

AMENDMENT TO TASK ASSIGNMENT 2024-10

ISSUED UNDER AN AGREEMENT FOR CONTINUING PROFESSIONAL SERVICES

THIS AMENDMENT TO TASK ASSIGNMENT 2024-10 is entered into by and between LEVY COUNTY, a political subdivision of the State of Florida (the "County") to NORTH FLORIDA PROFESSIONAL SERVICES, INC., (NFPS), (the "Consultant"), pursuant to the Agreement between Levy County and NFPS, for Continuing Professional Services dated December 8, 2020 (the "Continuing Professional Services Agreement.")

WHEREAS, with the resignation of the County's Planning and Zoning Director, on August 7, 2024, the County and Consultant entered into Task Assignment 2024-10 for the Consultant to serve as the County's Acting Zoning Official;

WHEREAS, the County undertook a hiring process and on September 9, 2024, the County's new Planning and Zoning Director commenced employment;

WHEREAS, the County's Planning and Zoning Department continues to be understaffed and there is a need for continued professional assistance with Planning and Zoning functions; and

WHEREAS, the Consultant is willing and able to continue to provide such assistance to the County on an as-needed basis.

NOW THEREFORE, the parties hereby amend Task Assignment 2024-10 as set forth in this Amendment.

1. Scope of Services. Commencing on September 9, 2024, Consultant shall provide the services and materials (the "Scope of Services" or "Services") described in the attached Exhibit "A."

Services will be requested by the County in writing on an as-needed basis. The following County staff are each authorized to request Services on behalf of the County: Nicki Bailey, Planner I (email: LCPZ@levycounty.org); Elizabeth Vigorito, Administrative Assistant II (email: planning@levycounty.org); or Tara Howell, Planning and Zoning Director (email: Howell-tara@levycounty.org).

All requests for services will be sent via email to Brandon Stubbs, Senior Planner for the Consultant (email: bstubbs@nfps.net and phone 352-752-4675).

2. Compensation. County shall compensate Consultant for its performance of the Scope of Services at the rates as set forth in the Proposal. Invoices or requests for payments to Consultant shall be made in accordance with the Florida Local Government Prompt Payment Act, sections 218.70 through 218.79, Fla. Stat.

3. In the event of a conflict between the documents attached or incorporated by reference to this Task Assignment, the documents will be given precedence in the following order

First: This Amendment;

Second: Task Assignment 2024-10; and

Third: The Continuing Professional Services Agreement.

All other terms of the Continuing Professional Services Agreement not in conflict with this Amendment and Task Assignment 2024-10 shall apply to Consultant's services to be provided under this Amendment and County's obligations under this Amendment.

IN WITNESS WHEREOF, the parties have entered into this Amendment as of the last date of signature for the parties set forth below.

BOARD OF COUNTY COMMISSIONERS
OF LEVY COUNTY, FLORIDA

Desiree Mills, Chair

Date: _____

ATTEST: Danny J. Shipp, Clerk of
Circuit Court and Ex-Officio Clerk to the
Board of County Commissioners

Danny J. Shipp

Approved as to form and legal sufficiency

Nicolle M. Shalley, County Attorney

Consultant

NFPS

By: _____

Title: _____

Date: _____

EXHIBIT "A"
TO AMENDMENT TO TASK ASSIGNMENT 2024-10

Scope of Services

Consultant will assist Levy County with the following Planning and Zoning functions, as well as other tasks that may be requested by the County's Planning and Zoning Official:

- Zoning Review of Building Permits
- Answering Zoning Related Questions from the Public
- Interpreting Land Development Regulations
- Floodplain Management
- Zoning Review of Alcohol License
- Review of Comprehensive Plan Amendments – including Future Land Use Map Amendments
- Review of Site-Specific Amendments to the Official Zoning Atlas
- Review of Text Amendments to the Land Development Regulations
- Review of Conditional Use Permit
- Review of Subdivision Plats and Lot Splits
- Review of Special Exception Applications
- Scheduling and Participating in Development Review Committee
- Drafting Staff Reports for Development Applications

Rate Schedule

NFPS will provide the following services at a flat rate:

- Zoning Review for Building Permit \$100
- Zoning Call from Citizens \$75
- Temporary Use Permit Review \$100
- Zoning Review for Lot Split \$140
- Alcohol License Review \$100

All other services will be based upon the hourly rates below, or as otherwise agreed in writing by the Consultant and the County's Planning and Zoning Director:

- Senior Land Use Planner \$140
- Land Use Planner \$115
- Planning Technician \$110