

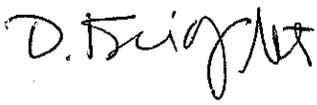
SULTAN CITY COUNCIL

AGENDA ITEM COVER SHEET

ITEM NO: C-3

DATE: January 25, 2007

SUBJECT: Springbrook Software – Authorize Contract Addendum for Building Permits Module

CONTACT PERSON: Deborah Knight, City Administrator 

SUMMARY:

The issue before the City Council is authorizing the Mayor to sign Addendum A to the City's contract with Springbrook Software (Attachment A) to purchase the Springbrook Building Permits module.

On January 19, 2006, the City of Sultan signed a contract with Springbrook Software to purchase a financial accounting package including payroll, accounts receivable, and utility billing. Springbrook was selected as a result of a competitive request for proposal process (RFP). During the selection process, the Council made a policy decision to select a single vendor for financial and permitting software to ensure program integration. Purchase of the Building Permits module was delayed due to the financial constraints in the 2006 budget and to allow time for staff to implement the financial software system. The financial software modules were implemented in mid-2006.

The Building Permits module is needed to maintain comprehensive records of the City's land use and building permitting and inspection activity from initial land use application through final building inspection and certificate of occupancy. Currently, the City uses a paper-based system and spreadsheets to track land use and building permit activity and payments. The paper-based system does not provide the level of detail, staff access, and reports to effectively manage the permit process from beginning to end. The paper-based system also results in duplication of effort between the Community Development, Building, and Finance departments. Purchasing the software will streamline the land use application and building permit process and improve workflow.

FISCAL IMPACT:

The cost of the Building Permit Module is \$11,300 not including travel expenses for four days of training (approximately \$600) which will be billed based at actual cost (Attachment A – Schedule of Fees).

The 2007 budget includes \$7,000 for the module. City staff have negotiated a two-year payment plan: \$6,900 in 2007 and the balance (approximately \$5,000) in 2008. Building Permit Fees are forecast to cover the remaining balance in 2008. Annual maintenance fees for the module are \$900.

Schedule of Payment Terms

	2007	2008
License Fee	\$4,500	\$0.00
Training	\$2,400	\$2,400
Implementation Management	\$0.00	\$2,000
Travel –approximate (based on actual costs)	\$0.00	\$600
Sub-Total	\$6,900	\$5,000
Annual Maintenance Fees (prorated first year)	\$750	\$900
Total	\$7,650	\$5,900

ANALYSIS:

The City is seeking to put in place a permit processing software system prior to expected building development. The 2007 budget conservatively estimated 70 building permits for the year. The City has already received 12 building permits (AJ's Place). The Council's intent is to have a permit processing system in place and staff sufficiently trained prior to receiving the next wave of land use and building permits expected in the second quarter of 2007.

Springbrook's Building Permits module is tailored to automate the City's building inspection and permitting processes. Building Permits has the following features. Additional information about the software module is available in Attachment B:

- Tightly integrated with Springbrook's General Ledger, Accounts Receivable, Central Cash POS, and Project Management modules
- Easily retrieves permit information and history via versatile search functions
- Shares lot and customer information with all other Springbrook CIS modules (Utility Billing, Licenses & Permits, Special Assessments, Accounts Receivable)
- Tracks comprehensive contractor information
- Provides daily reports of scheduled inspections
- Automatically generates activity log to track when, how, and by whom each permit is modified
- Calculates permitting charges based on user-defined fee codes

ALTERNATIVES:

1. Authorize the Mayor to sign Addendum A to the Springbrook license agreement to purchase the Building Permits module over a two-year period.

This alternative will allow the City to implement the Building Permits module and train staff in early March prior to an expected increase in building permit activity. It will result in an expenditure of approximately \$7,650 in 2007 and a second expenditure of approximately \$5,900 in 2008. There will be an on-going expense for annual maintenance fees.

2. Do not authorize the Mayor to sign Addendum A to the Springbrook license agreement and direct staff to areas of concern.

The City Council may have concerns about purchasing the Building Permit module in anticipation of building permit activity or the unbudgeted costs. Staff would be seeking Council direction on how to proceed.

RECOMMENDED ACTION:

Authorize the Mayor to sign Addendum A to the Springbrook license agreement to purchase the Building Permits module over a two-year period.

RECOMMENDED MOTION:

I MOVE TO AUTHORIZE THE MAYOR TO SIGN ADDENDUM A TO THE SPRINGBROOK LICENSE AGREEMENT TO PURCHASE THE BUILDING PERMITS MODULE OVER A TWO-YEAR PERIOD.

