



Delta Computer Systems, Inc.

August 28, 2013

David Pimperl
Baldwin County
RE: Building Permits

David:

I have attached our correspondence of June 7, 2013. Since that time, we have substantially completed the inspection module and will complete the re-roofing permit option by mid-September. We are also working on some minor printing enhancements to produce the certificate of occupancy using graphic overlays.

I believe the previous numbers we discussed are consistent with the work delivered. At this point, I would like to declare this project as completed to the 60% level and suspend any other work until we mutually decide to proceed with such projects. The county has paid 60% of the total programming cost and there will be no additional amounts due. If it is acceptable to you, we will adjust the hosting and support fees to approximately 60% of the original quoted price. Thus the hosting fee would be 60% of \$3,600 = \$2,160 and the support fee would be 60% of \$5,700 = \$3,420. Billing on these items would be done September 15, 2013 for payment on October 1, 2013.

Please let me know if these revisions are acceptable.

Thanks

John Robertson, President



Delta Computer Systems, Inc.

June 7, 2013

David Pimperl
Baldwin County
RE: Building Permits

David:

I have included a copy of the original proposal on this project with my status notes in red for each section. At this point, I would like to declare this project as completed to the 60% level and suspend any other work until further notice. The county has already paid 60% so there are not additional amounts related to programming fees. The ongoing hosting and support fees can be reduced to a 60% level if that is acceptable to you. Thus the hosting fee would be 60% of \$3,600 = \$2,160 and the support fee would be 60% of \$5,700 = \$3,420.

If in the future we want to move ahead on any of these topics, we will start with a clean slate and take them one at a time.

Let me know you thoughts.

Thanks

John Robertson, President



**Public Access and Integration Enhancements
Building Permit System
Baldwin County, Alabama
Revised 12-04-2011**

Discussion:

These upgrades to the existing permit system are designed to provide wide public access for building permit and inspection management processes. The system is a logical extension of the permit system in use in Baldwin County with a history of over 95,000 permits. By providing public access, the entire system can be more efficient by allowing contractors to do the bulk of data entry work for permits and inspection requests. Automated routing and inspection scheduling as well as email notifications makes the entire process run smoother.

An outside server to eliminate security threats to the county database will provide web hosting. The county will push and pull data to the server as information is posted from various sources.

Permitting:

Permit applications can be created online 24/7 for submission to the county or automatic approval where appropriate. As part of the permitting process, documents can be uploaded to the server for review by officials. When a permit is approved online, the contractor may immediately pay for the permit.

Contractors may prepare 'working permits' to estimate the cost then submit them for approval at a future date.

This is partially completed. The 'trade' licenses are complete and working. The driveway permit programming is completed pending any final changes requested by the county. The full blown building permitting is probably not feasible given the county requirement for original signed engineering plans.

Inspection Scheduling:

Contractors may submit a request for inspection at any time using a smart phone, laptop, tablet PC or other browser compatible device. The request will be submitted to the county for routing and scheduling. The contractor can monitor the status of the inspection request using a mobile device. When the schedule has been set, the contractor may be emailed to coordinate the process.

Inspection routing is enhanced by sorting all open requests for inspection by the proximity to the inspector. This feature reduces travel time, the cost of wear and tear on vehicles, and speeds the inspection process.

The programming is substantially complete on this system. However, neither the county nor the contractors have show in interest. The original system has an inspection tracking and scheduling system but it has never been used.

Tracking:

Contractors may view the status of their permits and inspections at any time using a web based device. Once an inspection is completed, the results will be made available on the web. The inspector and contractor may add notes and comments to provide for better communication. For example, if the inspector is unable to complete an inspection because some item could not be located at the jobsite, the contractor can respond using the tracking system to clarify the situation.

The contractors can view their permits. The inspection scheduling is not being used as discussed above.

Key Features:

- 24/7 access
- Inquiry to locate parcels
- Schedule, reschedule and cancel inspections
- Permit and pay online
- Submit documents for review
- Check status of Permits or Inspection request

Estimated Cost:

Upgrades and Custom Programming	\$38,000 (one-time fee)*
Web Hosting Services	\$3,600 / year
System Maintenance	\$5,700 / year

*Includes (2) PaperLink scan station licenses compatible with existing imaging systems in use in the Revenue Commissioner office for access to documents. Additional licenses may be purchased if necessary.

Additional Functions and Features

Discussion:

A meeting was held on December 1, 2011 with various departments in Baldwin County. Based on the various ideas and input expressed in the meeting, to make a more complete system some additional features should be incorporated. Of highest priority is 1) standardized addresses, 2) alerts and informational transactions from other departments (E911, Solid Waste, and Appraisal), 3) electronic workflow of permits to the appraisal department, and, 4) integration of permit inquiry by outside departments such as Appraisal, Solid Waste and Highway. These features are listed below.

Standardized Addresses:

The primary source of address information will come from the 911 department. Addresses entered or modified in the 911 department will be imported and updated in the standardized address file. Because the 911 department is primarily responsible for county addresses, the file will be structured to allow other sources of information such as the various cities located in Baldwin County. From the standard address file, the user may inquire the system for permits, appraisal information and other information available in the system and using the standard address methodology.

Not done – Suspended indefinitely.

Alerts and Informational Transactions:

This module will allow any authorized department to create an informational message and route it to one or more departments using the standardized address as the primary means of association. Additional keys include PPIN, Parcel Number, Permit Number, and others as may be necessary.

Not done – Suspended indefinitely.

Computerized Work for of Permits for Appraisal:

This set of programs will allow the appraisal department to review building permits and created an appraisal tracking record if necessary. The appraiser may access those permits not yet reviewed or any permit on the system. Any information related to the permit will be available for review.

Completed and in use.

Permit Inquiry:

This module provides broad access to permit information. Permits may be searched by owner name, permit number, standardized address, parcel number, etc. All information related to the permit can be viewed. The inquiry will be incorporated as an upgrade to all existing Delta programs where it is deemed appropriate. This would include appraisal, abstract, exemptions, etc.

Completed and in use.

Cost for additional Features:

Custom Programming

Standardized Addresses (interface to 911 system)	\$6,000*
Alerts and Informational Transactions	\$1,500
Computerized Work for of Permits for Appraisal	\$1,000
Permit Inquiry Integration to existing programs	\$1,000
Total Custom Programming Cost	\$9,500

Annual Maintenance

Standardized Addresses	\$1,200
Alerts and Informational Transactions	N/C
Computerized Work for of Permits for Appraisal	N/C
Permit Inquiry Integration	N/C

Conversion of 911 Addresses (\$75.00/ hour – estimated 8 – 16 hours)

*Includes custom revisions to existing permitting, abstract, appraisal (real and personal) and taxpayer account programs to verify and control addresses.