



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: August 20, 2019

Agenda Item 60Y

Approvals:
City Manager [Signature]
Dept. Head [Signature]
Attorney _____
Finance [Signature]

Department: Finance and Administrative Services
Prepared By: Brian Brower, Information Technology Manager BB

Subject: *PAYMENT AUTHORIZATION FOR MAINTENANCE AND SUPPORT RENEWAL FOR SUPERION TRAKIT SOFTWARE.*

Fiscal Impact: Yes. The Year One purchase price of \$36,732 is within the Fiscal Year (FY) 2019-20 adopted budget amount in account #063-241-43456-000-00000. The funds required for future years will be appropriated through the normal budget process.

Summary: Staff seeks City Council authorization to purchase annual software maintenance and technical support for Trakit permitting and licensing software from Superior LLC in the amount of \$36,732 in FY 2019-20. Staff also seeks authorization to purchase Trakit software maintenance and technical support in the following two fiscal years for an amount not to exceed a 5% increase each year.

Background: As one of the City's critical enterprise software systems, the City utilizes the Trakit software for permitting, project tracking, code compliance management, business license management, and inspections.

Discussion: For nearly 15 years, Trakit has been utilized extensively by City staff throughout the Community Development, Public Works, and FAS Departments, and includes an online portal for public access to building permit information, code compliance issue reporting, inspection scheduling, and business license renewals. As part of its information technology practices, the City maintains ongoing agreements for software, licensing, maintenance, and technical support for software systems that are critical to City operations. These agreements enable continued use of the software, provide access to updates for functionality and security, and ensure technical support in the event of system instability or failure. Expenditures for software maintenance agreements are funded in the Information Technology Fund through the annual budget process.

The total amount for the annual renewal for Trakit from 9/1/2019 through 8/31/2020 is \$36,732. The estimated cost for the two following years is shown in the table below, based on a maximum annual increase of 5%. Actual expenditures shall not exceed the amount included in the adopted annual budget.

Fiscal Year	Estimated Cost
2019-20	\$36,732 (actual)
2020-21	\$38,569 (not to exceed)
2021-22	\$40,497 (not to exceed)

City Policy 201-2-1 permits the purchase of goods and services from sole-source providers where a single supplier is the sole provider of a product or service such that there is not an acceptable substitute. In this case, Superior LLC is the sole firm that provides software maintenance and technical support for the Trakit system.

Recommended

Action:

1. STAFF RECOMMENDS THAT the City Council authorize payment to Superior, LLC, a Central Square Company in the amount of \$36,732 in Fiscal Year 2019-20.
2. STAFF RECOMMENDS THAT the City Council authorize payment to Superior, LLC, a Central Square Company in an amount not to exceed \$38,569 in Fiscal Year 2020-21.
3. STAFF RECOMMENDS THAT the City Council authorize payment to Superior, LLC, a Central Square Company in an amount not to exceed \$40,497 in Fiscal Year 2021-22.

Attachments: None.

Notification: None.