

## Comprehensive Fee Study & Overhead Cost Allocation Analysis

### Questions & Answers:

1. Please confirm whether the following types of fees and charges are included in the scope of review for the fee study:
  1. Development Impact Fees – **Not included**
  2. Water User Charges for Water Use – **Not included**
  3. Sewer User Charges for Sewer System Use – **Not included**

*Typically, these fees are not included because they have different statutory requirements and adoption proceedings from other types of fees for services.*

2. Can the City provide a list of departments for separate pricing? – **1) Police, 2) Fire, 3) Engineering, 4) Parks & Public Works, 5) Building, 6) Planning, 7) Finance & Administrative**
3. Should travel costs be included or reimbursed separately? – **Included**
4. How should additional meeting rates be structured? – **We do not have a preference.**
5. What is the anticipated project timeline? – **To be determined**
6. Since electronic submittal is an option, regarding the “original signature” request, will the City accept an electronic signature? – **Yes we will.**
7. Regarding the addendum to be issued summarizing Q&A responses, since there is a relatively short window for proposal development due to the upcoming Memorial Day holiday and the proposal deadline of June 4<sup>th</sup>, when is the addendum expected to be available? – **Questions will be answered and immediately available through this link. (<https://www.grassvalleyca.gov/bids-and-rfprfqqs>)**
8. Though not listed in the selection criteria, will exceptions to the Professional Services Agreement be evaluated as part of the proposal scoring? – **No it will not be part of the proposal scoring, but legal review will be required for any exceptions.**
9. Please confirm whether the study is limited to General Fund user fees only. – **Yes**
10. Has the City completed any interim user fee, hourly rate, or cost allocation updates since the 2005 Cost of Services Study referenced in the current fee schedule? – **No we have not.**
11. What is the City’s primary driver for this project at this time: revenue recovery, legal defensibility, fee modernization, budget sustainability, public transparency, or all of the above? – **All of the above**
12. Does the City have a preferred list of comparable cities for the fee survey? – **No we do not, and want to find a solution that works for our agency.**
13. Does the City currently have a cost allocation model or fee model from a prior study? – **No we do not.**
14. Does the City have a target date for City Council adoption of the updated fees? – **No we do not.**