ATTACHMENTS:

Attachment A – Addendum A (Schedule of Fees for the City of Sultan) to the Springbrook Software contract

Attachment B – Building Permits

COUNCIL ACTION:

DATE:



Springbrook

Addendum A
SCHEDULE OF FEES
For
City of Sultan

Addendum A is a checklist showing additional applications Licensee (City of Sultan, WA) has purchased and the amount charged for each, the cost for implementation services, and the accompanying current maintenance costs. By signing the Addendum, Licensee and Licensor (Springbrook Software) are agreeing to add these additional applications under the umbrella of the original license agreement executed between Licensee and Licensor and to the prices contained herein.

<u>Software:</u>	<u>Price</u>	<u>First-Year Maintenance*</u>
Building Permits	\$ 4,500	\$ 900
Sub-Total:	\$ 4,500	\$ 900

*Note: First-year maintenance will be pro-rated from start of training through the end of the first fiscal year.

Services

Data Conversion (client must provide data in readable format)	\$ To be determined if provided
Consulting & Training	\$ 4,800
Implementation Management	\$ 2,000
Sub-Total:	\$ 6,800

TOTAL PROJECT COST: **\$ 11,300**
 (does not include travel-related expenses or maintenance)

Investment Estimate for the City of Sultan, WA

Application/Products	Application License Fees	Training & Consulting	Implementation Management
Building Permits	\$4,500	\$4,800	\$2,000
Document Attachment & Cataloging	Included		
Integrated Report Archival	Included		
Total Springbrook	\$4,500	\$4,800	\$2,000
Total Other	\$0		
Total Known Project Costs	\$11,300		

Total Users = 10

Prices valid for 90 days
from: 1/2/2007

Pricing is based on standard contract - deviation from standard contract terms may result in modified prices.

Training Estimates are based on a train the trainer concept and do not include travel time or expenses.

Annual Maintenance Costs for the City of Sultan, WA

Application/Products	1st Year Maintenance **
Building Permits	\$900
Total Springbrook	\$900
Total Other	\$0
Total 1st Year Maintenance Costs	\$900

Total Concurrent Users = 10

Prices valid for 90 days

SCHEDULE OF PAYMENT TERMS:

Springbrook License Fees: 100% (\$4,500) due at Addendum signing

Training*: 50% (\$2,400) due at Addendum signing
50% (\$2,400) due January 4, 2008

Implementation Management: 100% (\$2,000) due January 4, 2008

First-Year Maintenance Fees: 100% pro-rated from start of training through December 31, 2007 (based on \$900 for first full year)
due January 4, 2008
Note: 25% annual maintenance will apply on client enhancements to Software

Due with Addendum: \$ 6,900

Travel fees will apply for all onsite training and are defined as follows:

- Travel time one-way and travel expenses (mileage, airfare, lodging, per diem for meals, etc) are not included in the fees quoted. These expenses will be bid when the training date is scheduled and will be billed as actual.

LICENSOR

LICENSEE

By:

By:

Name: Marily Rementeria

Name:

Signature: _____

Signature:

