

Task	Consultant Fee	City Fee	Combined Fee
New Application Review - Phase 1	\$ 1,461.00	\$ 4,312.49	\$ 5,773.49
New Application Review - Phase 2	\$ 1,332.00	\$ 1,898.30	\$ 3,230.30
New Application Review - Phase 3	\$ 1,578.00	\$ 404.82	\$ 1,982.82
New Application Review - Phase 4	\$ -	\$ 1,674.04	\$ 1,674.04
Non-Operating License Renewal	\$ 1,248.00	\$ 1,674.04	\$ 2,922.04
Operating License Renewal	\$ 2,754.00	\$ 324.39	\$ 3,078.39
Compliance Audit	\$ 2,301.00	\$ 324.39	\$ 2,625.39
Financial Audit	\$ 10,000.00	\$ 216.26	\$ 10,216.26
License Modification	\$ 1,248.00	Varies	By deposit (\$1,248.00 min.)
Appeal	Varies	\$ 3,301.17	By deposit (\$3,301.17 min.)
Background Fee	\$ -	Per Contract	
Live Scan Fee	\$ -	Per OPD	

Position	2018 Rate	2025 Rate	Phase 1 (Hours)	Phase 2 (Hours)	Phase 3 (Hours)	Phase 4 (Hours)	Non-op Renewal	Operating Renewal	Compliance Audit	Financial Audit	Modification	Appeal
City Manager	\$ 172.99	\$ 263.28	4	1			1	1				2
Assistant City Manager	\$ 143.75	\$ 219.60	2	1			1	1				2
City Clerk	\$ 59.26	\$ 24.01	1	1			1	1				2
Assistant City Clerk	\$ 21.78	\$ 116.13	1	1								1
Chief of Police	\$ 174.03	\$ 254.01	2	1			1	1				
Police Captain	\$ 132.54	\$ 236.92	1	1			1	1				
Police Lieutenant	\$ 127.57	\$ 203.83	1	1			1	1				2
Director of Financial Services	\$ 116.27	\$ 181.80	1	1			1	1				
Executive Assistant	\$ -	\$ 86.48	1									
Development Services Director	\$ 123.58	\$ 176.36	7	1	1		1	1				10
Senior Planner	\$ 73.91	\$ 108.13		1					3	3	2	
Senior Management Analyst	\$ 73.75	\$ 114.23	2	1	1		1					
Senior Management Analyst 2	\$ 73.75	\$ 114.23			1							
Account Technician - Customer												
Account Representative li	\$ 30.46	\$ 62.26										
TOTAL			\$ 4,312.49	\$ 1,898.30	\$ 404.82	\$ 1,674.04	\$ 1,674.04	\$ 324.39	\$ 324.39	\$ 216.26	By deposit	\$ 3,301.17

Consultant Tasks				Consultant Role		
	Cost Subtotal per Task	Cost	Hours	Principal	Senior Planner II	Planner II
				\$297/hour	\$246/hour	\$168/hour
<b>A. Zoning Verification Letter</b>						
1. Create Zoning Verification Letter Application Form.		\$168.00	1.00			1.00
2. Zoning Verification Letter application Review		\$336.00	2.00			2.00
3. Zoning Verification Letter Zoning Review		\$336.00	2.00			2.00
4. Zoning Verification Letter Determination Letter Draft		\$879.00	4.00	1.00	1.00	2.00
5. Issue Zoning Verification Letter		\$42.00	0.25			0.25
<b>Task Subtotal</b>	<b>\$1,761.00</b>					
<b>B. New Application Completeness Screening</b>						
1. Application Completeness Review		\$252.00	1.50			1.50
2. Create Application Completeness Checklist		\$414.00	2.00		1.00	1.00
3. Application Completeness Review Determination Letter		\$795.00	3.50	1.00	1.00	1.50
<b>Task Subtotal</b>	<b>\$1,461.00</b>					
<b>C. New Application Review</b>						
1.New Application Review and Scoring		\$582.00	3.00		1.00	2.00
2. Create Application Review Template / Point Deduction Explanation		\$414.00	2.00		1.00	1.00
3. Report Cover Sheet		\$84.00	0.50			0.50
4. Consultant to provide narrative for each point deducted		\$168.00	1.00			1.00
5. New Application Scoring Record Keeping and Tracking		\$84.00	0.50			0.50
<b>Task Subtotal</b>	<b>\$1,332.00</b>					
<b>D. Panel Interviews</b>						
1. Training Materials for Application Interviews		\$582.00	3.00		1.00	2.00
2. Draft Training Guide for Panel		\$582.00	3.00		1.00	2.00
3. Draft Provide Anonomous Scoring Sheet		\$414.00	2.00		1.00	1.00
<b>Task Subtotal</b>	<b>\$1,578.00</b>					
<b>E. Compliance Inspection</b>						
