Folsom City Council
Staff Report

MEETING DATE:	11/9/2021
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 10738 – A Resolution Authorizing the City Manager to Execute Amendment No. 1 to the Agreement (Contract No. 173-21 20-052) with Holistic System Integration Solutions for Additional Professional Services for the Implementation of the New TRAKiT Permitting System
FROM:	Community Development Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff respectfully requests that the City Council approve Resolution No. 10738 – A Resolution Authorizing the City Manager to Execute Amendment No. 1 to the Agreement (Contract No. 173-21 20-052) with Holistic System Integration Solutions for Additional Professional Services for the Implementation of the New Development Permitting System.

BACKGROUND / ISSUE

Due to delays from the software vendor, Central Square Technologies, the launch of the City's new online development processing and permitting system called Community Development or ComDev (formerly called TRAKiT) has been delayed until at least the end of the year. As a result, the City needs to extend its contract with Holistic System Integration Solutions (HSIS) to cover this additional period since the original launch date was October 18th. HSIS has provided essential expertise assisting Community Development Department staff with the setup and configuration of ComDev beyond the basic instructions provided by the vendor. ComDev is the new online development processing and permitting system that will allow for customers to conduct all development application, processing, and payment activities online. The cost of the amendment, would be in the amount of $15,000 with a recommended contingency of $5,000. The cost of the contract amendment and contingency will be covered by State grants. This will bring the total contract amount from $50,000 to $65,000 with the budget for the contract increased to $70,000.

Table 1
Description of Additional Services

Services	Description	Fee
Advisory Services	On-going advisory services to CDD staff for the configuration and test of the ComDev system as well as preparation of permits and reports in SSRS format (3 additional months)	$15,000
Contingency		$5,000
Total Cost		**$20,000.00**

All the cost of Amendment 1 including the contingency will be covered by the two grants the City received from the State Housing and Community Development (HCD) Department under Senate Bill 2, the Planning Grant Program (PGP) and the Local Early Action Planning (LEAP) grant program. The goal of both grant programs is to provide funding to jurisdictions to improve their development processes and encourage the production of housing in California given the ongoing housing crisis.

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. In this case, even though the original contract was $50,000 and was within the City Manager's contracting authority, the increase from Amendment 1 results in a total contract amount that exceeds the City Manager's contracting limit of $62,657. Therefore, this amendment requires approval by the City Council.

ANALYSIS

Due to delays from the City's software vendor, the City's launch date for the new development processing and permit tracking software has been delayed until at least the end of the year. Angelica Zarco of Holistic System Integration Solutions, Inc. has been assisting City Community Development Department (CDD) staff with the detailed set up, configuration, testing and troubleshooting of the new software. The advisory services being provided by Holistic System Integration Solutions are critical to the successful operation of the new ComDev permitting software as she has been able to provide staff with a level of instructions that is above and beyond the basic information and instructions provided by the vendor.

In addition to providing advisory services, HSIS will also prepare specialized permit and reports for the system using SQL Server Reporting Services (SSRS). City staff do not have this skill and these permits and reports in SSRS format are necessary for the permitting system to work correctly. As noted earlier, the total cost of the amendment will be covered by State grant funds. No City funds will be used.

City staff is recommending a $5,000 contingency to ensure that if additional support and services are needed by staff or customers that those services will be available after launch of the new software without delay.

FINANCIAL IMPACT

This Council action will approve the amendment with Holistic System Integration Solutions in the amount of $15,000 for the advisory services and permit/report preparation for the ComDev development project and permit tracking system for a grand total of $65,000 plus a contingency of $5,000. These costs will be covered by State grants that the Community Development Department received in Fiscal Year 2021. No City funds are required.

ENVIRONMENTAL REVIEW

The execution of an amendment to an existing contract for additional advisory services for the configuration of the ComDev development project and permitting software 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. 10738 – A Resolution Authorizing the City Manager to Execute Amendment No. 1 to the Agreement (Contract No. 173-21 20-052) with Holistic System Integration Solutions for Additional Professional Services for the Implementation of the New TRAKiT Permitting System

Submitted,

Pam Johns, Community Development Director

RESOLUTION NO. 10738

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE AGREEMENT (CONTRACT NO. 173-21 20-052) WITH HOLISTIC SYSTEM INTEGRATION SOLUTIONS FOR ADDITIONAL PROFESSIONAL SERVICES FOR THE IMPLEMENTATION OF THE NEW TRAKIT PERMITTING SYSTEM

WHEREAS, the City Council approved a Software License and Services Agreement and several subsequent amendments with Central Square Technologies (formerly known as SunGard Public Sector Inc. and then later Superion LLC) to provide development processing and permitting software for the Community Development Department;

WHEREAS, on December 8, 2020, the City Manager executed a Consultant and Professional Services Agreement with Holistic Systems Integration Solutions in the amount of $50,000 to provide supplemental advisory services associated with the configuration, testing, training, and troubleshooting of the new Community Development or ComDev software, formerly known as TRAKiT;

WHEREAS, Holistic Systems Integration Solutions has extensive experience with the successful configuration and launch of ComDev software for multiple jurisdictions; and

WHEREAS, in September 2021, City staff received notice that the original launch date of October 18, 2021 would not be achieved and would be rescheduled to at least the end of the year, which was beyond the original timeframe envisioned in the agreement with Holistic Systems Integration Solutions; and

WHEREAS, on April 9, 2019, in Resolution No. 10269 the Council authorized the Community Development Department to apply for $310,000 in Senate Bill 2 – Planning Grant Program (PGP) grant funds from the State Department of Housing and Community Development (HCD) and on February 8, 2020, the City executed an agreement with HCD for the grant funds; and

WHEREAS, on April 28, 2020, in Resolution No. 10424 the Council authorized the Community Development Department to apply for $300,000 in Local Early Action Planning (LEAP) grant funds from HCD and on December 28, 2020, the City executed an agreement with HCD for the grant funds; and

WHEREAS, the improvements to the City's new development permitting software and the consultant advisory services associated with the configuration of the software are eligible expenses under the terms of the PGP and LEAP grants; 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. 1 to the Consultant and Professional Services Agreement with Holistic Systems Integration Solutions in the amount of $15,000 for a total agreement of $65,000.
2. Authorizes the City Manager or her designee to establish a contingency of $5,000.
3. Authorizes the City Manager to use the PGP and LEAP grant funds for the costs associated with Amendment No. 1 and the contingency.

PASSED AND ADOPTED on this 9th day of November 2021, 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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