



Pasco County, Florida

Calculation of County Cost to Administer Mobility Fees

Adapted from 2009 Maximus Consulting Services, Inc. Study

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

Sub-Total Costs	2018 Data	2014 Data	Difference	Source
County Labor Cost of Administration of Mobility Fees	\$ 421,717	\$ 353,379	\$ 68,338	Schedule 1
Annualized County Labor Cost of Mobility Fee Studies (5 yrs)	\$ 21,562	\$ 28,132	\$ (6,570)	Schedule 1
Annualized Consultant Cost of Mobility Fee Studies (5 yrs)	\$ 25,140	\$ 41,588	\$ (16,448)	Schedule 2
Mobility Fee Costs Identified in Full Cost Plan	\$ 41,536	\$ 142,695	\$ (101,159)	Schedule 3
Total Costs	\$ 509,955	\$ 565,794	\$ (55,839)	
Average Administrative Fee Permits Projected 2018 to 2022	3,750	1,445	2,305	Schedule 4
Administrative Fee Per Permit	\$ 136	\$ 392	\$ (256)	Total Costs divided by Permits

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

Branch, Department/Division/Program	Sum of Annual Hours on Mobility Fees	Sum of Hours on Mobility Fee Update	Fully-loaded Hourly Rate	Annual Labor Cost of Administration of Mobility Fees	Annual Labor Cost of Mobility Fee Updates
Development Services					
Building Construction Services Administration	162		\$ 89.57	\$ 14,510	\$ -
Central Permitting	5,517	0	\$ 33.15	\$ 182,889	\$ -
Current Planning	446	89	\$ 42.82	\$ 19,098	\$ 3,811
Development Services Administration	1,865	188	\$ 42.37	\$ 79,020	\$ 7,966
Long Range Planning	357	607	\$ 54.59	\$ 19,489	\$ 33,136
MPO	357	0	\$ 22.47	\$ 8,022	\$ -
Planning & Development Admin.	196	143	\$ 147.87	\$ 28,983	\$ 21,145
Development Services Total	8,900	1,027		\$ 352,011	\$ 66,058
Internal Services					
Information Technology/GIS	71	0	\$ 43.83	\$ 3,112	\$ -
Internal Services Administration	36	89	\$ 46.68	\$ 1,680	\$ 4,155
OMB	660	374	\$ 47.39	\$ 31,277	\$ 17,724
Internal Services Total	767	463		\$ 36,069	\$ 21,879
Legislative/Administrative					
County Administration	0	18	\$ 105.80	\$ -	\$ 1,904
County Attorney	161	161	\$ 46.52	\$ 7,490	\$ 7,490
Legislative/Administrative Total	161	179		\$ 7,490	\$ 9,394
Public Infrastructure					
Engineering Services Administration	62	89	\$ 111.21	\$ 6,895	\$ 9,898
Project Management	594	18	\$ 32.41	\$ 19,252	\$ 583
Public Infrastructure Total	656	107		\$ 26,147	\$ 10,481
Grand Total	10,484	1,776		\$ 421,717	\$ 107,812
				Annualized Cost	\$ 21,562

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	2017
Original Study							
Mobility Fee	Tindale Oliver & Associates, Inc.	2011	\$310,211	3	\$103,404	2014	\$0
Study Update							
Mobility Fee	Tindale Oliver & Associates, Inc.	2014	\$124,763	3	\$41,588	2017	\$0
Mobility Fee	AECOM (includes Bill Oliver)	2018	\$125,700	5	\$25,140	2022	\$25,140
Annualized cost of mobility fee studies							\$25,140

Pasco County, Florida
 Calculation of County Cost to Administer Impact Fees
 Schedule 3 - Transportation Impact Fee and Mobility 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.

Impact Fee Types (IFT)	Central Service Departments	Totals, IFT	
	Clerk - Financial Svcs		
B161 Trans Impact Fee - West	\$9,722.00		
B163 Trans Impact Fee - Central	\$7,009.00		
B165 Trans Impact Fee - East	\$7,373.00		
B311 Mobility Fee District 1-West	\$6,286.00		
B312 Mobility Fee District 2-Central	\$4,538.00		
B313 Mobility Fee District 2-East	\$6,542.00		
B314 VOPH Transportation	\$66.00		
Totals, CSD	\$41,536.00		\$41,536.00

Pasco County, Florida
 Calculation of County Cost to Administer Impact Fees
 Schedule 4 - Actual Fiscal Year 2013 to 2017 Admin Fee Permits