1. Create Inspection Checklist		\$582.00	3.00		1.00	2.00
2.Local License Regulations Affidavit		\$84.00	0.50			0.50
3. Inspection Scheduling		\$84.00	0.50			0.50
4. Staff and Consultant Coordination and Business Inspection		\$672.00	4.00			4.00
5. Inspection Report		\$879.00	4.00	1.00	1.00	2.00
<b>Task Subtotal</b>	<b>\$2,301.00</b>					
<b>F. Renewal Application (Operating)</b>						
1. Business License Renewal Tracking		\$84.00	0.50			0.50
2. Consultant to create renewal application		\$414.00	2.00		1.00	1.00
3. Consultant to review renewal application		\$168.00	1.00			1.00
4. Local License Renewal Compliance Review		\$582.00	3.00		1.00	2.00
5. Local License Amendment Verification and Reporting		\$252.00	1.50			1.50
6. Local License Acknowledgements and Sigantures Request		\$84.00	0.50			0.50
7. Local License Renewal Applicant Completeness Report		\$879.00	4.00	1.00	1.00	2.00
8. On-going Local License Review		\$291.00	1.50		0.50	1.00
<b>Task Subtotal</b>	<b>\$2,754.00</b>					
<b>H. Renewal Application (Non-Operating)</b>						
1. Non-Operating Business License Renewal Tracking		\$84.00	0.50			0.50
2. Consultant to Draft Incomplete Letter		\$582.00	3.00		1.00	2.00
3. Consultant to draft and issue letter with next steps		\$582.00	3.00		1.00	2.00
<b>Task Subtotal</b>	<b>\$1,248.00</b>					
<b>H. License Modification</b>						
1. License Modification Application completion Review		\$84.00	0.50			0.50
2. License Modification Review Compliance Review and Coordination		\$582.00	3.00		1.00	2.00
3. License Modification Criteria Review and Coordination		\$582.00	3.00		1.00	2.00
<b>Task Subtotal</b>	<b>\$1,248.00</b>					
<b>Consultant Hours Total</b>			<b>70.25</b>			
<b>Consultant Cost Total</b>		<b>\$13,683.00</b>				

Consultant Tasks	Consultant Task Detailed Description
<b>A. New Application Completeness Screening</b>	
1. Application Completeness Review	Consultant to review applications against the checklist and note any deficiencies.
2. Create Application Completeness Checklist	Consultant to create a checklist of all required materials. Staff to greenlight the checklist prior to use.
3. Application Completeness Review Determination Letter	Consultant to send the completed checklist to staff for each application within two weeks. accompanied by a written letter stating whether or not the applicant must provide additional information and what documentation must be supplied to cure the application.
<b>B. New Application Review</b>	
1.New Application Review and Scoring	Consultant to score each application per the adopted application procedures and evaluation criteria within 30 days of receipt from the City.
2. Create Application Review Template / Point Deduction Explanation	Consultant to create a standard report template showing where all points / point deductions came from. Staff to greenlight the template prior to use.
3. Report Cover Sheet	Each report must have a cover sheet showing point totals for each section.
4. Consultant to provide narrative for each scoring item not met in full.	Each scoring item not met in full must be accompanied by a narrative response.
5. New Application Scoring Record Keeping and Tracking	Consultant to keep a list of each application's score and furnish the list to the City in spreadsheet format.
<b>C. Panel Interviews</b>	
1. Training Materials for Application Interviews	Consultant to provide training to the panel regarding recommended questions to ask and provide brief legal counsel on what questions/behaviors to avoid.