Title: Managing Partner - Sales

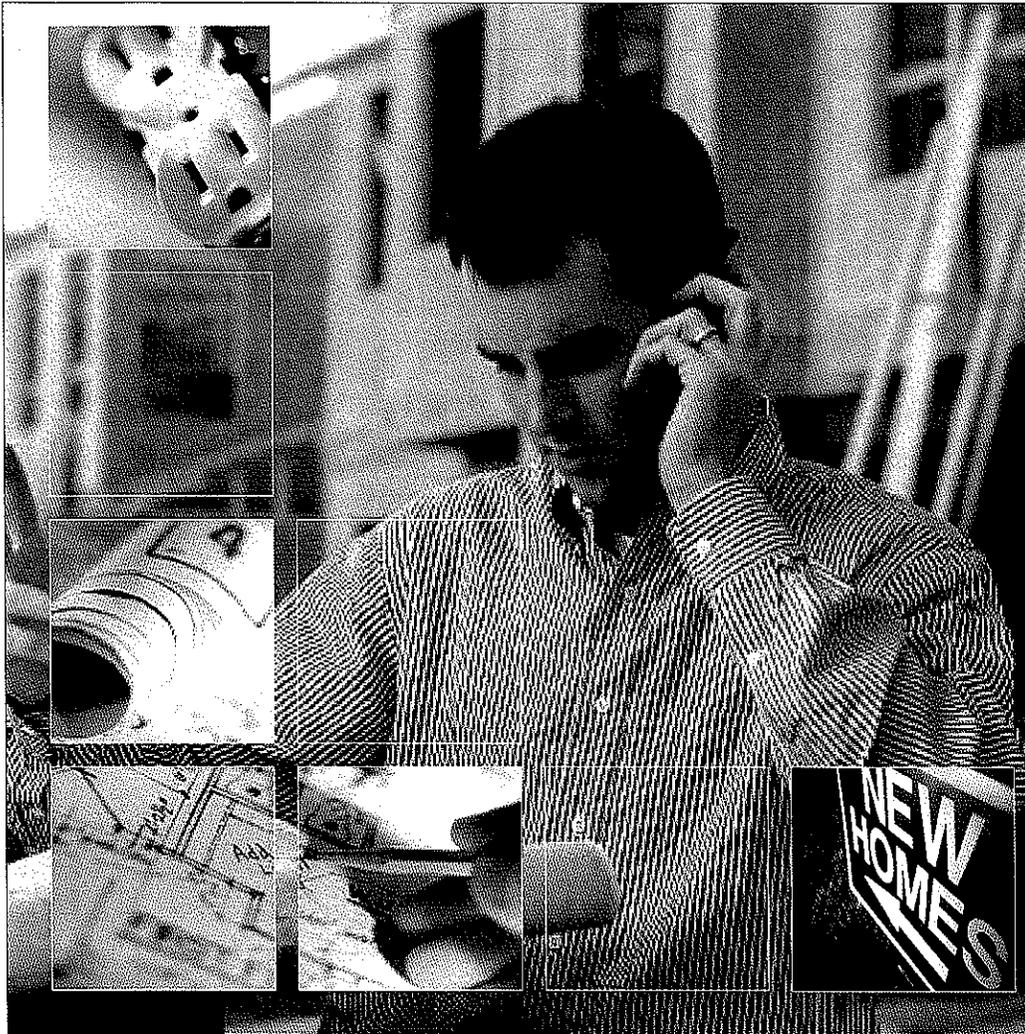
Title:

Date: _____, 2007

Date: _____, 2007

Building Permits

20th Anniversary
SPRINGBROOK
SOFTWARE



Financial Software
Applications

Enterprise Payroll &
Human Resources

Integrated Customer
Information Systems

Utility Billing
Systems

eGovernment

Enterprise Software Solutions for Local Government

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866-256-7661 :Toll Free Sales

503-820-4537 :Fax

sales@sprbrk.com :Email

www.springbrooksoftware.com :Web

Building Permits

A few of the features of this Module

- ◆ Centralized Customer Integration
- ◆ Centralized Lot Integration
- ◆ Auto Numbering of permits
- ◆ Email notification of inspections
- ◆ Unlimited permit status
- ◆ Unlimited permit classes
- ◆ Unlimited permit types
- ◆ Create permits on the fly via the interface to our Cash Receipts module
- ◆ Contractor maintenance
- ◆ Up to date business license info via the interface to our LP module
- ◆ Contacts maintenance both internal and external
- ◆ Fees can be flat amounts, variable, percentage based or range based
- ◆ Forms maintenance via Microsoft Word
- ◆ Adjustments to invoices or payments
- ◆ Credits and/or Deposits can be easily accepted and applied
- ◆ Refund ability via Accounts Payable
- ◆ QBE reporting ability
- ◆ Instant charge and payment information on every permit
- ◆ Attachment feature for documents
- ◆ Unlimited Miscellaneous Fields
- ◆ Active permit listing of contractors with drill down ability to the permit
- ◆ Complete GL Integration

Permit Search

Search Parameters: Permit No, Customer No, Customer Name, AP Account No, Lot No, Service Address. Status: All, Type: All. Templates:

License No	Type	Cust No	Customer Name	Date Issued	Service Address
000000000001	General	01188	JOHNSON, LINDA	09/29/2002	42077 #1 FOX FARM RD
000000000002	Bldg-R	01572	BEUK, YVONNE	04/25/2005	784 Berkley Lane

Permit Maintenance

Permit Information: Permit Number: 000000000013, Status: Active, Permit Type: Bldg-C

Customer: 019257 Sean Moloney
 Account: 0019320 BP for remodeling of office space
 Lot: 001478 222 SW Main Street

Permit Details:
 Description: Customer is wanting to remove a non-load bearing wall to open up entire space
 Removal of the non-load bearing wall located in the middle of this office space
 Application Date: 04/14/2004, Issue Date: 04/16/2004
 Completion Date: 10/14/2004, Project Cost: 2,600.00
 Expiration Date: 10/14/2004, Print Date: 04/16/2004

Contractor Maintenance

Contractor: Portland Building & Remodeling
 State Lic No: 1361966, Local Lic: 000010024123
 Phone: (503)515-8055, Fax: (503)554-1234, Exp Date: 03/15/2005, Exp Date: 06/30/2005

