



CITY OF
FOLSOM
QUALITY OF LIFE BY NATURE

Folsom City Council Staff Report

MEETING DATE:	10/22/2024
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11277 – A Resolution Authorizing the City Manager to Execute 1) Amendment No. 6 to the Agreement (Contract No. 174-21 13-052) with Superior, LLC (now known as CentralSquare Technologies) to Migrate the City’s Permit Tracking System from on Premise to the Cloud; and 2) an Agreement with Bluebeam for the Purchase of Bluebeam Revu Licenses for Electronic Plan Review
FROM:	Community Development Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff respectfully requests that the City Council approve Resolution No. 11277 – A Resolution Authorizing the City Manager to Execute 1) Amendment No. 6 to the Agreement (Contract No. 174-21 13-052) with Superior, LLC (now known as CentralSquare Technologies) to Migrate the City’s Permit Tracking System from on Premise to the Cloud; and 2) an Agreement with Bluebeam for the Purchase of Bluebeam Revu Licenses for Electronic Plan Review.

BACKGROUND / ISSUE

ComDev (formerly called TRAKiT) is the primary program that the Community Development Department uses to accept, review, track, and process development permit and project applications. This amendment to the City’s existing contract with Superior LLC (now known as Central Square Technologies or CST) is needed to move the electronic permitting and processing program (ComDev) from the City’s servers to Central Square’s servers in the cloud. This will reduce the need to upgrade existing servers and purchase new ones and it will also relieve the City’s Information Systems (IS) staff from having to maintain the system. The cost of the amendment is \$120,377.54. Amendment #6 includes several important items. These include:

1. Migration of the ComDev program from the City servers to CST’s servers;
2. A temporary integration with the City’s existing electronic plan review software, ProjectDox; and
3. Integration with Bluebeam Revu, the City’s future electronic plan review software.

The City currently uses two main software programs, ComDev and ProjectDox, and those software programs are installed and operated from the City's servers, which are based here at City Hall. ComDev is the primary program that the Community Development Department (CDD) uses for its review and processing of development applications. It allows customers to submit applications online, track the status of their application, pay their fees, receive their building permit or project approval letter, and schedule building inspections. The one part that ComDev does not include is electronic plan review.

The electronic review of development plans is done by another program called ProjectDox. ProjectDox communicates with ComDev, and it allows staff to review and mark up the plans and then stamp and issue the approved plans. Both programs are moving to the cloud, which means that programs are installed on off-site servers that are operated by Amazon Web Services (AWS).

The benefits of moving these software systems to the cloud is that the City no longer needs to purchase, maintain, and troubleshoot servers located at City Hall. This will also relieve City IS staff from having to assist City staff whenever there are issues with these programs. Once these systems are on the cloud, the City will no longer have to pay for support services. In addition, staff, including contract staff, building inspectors and others, can access the program anywhere. However, the cost associated with migrating to the cloud are significant – approximately \$90,000 per year per program.

Given the cost of moving these programs to the cloud, staff is recommending that only ComDev be migrated to the cloud. Staff are planning to replace ProjectDox with a less expensive program, called Bluebeam Revu since ProjectDox's parent company, Avolve Software, informed the City in early 2024 that starting in 2025 they will no longer support the on-premise version of ProjectDox that the City uses. Bluebeam Revu can do the same electronic plan review work as ProjectDox and can be integrated with ComDev. This is why CDD is also requesting that Council give the City Manager the authority to enter into a contract with Bluebeam to purchase Bluebeam Revu licenses. Bluebeam Revue is considerably less expensive than ProjectDox (approximately \$33,000 per year instead of \$90,000 per year).

The funding to cover these migration and upgrade costs was included as part of the Fiscal Year 2024/25 City budget which was approved in June 2024. In the approved budget, \$155,000 was authorized so that the Community Development Department could make this transition and replace ProjectDox with Bluebeam Revu. Table 1 shows the costs association with the migration and upgrade. Staff have included a \$10,000 contingency in the event that there are additional unforeseen costs necessary to ensure the system works correctly in the cloud. Sufficient funds are budgeted and available in the Community Development Department's operating budget to cover the cost of the \$10,000 contingency.