Fund	2013	2014	2015	2016	2017	Average	Median
2001	\$ 212,530.15	\$249,243.07	\$320,128.90	\$ 401,697.61	\$ 480,775.89	\$332,875.12	320,129
2102	\$ 202,433.86	\$237,402.70	\$283,733.04	\$ 346,632.27	\$ 401,114.66	\$294,263.31	283,733
2103	\$ 35,178.27	\$ 41,255.04	\$ 58,302.91	\$ 75,711.97	\$ 93,831.73	\$ 60,855.98	58,303
2104	\$ 184,844.72	\$216,775.19	\$234,707.15	\$ 273,505.15	\$ 300,899.79	\$242,146.40	234,707
Total	\$ 634,987.00	\$744,676.00	\$896,872.00	\$ 1,097,547.00	\$ 1,276,622.07	\$930,140.81	\$896,872.00
Admin Fee	\$ 396.00	\$ 396.00	\$ 396.00	\$ 396.00	\$ 396.00	\$ 396.00	\$ 396.00
Permits	1,604	1,880	2,265	2,772	3,224	2,349	2,265
		17.3%	20.4%	22.4%	16.3%	19.1%	18.9%

1.010469616
 2,350

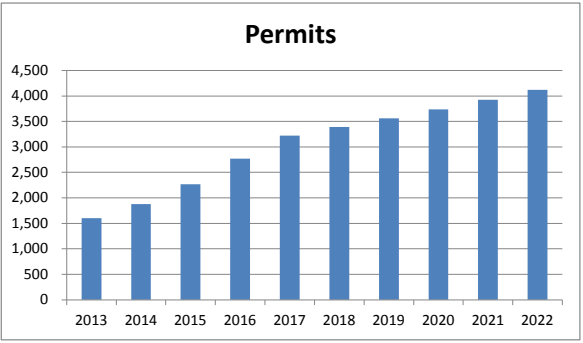
Permit # to use in study based on actuals

Admin Fee	2013	2014	2015	2016	2017	Average	Median
Admin Fee	\$ 392.00	\$ 392.00	\$ 392.00	\$ 392.00	\$ 392.00	\$ 392.00	\$ 392.00
Permits	1,620	1,900	2,288	2,800	3,257	2,373	2,288
		17.3%	20.4%	22.4%	16.3%	19.1%	18.9%

YTD \$	2018	2019	2020	2021	2022	Average	Median
YTD \$	\$ 886,210.00						
Annualized	\$ 1,329,315.00						
Admin Fee	\$ 392.00						
Permits	3,391	3,561	3,739	3,926	4,122	3,748	3,739

Permit # to use in study based on projected growth 3,750

Permits	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Permits	1,604	1,880	2,265	2,772	3,224	3,391	3,561	3,739	3,926	4,122



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

	2018 Budget ¹	2018 Chargebacks ²	Indirect Costs ³	FTE ⁴	Productive Hours ⁵	Fully-loaded Hourly Rate ⁶
Development Services						
Building Construction Services Administration	\$ 1,118,519	\$ -	\$ -	7	12,488	\$ 89.57
Central Permitting	\$ 3,667,155	\$ -	\$ -	62	110,608	\$ 33.15
Current Planning	\$ 2,062,591	\$ -	\$ -	27	48,168	\$ 42.82
Development Services Administration	\$ 1,012,102	\$ (87,304)	\$ 1,104	12.25	21,854	\$ 42.37
Long Range Planning	\$ 973,858	\$ -	\$ -	10	17,840	\$ 54.59
MPO	\$ 784,644	\$ (544,130)	\$ -	6	10,704	\$ 22.47
Planning & Development Administration	\$ 2,112,357	\$ (2,000)	\$ -	8	14,272	\$ 147.87
Internal Services						
Information Technology/GIS	\$ 498,108	\$ (28,950)	\$ -	6	10,704	\$ 43.83
Internal Services Administration	\$ 746,665	\$ -	\$ 2,824	9	16,056	\$ 46.68
OMB	\$ 1,047,099	\$ (69,345)	\$ 36,672	12	21,408	\$ 47.39
Legislative/Administrative						
County Administration	\$ 943,767	\$ -	\$ -	5	8,920	\$ 105.80
County Attorney	\$ 2,732,704	\$ (929,399)	\$ -	21.73	38,766	\$ 46.52
Public Infrastructure						
Engineering Services Administration	\$ 717,947	\$ (122,751)	\$ -	3	5,352	\$ 111.21
Project Management	\$ 3,128,625	\$ (1,625,223)	\$ -	26	46,384	\$ 32.41

Sources:

- 1 - Pasco County Office of Management and Budget, Approved Final Budget for Fiscal year 2018
- 2 - Deduct chargeback revenue as it accounts for time charged to capital projects or other departments.
- 3 - Pasco County Full Cost Plan 2014 - costs associated with Transportation Impact Fees and Mobility Fees
- 4 - Pasco County Annual Budget 2018

Calculations:

- 5 - Productive Hours = Hours available to do work (total compensated hours minus paid leave)
- 6 - 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)

PTO	25.00
Holiday	12.00
<i>Total Annual Days</i>	37.00
<i>Total Annual Hours</i>	(296)

Productive Hours per FTE 1,784

Name	Title	Branch	Department/Division	Percentage of time in a year spent on Mobility Fees	Annual Hours on Mobility Fees	Briefly describe the tasks you perform that are related to Mobility Fees	Percentage of time in a year spent on Mobility Fee Update	Hours on Mobility Fee Update	Briefly describe the tasks you perform that are related to Updating the Mobility Fee Study
Mariel Graf	Central Permitting Manager	Development Services	Central Permitting	2.0%	36	Assists customer requests for mobility fee amounts; judges customers to the correct Central Permitting PCT for further assistance regarding mobility fees.			
Margaret Okunobio	Central Permitting Supervisor	Development Services	Central Permitting	1.0%	18	Assists customer requests for mobility fee amounts; judges customers to the correct Central Permitting PCT for further assistance regarding mobility fees.			
Lois Bowman	Central Permitting Supervisor	Development Services	Central Permitting	1.0%	18	Assists customer requests for mobility fee amounts; judges customers to the correct Central Permitting PCT for further assistance regarding mobility fees.			
Carli Gaskok	Development Review Tech-COM	Development Services	Central Permitting	70.0%	1,260	Calculates and tracks all mobility fees for commercial building permits. Input mobility fees on proper system. Research previous mobility fees paid for all buildings/units remodeled. Answer questions to public inquirers and co-workers inquirers regarding all mobility fees. Prepare documents for mobility fee refunds request. Verify mobility fees paid on building permits prior to certificate of construction/completion of construction.			
Richard Neriwa	Development Review Tech-COM	Development Services	Central Permitting	70.0%	1,260	For vacant lots determine actual living space and calculate into correct mobility fee fee (LUC) for determination of mobility fee amount. Checks for any mobility fee exemptions, price impact sheets (PIS), verify amounts in Pasco View and sign. For replacement homes verify replacement with same type structure, if not, then manually calculates new mobility fee amount.			
Christina Padova	Development Review Technician	Development Services	Central Permitting	15.0%	270	Same as Christina Padova			
Sam Weston	Development Review Technician	Development Services	Central Permitting	15.0%	270	Same as Christina Padova			
Chris Koffel	Development Review Technician	Development Services	Central Permitting	15.0%	270	Same as Christina Padova			
Heidi White	Development Review Technician	Development Services	Central Permitting	15.0%	270	Same as Christina Padova			
Joan Moore	Development Review Technician	Development Services	Central Permitting	15.0%	270	Same as Christina Padova			
Rita Tuttle	Development Review Technician	Development Services	Central Permitting	15.0%	270	Same as Christina Padova			
Paul Smith	Development Review Technician	Development Services	Central Permitting	15.0%	270	Same as Christina Padova			
Donna Jones	Development Review Technician	Development Services	Central Permitting	15.0%	270	Same as Christina Padova			
Walter Gordon	Development Review Technician	Development Services	Central Permitting	15.0%	270	Same as Christina Padova			
Mark Arnold Jr.	Accounting Clerk II	Development Services	Central Permitting	30.0%	540	Processes Mobility checks and Credit Letters from applicants.			
Esther Okoyem	BCS Director/Building Official	Development Services	Building Construction Services Administration	1.0%	18	Questions, appeals, second review of staff.			
David Boucher	Business Systems Analyst II	Development Services	Building Construction Services Administration	2.0%	36	Change management, code development support, testing, and accepted updates to ACES.			
Laravina Prehmulat	Business Systems Analyst I	Development Services	Building Construction Services Administration	2.0%	36	Same as David Boucher			
Wesley Kraus	Business Systems Analyst I	Development Services	Building Construction Services Administration	2.0%	36	Same as David Boucher			
Marsel Soto	Quality Control Technician	Development Services	Building Construction Services Administration	2.0%	36	Same as David Boucher			