Contact Info: Name: Sean Moloney, Tel/Ext: (503)515-8055, Email: seanm@pbrik.com
 General Info: App. Date: 08/11/2003, Federal ID: 122-54-8545, Tax ID: 251-98-8658, Local Tax ID: 115-98-9000

Browse Permit Classes

Search By: Permit Class

Class Name	Description
Water	Water Projects
Sewer	Sewer Projects
Residential	All Residential Permits
Remodel - Residential	Remodeling work on Residential
Remodel - Commercial	Remodeling work on Commercial
New - Residential	New Residential Construction
New - Commercial	New Commercial Construction
Additions - Residential	Any additions on Residential

Browse Permit Types

Search By: Permit Type

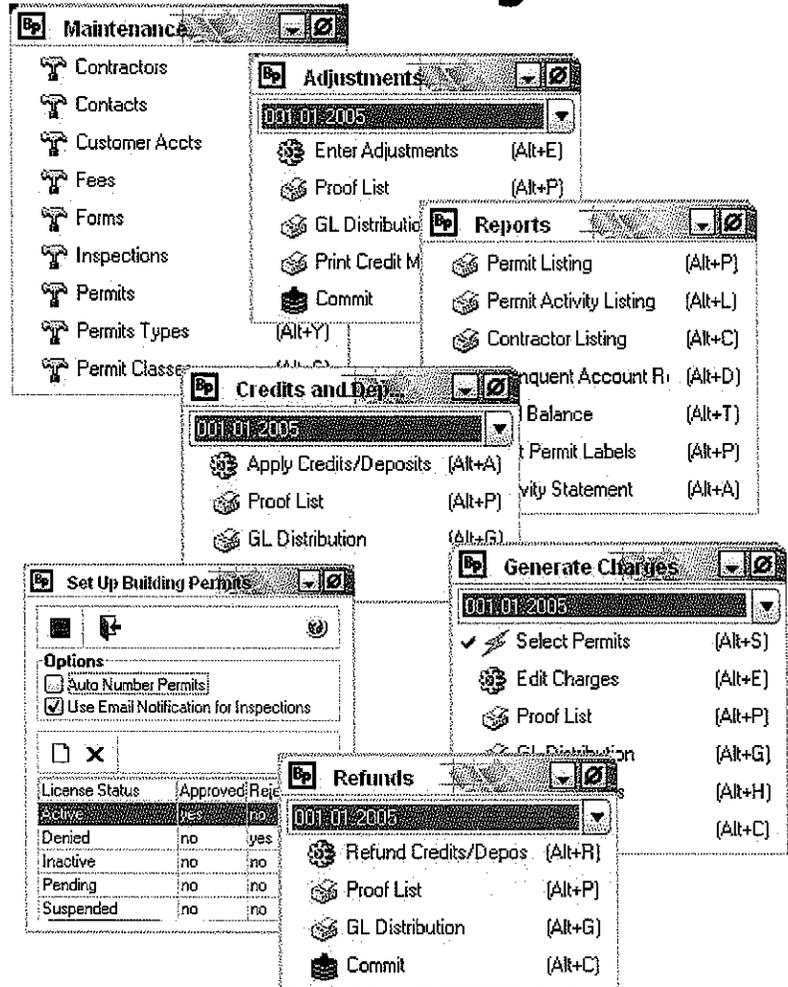
Type	Description
Accessory Building	Accessory Building
Bldg-C	Commercial Remodeling
Bldg-R	Multi-Family Residential Build
DECK	Patios, Decks and Porches
DW-C	Driveway-New Commercial Bldg
DW-R	Driveway for New Home
foundation	Foundation work on new home
Multi	Multi Family Dwelling

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Building Permits

Module Feature Details

- ◆ Status, Class and Type are all user definable and play a vital role in allowing you to customize the module for searching and reporting purposes.
- ◆ Auto-Numbering of permits is available or you can use your own numbering system
- ◆ Email Notification can be utilized to inform individuals within your organization that a permit has passed a particular inspection and/or approval step
- ◆ Invoice, payment and adjustment history is one click away on every permit
- ◆ Our attachment icon allows you to attach, preview, print or scan any type of document or file that then becomes a permanent record for that permit.
- ◆ Centralized Customer and Lot information already contained in your database are just a mouse click away
- ◆ Adding either a new customer or a new lot to the database can be done "on the fly" and takes just seconds to complete
- ◆ Tabs are laid out in an easy to read and useful format for quick access to the information you are looking for.
- ◆ Contractors and their employees can be attached to any permit
- ◆ With the interface to our LP module, contractors can easily have their business license information kept up-to-date
- ◆ Bond and insurance information is also easily maintained and reported on at anytime.



