

## Board of County Commissioners Meeting

## Staff Report

### Agenda Item #11: Matters from Staff

Meeting Date: March 16, 2010  
Submitting Department: Planning & Development

Presenter: Paula Stevens  
Subject: Contract with Municipal Software to Customize the Cashiering Module of the CityView Permit Tracking Software Program

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#### Statement / Purpose:

Approval of a contract amendment to customize the CityView permit tracking software program to permit partial refunds within the cashiering module of the program.

#### Background / Description / Alternatives (Pros & Cons):

In 2008 the County contracted with Municipal Software Corporation to develop a permit tracking software program for the Planning and Building Divisions of the Planning and Development Department. Subsequent to installation and testing of the software by Staff, it has become apparent that the cashiering module does not support the Department's need to provide partial refunds to applicants; only full refunds are permitted.

After considerable discussion within the Department and with the consultant, Staff has concluded that the best option is to remedy this software limitation by investing \$4,800 to develop a customization that will provide the flexibility needed by both Planning and Building Division Staff.

#### Attachments:

1. Proposed scope of services and contract

#### Fiscal Impact:

The \$4,800 cost of the project would come from the current fiscal year's professional services budget for the Planning and Development Department. The Department budgeted \$80,000 for Land Development Regulation amendments, which will not be undertaken during this fiscal year. Staff proposes to use a portion of this under-expenditure to complete the software customization project.

#### Staff Impact:

It is anticipated that approximately 20 staff hours will be required to oversee the project and test the customization.

#### Legal Review:

The contract amendment was reviewed by Keith Gingery, Deputy County Attorney.

#### Recommendation:

Staff recommends that the Board approve the contract amendment as presented by Staff.

#### Suggested Motion:

Request and require the Chair to sign *Amendment #2 to the Contract for CityView Permit Tracking System Software License and Support Agreement*.