

1 MONROE COUNTY, FLORIDA
2 MONROE COUNTY BOARD OF COUNTY COMMISSIONERS
3 RESOLUTION NO. 154 -2018
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5 A RESOLUTION AMENDING RESOLUTION NO. 156-2017, THE
6 PERMITTING FEE SCHEDULE; INCREASING FEES BASED ON THE
7 CONSUMER PRICE INDEX FOR ALL URBAN CONSUMERS (CPI-U)
8 FROM FY15 - FY19; AND PROVIDING FOR AN IMPLEMENTATION DATE
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10 **WHEREAS**, the County protects life and safety through review of construction
11 plans and inspection of construction work as provided by the Florida Building Code; and
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13 **WHEREAS**, these services provided by the County are engaged at the discretion
14 of applicants and for the benefit of applicants; and
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16 **WHEREAS**, the Monroe County Board of County Commissioners wish to provide
17 the citizens of the County with the best possible service in the most cost effective and
18 reasonable manner; and
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20 **WHEREAS**, the Board finds that it would be in the best interests of the public to
21 charge costs for services, thereby placing the burden of such costs directly upon those
22 parties deriving the benefit from such services; and
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24 **WHEREAS**, the updated fee schedules prepared by the Building Department for
25 providing these services include the estimated direct costs associated with the review and
26 processing of applications for permits issued by the County as shown in Exhibit 1 and
27 Exhibit 2; and
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29 **WHEREAS**, the Board of County Commissioners did not increase fees annually
30 by CPI-U from FY15-FY19 because of adequate reserves in the Building Fund; and
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32 **WHEREAS**, impacts from Hurricane Irma increased costs to provide permitting
33 services and have caused a need to increase certain permitting fees; and
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35 **WHEREAS**, the Board heard testimony and evidence presented as to the
36 appropriate fee schedule.
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38 **NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY**
39 **COMMISSIONERS OF MONROE COUNTY, FLORIDA:**
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41 **Section 1.** Pursuant to Monroe County Code, the following building permit fees were
42 developed by Maximus as shown in Exhibit 3, and have been amended by
43 the CPI-U from County FY15-FY19, and are hereby established: (All
44 applicable fees within this Fee Schedule are subject to Florida Permit
45 Surcharge Program Fees as per F.S. 553.721 and F.S. 468.631.)
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47 **(A) BUILDING PERMIT APPLICATION FEES:**
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1. Upon submission of application:
 - a. Valuation-based permit jobs valued at \$5,000 or more require fifty percent (50%) of the building permit fee due, with remaining balance of building permit fee plus one hundred percent (100%) of planning, environmental, and/or fire fee as applicable due at issuance.
 - b. Permit jobs valued at less than \$5,000 require one hundred percent (100%) of the fee due.
2. Job value will be based upon the submitted, legitimate contract price or ICC/Construction Costs Valuation manuals.

(B) RESIDENTIAL BUILDING PERMIT FEES:

1. Sewer Lateral and Grinder Pump (Electric) Permits associated with Sewer Lateral Permits (fee includes plumbing, electric, code compliance fee, education fee, technology and document processing fee, DBPR and DEO fees and is exempt from PRP fees, although PRP review may be required)	\$70.00

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2. For all other residential construction projects valued at less than \$5,000, fees for construction shall be based on the flat rates below.

Residential Fee per Application - Job Value <\$5,000					
Building Permits under \$5,000	Building	Planning	Environmental	Fire	Total
Residential	\$167.00	\$5.00	\$12.00	-	\$184.00

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3. For residential construction projects valued at \$5,000 or more, fees for construction shall be based on the rates below and the applicant shall only be assessed the fees for those disciplines which are deemed necessary for code compliance. In the event a particular discipline review is not required for code compliance, the applicant shall not be assessed the rate of that particular discipline. For example, in the event only a Building review is deemed necessary to ensure a particular application complies with Monroe County Code, the applicant shall not be assessed the fee for Planning and Environmental.
 - a. A project whose value exceeds the lowest value band shall be priced based on value in band 1 times rate for band 1 plus the value in the next highest band times the rate for that higher band.
 - b. Building fees shall be applied as follows:
 - i. The rate table below itemizes the maximum Building fee, which includes all 5 building discipline reviews (Structural, Electrical, Mechanical, Plumbing, and Flood disciplines).
 - ii. If no Building disciplines are involved in reviewing the permit, the permit will be charged 25% of the maximum Building fee for processing and application costs.

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- iii. If less than 5 building disciplines are involved, the permit will be charged an additional 15% of the maximum Building fee (over the 25% for processing and application costs) for each of the Building disciplines involved in reviewing the permit.