2. Draft Training Guide for Panel	Consultant to furnish a written copy of that training/guidance to staff for later use, should there be turnover in the panel.
3. Draft Provide Anonomous Scoring Sheet	Consultant to furnish a simple interview scoring sheet for the panel to anonymously score applicants.
<b>D. Compliance Inspection</b>	
1. Create Inspection Checklist	Consultant to create a checklist for compliance inspections. Staff to greenlight the checklist prior to use.
2.Local License Regulations Affidavit	[Items which cannot be verified (e.g. waste management/destruction of product) can be included in an affidavit to be signed by a business owner stating that the license may be revoked if the licensee does not act in compliance with the specific regulations.]
3. Inspection Scheduling	Consultant to reach out to applicant and staff to schedule inspections within 30 days from opening or renewal date.
4. Staff and Consultant Coordination and Business Inspection	Staff and the consultant shall conduct the inspection at a mutually agreed upon time which should not obstruct business operations to the greatest extent possible.
5. Inspection Report	Consultant to write a report following each inspection explaining what issues must be addressed, when those issues should be addressed, and how to demonstrate that those issues have been addressed. The report shall be furnished to staff, not the applicant. The report shall be furnished within 15 days of the inspection. Consultant may be authorized to schedule a follow-up inspection to verify compliance with issues described in the report.
<b>E. Renewal Application (Operating)</b>	
1. Business License Renewal Tracking	Consultant to track when each business passes their pre-opening inspection and when their renewals are due. Licenses shall be renewed annually on that date of the approved pre-opening inspection.
2. Consultant to create renewal application	Consultant to create a renewal application form. Staff to greenlight the form prior to use.
3. Consultant to review renewal application	Consultant to review renewal application to verify ongoing compliance with regulations and local license obligations (e.g. community benefits, employee wages, etc.).
4. Local License Renewal Compliance Review	Consultant to verify that any changes to the local license are reported and approved by the City.
5. Local License Amendment Verification and Reporting	Consultant may request acknowledgements or updated signatures from the business owner/s declaring that they understand the expectations of the City and the potential consequences of failing to comply with the requirements.
6. Local License Acknowledgements and Sigantures Request	Consultant to create standard report template for operating renewals. Staff to greenlight the template prior to use.
7. Local License Renewal Applicant Completeness Report	Consultant to provide a report following the review of the renewal application to staff within 30 days of receipt. A narrative letter shall accompany a renewal with missing information demonstrating how the licensee can provide the missing information or rectify any issue exposed by the review.
8. On-going Local License Review	Consultant shall conduct additional reviews of operating renewals within 30 days of receipt from staff.
<b>F. Renewal Application (Non-Operating)</b>	
1. Non-Operating Business License Renewal Tracking	Consultant to review each non-operating renewal within 30 days of receipt from staff.
2. Consultant to Draft Incomplete Letter	Consultant to draft letter for incomplete applications providing a narrative response detailing what needs to be corrected in order to approve the renewal.
3. Consultant to draft and issue letter with next steps	Consultant to send a letter to staff detailing the next steps for the licensee to become operational and explain where the license is in the timeline of necessary steps to open. a.I am imagining something similar to tracking a package where it shows the main milestones like submitting for a CUP, CUP deemed complete, CUP approved at the 2nd public hearing, submitting tenant improvement plans, tenant improvements in progress, business license submitted and approved, certificate of occupancy acquired, and pre-opening inspection completed. It should show where the license is in the process and if it is behind schedule or on schedule. The timeline should also include the typical times for future milestones (e.g. 9-12 months to obtain a regulated use CUP).
<b>G. License Modification</b>	
1. License Modification Application completion Review	Consultant to review each license modification within 30 days of receipt from staff.
2. License Modification Review Compliance Review and Coordination	Consultant shall review each request to ensure compliance with all state and local regulations, as well as the obligations of the local license materials.
3. License Modification Criteria Review and Coordination	Consultant shall also verify that any change would not have precluded the business from being awarded a local license were the modification included in their original application. For instance, if a licensee requests to modify their community benefits, the consultant shall ensure that the request would still meet the intent of the evaluation criteria and that it would not have changed their original score by enough points to preclude them from being awarded a license in the first place.