



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Joseph Horwedel

SUBJECT: SEE BELOW

DATE: March 1, 2006

Approved

Deana Parker

Date

3/8/06

Council District: Citywide
SNI: N/A

SUBJECT: FIRST AMENDMENT TO CONSULTANT AGREEMENT WITH CSDC SYSTEMS, INCORPORATED FOR TECHNICAL CONSULTING SERVICES

RECOMMENDATION

Approval of a first amendment to the consultant agreement with CSDC Systems, Incorporated for technical consulting services related the AMANDA permit software and other Integrated Development Tracking System (IDTS) software, extending the term from March 31, 2006 to June 30, 2007.

BACKGROUND

The IDTS project was established to integrate the stand-alone permit tracking systems in various City departments into one comprehensive system that contains all permit, land use, and geographic data pertaining to a specific parcel. The project was completed in June 2004. On April 5, 2005 City Council authorized the City Manager to enter into a \$220,000 agreement with CSDC Systems, Inc. for technical services and the purchase of additional software.

ANALYSIS

Since the implementation of the IDTS and its San Jose Permits On-Line component, staff has identified a number of improvements that would be very beneficial to staff and customers. These features were not included in the original project because they were not critical to the initial implementation or the need did not exist when the original scope of work was formulated. Under the licensing agreement CSDC and City staff may make modifications to CSDC's permit software. We have looked into the City's Information Technology staff to complete these enhancements, however, staff is working on other priorities. Additionally, software vendor, CSDC Systems, Inc., can complete these changes more efficiently. CSDC has begun programming enhancements including:

1. Modifications to inspection systems functions to help automate the inspection dispatch process;

2. Automating the accounting of post disaster inspections for FEMA reimbursement purposes;
3. Automating the permit expiration warning notification process to generate a letter notifying permit holders to call for an inspection or to obtain a permit extension prior to the expiration date;
4. Automating creation and mailing of public hearing notices;
5. Automatic email notification of project status change to allow customers to receive automatic notification by email of Planning project status changes;
6. Expansion of development services that are offered on-line;
7. Training and technical assistance to the City's Information Technology staff on how to maximize the benefits of upgraded CSDC permit software; and,
8. Creation of additional Construction and Demolition Diversion Deposit Program reports and the automation of customer letters notifying them that they have money on deposit that is eligible for a refund.

OUTCOMES

Extending the CSDC consultant agreement will ensure the completion of a number of programming improvements to IDTS. The programming tasks will improve customer outreach/notification, increase staff efficiency, and improve the City's ability to monitor costs associated with disaster response.

PUBLIC OUTREACH

Not applicable.

COORDINATION

This memorandum was coordinated with the Information Technology Department, and the City Attorney's Office.

COST IMPLICATIONS

Funding has already been appropriated and there is no additional cost associated with extending the term of this agreement.

CEQA

Not a Project.



JOSEPH HORWEDEL, ACTING DIRECTOR
Planning, Building and Code Enforcement