RESIDENTIAL PERMITS Job Value \$5,000 or More								
PROJECT VALUE			Permit Cost per \$1,000 Project Value					
Band	From	To	Building	Planning	Environmental	Fire	Total	
1	\$5,000	\$99,999	\$33.51	\$7.20	\$7.99	\$0.00	\$48.70	
2	\$100,000	\$299,999	\$14.47	\$4.15	\$3.89	\$0.00	\$22.51	
3	\$300,000	\$999,999	\$10.18	\$2.53	\$2.12	\$0.00	\$14.83	
4	\$1,000,000	+	\$8.73	\$2.62	\$0.78	\$0.00	\$12.13	

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- 4. For residential projects which require plan review by Fire, including, but not limited to, modular homes and community developments, the fees in Section (C) shall apply.

(C) COMMERCIAL BUILDING PERMIT FEES:

- 1. For commercial construction projects valued at less than \$5,000, fees for construction shall be based on the flat rates below.

Commercial Fee per Application - Job Value <\$5,000					
Building Permits under \$5,000	Building	Planning	Environmental	Fire	Total
Commercial	\$167.00	\$5.00	\$12.00	\$11.00	\$195.00

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- 2. For commercial construction projects valued at \$5,000 or more, fees for construction shall be based on the rates below and the applicant shall only be assessed the fees for those disciplines which are deemed necessary for code compliance. In the event a particular discipline review is not required for code compliance, the applicant shall not be assessed the rate of that particular discipline. For example, in the event only a Building review is deemed necessary to ensure a particular application complies with Monroe County Code, the applicant shall not be assessed the fee for Planning and Environmental.
 - a. A project whose value exceeds the lowest value band shall be priced based on value in band 1 times rate for band 1 plus the value in the next highest band times the rate for that higher band.
 - b. Building Department fees shall be applied as follows:
 - i. The rate table below itemizes the maximum Building fee, which includes all 5 building discipline reviews (Structural, Electrical, Mechanical, Plumbing, and Flood disciplines).
 - ii. If no Building disciplines are involved in reviewing the permit, the permit will be charged 25% of the maximum Building fee for processing and application costs.

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iii. If less than 5 building disciplines are involved, the permit will be charged an additional 15% of the maximum Building fee (over the 25% for processing and application costs) for each of the Building disciplines involved in reviewing the permit.

COMMERCIAL PERMITS Job Value \$5,000 or More								
PROJECT VALUE			Permit Cost per \$1,000 Project Value					
Band	From	To	Building	Planning	Environmental	Fire	Total	
1	\$5,000	\$99,999	\$33.51	\$7.20	\$7.98	\$2.75	\$51.44	
2	\$100,000	\$299,999	\$14.47	\$4.15	\$3.89	\$8.23	\$30.74	
3	\$300,000	\$999,999	\$10.18	\$2.52	\$2.11	\$6.08	\$20.89	
4	\$1,000,000	+	\$8.73	\$2.62	\$0.78	\$5.00	\$17.13	

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(D) ADDITIONAL FEES APPLIED TO ALL BUILDING PERMITS:

1. Code Compliance - Contractor Investigation	\$11.00
2. Education:	
a. Building - New Residential or Commercial	\$25.00
b. Building - All Other Permits (per discipline per permit)	\$2.00
c. Environmental	\$10.00
d. Planning	\$10.00
e. Fire (Commercial Only)	\$10.00

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(E) FLOODPLAIN MANAGEMENT FEES:

1. Flood Certificate of Compliance	\$300.00
2. Flood proofing Inspection	\$100.00
3. Flood Sale Inspection/Transfer of Ownership	\$170.00
4. Variances to the Floodplain Management Requirements	\$1,611.00 Application Fee plus Hearing Fees*
5. Appeals (Administrative) Regarding Floodplain Management Provisions	\$1,611.00 Application Fee plus Hearing Fees*
6. *Hearing Fees. Applicant shall pay half the cost of the hourly rate (\$75.50/hour), travel and expenses of any hearing officer. The County is currently charged \$151.00 per hour by Department of Administrative Hearings (DOAH). If the fee charged to the County is increased, the charge will change proportionately. An estimated amount of one-half of the hearing officer costs as determined by the County Attorney (initially 10 hours	

- \$755.00 to be paid prior to processing the application) shall be deposited by the applicant along with the application fee, and shall be returned to the applicant if unused. If the hearing is less than 10 hours, a refund will be made. If it is more than 10 hours the remaining fee due must be paid prior to permit issuance.

