SUTTER COUNTY BOARD OF SUPERVISORS
Board Agenda Staff Report

To: Honorable Board of Supervisors

From: Ken Sra, Director of General Services

Department: General Services

Subject: Approval of the purchase of CentralSquare Technologies Community Development Enterprise Suite software as a service (SaaS) solution in the amount of $216,020; authorize the General Services Director to execute and administer the agreements, and approve Budget Amendment Request to the Adopted Fiscal Year 2018-19 budget, in the amount of $216,020 to reallocate appropriated expenditures out of Capital Assets into various Service and Supply line items in (2-724) Planning and Building. (4/5th Vote Required) (BTV2019052)

Recommendation:

That the Board of Supervisors:

1) Approves the purchase of CentralSquare Technologies Community Development Enterprise Suite SaaS solution in the amount of $216,020; and,

2) Authorizes the General Services Director to execute and administer the agreements; and,

3) Approves a Budget Amendment Request to the Adopted Fiscal Year 2018-19 budget, in the amount of $216,020 to reallocate appropriated expenditures out of Capital Assets into various Service and Supply line items in (2-724) Planning and Building. (4/5th Vote Required) (BTV No. Pending)

Background:

The Development Services Department's current permit tracking software is outdated, does not provide online service capabilities and support from the vendor is limited. The existing system does not meet citizen needs and department efficiency is impacted by the lack of automated land-use planning, permitting and inspections processes. The use of enterprise software to manage community development is standard among local government agencies, including local agencies in our surrounding area.

Discussion:

The Development Services and General Services Departments have viewed demonstrations of various enterprise software applications to determine which programs would best serve the needs of the County.
After the demonstrations and additional research, the Development Services and General Services Departments jointly recommend the procurement of the CentralSquare Technologies Community Development Enterprise Suite SaaS solution.

The recommended solution is designed to enhance operations by automating permitting, managing inspections, regulating land use, and tracking projects, while providing visibility into status updates and allowing payment processing. The system features integration with the County’s financial system, CentralSquare’s Finance Enterprise. Geographic Information System (GIS) integration will allow management of all development activities, including permits, projects, land management, code enforcement, licensing, and inspections directly from a map view. The solution includes a robust online public portal to improve communication with citizens and local businesses.

The total first year cost of the solution is $216,020.00, which includes the SaaS subscription, implementation and training. The annual ongoing subscription averages $40,623.00 and will be included in future budget requests of the Department.

**Section 16-050 Waiver:**

Pursuant to the provisions of Section 16-050 of the Sutter County Ordinance Code, the Board of Supervisors may waive the requirement of either a request for proposal (RFP) or notice, advertisement, and competitive bidding if it determines, in the exercise of its discretion, that the purchase may be made without such requirements. It is recommended that the Board make this determination because the departments researched all applicable systems, both integrated and stand-alone systems, and attended multiple demonstrations. The Development Services Department, in conjunction with the General Services Department, analyzed all possible solutions and determined that the CentralSquare Technologies Community Development Enterprise Suite offered the best solution. CentralSquare is the County’s current financial and public safety enterprise software vendor. The recommended community development solution will integrate with the current financial system. CentralSquare Technologies Community Development Enterprise Suite is in use in 90 agencies throughout California.

**Prior Board Action:**

No known prior Board actions exist.

**Board Alternatives:**

The Board may choose to not authorize the purchase and the Department will continue to use the existing permit system, however the existing system is obsolete with limited support for upgrades and enhancements. The recommended Board actions best serve the interest of the County for efficient community development management and citizen engagement.

**Other Department and/or Agency Involvement:**

The Development Services Department has been working collaboratively with the General Services Department in the assessment of various software applications. The County Counsel’s Office has reviewed the attached Solutions Agreement.

**Action Following Approval:**

The General Services Department will proceed with the acquisition of the Community Development Enterprise Suite and coordinate implementation and training with the Development Services Department and CentralSquare.

**Fiscal Impact:**

There will be savings to the General Fund. The cost to procure the SaaS solution and professional services was included in the Adopted Fiscal Year 2018-19 budget, Planning and Building (2-724) programs 24-Planning; 31-Building; 32-Code Enforcement, account 54311 Capital Asset – Software,
project ledger C192724003, in the amount of $234,400. As this is a Software As A Service Subscription, it is deemed not a Capital Asset, therefore the attached budget Amendment Request moves the expenditure appropriation out of 54311, Capital Asset-Software, and allocates it to 52135, Software License & Maintenance, 52180, Professional/Specialized Services, and 52250, Transportation & Travel. Additionally, it reduces unreimbursed cost to the General Fund by $18,380.

**Countywide Goals & Top Priorities Compliance:**

The recommended actions address the following:

- Goal B: Operate County government in a fiscally and managerially responsible manner to ensure Sutter County remains a viable and sustainable community to live, work, recreate, and raise a family.

**Standing Committee Review:**

This item was reviewed by the Public Works/Support Services Committee on March 14th, 2019 and recommended on the consent calendar.

Respectfully Submitted,

s/ Ken Sra
Director of General Services

Attachments:

CentralSquare Solutions Agreement
Budget Amendment Request

Respectfully Submitted,

s/ Ken Sra
Director of General Services

Attachments:

1. Budget Amendment