Don Rosenthal	Assistant County Administrator	Development Services	Development Services Administration	2.0%	36	Mobility fee determination, variance and credits	2.0%	36	Work with consultants to update the mobility fees.
Mary Brandon	Assistant Fiscal Services Director	Development Services	Development Services Administration	5.0%	90	Assist with March reconciliation, JE's, budget	5.0%	90	Review work of Accountant II
Austin Padova	Accountant II (Salary Budget in Central Permitting FTE in Administration)	Development Services	Development Services Administration	90.0%	1,620	Set up new credit accounts and manage current credit accounts. Work with project management to ensure reimbursements are processed and paid to the developer. Answer Developer questions on account balances and activity. Provide guidance to staff for changes and answer questions. Review and reconcile accounts in ACES and Mavis.	2.0%	36	Attend meetings with consultant, answer questions, provide feedback, generate statistics. Assist with new mobility fee tables (Contractor/City).
Tracy Wolf	Executive Assistant	Development Services	Development Services Administration	0.5%	9	Coordinate the gathering of information requests that come in at the front desk.	0.5%	9	Coordinate the gathering of information requests that come in at the front desk.
Sandra Boley	Accounting Clerk II	Development Services	Development Services Administration	5.0%	90	Assist in recording Access data to Mavis	1.0%	18	Assisting with allocation for incentive amounts associated with submission to consultant and OMB.
Proposed FY19	Accounting Clerk II	Development Services	Development Services Administration	2.0%	36	Keep running total of credit accounts and balance against Finance, no receipts, answer general public questions regarding assessment fees.	2.0%	36	Direction on Mobility Fee Update Study
Vicant	Planning & Development Director	Development Services	Planning & Development Admin	5.0%	90	Working with Development Order and setting conditions for payment of mobility fees, development orders for credit systems	2.0%	36	Direction on Mobility Fee Update Study
Ernest Monaco	Assistant Planning & Development Director	Development Services	Planning & Development Admin	6.0%	108	Official determinations regarding implementation of the Mobility Fee Ordinance, as official designee of the County Administrator. In official designee of the County Administrator.	6.0%	108	Direction on Mobility Fee Update Study, preparation, liaison work for Advisory Committee
Nicolas Pitos	Executive Planner	Development Services	Long Range Planning	15.0%	270	Official determinations regarding implementation of the Mobility Fee Ordinance, as official designee of the County Administrator. Managing projects, follow up activities, managing consultant and contract, identifying stakeholders, identifying needs to make up losses, prepare LPA, ECC, agency meeting, preparing notes, emails, Admin Committee meetings, resolution board, and administration.	20.0%	360	Mobility Fee Update Study research and code writing, liaison work for Advisory Committee etc.
Smith Ambadi	Principal Planner	Development Services	Long Range Planning			Estimate Mobility Fees for Development of Regional Impacts (DRI), estimate financial impact due to buildout date extensions and monitor/track projects for DRI approvals, request regular Mobility Fee updates from developers for Capital Improvement Plan (CIP) budget process and/or for other projects.	5.0%	90	Mobility Fee Update Study research and code writing.
TED	Senior Planner	Development Services	Current Planning	5.0%	90	Review work of OMB Staff: make budgeting decisions.	5.0%	90	Attend meetings with consultant, answer questions, provide feedback, generate statistics. Assist with new mobility fee tables (Contractor/City).
Ruffian Dabot	Senior Development Review Tech	Development Services	Current Planning	20.0%	360	Reviewing and analyzing traffic studies to ascertain similar uses and similar rates per ordinance for assessment of mobility fees.	5.0%	90	Mobility Fee Update Study research, code writing, meeting attendance etc.
Aurpel Rivo	Senior Transportation Planner	Development Services	Long Range Planning	5.0%	90	Reviewing and analyzing traffic studies to ascertain similar uses and similar rates per ordinance for assessment of mobility fees.	5.0%	90	Mobility Fee Update Study research, code writing, meeting attendance etc.
Amy Ellmore	Planner I	Development Services	Long Range Planning			Reviewing and analyzing traffic studies to ascertain similar uses and similar rates per ordinance for assessment of mobility fees.	2.0%	36	Mobility Fee Update Study research and code writing.
Eric Wankund	Planner I	Development Services	Long Range Planning			Reviewing and analyzing traffic studies to ascertain similar uses and similar rates per ordinance for assessment of mobility fees.	2.0%	36	Mobility Fee Update Study research and code writing.
