



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Joseph Horwedel

**SUBJECT:** SEE BELOW

**DATE:** March 21, 2007

Approved

Date

3/27/07

**COUNCIL DISTRICT:** Citywide

**SUBJECT: TECHNICAL SERVICES AGREEMENT WITH CSDC SYSTEMS,  
INCORPORATED FOR INTEGRATED DEVELOPMENT TRACKING  
SYSTEM (IDTS) SYSTEM PROGRAMMING**

## **RECOMMENDATION**

Adoption of a resolution authorizing the City Manager to negotiate and execute an agreement with CSDC System, Incorporated for technical consulting services for Integrated Development Tracking System (IDTS) system programming in the amount of \$159,000 for the term May 1, 2007 to March 31, 2008.

## **OUTCOME**

Approval of the recommendation will provide consultant resources and expertise to enable a number of programming improvements to the IDTS system including: 1) moving the Multiple Housing permit systems from the VAX system to AMANDA; 2) modification of the Planning, Building and Public Works Development Services divisions' folders to track implementation of stormwater control measures; and, a tracking system for the new Off-Sale Alcohol inspection program.

## **BACKGROUND**

The Integrated Development Tracking System 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. The IDTS is comprised of three major components: 1) The Permit System (AMANDA); 2) the Geographic Information System ("GIS"); and, 3) the FileNet

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Document Management System. Each of these systems has been integrated to provide a single access point for retrieving all property-related data. The IDTS has been web-enabled with features that allow customers and the community to obtain property and permit records via the Internet.

All the Departments responsible for development review now utilize a single system for processing of land-use entitlement and construction permits. This consolidation has provided the platform for integrating the City's development review processes. An infrastructure has been established for storing and retrieving GIS data, permit data, and documents in one system. This infrastructure is now being leveraged by other City departments to further their integration goals.

### **ANALYSIS**

Since the implementation of the IDTS and its San Jose Permits On-Line web component, staff has identified a number of modifications 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. The Development Services IT management committee has a prioritized multi-year workplan consisting of over 50 programming enhancements, many already underway. The City's Information Technology staff has the expertise to do all modifications in-house, but the City does not have the staffing resources to both make the proposed modifications described below and complete implementation of other priority IDTS workplan projects within an acceptable schedule. These other priority projects include IDTS version upgrades, implementation of new IDTS modules, updating GIS data, and developing performance reports.

CSDC is the only company licensed to make modifications to CSDC's Permit Software and will be able to allocate the necessary programming resources to ensure a timely project delivery before the next Multiple Housing and Off-Sale Alcohol billing cycles and to implement stormwater control tracking measures needed to meet National Pollutant Discharge Elimination System (NPDES) permit reporting requirements. The \$160 hourly rate for CSDC programming services is competitive with other City vendors providing similar programming services ranging \$174 to \$225 per hour. The total cost of these services shall not exceed \$159,000. A summary of the planned programming modifications include:

#### **Multiple Housing and Off-Sale Alcohol Modifications**

The Multiple Housing and Off-Sale Alcohol programs are fee-recovered through annual customer billings. Fees vary each year based on program expenses. The Multiple Housing and Off-Sale Alcohol programs have been billing using a system developed in-house that is located on the City's VAX system. The City's 24-year old VAX system, located at the old City Hall, is planned for extinction as part of the new Civic Center technology planning effort, thus requiring alternate solutions for the applications currently residing on this legacy system. The AMANDA system contains the property and permitting related information needed to generate the Multiple Housing and Off-Sale Alcohol program billing; therefore, it is the logical choice to consolidate

these programs together. The next Multiple Housing billing cycle will occur in November and the goal is to have the conversion done before that occurs. By integrating applications it will be easier to keep the Multiple Housing and Off-Sale Alcohol programs running on updated technology that is more efficient to support and maintain. The total cost of these services will not exceed \$134,000.

