

AGENDA ITEM SUMMARY

September 17, 2019

City Council

STAFF

Tom Leeson, Director, Comm Dev & Neighborhood Svcs
Brad Yatabe, Legal

SUBJECT

First Reading of Ordinance No. 112, 2019, Appropriating Prior Year Reserves in the Data and Communications Fund for Implementation of Electronic Plan Review.

EXECUTIVE SUMMARY

The purpose of this item is to appropriate funds from the reserves of the Data and Communications Fund for implementation of electronic plan review as part of the building permit process.

STAFF RECOMMENDATION

Staff recommends adoption of the Ordinance on First Reading.

BACKGROUND / DISCUSSION

This appropriation is considered Phase II of the overall Electronic Plan Review project. The first phase included a software upgrade to the permit tracking software, Accela, as well as needed hardware upgrades. This appropriation request will enable the City of Fort Collins to make improvements to the building permit electronic plan review, and the funds will be utilized to support consulting services from TruePoint Solutions to assist the City of Fort Collins IT and Development Services (Building) Departments with the implementation of improvements to the existing Accela system. Implementation of these improvements is intended to help better track and manage improved building permit processes. This phase of the project is anticipated to be complete by Q1 2020, and following that, a third phase is expected to be needed.

The scope of this project will include the following elements:

Business and System Analysis Support: Identify options for improving Accela system features and functionality to better support the City's proposed building permit process improvements.

Specific activities include:

- Confirmation of high-level business requirements
- Further development/confirmation of detailed requirements for new/improved functionality
- Review and prioritization of new/improved feature and functionality options
- Confirmation of the overall solution design
- Identification of specific configuration and scripting changes in Accela that will provide features/functionality required to best support building permit process improvements
- Identification of new reports and/or changes to existing reports needed to support building permit process improvements
- Detailed planning for development/implementation of configuration and scripting changes

Configuration and Scripting: Develop and implement the necessary Accela configuration and scripting changes to deliver the feature and functionality improvements based on the detailed requirements identified under the Business and System Analysis Support task.

Report Design and Development: Design and develop reports necessary to support the City's reporting requirements as defined under the Business and Systems Analysis service item.

Testing Support: TruePoint will provide assistance to City staff in testing of improved features and functionality under this service item. Examples of such support include assisting with the development of test plans/procedures, assistance with training staff who will be performing testing, and explanation/documentation/demonstration of features/functionality to be tested.

Go Live/Post Go-Live Support: TruePoint will provide support and assistance to City staff in the adoption and use of new features and functionality as they are initially implemented in the production environment. This task also includes activities such as assistance with troubleshooting and fixes/changes to functionality if issues or questions arise after implementation in the City production environment.

CITY FINANCIAL IMPACTS

The total cost of implementation for this phase is \$350,000. The funding source is the reserves of the Data and Communications Fund. This amount represents the TruePoint time and reimbursable direct costs (\$316,800) plus additional funds to account for potential change in scope or unanticipated work order items (\$33,200).

PUBLIC OUTREACH

Although there was no formal public outreach; designers, developers, and contractors that have been using the current level of electronic plan review have widely praised the City's efforts to move in this direction and anticipate a wider use for electronic plan review in all aspects of development review.

ORDINANCE NO. 112, 2019
OF THE COUNCIL OF THE CITY OF FORT COLLINS
APPROPRIATING PRIOR YEAR RESERVES IN THE DATA
AND COMMUNICATIONS FUND FOR IMPLEMENTATION OF
ELECTRONIC PLAN REVIEW

WHEREAS, the Community Development and Neighborhood Services and Information Technology Departments have collaborated to implement electronic plan review of development applications in order to better serve the citizens of Fort Collins through increased efficiency; and

WHEREAS, the completed first phase of the electronic plan review included upgrades to the permit tracking software, Accela, and hardware upgrades; and

WHEREAS, the planned second phase will enable improvements to the building permit electronic plan review and retain outside consulting services from TruePoint Solutions to assist with further Accela improvements; and

WHEREAS, in order to implement the second phase, an appropriation in the amount of three hundred fifty-thousand dollars from the Data and Communications Fund is necessary; and

WHEREAS, this appropriation benefits public health, safety and welfare of the citizens of Fort Collins and serves the public purpose of increasing the efficiency of development application review; and

WHEREAS, Article V, Section 9 of the City Charter permits the City Council to appropriate by ordinance at any time during the fiscal year such funds for expenditure as may be available from reserves accumulated in prior years, notwithstanding that such reserves were not previously appropriated; and

WHEREAS, the City Manager has recommended the appropriation described herein and determined that this appropriation is available and previously unappropriated from the Data and Communications Fund and will not cause the total amount appropriated in the Data and Communications Fund to exceed the current estimate of actual and anticipated revenues to be received in that fund during any fiscal year.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

Section 1. That the City Council hereby makes and adopts the determinations and findings contained in the recitals set forth above.

Section 2. That there is hereby appropriated from prior year reserves in the Data and Communications Fund the sum of THREE HUNDRED FIFTY THOUSAND DOLLARS (\$350,000) for expenditure in the Data and Communications Fund for the implementation of phase 2 of electronic plan review.

Introduced, considered favorably on first reading, and ordered published this 17th day of September, A.D. 2019, and to be presented for final passage on the 1st day of October, A.D. 2019.

Mayor

ATTEST:

City Clerk

Passed and adopted on final reading on the 1st day of October, A.D. 2019.

Mayor

ATTEST:

City Clerk