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(F) PLANNING AND ENVIRONMENTAL RESOURCES FEES:

1. Research, minimum fee per hour or fraction thereof	\$54.00
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(G) MISCELLANEOUS FEES:

1. Administrative Appeal of Building Official	\$1,611.00
a. plus Required Advertising	\$245.00
2. After Hours Inspections (per hour, two hour minimum)	\$80.00
3. Certificate of Occupancy - Residential	\$100.00
4. Certificate of Occupancy - Commercial	\$200.00
5. Certificate of Completion - Residential or Commercial	\$100.00
6. Change Contractor	\$75.00
7. Contractor Registration *State registered contractors are exempt	\$50.00
8. Copies	
a. Approved Plan Set Reproduction and other copies larger than 14 inches by 8 ½ inches	\$5.00 per page
b. Other copies not more than 14 inches by 8 ½ inches	Use legislated fee per page (per FS 119.07(4)(a)1. and 2.)
c. Copies requiring more than 15 minutes of staff time	Actual labor cost (per FS 119.07 (4)(a)3. and (d))
9. Excavation: Borrow Pits, Canals, Etc.	\$500.00 annually
10. Extensions	
a. Legislative	No Fee
b. Monroe County 180 Day Extension	\$250.00
11. Hurricane Shutters (valued less than \$2,500)	No Fee
12. Invasive Exotic Vegetation Removal (10 or fewer stems)	No Fee
13. Notice to Proceed	\$976.00
14. Permit Investigations related to closing open/expired permit on a real estate number / parcel ID:	
a. Investigation concluding that permit has passed all required inspections, including those where County did not close permit after inspection(s)	No Fee

b. Investigation requiring review by Building Official, Plans Examiners and/or Inspectors, minimum fee per real estate number / parcel ID (up to 1 hour staff time)	\$54.00
i. Each additional Hour of staff time or fraction thereof, per real estate number / parcel ID	\$54.00
c. Permit Investigations not related to closing open / expired permit on a real estate number / parcel ID, minimum fee per hour or fraction thereof	\$54.00
15. Permit Referral Process (sent to Fish and Wildlife Service) – may affect determination	\$645.00
16. First failed inspection (per inspection code)	No Fee
17. Reinspection - Each subsequent failed reinspection (per inspection code)	\$100.00
18. Reopen permit (per discipline)	\$54.00
19. Replacement Permit Card	\$25.00
20. ROGO/NROGO Revision – Completely New Structure (including a revision submitted after receiving a ROGO/NROGO allocation) - <i>Required to submit new permit application and plans with approved ROGO allocation from previously submitted permit application but no new ROGO application would be required if deadlines are met</i>	Valuation-based (Section B or C, with applicable items from D and/or G)
21. ROGO/NROGO Revision – Minor revisions to Structure based on building code requirement changes from time permit was originally applied for and time building code was amended, prior to permit issuance, with new code requirements, with no footprint or square foot change	\$54.00 per applicable discipline, not to exceed \$500
22. ROGO/NROGO Revision – Major revisions to structure with footprint or square footage increase	\$1,074.00
23. Non-ROGO/Non-NROGO Revisions	\$10.00 per plan page due at time of submittal
24. Temporary Construction Trailer	\$215.00 per trailer
25. Temporary Use / Temporary Tent	\$54.00 permit fee and an additional \$54.00 per tent
26. Transfer of Permit Upon Change of Ownership	\$200.00
27. Work commencing before permit issuance	<i>100% penalty above the applicable valuation-based fee or flat fee for the work, plus code check compliance fees</i>

<p>28. Private Provider Fee Credit – A credit of 50% of the Permit fees for projects valued at \$5,000 or more shall be given toward fees charged under Section (B) (3) or (C) (2) for projects that indicate they will use private provider for inspections AND plan review prior to submitting an application for permitting.</p> <p>A credit of 25% of the Permit fees for projects valued at \$5,000 or more shall be given toward fees charged under Section (B) (3) or (C) (2) for projects that indicate they will use private provider for inspections OR plan review prior to submitting an application for permitting.</p> <p>If a project indicates they will use private provider in advance of the permit application and decides not to continue using a private provider after construction starts, they will owe the full permit fee prior to the County plans examiners or inspectors pursuing work under the permit.</p>	<p>Valuation-based (Section B or C)</p>
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- Section 2.** Fee schedules are provided for applicant convenience, but County staff shall be responsible for confirming the facts of each application and the amount of fees due.
- Section 3.** All applications for permits shall pay the amount confirmed by the County prior to and as a condition of issuance of the permit.
- Section 4.** Termination of the related construction work prior to completion shall not entitle the applicant to a refund of fees paid.
- Section 5.** Projects of an infrequent or unusual nature that are not otherwise addressed in this resolution shall be subject to an estimate of permit fees by County staff as needed.
- Section 6.** The fees established in this resolution shall be applicable through September 30, 2019. Thereafter, annually, beginning October 1 of each following year, they shall be adjusted by the percentage change in the CPI from the previous year. Every four to five years, the County will adjust fees based on the most current appropriations applicable to provide development approval services as conditions merit.
- Section 7.** Resolution No. 156 - 2017 is hereby rescinded.
- Section 8.** The staff is hereby directed to implement these fees on all applications submitted on or after September 1, 2018.