Interfaces with the following modules

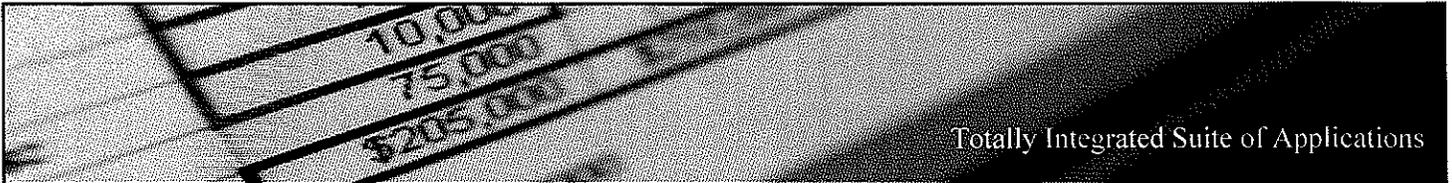
Accounts Payable—processing of refund checks

Cash Receipts—posting of payments and creation of "on the fly" permits

General Ledger—posting of all revenues and cash

Project Management—posting/tracking to Projects that involve permits

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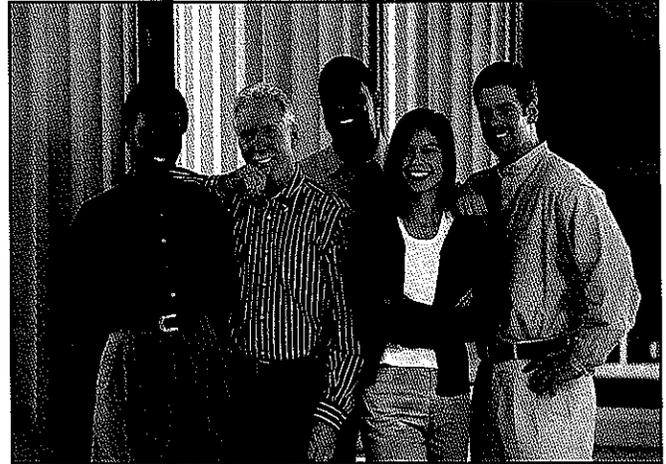


Totally Integrated Suite of Applications

*"Worth your weight in gold"
Art Martinez, MIS Director
South Feather Water and Power, CA
Former President of National User Group*

"I just wanted to thank you for developing a software system that makes me look good. Doing the budget this year is going so much faster and smoother. I appreciate your employees' hard work and your quality product".

Bernadette Sorenson - City of Tillamook, OR



"What a great product Springbrook Software is! With user-friendly screens, reporting capabilities, and ease of understanding, the system has endless possibilities. Our auditors were here about a week ago, and they loved it too. I am always happy to recommend the software to any new user. Also, I don't want to forget all the wonderful staff of Springbrook; they are all great people to work with".

Suresh Prasad, ASO for Finance & Technology - Marina Coast Water District, CA

"I'd like to express my appreciation for your support and great software product/package. Please give my gratitude to your hard working staff. What a great team you have!".

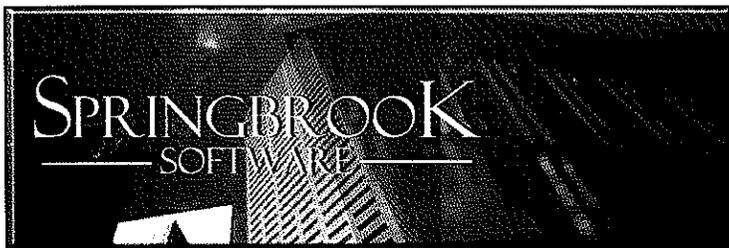
Fumiko Tamaru, Accountant - City of Gig Harbor, WA

"I remain in awe at what all Springbrook can do. Your software is excellent! Your staff is the best trained and most courteous group of people that I have ever had the pleasure of working with".

Glen Sexton - Senior Accountant for Eagle Mountain City, UT

"Springbrook Software never fails to impress me, both the organization and its products. I have had the opportunity to work with a variety of accounting software packages over the last 18 years and the Springbrook Finance Suite is far and away the best I have found. It is logical, flexible, responsive and dependable. All the same qualities apply to the staff as well".

Jerri Moore - Finance Director for Junction City, OR



"It is really nice to know that when we are really in a bind, we can count on you to help bail us out".

*Kevin Lewis - Finance Director
City of Deland, FL*

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