



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Joseph Horwedel

SUBJECT: SEE BELOW

DATE: June 4, 2007

Approved

Paul Krutz

Date

4/11/07

Council District: Citywide
SNI: N/A

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

RECOMMENDATION

Approval of a second amendment to the consultant agreement with CSDC Systems, Incorporated for technical consulting services related to the AMANDA permit software and other Integrated Development Tracking System ("IDTS") software, extending the term from July 1, 2007 to December 30, 2008, with no change to the original contract amount.

OUTCOME

Approval of this recommendation will provide consultant resources and expertise to enable creation of additional Construction and Demolition Diversion Deposit ("CDDD") program reports and the automation of customer letters notifying customers that they have money on deposit may be eligible for refund.

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. This agreement was extended from March 31, 2006 to June 30, 2007.

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. Some examples of these improvements include modifications to the inspection system to automate the dispatch process, automating permit expiration warning letters, automating creation and mailing of public hearing notices, and expansion of development services that are offered on-line. Under the licensing agreement only CSDC and City staff may make modifications to CSDC's permit software. All development fee program related programming is complete and additional software modules have been purchased. However, \$60,000 in CDDD programming modifications were delayed because changes to the San Jose Municipal Code were promulgated and adopted by City Council on April 3, 2007 requiring CDDD deposits be claimed within one year of the permit being terminated. These changes will go into effect on June 22, 2007 and will require changes to the current CDDD programming to run reports, send notices to depositors, move funds from liability to revenue accounts, and various ad-hoc reports. Programming changes will not be completed by June 30, 2007.

OUTCOMES

Extending the CSDC consultant agreement will ensure the completion of CDDD programming improvements to IDTS. The programming tasks will improve customer outreach/notification, and increase staff efficiency.

PUBLIC OUTREACH

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

Not applicable.

HONORABLE MAYOR AND CITY COUNCIL

Subject: SECOND AMENDMENT TO CONSULTANT AGREEMENT WITH CSDC SYSTEMS, INCORPORATED

June 4, 2007

Page 3

COORDINATION

This memorandum was coordinated with the Information Technology Department, Environmental Services 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.

A handwritten signature in black ink, appearing to read "Joseph Horwedel". The signature is fluid and cursive, with a large loop at the end.

JOSEPH HORWEDEL, DIRECTOR
Planning, Building and Code Enforcement

For questions please contact Mark Gerhardt at the Department of Planning, Building and Code Enforcement at 408-535-7884.