162 **Section 9.** The Clerk of the Court is hereby directed to forward one (1) certified copy
163 of this Resolution to the Building Department.
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165 **PASSED and ADOPTED** at a special budget meeting of the Board of County
166 Commissioners of Monroe County, Florida held on the 23rd day of May, 2018.
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Mayor David Rice	<u>Yes</u>
Mayor Pro Tem Sylvia Murphy	<u>Yes</u>
Commissioner Danny L. Kolhage	<u>No</u>
Commissioner George Neugent	<u>Yes</u>
Commissioner Heather Carruthers	<u>Yes</u>

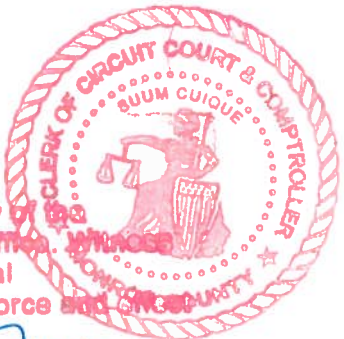
168 **BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA**
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170 BY: 
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172 Mayor David Rice
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174  KEVIN MADOK, CLERK
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176 Deputy Clerk
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MONROE COUNTY ATTORNEY
APPROVED AS TO FORM:

STEVEN T. WILLIAMS
ASSISTANT COUNTY ATTORNEY
Date 6/5/18

STATE OF FLORIDA
COUNTY OF MONROE
This copy is a True Copy of the
Original on File in this Office. Witness
My hand and Official Seal
And that same is in full force and effect.
This 11th day of June
A.D., 20 18
KEVIN MADOK, CPA
Clerk Circuit Court
By: 
Deputy Clerk



FILED FOR RECORD
2018 JUN 11 PH 2:15
CLERK CIR. CT.
MONROE COUNTY, FL

Exhibit 1 - FY 2013 Growth Management Budget / Expenditures Included in Cost Calculations

Per BoCC direction on February 19, 2014, legal and one-time expenses are to be excluded from calculations of cost of Growth Management services for the purposes of developing permitting fees

	All Expenditures	Expenditures included in cost calculations
500 Growth Management Administration		
<i>50001 Growth Management Administration</i>		
530310 Professional Services	\$ 82,000	\$ -
530318 Legal Fees	\$ 340,000	\$ -
530330 Court Reporter Services	\$ 10,000	\$ -
530400 Travel & Per Diem	\$ 14,000	\$ -
530410 Phone & Postage/Freight	\$ 2,400	\$ -
530451 Risk Management Charges	\$ 9,075	\$ -
530510 Office Supplies	\$ 500	\$ -
530520 Operating Supplies	\$ 1,200	\$ -
530540 Books, Publications, Subscriptions, E	\$ 15,000	\$ -
560640 Capital Outlay-Equipment	\$ -	\$ -
50001 Growth Management Administration	\$ 474,175	\$ -
505 Planning Department		
<i>50500 Planning Department</i>		
530340 Other Contractual Services	\$ 24,000	\$ -
530400 Travel & Per Diem	\$ 5,000	\$ 5,000
530409 Vehicle Maintenance Charges	\$ 10,192	\$ 10,192
530410 Phone & Postage/Freight	\$ 30,000	\$ 30,000
530440 Rentals & Leases	\$ 30,000	\$ 30,000
530451 Risk Management Charges	\$ 19,114	\$ 19,114
530460 Repair & Maintenance	\$ 500	\$ 500
530470 Printing & Binding	\$ 1,000	\$ 1,000
530498 Advertising	\$ 25,000	\$ 25,000
530510 Office Supplies	\$ 15,000	\$ 15,000
530520 Operating Supplies	\$ 2,000	\$ 2,000
530521 Gasoline	\$ 3,000	\$ 3,000
530528 Internal Fuel	\$ 6,000	\$ 6,000
530540 Books, Publications, Subscriptions, E	\$ 3,000	\$ 3,000
560640 Capital Outlay-Equipment	\$ -	\$ -
560641 Capital Outlay-Vehicles	\$ 56,000	\$ -
50500 Planning Department	\$ 229,806	\$ 149,806

Exhibit 1 - FY 2013 Growth Management Budget / Expenditures Included in Cost Calculations