Al Aadi	Engineer III	Development Services	MPO	20.0%	360	Reviewing and analyzing traffic studies to ascertain similar uses and similar rates per ordinance for assessment of mobility fees.	2.0%	36	Mobility Fee Update Study research and code writing.
Eric Bredemback	Assistant County Administrator	Internal Services	Internal Services Administration	2%	36	Review work of OMB Staff: make budgeting decisions.	5%	90	Review work of OMB Staff: make decisions.
Harvey Heimann	Senior Program/Analyst	Internal Services	Information Technology/GIS	4%	72	Design and code Mobility Fee Calculator for permitting department. Research implementing and estimating mobility fees in ACES. Automated calculation of Residential single family detached home mobility fees in ACES. Update GIS data and code to implement changes in mobility fee rates.			
Robert Goehring	Budget Director	Internal Services	OMB	2%	36	Review work of OMB Staff: make budgeting decisions.	1%	18	Make policy decisions regarding mobility fee studies.
Daniel Risola	Assistant Budget Director	Internal Services	OMB	5%	90	Review work of Budget Manager and Budget Manager: make decisions with development staff.	5%	90	Attend meetings and review work of Budget Manager and Budget Analyst.
Charrel Ricard	Budget Manager	Internal Services	OMB	10%	178	Review work of Budget Analyst.	5%	90	Review work of Budget Analyst.
Matthew Hicks	Budget Analyst II	Internal Services	OMB	20%	360	Track and project revenues and expense including fees and credits. Coordinates with constitutional officers and County agencies tracking and accounting for mobility fee credits. Programming Access for development tracking as development occurs.	10%	178	Coordinate with Central Permitting to produce revenue and permit data needed to make decisions.
Dan Bliss	County Administrator	Legislative/Administrative	County Administration			Review issues on collection and credits regarding mobility fees. Supervision and review of matters related to the other agencies listed below.	1%	18	Attend meetings and make policy decisions re: mobility fee studies.
Jeffrey Steensnyder	County Attorney	Legislative/Administrative	County Attorney	1%	18	Review issues on collection and credits regarding mobility fees. Supervision and review of matters related to the other agencies listed below.			
David Goldstein	Chief Assistant County Attorney	Legislative/Administrative	County Attorney	4%	72	Drafting of mobility fee ordinances and ordinance revisions; review of mobility fee studies, plans and consultant reports; review and drafting of mobility fee payment and credit provisions in development agreements, development orders and other development approvals; review of mobility fee ordinance interpretations; preparation of legal opinions relating to mobility fees; policy and legal direction relating to relationship between mobility fees and other agencies.	8%	144	Attend meetings; 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 mobility fees.
Elizabeth Blair	Senior Assistant County Attorney	Legislative/Administrative	County Attorney	1%	18	Attend meetings; respond to emails and questions regarding requirements for fee services and procedures for obtaining same. Provide direction on SOPs for waivers and governmental acquisition credits.			
Linka Ross	Paralegal	Legislative/Administrative	County Attorney	1%	18	Work with attorney, create and monitor ordinance for agency work with attorney in preparing memos, formatting and editing draft ordinance, mobility fee payment provisions, opinions, creating any charts of 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 on mobility fee ordinance.	1%	18	Get meetings, work with attorney in preparing memos.
Mureen Peck	Legal Office Manager/Paralegal	Legislative/Administrative	County Attorney	1%	18	Provide support for County Attorney on issues related to impact fees and mobility fees.			
Christine Sipeau	Paralegal	Legislative/Administrative	County Attorney	1%	18	Work with attorney to create files, set meetings, prepare reports related to fee commodities.			
Deborah Bobek	Program Administrator for Engineering Services	Public Infrastructure	Engineering Services Administration	3.5%	63	Review Mobility Fee Revenue collected as part of the preparation of the CIP; determine funding allocations for capital projects, and assess transportation impact as a result of ordinance.	5.0%	90	Work with consultants to update the mobility fees; provide transportation cost estimates.
Kevin Sumner	Project Manager	Public Infrastructure	Project Management	33.3%	598	At present, review Development Agreements (DA/DC/DR/DA Agreements), etc. Process invoices for mobility fee credit. Submit reimbursement requests to Finance.	1.0%	18	Provide developer credit information to consultant.

