

Addendum Date: November 15, 2016

## **RFP# 2793 – Community Development Fee Study Addendum # 1**

Contact: [Karen Fitzthum](#), Manager; [Sarah Yeckley](#), Supervisor

This Addendum responds to questions received regarding this Request for Proposals:

1. What permitting software do you currently use?

The City is using Energov for permit processing.

2. Do you track review time by permit?

The City has some data associated to the process. This data may not be reliable.

3. When was the last time you updated/increased your permit fees?

We are currently working an update through the approval process with the City Council. The amendment is minor in nature and only deals with some building and planning fees. The City Council understands the first step of a two-step process with the second action based upon the findings of this study.

4. May I have a detailed org chart, or is a detailed org chart available?

There are three different departments included in the permit review process. The organizational chart for these three Departments are attached to this addendum. In addition to the Community Development Department, there are portions of other departments that participate in the permit review process as well. In the Public Works Department it is primarily the Environ, Engineering, Traffic and Development Services Section, and in the Fire Department it is the Fire Marshal team.

**RFP 2792 Addendum #1**

5. Fire Fees – Failure to call for inspection, investigation working without permit, investigation-fire origin, self-service gas station, indoor tire storage permit, hot works, underground tank removal, preventable alarm, and transport fees. These seem like fines or penalties and/or not related to development. Do you expect these to be part of the review?

Failure to call for inspection, investigation of working without a permit, self-service gas station, indoor tire storage permit, hot works, underground tank removal are fees that should be reviewed. Costs/charges for annual inspections of all commercial properties should also be included. The City has a program of inspecting all commercial properties on an annual basis without charging a fee. Investigation of fire origins, preventable alarm and transport fees are not included in this review.

6. Sewer permits – industrial waste discharges and grease interceptor included?

There are initial approvals/inspections with construction and then continuous over time and they will be included in this review, so we know cost and fees for both.

7. Water permits – fire hydrants, purity test, and all the water related permits or fees. If water meter and main installations are included, does Public Works have hourly equipment rates?

No, the Public Works permit fees are for inspections and do not involve equipment.

**All other terms and conditions of the solicitation remain unchanged**