Per BoCC direction on February 19, 2014, legal and one-time expenses are to be excluded from calculations of cost of Growth Management services for the purposes of developing permitting fees

	All Expenditures	Expenditures included in cost calculations
520 Environmental Resources		
<i>52000 Environmental Resources</i>		
530340 Other Contractual Services	\$ 150,000	\$ -
530400 Travel & Per Diem	\$ 100	\$ 100
530409 Vehicle Maintenance Charges	\$ 7,100	\$ 7,100
530410 Phone & Postage/Freight	\$ 1,000	\$ 1,000
530451 Risk Management Charges	\$ 7,251	\$ 7,251
530470 Printing & Binding	\$ 70	\$ 70
530510 Office Supplies	\$ 1,000	\$ 1,000
530521 Gasoline	\$ 1,000	\$ 1,000
530528 Internal Fuel	\$ 4,000	\$ 4,000
560640 Capital Outlay-Equipment	\$ 1,800	\$ 1,800
560641 Capital Outlay-Vehicles	\$ -	\$ -
52000 Environmental Resources	\$ 173,321	\$ 23,321
525 Building Department		
<i>52501 Building Department-Education</i>		
530400 Travel & Per Diem	\$ 5,000	\$ 5,000
530510 Office Supplies	\$ 2,500	\$ 2,500
530520 Operating Supplies	\$ 3,000	\$ 3,000
530540 Books, Publications, Subscriptions, Etc	\$ 12,900	\$ 12,900
560640 Capital Outlay-Equipment	\$ -	\$ -
560641 Capital Outlay-Vehicles	\$ -	\$ -
52501 Building Department-Education	\$ 23,400	\$ 23,400
<i>52502 Building Department</i>		
510140 Overtime	\$ 25,000	\$ 25,000
530310 Professional Services	\$ 7,500	\$ 7,500
530318 Legal Fees	\$ 12,000	\$ -
530340 Other Contractual Services	\$ 12,500	\$ 12,500
530400 Travel & Per Diem	\$ 1,000	\$ 1,000
530401 Board Travel	\$ 300	\$ 300
530409 Vehicle Maintenance Charges	\$ 35,277	\$ 35,277
530410 Phone & Postage/Freight	\$ 15,000	\$ 15,000
530440 Rentals & Leases	\$ 5,000	\$ 5,000
530451 Risk Management Charges	\$ 35,488	\$ 35,488
530460 Repair & Maintenance	\$ 4,000	\$ 4,000
530470 Printing & Binding	\$ 3,000	\$ 3,000
530498 Advertising	\$ 800	\$ 800
530499 Commissions & Fees	\$ 52,000	\$ 52,000
530510 Office Supplies	\$ 15,000	\$ 15,000
530520 Operating Supplies	\$ 450	\$ 450
530521 Gasoline	\$ 10,000	\$ 10,000
530528 Internal Fuel	\$ 25,000	\$ 25,000
530540 Books, Publications, Subscriptions, Etc	\$ 1,000	\$ 1,000
560640 Capital Outlay-Equipment	\$ 180,900	\$ -
560641 Capital Outlay-Vehicles	\$ 32,000	\$ 32,000
52502 Building Department	\$ 473,215	\$ 280,315

Exhibit 1 - FY 2013 Growth Management Budget / Expenditures Included in Cost Calculations

Per BoCC direction on February 19, 2014, legal and one-time expenses are to be excluded from calculations of cost of Growth Management services for the purposes of developing permitting fees

	All Expenditures	Expenditures included in cost calculations
140 Fire Marshal		
<i>14000 Fire Marshal</i>		
530316 Medical Services	\$ 1,140	\$ 1,140
530400 Travel & Per Diem	\$ 2,940	\$ 2,940
530409 Vehicle Maintenance Charges	\$ 7,757	\$ 7,757
530410 Phone & Postage/Freight	\$ 7,494	\$ 7,494
530451 Risk Management Charges	\$ 7,319	\$ 7,319
530460 Repair & Maintenance	\$ 700	\$ 700
530462 Vehicle Maintenance Charges	\$ 500	\$ 500
530470 Printing & Binding	\$ 500	\$ 500
530510 Office Supplies	\$ 800	\$ 800
530520 Operating Supplies	\$ 1,600	\$ 1,600
530521 Gasoline	\$ 400	\$ 400
530528 Internal Fuel	\$ 8,500	\$ 8,500
530540 Books, Publications, Subscriptions, E	\$ 5,755	\$ 5,755
560640 Capital Outlay-Equipment	\$ -	\$ -
560641 Capital Outlay-Vehicles	\$ -	\$ -
<i>14000 Fire Marshal</i>	\$ 45,405	\$ 45,405
TOTALS	\$ 1,419,322	\$ 522,247