### **AMANDA Stormwater Data Collection and Tracking Modifications**

In October 2001, the Regional Water Quality Control Board (Water Board) issued a revised National Pollutant Discharge Elimination System (NPDES) permit to the City via the Santa Clara Valley Urban Runoff Pollution Prevention Program (Program) (Order No. 01-119) and on July 20, 2005 the Permit was further amended by the Water Board (Order No. R2-2005-0035). Those revisions amended provision C.3 of the Permit and established new requirements for control of runoff from development projects—both public and private— through the implementation of stormwater control measures using specific sizing requirements to: (1) minimize the discharge of pollutants from impervious (e.g. paved) surfaces; and (2) minimize the impacts of increased stormwater runoff flows and velocities on local creeks which can result in creek erosion.

City Council Policy 6-29 entitled Post-Construction Urban Runoff Management and Policy 8-14 entitled Post-Construction Hydromodification Management are the City's primary mechanisms for implementing the new and redevelopment provisions of the Santa Clara Valley watershed-wide Permit. As required by the Permit, Policy 6-29 establishes requirements for the installation of stormwater treatment controls, such as detention/retention structures, infiltration basins, bio-retention planters, vegetated swales, and green roofs in projects creating, replacing or expanding 10,000 square feet or more of impervious surface. Additionally, Policy 8-14 established requirements for the installation of hydromodification controls such as detention and retention ponds for projects that increase surface runoff.

The NPDES permit requires the City submit an Annual Report to the Water Board each September that itemizes each development project that incorporates stormwater treatment and hydromodification measures. The data required for each project by the Water Board includes, but is not limited to: project file number, project description, project location, site size, new impervious surface area, approval date, stormwater site design, source control and treatment measures, numeric sizing criteria used, operation and maintenance responsibility and inspection data, and pesticide reduction measures.

To date, City staff has developed a Stormwater folder in AMANDA to track the project data that is required to be collected at the Planning permit stage, however, modifications are still pending to the Public Works and Building folders to ensure that the stormwater controls are properly accounted for and constructed during the grading and building permit development stages. Additionally, ESD will be responsible for ongoing inspections to ensure the stormwater measures are operational and maintained and the data collected in AMANDA must be transferred to ESD's database, Environmental Enforcement Data Management System

(EEDMS), to facilitate the ongoing inspection process. This contract modification would authorize CSDC to complete the work required for the remaining AMANDA folders and processes. The total cost of these services will not exceed \$25,000.

### **ALTERNATIVES**

#### **Alternative #1: Have City Information Technology staff complete programming modifications.**

**Pros:** City staff has the necessary experience to successfully complete modifications to the IDTS system.

**Cons:** Other high priority programming tasks already underway will be delayed in order to complete IDTS modifications before the next annual billing cycle for the Multiple Housing and Off-Sale Alcohol programs. Automated tracking capabilities to meet NPDES permit reporting requirements will be delayed requiring staff to manually track stormwater control measures.

**Reason for not recommending:** Several other high priority projects, including IDTS version upgrades, Integrated Cashiering System integration, new IDTS customer "Request for Service" and "Time Materials" module implementation, GIS data updates, and performance report development will be delayed over six months.

### **PUBLIC OUTREACH**

Not applicable.

- 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)**

### **COORDINATION**

This memorandum was coordinated with the Information Technology Department, Environmental Services Department, the City's Contracting In process, and the City Attorney's Office.

**COST IMPLICATIONS**

The total amount of the IDTS project exceeds eight million dollars. A total of \$134,000 has been appropriated to the Department of Planning, Building and Code Enforcement for the one-time costs associated with moving the Multiple Housing and Off-Sale Alcohol programs off the VAX and into AMANDA. Environmental Services will fund the \$25,000 in stormwater folder modifications through its existing 0762 non-personal/equipment appropriation.

**BUDGET REFERENCE**

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract	Adopted Budget Page	Last Budget Action (Date, Ord. No.)
001	0582	NP/EQUIP-PBCE	\$3,853,130	\$134,000	VII-219	10/17/06
446	0762	NP/EQUIP-ESD	\$2,181,121	\$25,000	VIII-38	10/17/06 - 27888

**CEQA**

Not a project.



JOSPEH HORWEDEL, DIRECTOR  
Planning, Building and Code Enforcement

For questions please contact Mark Gerhardt, Acting Administrative Officer, at 535-7884.