Development Services								
Name	Title	Department/Division	Percentage of time in a year spent on Mobility Fees	Annual Hours on Mobility Fees	Briefly describe the tasks you perform that are related to Mobility Fees	Percentage of time in a year spent on Mobility Fee Update	Hours on Mobility Fee Update	Briefly describe the tasks you perform that are related to Updating the Mobility Fee Study
Marisel Girál	Central Permitting Manager	Central Permitting	2.0%	36	Assists customer requests for mobility fee amounts, guides customers to the correct Central Permitting DRT for further assistance regarding mobility fees.			
Margaret Olorunbo	Central Permitting Supervisor	Central Permitting	1.0%	18	Assists customer requests for mobility fee amounts, guides customers to the correct Central Permitting DRT for further assistance regarding mobility fees.			
Lorie Bowman	Central Permitting Supervisor	Central Permitting	1.0%	18	Assists customer requests for mobility fee amounts, guides customers to the correct Central Permitting DRT for further assistance regarding mobility fees.			
Carla Garlock	Development Review Tech-COM	Central Permitting	70.0%	1,249	Calculate and track all mobility fees for commercial building permits. Input mobility fees on proper screen. Research previous mobility fees paid for all buildings/units remodeled. Answer questions to public inquiries and co-workers inquiries regarding all mobility fees. Prepare documents for mobility fee refunds request. Verify mobility fees paid on building permits prior to certificate of occupancy/certificate of completion.			
Richard Deterra	Development Review Tech-COM	Central Permitting	70.0%	1,249	Same as Carla Garlock			
Christina Padova	Development Review Technician	Central Permitting	15.0%	268	For vacant lots-determine actual living space and categorize into correct mobility fee (LUC) for determination of mobility fee amount. Checks for any mobility fee exemptions, prints impact sheets (2), verify amounts in Pasco View and sign. For replacement homes-verify replacement with same type structure; if not, then manually calculates new mobility fee amount.			
Sue Manion	Development Review Technician	Central Permitting	15.0%	268	same as Christina Padova			
Diane Kimpel	Development Review Technician	Central Permitting	15.0%	268	same as Christina Padova			
Inez Ware	Development Review Technician	Central Permitting	15.0%	268	same as Christina Padova			
Joan Masone	Development Review Technician	Central Permitting	15.0%	268	same as Christina Padova			
Kitty Tubbs	Development Review Technician	Central Permitting	15.0%	268	same as Christina Padova			
Pam Surack	Development Review Technician	Central Permitting	15.0%	268	same as Christina Padova			
Denise Jones	Development Review Technician	Central Permitting	15.0%	268	same as Christina Padova			
Walter Garton	Development Review Technician	Central Permitting	15.0%	268	same as Christina Padova			
Mark Arnold Jr.	Accounting Clerk II	Central Permitting	30.0%	535	Processes Mobility checks and Credit Letters from developers.			
Esther Ouyemi	BCS Director/Building Official	Building Construction Services Administration	1.0%	18	Questions, appeals, second review of staff			
David Boucher	Business Systems Analyst II	Building Construction Services Administration	2.0%	36	Change management, code development support, testing, and reporting updates in Accela			
Lavanya Premkumar	Business Systems Analyst I	Building Construction Services Administration	2.0%	36	same as David Boucher			
Roselyn Kraus	Business Systems Analyst I	Building Construction Services Administration	2.0%	36	same as David Boucher			
Manuel Soto	Quality Control Technician	Building Construction Services Administration	2.0%	36	same as David Boucher			
Don Roseenthal	Assistant County Administrator	Development Services Administration	2.0%	36	Mobility fee determination, variance and credits	2.0%	36	Work with consultants to update the mobility fees
Mary Bourdon	Assistant Fiscal Services Director	Development Services Administration	5.0%	89	Assist with Munis reconciliation, JE's, budget	5.0%	89	Review work of Accountant II
Austin Padova	Accountant II (Salary Budget in Central Permitting FTE in Administration)	Development Services Administration	90.0%	1,606	Set up new credit accounts and manage current credit accounts. Work with project management to ensure reimbursements are processed and paid to the Developer. Answer Developer questions on account balances and activity. Provide guidance to staff for changes and answer questions. Review and reconcile accounts in Accela and Munis.	2.0%	36	Attend meetings with consultant, answer questions, provide feedback, generate statistics. Assist with new mobility fee tables (Connected City).
Tracy Wolf	Executive Assistant	Development Services Administration	0.5%	9	Coordinate the gathering of information requests that come in at the branch-level.	0.5%	9	Coordinate the gathering of information requests that come in at the branch-level.
Sandra Boleyn	Accounting Clerk II	Development Services Administration	5.0%	89	Assist in reconciling Accela data to Munis	1.0%	18	Assisting with allocation for incentive amounts spreadsheet for submission to consultant and OMB
Proposed FY19	Accounting Clerk II	Development Services Administration	2.0%	36	Keep running total of credit accounts and balance against Finance, run receipts, answer general public questions regarding assessed fees.			
Vacant	Planning & Development Director	Planning & Development	5.0%	89	Working with Development Orders and setting conditions for payment of mobility fees, development agreements for pipeline projects	2.0%	36	Direction on Mobility Fee Update Study
Ernest Monaco	Assistant Planning & Development Director	Planning & Development	6.0%	107	Official determinations regarding implementation of the Mobility Fee Ordinance, as official designee of the County Administrator	6.0%	107	Direction on Mobility Fee Update Study, preparation, liaison work to Advisory Committee etc.
Nectarios Pittos	Executive Planner	Long Range Planning	15.0%	268	Official determinations regarding implementation of the Mobility Fee Ordinance, as official designee of the County Administrator. Managing process, follow up activities, managing consultant and contract, quantifying subsidies, identifying where to make up losses, prepare LPA/ BCC agenda memos, preparing notes, emails, Admin Committee meetings, preparing power point presentations	20.0%	357	Mobility Fee Update Study research and code writing, liaison work to Advisory Committee etc.
Smita Ambadi	Principal Planner	Long Range Planning				5.0%	89	Mobility Fee Update Study research and code writing
TBD	Senior Planner	Current Planning	5.0%	89	Estimate Mobility Fees for Development of Regional Impacts (DRI), estimate financial impact due to buildout date extensions and monitor/track impacts for DRI approvals, request regular Mobility Fee updates from developers for Capital Improvement Plan (CIP) budget process and/or for DRI review			
Ruthann Dattoli	Senior Development Review Tech	Current Planning	20.0%	357	Assist DRTs with commercial and credit calculations	5.0%	89	Attend meetings with consultant, answer questions, provide feedback, generate statistics. Assist with new mobility fee tables (Connected City).
Aurybel Rivero	Senior Transportation Planner	Long Range Planning	5.0%	89	Reviewing and analyzing traffic studies to ascertain similar uses and similar rates per ordinance for assessment of mobility fees	5.0%	89	Mobility Fee Update Study research, code writing, meeting attendance etc.
Amy Hyler	Planner I	Long Range Planning				2.0%	36	Mobility Fee Update Study research and code writing
Erica Wernlund	Planner I	Long Range Planning				2.0%	36	Mobility Fee Update Study research and code writing
Ali Atefi	Engineer III	MPO	20.0%	357	Reviewing and analyzing traffic studies to ascertain similar uses and similar rates per ordinance for assessment of mobility fees			

