



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-18

For the meeting of May 23, 2017

Date: May 4, 2017

To: Board of Supervisors

From: John H Ford, Director of Planning and Building Department

Subject: Authorization for the Director of Planning and Building to execute a purchase order with Carahsoft Technology to subscribe to a standard web-based permitting software (4/5 VOTE)

RECOMMENDATIONS:

That the Board of Supervisors:

1. Receive the staff report; and
2. Approve the supplemental budget; and
3. Authorize the Director of Planning and Building to execute a purchase order between the County of Humboldt (County) and Carahsoft Technology Corporation to subscribe to a standard web-based permitting software, and to renew the subscription annually for three years.

SOURCE OF FUNDING: Trust funds for budget units 1100-262 and 1100-268. Supplemental budget attached.

Prepared by: _____
Paula Mushrush

CAO Approval: _____

REVIEW: Auditor WGM County Counsel NAD Human Resources _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Orders No. _____

Meetings of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Sundberg
Seconded by Supervisor Fennell

Ayes Sundberg, Fennell, Bass, Bohn, Wilson
Nays _____
Abstain _____
Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: May 23, 2017

By: Kathy Hayes
Kathy Hayes, Clerk of the Board

DISCUSSION: Staff is requesting that the Board authorize and direct the Director of Planning and Building to execute a purchase order between the County of Humboldt and Carahsoft Technology Corporation to subscribe to standard web-based permitting software; and to review the subscription annually for three years.

Demand for permit processing services has dramatically increased since the implementation of the Commercial Medical Marijuana Land Use Ordinance (CMMLUO). In response, the Planning and Building Department has begun streamlining the organization, processes and technology in pursuit of meaningful and significant improvements. An important part of the streamlining process includes replacement of the existing permit processing system to industry standard software that is faster, more adaptable and aligns with the program used by the California State Department of Agriculture (CSDA).

Current county software consists of custom on-site hardware and applications that have been developed, maintained, and operated by department personnel. This software has never been completely developed to track projects through the entire process, resulting in inability to monitor project progress, anticipate work load conflicts, or provide automated reports. Currently this information must be provided manually.

With Board approval, the department will transition to a web-based subscription, considered the industry standard. The program is Americans with Disability Act (ADA) compliant and the software suite is already in use by 36 counties in California. This provides immediate project tracking for all planning and building applications, better citizens' access to project status and simplifies project communications with other departments/agencies.

The subscription includes training and access to the industry's best practices and product templates along with process/technology and security upgrades from vendors and user groups. Access to this support increases interoperability with other county and state agencies, particularly in Cannabis-related activities. The CSDA has contracted with the same vendor for its Cannabis license software, which interfaces with their "Track and Trace" and other Cannabis related activities. Rather than working with independent permit processing and geospatial information systems as the department and the public do now, the subscription program integrates permit processing and geospatial information into one user-friendly system. The reduction in annual hardware, software license, and staff costs as a result of this transition will partially offset the cost of transition and new subscription.

FINANCIAL IMPACT: By signing this agreement the county is signing a transition and one-year subscription agreement. The cost for the transition to the new software is \$136,472. The first year's annual subscription is for \$127,911. The purchase order for initial set up and first year's subscription is for \$264,382. This will be paid for by fees collected from building and cannabis applications. Upon renewal in years two and three, the county is guaranteed an annual increase of no more than three percent per year increase over the initial annual subscription.

This supports the Board's Strategic Framework through enforcement of regulations that protect residents. In addition, the software program supports the department as it creates opportunities for improved safety and health, as it encourages new local enterprise and ensures proper operation of markets and as it provides community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT: Humboldt County Departments of Agriculture, Public Works, Health and Human Services, Treasurer-Tax Collector, and County Administrative Office

will receive 10-15 organizational user licenses to facilitate access to data, information, reports and tools to simplify and expedite the referral processes.

ALTERNATIVES TO STAFF RECOMMENDATIONS: The Board may choose not to approve this request, however this is not recommended as it would negatively impact the ability of the department to meet the anticipated demand for planning and building permits, particularly those related to the medical marijuana ordinance.

In addition, the Board could wait until next fiscal year, but that is not recommended because the current bid price expires June 30, 2017. Should the County wait until next budget cycle the cost over the next three-years will be an additional \$65,000.

ATTACHMENTS:

Attachment 1	Supplemental Budget
Attachment 2	Fixed Asset Worksheet

Attachment 1

Supplemental Budget

1100262	707800	Fund Balance Transfer	\$132, 191	
1100262	8965	Computer Software		\$132,191
1100268	710050	Trust Fund Transfer	\$132,191	
1100268	8965	Computer Software		\$132,191

Attachment 2

Fixed Asset Worksheet