Exhibit 2 - Allocation of Budgeted Costs to Permit-Related Activities

Fund	Last Name	Title	GM Admin	Building			Planning			Environ			Fire				
				SALARY + BENEFIT	TIME Allocation	Operating Cost Allocation	SALARY	TIME Allocation	Operating Cost Allocation	SALARY	TIME Allocation	Operating Cost Allocation	SALARY	TIME Allocation	Operating Cost Allocation		
ACCT NUMBERS				\$0		\$0		\$0		\$0		\$0		\$0		\$0	
INCLUDED OPERATING EXPENSE 2013				\$0		\$303,715		\$149,806		\$23,321		\$24,054		\$24,054		\$45,405	
FIRE																	
148	Callahan	Chief		\$160,361													
148	Leonrd	Asst Fire Marshal		\$95,907													
148	Napoli	Admin Assist.		\$51,400													
148	Zavalney	Prevention Captain		\$112,687													
				\$420,355													
GM ADMIN																	
148	Hurley, AICP	Director		\$142,198	0.05	\$7,110	0.1	\$14,220	0.05	7,110	0.15	\$24,054	0.15	\$24,054			
148	Terzanos	Executive Assistant		\$75,240	0	\$0	0.1	\$7,524	0.1	7,524	0.15	\$25,700	0.85	\$81,521			
				\$217,438	0.05	\$0	0.2	\$21,744	0.15	\$14,634	0.65	\$73,247	2.15	\$204,522			
					2.50%	\$7,110	10.00%	\$21,744	7.50%	\$14,634	53.75%	\$204,522					
PLANNING																	
148	Bauman	Planner		\$59,923	1	\$0	1	\$59,923	0	\$0	0	\$0	0	\$0			
148	Biel	Sr Planner		\$65,888	1	\$0	1	\$65,888	0	\$0	0	\$0	0	\$0			
148	Coyle	Planner		\$57,556	1	\$0	1	\$57,556	0	\$0	0	\$0	0	\$0			
148	Creech	Planning Coordinator		\$55,523	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0			
148	Flinn	Planner		\$57,556	1	\$0	1	\$57,556	0	\$0	0	\$0	0	\$0			
148	Haberman	Principal Current Planner		\$87,744	0.3	\$26,323	0.3	\$26,323	0	\$0	0	\$0	0	\$0			
148	Harvey	Comp Plan Manager		\$87,744	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0			
148	Jones	Sr Administrator		\$90,506	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0			
148	Maison	Administrative Assistant		\$51,400	0.2	\$10,280	0.2	\$10,280	0.2	\$10,280	0.1	\$9,366	0.1	\$9,366			
148	Santamaria	Assistant Director		\$93,658	0.1	\$9,366	0.1	\$9,366	0.1	\$9,366	0.1	\$4,587	0.1	\$4,587			
148	Scanlon	Staff Assistant		\$45,874	0.1	\$4,587	0.1	\$4,587	0	\$0	0	\$0	0	\$0			
148	Scherper	Comp Planner		\$63,236	0.2	\$24,994	0.2	\$24,994	0.2	\$24,994	0	\$0	0	\$0			
148	Schwab	Plan. & Environ. Resources Dir.		\$124,972	0.6	\$41,911	0.6	\$41,911	0.6	\$41,911	0.6	\$63,605	1	\$63,605			
148	Stankiewicz	ROGO		\$69,851	5.5	\$0	5.5	\$0	4.29%	\$58,852	4.29%	\$49,228	4.29%	\$49,228			
				\$1,011,431		\$0	39.29%	\$358,384		\$58,852		\$6,420		\$6,420			
ENVIRONMENTAL RESOURCES																	
148	DaSilva	Biologist		\$63,605	0	\$0	0	\$0	1	\$63,605	1	\$61,061	1	\$61,061			
148	Douma	Biologist		\$61,061	0	\$0	0	\$0	1	\$75,705	1	\$75,705	1	\$75,705			
148	McHargue	Sr. Biologist		\$75,705	0.5	\$35,777	0.5	\$35,777	0.5	\$35,777	0.5	\$35,777	0.5	\$35,777			
148	Oritz	Supervisor/Planner		\$71,554	0	\$0	0	\$0	0.7	\$61,421	0.7	\$61,421	0.7	\$61,421			
148	Roberts	Sr Administrator		\$87,744	0	\$0	0	\$0	1	\$71,128	1	\$71,128	1	\$71,128			
148	Vaseris	Biologist		\$71,128	0.5	\$0	0.5	\$0	5.2	\$368,697	5.2	\$368,697	5.2	\$368,697			
				\$430,797	8.33%	\$0	8.33%	\$35,777		\$1,943		\$20,212		\$20,212			