**Table 1
Upgrade and Migration Costs**

Services	Description	Fee
1) ComDev Migration Setup	Professional services to manage transition from on-site to the cloud	\$31,500.80
2) ComDev Annual Software Subscription	Annual subscription to cloud-based ComDev program	\$85,588.00
3) ProjectDox Interface*	Temporary annual integration with ProjectDox	\$3,288.74
4) Bluebeam Revu Software	Annual subscription to Bluebeam Revu	\$33,000
	<i>Subtotal</i>	\$153,377.54
	<i>Contingency</i>	\$10,000.00
Total Cost		\$163,377.54

*Notes: *ProjectDox will be replaced by Bluebeam Revu in mid-2025 as staff will need time to transition from ProjectDox to the new, less expensive Bluebeam software.*

Staff anticipates launching the new cloud-based ComDev system in December 2024 or January 2025. Once that system is working properly, staff will then transition away from ProjectDox and over to the new Bluebeam Revu electronic plan review software by June 2025. This new system will provide a single interface for customers as opposed to the double log-in required under the current system and the new system will be accessible anywhere there is internet service.

POLICY / RULE

Pursuant to Section 2.36.080 of the Folsom Municipal Code, contracts for services exceeding the City Manager’s contracting authority shall be awarded by the City Council. This amendment exceeds the City Manager’s contracting authority.

ANALYSIS

As discussed earlier in this report, the migration to the cloud will relieve IS staff of the maintenance duties needed for both the ComDev and ProjectDox systems and will reduce the need to regularly upgrade City servers for these programs. It will also allow City staff, contract staff, and inspectors to access the programs anywhere. Staff also believe that this will result in a system that will be easier to use for customers since it will only require customers to use one system and not two separate systems.

FINANCIAL IMPACT

If approved, the amendment with Superior/Central Square and the agreement to replace ProjectDox with Bluebeam Revu will cost \$153,377.54 along with a \$10,000 contingency for the migration of the ComDev system to the cloud for a total amount not-to-exceed \$163,377.54.

The funding to cover these migration and upgrade costs was included as part of the Fiscal Year 2024-25 City Operating budget which was approved in Resolution No. 11210 on June 25, 2024.

Sufficient funds are budgeted and available in the Community Development Department's operating budget to cover the cost of the contract amendment. Since the cloud-based ComDev and Bluebeam systems use a fee-for-service model, there will be ongoing, annual costs associated with these systems. After the first full year of use, the ongoing annual cost for ComDev will be \$89,867 and the cost will increase by five percent (5%) each year after that. For Bluebeam, the annual cost for their Bluebeam Revu system is anticipated to be \$33,000 per year. Combined these annual costs will total approximately \$123,000 per year, and will be appropriated through the annual budget adoption process.

As CDD staff described as part of the budget presentations in May and June 2024, most software programs are moving to the cloud and are adopting a fee-for-service model similar to that of Microsoft Office 365 where customers must pay an annual fee for the license to use the software. Staff evaluated other alternatives to ProjectDox that integrated with ComDev and found that Bluebeam Revu was the most cost-effective program.

ENVIRONMENTAL REVIEW

The execution of an amendment to an existing contract for additional services for the migration of the ComDev development project and permitting software to the cloud is not considered a project under the California Environment Quality Act (CEQA) in accordance with CEQA Guidelines Section 15061(b)(3). As a result, this action is exempt from environmental review.

ATTACHMENTS

1. Resolution No. 11277 – A Resolution Authorizing the City Manager to Execute 1) Amendment No. 6 to the Agreement (Contract No. 174-21 13-052) with Superior, LLC (now known as CentralSquare Technologies) to Migrate the City's Permit Tracking System from on Premise to the Cloud; and 2) an Agreement with Bluebeam for the Purchase of Bluebeam Revu Licenses for Electronic Plan Review.

