



Legislation Text

File #: 22-0233, **Version:** 1

Planning and Building Department, Tahoe Planning, Stormwater, and VHR Division and Commercial Cannabis Division, recommending the Board consider the following:

- 1) In accordance with Chapter 3.13, Section 3.13.030 of County Ordinance Code, Contracting out, find that the development, implementation, and management of the Business License Software System (Prime System) software program to manage revenue and permits for Vacation Home Rentals (VHRs) and Commercial Cannabis requires specialty skills and knowledge of proprietary software; and
- 2) Approve and authorize the Chair to sign perpetual Agreement 6014 with Hinderliter De Llamas and Associates (HdL) for the provision of said software and services, with a year-one not-to-exceed amount of \$57,970, and with recurring annual costs estimated not-to-exceed \$15,980 for each year thereafter.

FUNDING: General Fund / Permit Fees.

DISCUSSION / BACKGROUND

In 2021, the Planning and Building Department, Tahoe Planning, Stormwater, and VHR Division and Commercial Cannabis Division, (Department) began working with the Information Technologies Department (IT) to explore software options to manage revenue and permits for VHRs and Commercial Cannabis retailers and facilities, which are similar to services provided for the Treasurer-Tax Collector's Office for the management of Business Licenses (also provided by HdL). Once the scope and needs of the software were identified, it was determined that the County's TRAKiT software program could not effectively provide the types of service needed to administer these programs.

The Department and IT then began working with HdL to obtain a proposal for a software system that could meet both the business needs and functionality requirements of the VHR and Commercial Cannabis programs. Based on the required custom developed software, the proposal reflected year-one costs for the development and implementation of the Prime System, as well as recurring annual costs following implementation related to use fees and licenses.

Under the proposed Agreement for year-one development and implementation, HdL will expand its Prime System to create two (2) additional custom modules to manage revenue and permits for VHR and Commercial Cannabis, including, but not limited to: creating rate types and associated fees; creating custom tracking and reporting capabilities; converting data for accounts under the Treasurer-Tax Collector's Office for use in these modules; importing ArcGIS data from the Assessor's Office; developing web-based modules for online payments; developing custom reporting for renewals, applications, certificates, and up to three (3) standard letters per module; and training for Department staff. The year-one development and implementation costs also include a \$10,000 contingency budget for any unforeseen items or additional customizations beyond what's included in the Agreement should those be determined necessary for successful implementation.

Following the year-one implementation services, the Agreement includes costs associated with

providing ongoing support, use fees for both modules, hosting services, and reporting. Similar to the year-one implementation costs, the recurring annual costs also include a \$10,000 contingency budget for any unforeseen items or additional customizations; however, it's anticipated that the ongoing annual costs will be closer to the \$5,980 total base fee for annual use, hosting, and reporting.

ALTERNATIVES

The Board may choose not to approve the proposed Agreement. This would limit the Department's ability to effectively and efficiently manage revenue and permitting for VHRs and Commercial Cannabis.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

County Counsel and Risk Management have approved the proposed Agreement.
Information Technologies

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

There is no change to Net County Cost associated with this item. Funding for this Agreement, including the year-one development, implementation, and management services, has been included in the Fiscal Year 2021-22 budget for both the Tahoe Planning, Stormwater, and VHR Division and Commercial Cannabis Division. Funding for the recurring annual costs following implementation will be included in subsequent years' budgets accordingly.

CLERK OF THE BOARD FOLLOW UP ACTIONS

- 1) The Clerk of the Board will obtain the Chair's signature on two (2) original copies of the Agreement (pages 16, 24, and 27); and
- 2) The Clerk of the Board will forward one (1) fully-executed original Agreement to the Chief Administrative Office, Procurement and Contracts Division, for further processing.

STRATEGIC PLAN COMPONENT

Good Governance - The development, implementation, and management of this software program will increase the Department's ability to effectively and efficiently manage its VHR and Commercial Cannabis revenue and permitting, thereby maximizing systems that improve system-wide process, data sharing, and departmental collaboration.

CONTACT

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