Exhibit 2 - Allocation of Budgeted Costs to Permit-Related Activities

Fund	Last Name	Title	SALARY + BENEFIT	GM Admin	Building			Planning			Environ			Fire			
					TIME Allocation	Salary Allocation	Operating Cost Allocation	TIME Allocation	Salary Allocation	Operating Cost Allocation	TIME Allocation	Salary Allocation	Operating Cost Allocation	TIME Allocation	Salary Allocation	Operating Cost Allocation	
BUILDING																	
180	A. Smith, Jr.	Sr. Director/Building Official	\$109,070		1	\$109,070	0	0	0	0	0	0	0	0	0	0	
180	Acker	Plans Examiner/Inspector	\$76,656		1	\$76,656	0	0	0	0	0	0	0	0	0	0	
180	Antetomaso	CSR I	\$59,279		0	\$0	0.5	\$29,640	0.5	\$29,640	0	0	0	0	0	0	
180	Arsenault	Plans Examiner/Inspector	\$78,371		1	\$78,371	0	0	0	0	0	0	0	0	0	0	
180	Bender	CSR II	\$62,796		1	\$62,796	0	0	0	0	0	0	0	0	0	0	
180	Bowden	Plans Examiner/Inspector	\$77,685		1	\$77,685	0	0	0	0	0	0	0	0	0	0	
180	Carroll	Administrative Assistant	\$53,460		1	\$53,460	0	0	0	0	0	0	0	0	0	0	
180	Corcoran	Floodplain Mgmt	\$69,604		1	\$69,604	0	0	0	0	0	0	0	0	0	0	
180	Goetzman	Sr. Coordinator	\$72,709		1	\$72,709	0	0	0	0	0	0	0	0	0	0	
180	Kasprzak	Plans Examiner/Inspector	\$82,725		1	\$82,725	0	0	0	0	0	0	0	0	0	0	
180	Kostic	Plans Examiner/Inspector	\$86,320		1	\$86,320	0	0	0	0	0	0	0	0	0	0	
180	Lofberg	Administrative Assistant	\$57,940		1	\$57,940	0	0	0	0	0	0	0	0	0	0	
180	Maldonado	CSR I	\$55,523		1	\$55,523	0	0	0	0	0	0	0	0	0	0	
180	McGivra	CSR I	\$55,523		1	\$55,523	0	0	0	0	0	0	0	0	0	0	
180	Parrington	CSR I	\$59,279		1	\$59,279	0	0	0	0	0	0	0	0	0	0	
180	Phinney	Plans Examiner/Inspector	\$68,531		1	\$68,531	0	0	0	0	0	0	0	0	0	0	
180	Pleasant	Application Analyst	\$93,709		1	\$93,709	0	0	0	0	0	0	0	0	0	0	
180	Ramirez	CSR I	\$59,476		1	\$59,476	0	0	0	0	0	0	0	0	0	0	
180	Sebben	CSR II	\$61,994		1	\$61,994	0	0	0	0	0	0	0	0	0	0	
180	Sellers	Plans Examiner/Inspector	\$79,978		1	\$79,978	0	0	0	0	0	0	0	0	0	0	
180	Sullivan	Plans Examiner/Inspector	\$80,431		1	\$80,431	0	0	0	0	0	0	0	0	0	0	
180	Tucker	Permitting Administrator	\$72,054		1	\$72,054	0	0	0	0	0	0	0	0	0	0	
180	Tugwell	Plans Examiner/Inspector	\$79,787		1	\$79,787	0	0	0	0	0	0	0	0	0	0	
180	Williams	CSR I	\$55,523		1	\$55,523	0	0	0	0	0	0	0	0	0	0	
180	Wingate	Floodplain Mgmt	\$76,820		1	\$76,820	0	0	0	0	0	0	0	0	0	0	
180	Mayan	Customer Service	\$64,407		1	\$64,407	0	0	0	0	0	0	0	0	0	0	
180	Vacant	Customer Service	\$55,523		1	\$55,523	0	0	0	0	0	0	0	0	0	0	
180	Herron	Electrical Inspector	\$64,450		1	\$64,450	0	0	0	0	0	0	0	0	0	0	
			\$1,969,623		27		0.5		0.5								
					96.43%	\$1,910,344	1.79%	\$29,640	1.79%	\$29,640	\$5,423	\$29,640	\$5,423	\$0	\$0	\$0	
					Direct	Direct	Direct	Direct	Direct	Direct	Direct	Direct	Direct	Direct	Direct	Direct	
					Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary
					\$1,917,454	\$445,545	\$66,219	\$462,198	\$32,055	\$204,522	\$24,405	\$24,405	\$24,405	\$0	\$0	\$0	
TOTAL PERMIT-RELATED COSTS (NO INDIRECT, ONE-TIME, OR LEGAL EXPENSES)																	

Exhibit 3 – Description of MAXIMUS Fee Analysis Methodology

This document describes the process undertaken between Monroe County and MAXIMUS Consulting, Inc. to determine the actual costs of providing permit-related services. Monroe County used the information from this process to determine prices for those services, which have been incorporated into the updated fee schedule.