Cost of Administration of Impact Fees
Internal Services

Name	Title	Department/Division	Percentage of time in a year spent on Mobility Fees	Annual Hours on Mobility Fees	Briefly describe the tasks you perform that are related to Mobility Fees	Percentage of time in a year spent on Mobility Fee Update	Hours on Mobility Fee Update	Briefly describe the tasks you perform that are related to Updating the Mobility Fee Study
Erik Breitenbach	Assistant County Administrator	Internal Services Administr	2%	36	Review work of OMB Staff; make decisions	5%	89	Review work of OMB Staff; make decisions
		Internal Services Administration Total		36			89	
Harvey Heimann	Senior Programmer/Analyst	Information Technology	4%	71	Design and code Mobility Fee Calculator for permitting department. Research implementing and automating mobility fees in Accela. Automate calculation of Residential single family detached home mobility fees in Accela. Update GIS data and code to implement changes in mobility fee areas.			
		Information Technology Total		71				
Robert Goehrig	Budget Director	OMB	2%	36	Review work of OMB Staff; make budgeting decisions.	1%	18	Make policy decisions regarding mobility fee studies
Daniel Risola	Assistant Budget Director	OMB	5%	89	Review work of Budget Manager and Budget Analyst; train and assist with decision-making.	5%	89	Attend meetings and review work of Budget Manager and Budget Analyst.
Chantell Sicard	Budget Manager	OMB	10%	178	Review work of Budget Analyst	5%	89	Review work of Budget Analyst
Matthew Hicks	Budget Analyst II	OMB	20%	357	Track and project revenues and expenses including fees and credits. Coordinates with constitutional officers and County departments tracking and accounting for mobility fee credits. Programming Accela for development tracking as development occurs.	10%	178	Coordinate with Central Permitting to produce revenue and permit data needed to make decisions.
		OMB Total		660			374	
		Grand Total		767			463	

