

Levy County Commission



Work Order 26-01

County Permit Fee, Review Time, and Inspection Cost Evaluation

**Professional Engineering Services
by
Passero Associates, LLC**

(Passero Project No. 20265240.0001)

Work Order 26-01
County Permit Fee, Review Time, and Inspection Cost Evaluation

PASSERO ASSOCIATES (PA or Consultant) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement, dated April 16, 2019, with the Levy County Commission (County or Client), all of which terms and conditions are incorporated herein by reference:

Project Location: Levy County, Florida.

Project Description: The County seeks to evaluate and update its permit application fees, review time charges, and inspection fees to achieve full cost recovery for the entire application process, including statutory compliance.

Scope of Basic Services: Passero will conduct a comprehensive fee study, develop recommended fee adjustments, prepare draft ordinance language, and provide both written reports and presentations to County staff and the Board of County Commissioners (BOCC). (See Attachment A: Scope of Services).

Client Manager: Mr. Bernard Cox, Building Official

PA Program Manager: Mr. Brad Wenthe, P.E.

PA Project Manager: Ms. Zina Lagonegro, EIT, AICP

Total Project Cost Breakdown:

Task 1 – Data Collection & Coordination:	Lump Sum	\$ 8,300.00
Task 2 – Workflow & Cost Analysis:	Lump Sum	\$12,600.00
Task 3 – Fee Structure Evaluation:	Lump Sum	\$9,800.00
Task 4 – Recommended Fee Adjustments:	Lump Sum	\$7,600.00
Task 5 – Ordinance Drafting:	Lump Sum	\$6,000.00
Task 6 – Reporting:	Lump Sum	\$7,500.00
Task 7 – Presentations (Zoom + In-Person):	Lump Sum	\$3,000.00
Task 8 – Project Management:	Lump Sum	\$5,200.00

<u>Total Project Cost:</u>	Lump Sum	\$60,000.00
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Schedule: Per Attachment A – Part 3.

Meetings: One (1) Zoom presentation to county staff. One (1) in person BOCC meeting to present the final fee schedule and ordinance.

Deliverables: One (1) final fee schedule, ordinance language, and report.

"Consultant" – Passero Associates, LLC

BY: _____
Mr. Brad Wenthe, President

Date: _____

ATTEST:

BY: _____
Angela Witt, Sr. Grants/Contracts Administrator

Date: _____

"Client" – Levy County Commission

BY: _____
Mr. Tim Hodge, Chairman

Date: _____

ATTEST:

BY: _____

Date: _____

**Attachment A – Scope of Services
County Permit Fee, Review Time, and Inspection Cost Evaluation**

1. Project Understanding

The County seeks to evaluate and update its permit application fees, review time charges, and inspection fees to achieve **full cost recovery** for the entire application process, including statutory compliance. The County intends the fee structure to be **revenue-neutral (breakeven)** while ensuring fees accurately reflect staff time, departmental costs, and statutory requirements. Updated fees must be adopted by **January 1, 2027**, with internal approval targeted for **December 1, 2026**.

Passero will conduct a comprehensive fee study, develop recommended fee adjustments, prepare draft ordinance language, and provide both written reports and presentations to County staff and the Board of County Commissioners (BOCC).

2. Scope of Work

Task 1 – Project Initiation and Data Collection

- Conduct a kickoff meeting with the County's primary point of contact (Bo Cox) and assigned staff.
- Receive and review all available documentation, including:
 - Current fee schedule and methodology
 - Budget information
 - Staffing levels and hourly rates
 - Review processes and workflow descriptions
 - Inspection logs
 - Two years of application volume data
 - Cost allocation spreadsheets and consultant-prepared materials
- Identify any additional data needs and coordinate with Planning, Building, Engineering, Finance, and legal counsel.

Task 2 – Workflow and Cost Analysis

- Map end-to-end workflows for permit intake, review, approval, and inspection.
- Quantify staff time per application type using County-provided data and interviews.
- Evaluate direct and indirect costs associated with each permit category.
- Assess statutory compliance requirements and their cost implications.
- Determine full cost recovery targets for each fee type.

Task 3 – Fee Structure Evaluation

- Analyze the existing fee schedule and consultant-developed methodology.
- Identify gaps, inefficiencies, or misalignments between actual costs and current fees.
- Evaluate whether fees meet revenue-neutral objectives.
- Review feasibility of escrow accounts or developer agreements with County legal counsel.
- Benchmark internally (no external peer benchmarking requested).

Task 4 – Recommended Fee Adjustments

- Develop a revised fee schedule that:
 - Achieves full cost recovery for processing and statutory compliance

- Aligns with County budget goals
- Reflects actual staff time and departmental costs
- Provides clear justification for each fee
- Prepare recommendations for ongoing fee updates and maintenance.

Task 5 – Draft Ordinance Preparation

- Prepare draft ordinance language incorporating the updated fee schedule.
- Coordinate with County legal counsel for review and refinement.
- Integrate statutory requirements and adoption procedures.

Task 6 – Reporting and Documentation

- Prepare a comprehensive written report summarizing:
 - Methodology
 - Findings
 - Cost analysis
 - Recommended fee adjustments
 - Ordinance language
 - Implementation guidance
- Provide supplemental spreadsheets and cost models for County use.

Task 7 – Staff and Board Presentations

- Conduct a Zoom presentation for County staff summarizing findings and recommendations.
- Attend an in-person BOCC meeting to present the final fee schedule and ordinance.
- Provide follow-up materials and respond to questions.

Task 8 – Project Management and Coordination

- Maintain regular communication with the County's project lead.
- Provide monthly progress updates.
- Ensure all deliverables are completed by **December 1, 2026** to meet the statutory adoption deadline.

3. Project Schedule

Passero will complete all work in accordance with the County's required timeline, ensuring final deliverables are ready for Board consideration by **December 1, 2026** and adoption by **January 1, 2027**.

Schedule Overview

- **August–September 2026**
 - Project initiation
 - Data collection and staff coordination
 - Review of budgets, staffing levels, workflows, inspection logs, and historical permit volumes
- **September–October 2026**
 - Workflow mapping and cost analysis

- Evaluation of current fee structure and statutory requirements
- Coordination with County legal counsel
- **October–November 2026**
 - Development of recommended fee adjustments
 - Preparation of draft ordinance language
 - Internal review with County staff (Zoom)
- **November 2026**
 - Finalization of written report and supporting documentation
 - Refinement of ordinance language with County legal counsel
- **Late November–Early December 2026**
 - In-person presentation to the Board of County Commissioners
 - Final revisions based on Board feedback
- **Early December–Mid December 2026**
 - Delivery of final fee schedule, ordinance language, and report
- **January 1, 2027**
 - Statutory deadline for adoption of revised fees