Emergency Services, and Law Enforcement including meetings, email, phone calls. Review and analyze data in plans. Modify impact fee ordinances that resulted from master plans.