Step 1: Collection of Relevant Costs

- The Growth Management FY 2013 budget serves as a starting point for the costs we included in our analysis. Per the direction of the Board of County Commissioners on February 19, 2014, indirect, legal, and one-time expenditures from FY 2013 were excluded, as indicated in Exhibit 1.
- The County reviewed its staff roster to identify which employees participated in permit-related services and to what extent. The results of that review, shown in Exhibit 2, detail the Growth Management costs that are included in our analysis. The percentage of time spent on permit-related activities is multiplied by annual salaries and benefits to first determine labor costs. Then the percentage of permit-related effort within each division is multiplied times the other direct costs from Exhibit 1. The totals provide the cost of permit-related services for both labor and other direct expenses.

Step 2: Collection of Time Data

- We obtained data on how staff spent their time on permit-related activities in order to allocate costs to those activities. This data collection was done in two stages:
 - First, MAXIMUS interviewed Growth Management staff to obtain first-hand accounts of the work performed and the time required for all steps required to issue permits.
 - Second, staff completed time sheets over a four-week time period, detailing how their time was spent in increments of 15 minutes.
- MAXIMUS used a combination of these two data sets to calculate the time required to provide each permit or permit-related administrative activity. Time sheet data was the primary source used for calculations of time spent in each activity. Given that not all activities occurred within the time sheet period, or that some of them occurred in quantities too small to provide an accurate assessment of time spent, staff estimates were used as a supplement when time sheet data was insufficient.

Step 3: Allocation of Costs to Activities

- The new fee schedule employs two pricing methods: 1) flat fees for administrative and miscellaneous activities, as well as for residential and commercial projects with less than \$5,000 of contract value, and 2) valuation-based fees for residential and commercial projects with a contract value of \$5,000 or more. The calculation of the costs for these services employed a two-step process.
 - 1) Flat Fee Costs: We based the costs for flat fee services on the time data collected in step two. These times per activity were multiplied by an average staff hourly rate and a

percentage charge for applicable department administrative support to obtain a cost per activity. This was done separately for each department and added at the end for a total cost for each service across Growth Management.

- 2) Valuation-Based Fee Costs: We also based the costs for valuation-based services on Step 2's time data, but the process was different than for flat fees:
 - a. First, the County and MAXIMUS developed four value bands to create a tiered system of calculating valuation-based permit costs. These bands were designed to recognize that while projects of increasing cost and complexity require increasing amounts of work, that increase is not linear. Having four value bands allows the County to charge four separate rates and to more accurately tie the costs of services to the parts of the permitting process where those costs occur.
 - b. Second, the staff interviews and time sheet data collection included these value bands, and obtained information on how staff spent their time working on projects of varying contract values.
 - c. Third, FY 2012 permits were examined to calculate the contract value of permit issued, and divided that value into the four bands. These values were divided by \$1,000 so that the final rates would be in increments of price per \$1,000 of contract value.
 - d. Fourth, total costs for the flat fee services mentioned above were removed from the overall cost pool, leaving only the costs associated with projects with a contract value of \$5,000 or above. These total costs were then associated with the four bands as indicated by staff time data. For instance, Building data showed that 73% of staff time was spent working on permit values from \$5,000 to \$99,999, so 73% of the Building costs that were not flat fee permit related were allocated to Band 1.
 - e. Fifth, the costs for each band were divided by the contract values that fell into each band. This created a calculation of the cost of services for each \$1,000 of contract value within the bands.
 - f. Sixth, for the Building Department only, an adjustment to those rates was applied to account for the fact that some permits do not require the review of all Building disciplines. Growth Management decided to adjust the Building rates based on the number of disciplines involved, as described in (B)3.b. and (C)2.b. To maintain full cost recovery of Building costs, the rates were adjusted so that charging incremental portions of the rates would still recoup all costs associated with Building Department effort.

The results of these calculations were analyzed by Growth Management, and were weighed against previous direction from the Board of County Commissioners on previously agreed to prices for Growth Management services. The final results are reflected in the current fee resolution