



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** April 21, 2015

**TO:** Mayor and Councilmembers

**FROM:** Information Systems Division of Administrative Services Department and the Community Development Department

**SUBJECT:** Purchase Of Historical Properties Web Application

**RECOMMENDATION:** That Council:

- A. Approve a professional services agreement with PixelPushers, Inc., doing business as Civica Software, for the acquisition and implementation of the Historical Properties Web Application (HPWA), in an amount not to exceed \$37,200;
- B. Approve additional services that may be identified during the implementation of HPWA, in an amount not to exceed \$3,800;
- C. Transfer \$16,000 from the Capital Outlay Fund from the Reserve for Technology Upgrades to the Community Development Department's Building and Safety Division's budget to cover a portion of this agreement; and
- D. Increase appropriations and estimated revenues by \$16,000 in the General Fund, Community Development Department.

### **DISCUSSION:**

#### **Background**

Community Development maintains a historical properties database to track inventory of the City's historic properties as mandated by the California State Office of Historic Preservation (OHP).

The City's current historical database was acquired from the City of Riverside in 2003. Over the years, Community Development staff have worked with Information Systems to customize the database.

Several years ago, Community Development realized the historical database was not adequately meeting its needs. While the current database is functional, it has a number of issues: (1) when constituents want to view property records, they must make a trip to 630 Garden, request from Planning staff a report for a specific property address and wait for the record to be looked-up and printed; (2) updating the database records can only be done from City workstations, so off-site contractors (and staff) must take

pictures and notes, send them to internal staff who then save and upload the assets to the database; (3) there is no contractor to provide maintenance and support; and (4) there is no direct way to connect property records to an interactive mapping system.

### **Selection Process**

Community Development and Information Systems staff have spent a significant amount of time researching and evaluating alternative solutions. Because there are no “off-the-shelf” commercial applications available, municipalities use “home-grown” or developed applications.

### **Selection of Civica Software**

Community Development and Information Systems staff approached the City’s website vendor, Civica Software. Civica created the City’s internet website and offers custom development. Civica will be able to fully develop and integrate the HPWA directly into the City’s website. The City will save costs by using the servers that run the main city website. The public user experience between the main website and the HPWA will be seamless. Staff managing the historical information will use the same administration tool as staff use now to create, update and publish web pages.

### **Benefits**

Community Development and Information Systems staff have created a detailed and extensive scope of work that Civica has agreed to provide for the contracted amount. The scope of work will provide, but not be limited to, the following.

1. Allow the public to access and search the City’s historical properties information via the internet from the main City website
2. Enable staff and designated contractors, to submit and approve changes and additions to the database remotely via desktop, tablet and smart phone
3. Maintenance and support for the application will be provided by Civica Software
4. Property information records in the HPWA will link to the City’s MAPS application for viewing on an interactive internet map

### **Implementation Timeline**

The HPWA is expected to launch approximately four months after commencement of the contract.

### **BUDGET/FINANCIAL INFORMATION:**

\$25,000 will come from the Historic Work Program that was approved and appropriated in the Community Development Department’s budget during the Fiscal Year 2015 budget process; the balance of \$16,000 will come from the Technology Upgrade

Reserves, which will be transferred to and appropriated in the Community Development Department budget.

During the past ten years, there has been a technology fee paid at the time of pulling a building permit. This fee has been set aside in a reserve account in the Capital Outlay Fund for technology upgrades, specifically to upgrade our permit tracking system used by the Land Development Team, but for other technology needs relating to the Land Development Team as well. There are sufficient funds in the reserve account for this need.

It is important to note that during contract negotiations, Civica Software agreed that they will not recoup their entire cost of development through the HPWA project with the City and that their loss will be offset by future sales of the product to other municipalities. Maintenance for HPWA will be part of the City's existing website maintenance and support contract with Civia, and not add to the annual cost.

**SUSTAINABILITY IMPACT:**

The new HPWA will provide internet access to the City's historical properties information, saving vehicle trips into the City.

A copy of the contract/agreement is available for public review in the City Clerk's Office.

**PREPARED BY:** Scott Nelson, Webmaster

**SUBMITTED BY:** Kristy Schmidt, Administrative Services Director

**APPROVED BY:** City Administrator's Office