



Pasco County, Florida

Calculation of County Cost to Administer Transportation Impact Fees or Mobility Fees

Adapted from 2009 Maximus Consulting Services, Inc. Study

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

Sub-Total Costs		Source
County Labor Cost of Administration of Impact Fees	\$ 640,169	Schedule 1
Annualized County Labor Cost of Master Plans (5 yrs)	\$ 10,250	Schedule 1
Annualized Consultant Cost of Master Plans (5 yrs)	\$ 46,472	Schedule 2
Impact Fee Costs Identified in Full Cost Plan	\$ 142,695	Schedule 3
Total Costs	\$ 839,586	
Actual Fiscal Year 2010 Permits	1,261	Schedule 4
Administrative Fee Per Permit	\$ 666	Total Costs divided by Permits

STAFF RECOMMENDATION FOR NEW CONSTRUCTION		
Average Transportation Permits from 2007 to 2010	2,120	Schedule 4
Administrative Fee Per Residential Permit	\$ 396	Total Costs divided by Permits
Administrative Fee Per Non-Residential Permit	\$ 198	1/2 of Residential

STAFF RECOMMENDATION FOR ADDITIONS OR REMODELS		
Half the Cost of New Construction		
Administrative Fee Per Residential Permit	\$ 198	1/2 of New Construction
Administrative Fee Per Non-Residential Permit	\$ 99	1/2 of Residential

RESULTING REVENUE GENERATED BASED ON 2010 PERMITS		
1,081 Residential Permits x \$396 per Permit	\$ 428,076	Schedule 4
100 Non-Residential Permits x \$198 per Permit	\$ 19,800	Schedule 4
80 Residential Permits x \$198 per Permit	\$ 15,840	
8 Non-Residential Permits x \$99 per Permit	\$ 792	
Total Revenue	\$ 464,508	
Net Income/(Loss)	\$ (375,078)	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	1,236	106	\$ 39.46	\$ 48,773	\$ 4,183
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	\$ -
TOTALS	16,161	847		\$ 640,169	\$ 51,252
				Annualized Cost	\$ 10,250

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							
Transportation	Tindale Oliver & Associates, Inc.	2002	\$203,799	5	\$40,760	2007	\$0
Study Update							
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							\$46,472

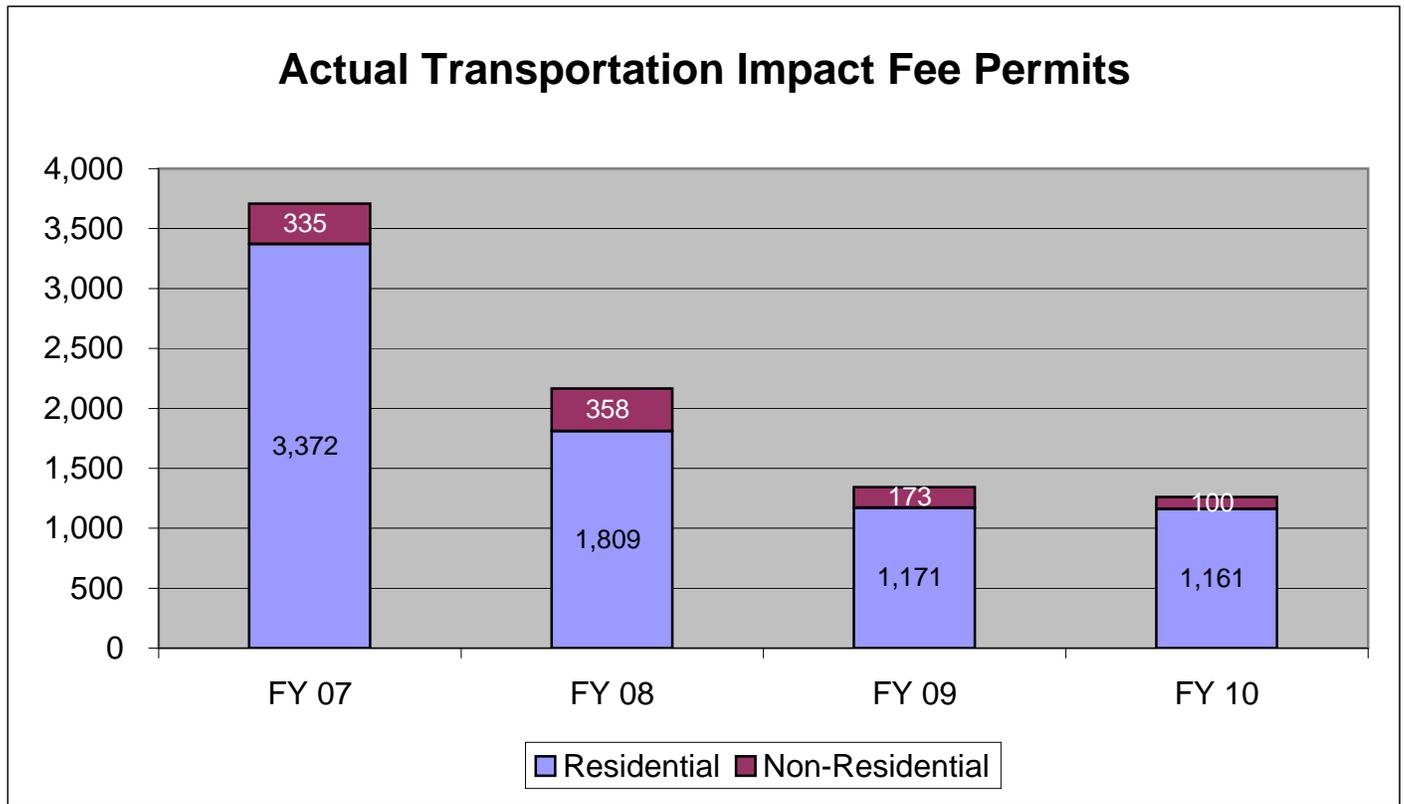
Pasco County, Florida
 Calculation of County Cost to Administer Impact Fees
 Schedule 3 - Impact Fee Costs Identified in Cost Plan

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
Totals, CSD	\$119,248.00	\$23,447.00	\$142,695.00

Pasco County, Florida
 Calculation of County Cost to Administer Impact Fees
 Schedule 4 - Actual Fiscal Year 2007 to 2010 Transportation Impact Fee Permits

Permit Type	FY 07	FY 08	FY 09	FY 10	Average
Residential	3,372	1,809	1,171	1,161	1,878
Non-Residential	335	358	173	100	242
Total	3,707	2,167	1,344	1,261	2,120



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
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

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.

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
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.		
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.		
		County Attorney Total	1,236		106	
		Grand Total	3,001		318	

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 aerials, 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	

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.