



## Legislation Details (With Text)

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**Title:** CONSIDER APPROVING AMENDMENT NO. 2 TO AN AGREEMENT WITH HDL SOFTWARE TO PROVIDE SOFTWARE FUNCTIONALITY AND WEB-BASED APPLICATIONS (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. HDL Amendment No. 2 Software

Date	Ver.	Action By	Action	Result
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## Report to Mayor and City Council

Tuesday, July 20, 2021

Consent

### SUBJECT:

**CONSIDER APPROVING AMENDMENT NO. 2 TO AN AGREEMENT WITH HDL SOFTWARE TO PROVIDE SOFTWARE FUNCTIONALITY AND WEB-BASED APPLICATIONS (CITY COUNCIL)**

### I. SUMMARY

On July 20, 2017, The City of Carson and HdL Software entered into a three-year contract service agreement with two one-year extensions for the City Business License Operating and False Alarm billing. The City and HdL executed the first amendment to the agreement on June 16, 2020, to extend to June 30, 2021. Staff is requesting approval of the HdL contract Amendment No. 2 to amend the terms of the contract that would expire June 30, 2022.

Staff is in the process of performing Tyler Munis ERP (Enterprise Resource Planning) phase no. 3 implementation, with an estimated go-live date of April 2022, for the following functional areas:

- Business License
- Permits and Planning

- Code Enforcement
- Web payment portal

Tyler Munis application is public sector specific that will:

- Support best business practices
- Reduce the need for redundant input and data processes
- Increase efficiencies thorough the use of electronic workflow
- Improve access to business information
- Provide City staff easier access to information
- Improved reporting with an integrated workflow that will save time and streamline the City business operations.

Once the ERP System is fully implemented, the City will no longer have the need for the HdL Business License and False Alarm billing software.

## **II. RECOMMENDATION**

1. APPROVE the proposed Amendment No. 2 to the agreement for contract services between the City of Carson and HdL Software for Prime Business License and False Alarm billing software.
2. Authorize the Mayor to execute the HdL Software Amendment No. 2, after approval as to form by the City Attorney.

1.

## **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate.

## **IV. BACKGROUND**

On July 20, 2017, The City of Carson and HdL Software entered into a three-year contract service agreement with two one-year extensions for the City Business License Operating and False Alarm billing. The City and HdL executed the first amendment to the agreement on June 16, 2020, to extend to June 30, 2021. Staff is requesting approval of the HdL contract Amendment No. 2 to amend the terms of the contract that would expire June 30, 2022.

HdL software is a web-based program that allows the public to apply for a new Business License, renew an existing Business License or Alarm Permit account, pay outstanding Business License invoice, and query a City issued Business License online through the

City's webpage. Additionally, the software programs manages the City's False Alarm billing. The software tracks the number of false alarms that have occurred at a specific address, as well as the amount of fees owed to the City for the Sheriff's deputies response to the false alarm call. The cost for the software is an annual one-time payment:

- Business License Web Module \$15,426
- False Alarm Module \$4,541

Staff is in the process of performing Tyler Munis ERP (Enterprise Resource Planning) phase no. 3 implementation, with an estimated go-live date of April 2022, for the following functional areas:

- Business License
- Permits and Planning
- Code Enforcement
- Web payment portal

Once the ERP System is fully implemented, the City will no longer have the need for the HdL Business License and False Alarm billing software. The system will be replaced with Tyler Munis ERP system, and the City may cancel the contract at any time with 30 days written notice.

Finance department is working with our consultant, Terry Rodrigue, to implement a Citywide Contracts Process Improvement that will ensure that contract deadlines are tracked properly so staff is prepared well in advance of renewal dates.

## **V. FISCAL IMPACT**

There is no fiscal impact. The total appropriation is available within Fiscal Year 2021-2022 adopted budget.

## **VI. EXHIBITS**

1. HdL Software Amendment No. 2 (pgs. 4-8)

1.

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