Cost of Administration of Impact Fees
Legislative/Administrative

Name	Title	Department/Division	Percentage of time in a year spent on Mobility Fees	Annual Hours on Mobility Fees	Briefly describe the tasks you perform that are related to Mobility Fees	Percentage of time in a year spent on Mobility Fee Update	Hours on Mobility Fee Update	Briefly describe the tasks you perform that are related to Updating the Mobility Fee Study
Dan Biles	County Administrator	County Administration				1%	18	Attend meetings and make policy decisions regarding mobility fee studies.
County Administration Total							18	
Jeffrey Steinsnyder	County Attorney	County Attorney	1%	18	Review issues on collection and credits regarding mobility fees. Supervision and review of matters undertaken by the other attorneys listed below			
David Goldstein	Chief Assistant County Attorney	County Attorney	4%	71	Drafting of mobility fee ordinances and ordinance revisions; review of mobility fee studies, plans and consultant scopes; review and drafting of mobility fee payment and credit provisions in development agreements, development orders and other development approvals; review of mobility fee ordinance interpretations; preparation of legal opinions relating to mobility fees; policy and legal direction relating to relationship between mobility fees and concurrency.	8%	143	Attend meetings; 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 mobility fees.
Elizabeth Blair	Senior Assistant County Attorney	County Attorney	1%	18	Attend meetings, respond to emails and questions regarding requirements for 55+ waivers and procedures for obtaining same. Provide direction on SOPS for waivers and governmental acquisition credits.			
Linda Rios	Paralegal	County Attorney	1%	18	Work with attorney, create and monitor ordinance adoption timelines; create files; prepare ordinances for agenda; work with attorney in preparing memos, formatting and editing draft ordinance, mobility 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 on mobility fee ordinances.	1%	18	Set meetings, work with attorney in preparing memos.
Maureen Peck	Legal Office Manager/Paralegal	County Attorney	1%	18	Provide support for County Attorney on issues related to impact fees and mobility fees.			
Christine Supeau	Paralegal	County Attorney	1%	18	Work with attorney to create files, set meetings, prepare memos related to 55+ communities.			
		County Attorney Total		161			161	
				Grand Total			179	

Cost of Administration of Impact Fees

Public Infrastructure

Name	Title	Department/Division	Percentage of time in a year spent on Mobility Fees	Annual Hours on Mobility Fees	Briefly describe the tasks you perform that are related to Mobility Fees	Percentage of time in a year spent on Mobility Fee Update	Hours on Mobility Fee Update	Briefly describe the tasks you perform that are related to Updating the Mobility Fee Study
Deborah Bolduc	Program Administrator for Engineering Services	Engineering Services Administration	3.5%	62	Review Mobility Fee Revenue collected as part of the preparation of the CIP, determine funding allocations for capital projects, and assess programmatic impacts as a result of collections.	5.0%	89	Work with consultants to update the mobility fees; provide transportation cost estimates
Engineering Services Administration Total				62			89	
Kevin Sumner	Project Manager	Project Management	33.3%	594	At present, review Development Agreements (DA)/DO/Escrow Agreements, etc.; Process invoices for mobility fee credit. Submit reimbursement/credit submittals to Finance.	1.0%	18	Provide developer credit information to consultant.
Project Management Total				594			18	
Grand Total				656			107	

INSTRUCTIONS

1. Locate your Branch's tab below.
2. Find your name within your Department/Division/Program.
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 mobility fees?
 - b. What percent of work hours within a year can be attributed to these tasks?

Sample:

Development Services					
Name	Title	Department/Division	Percent annual time spent on Impact Fees	Annual Hours on Impact Fees	Description of Tasks
RuthAnn Dattoli	Development Review Technician II	Zoning & Intake	70.0%	1,236	Calculate and track all mobility fees for commercial building permits. Input mobility fees on proper screen. Research previous mobility fees paid for all buildings/units remodeled. Answer questions to public inquiries and co-workers inquiries regarding all mobility fees. Prepare documents for mobility fee refunds request. Verify mobility fees paid on building permits prior to certificate of occupancy/certificate of completion.

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 the mobility fee update?
 - b. What percent of work hours can be attributed to updating the mobility fee?

Sample:

Name	Title	Department/Division	Percentage of time in a year spent on Mobility Fee Update (1 yrs)	Hours on Mobility Fee Update (1 yrs)	Description of Tasks
Don Rosenthal	Assistant County Administrator	Development Services Administration	5.0%	80	Work with consultants to update the mobility fees

6. Do not enter anything in the grey-shaded cells.

shall be based upon the actual cost of administering and implementing the County's mobility, impact, and fee programs including, but not limited to, establishing, reviewing, updating, calculating, and collecting impact fees; establishing and maintaining credit and other impact fee accounts; and processing refunds of impact fees.