Submitted,



Pam Johns, Community Development Director

RESOLUTION NO. 11277

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE 1) AMENDMENT NO. 6 TO THE AGREEMENT (CONTRACT NO. 174-21 13-052) WITH SUPERION, LLC (NOW KNOWN AS CENTRALSQUARE TECHNOLOGIES) TO MIGRATE THE CITY'S PERMIT TRACKING SYSTEM FROM ON PREMISE TO THE CLOUD; AND 2) AN AGREEMENT WITH BLUEBEAM FOR THE PURCHASE OF BLUEBEAM REVU LICENSES FOR ELECTRONIC PLAN REVIEW

WHEREAS, the City Council approved a Software License and Services Agreement with SunGard Public Sector Inc. to provide a suite of software solutions for the City Finance Department and the Community Development Department to address finance, payroll, electronic project and permit tracking, and electronic plan check services on December 10, 2013; and

WHEREAS, on March 30, 2016, the previous City Manager executed Amendment #1 to the original Software License and Services Agreement with SunGard Public Sector Inc. to update component systems for land management and permitting to reflect changes in software, technology and nomenclature (ONESolution to TRAKiT/ComDev) with no budgetary change; and

WHEREAS, on November 13, 2018, the City Council approved Amendment #2 to the original Software License and Services Agreement with Superior LLC (formerly SunGard Public Sector Inc.) for \$98,230 to add additional software components and services necessary to provide enhanced customer service, including electronic payment option for customers, a citizen portal allowing customer access to project information, advanced GIS services, integration with the California State Licensing Board to validate contractor licenses, and the ability to schedule building inspections by phone; and

WHEREAS, in late 2018, the City was informed by Superior LLC that it would no longer provide electronic plan check services due to a change in its relationship with its third-party provider for electronic plan check services, Avolve Software; and therefore, Superior recommended that the City contract directly with Avolve; and

WHEREAS, the City and Superior LLC (now known as Central Square Technologies) executed Amendment #3 to the original Software License and Services Agreement that removed electronic plan check software and services from the original agreement, removed the \$80,080 in project management fees originally to be charged for these services, and credited back to the City a total of \$74,130.64, of which \$15,360 were project management fees and \$58,770.64 were maintenance fees previously paid by the City to Superior LLC; and

WHEREAS, on November 13, 2018, the City Council approved Resolution 10206 which amended the agreement (Amendment No. 4) to add 80 additional hours of project management services from Superior LLC to assist the City in the set up and installation of the new permitting software; and

WHEREAS, on August 24, 2021, Council approved Resolution No. 10646, which amended the agreement (Amendment # 5) to add additional user licenses, transfer historical data from the City prior system (NaviLine) into ComDev, and develop a custom GIS script to ensure that the land management system for ComDev and NaviLine had the most up to date address and parcel information; and

WHEREAS, City staff as part of the budget hearings in May and June 2024 notified City Council that both ComDev and ProjectDox were moving to a cloud-based fee-for-service model and that the Community Development Department had evaluated these programs and recommended only moving forward with a migration to the cloud-based ComDev system due to cost savings from no longer upgrading servers and paying for City staff to maintain the system, and the cost of migrating the ProjectDox system to the cloud.

WHEREAS, on January 23, 2024, the City received an end-of-life letter from Avolve Software stating that the company would no longer support the on-premise version of ProjectDox, which is the version of electronic plan review software that the City currently uses; and

WHEREAS, City staff searched for replacement plan review software that was compatible with ComDev and found that that Bluebeam Revu was less expensive and could be integrated with ComDev to do the required electronic plan review; and

WHEREAS, The funding to cover these migration and upgrade costs was included as part of the Fiscal Year 2024-25 City Operating budget which was approved in Resolution No. 11210 on June 25, 2024; and

WHEREAS, approval of the amendment to the agreement and the allocation of funding is exempt from the California Environmental Quality Act (CEQA).

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom:

1. Authorizes the City Manager or her designee to execute Amendment No. 6 to the Software License and Services Agreement with Superior LLC (now Central Square Technologies) for an amount not-to-exceed \$120,377.54
2. Authorizes the City Manager or her designee to execute an agreement with Bluebeam to purchase Bluebeam Revu software for electronic plan review for an amount not-to-exceed \$33,000
3. Authorizes the City Manager or her designee to establish a contingency for an amount not-to-exceed \$10,000 for the migration and upgrade project.

PASSED AND ADOPTED on this 22nd day of October 2024, by the following roll-call vote:

- AYES:** Councilmember(s)
- NOES:** Councilmember(s)
- ABSENT:** Councilmember(s)
- ABSTAIN:** Councilmember(s)

ATTEST:

Michael D. Kozlowski, MAYOR

Christa Freemantle, CITY CLERK

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