



# Agenda Item

## City Council

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**Item #:** 3.4.

**7/13/2021**

**File #:** 21-0267

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**TO:** Honorable Mayor and Members of the City Council

**THRU:** Rick Otto, City Manager

**FROM:** Christopher Cash, Public Works Director

### **1. SUBJECT**

Agreement with Superior, LLC for continued maintenance of permit management software.

### **2. SUMMARY**

The Agreement with Superior, LLC will maintain the current permitting system while the City acquires a more comprehensive, fully integrated land use and permitting software.

### **3. RECOMMENDED ACTION**

Approve agreement with Superior, LLC in the amount not to exceed \$34,346 in Fiscal Year 2021-2022 for maintenance of permitting software; and authorize the Mayor and City Clerk to execute on behalf of the City.

### **4. FISCAL IMPACT**

The total expenditure for this agreement for Fiscal Year 2021-2022 (FY 22) is \$34,346 and will be funded through the Building Records Management Fund (110).

### **5. STRATEGIC PLAN GOALS**

Goal 4: Provide outstanding public service

c: Enhance technology to improve public accessibility to information and services.

### **6. DISCUSSION AND BACKGROUND**

The City currently uses Superior, LLC's (Superior) Trakit software for the management and tracking of permit information. The system was acquired over ten years ago and needed improvements include full integration with other City systems, online payments, and detailed fee collection reports. With the current decentralized information storage, users must access multiple systems and certain transactions, such as payments, must be conducted in person.

In FY 22, the City will start the process to procure a new comprehensive and fully integrated land use tracking and permitting software solution that will have the capability of meeting current and future business needs. In the interim, the maintenance of the current software is needed so as to not cause a disruption to our users and customers. Staff estimates the maintenance contract with Superior will be utilized for a maximum of three years, to cover the time needed for procurement and implementation.

The Agreement is for maintenance services for one year, with automatic renewal in subsequent

years, and the option to cancel with three months of advanced written notice. Subsequent years are subject to an annual 5% increase with funding dependent on City Council approval of the annual budget. If funds are not approved, the agreement can be terminated.

## **7. ATTACHMENTS**

- Agreement with Superion, LLC