



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: MARCH 7, 2023**

**FROM: COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT      WARDS: ALL**

**SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH COMPUTRONIX (USA), INC., OF DENVER, COLORADO, FOR THE ENHANCEMENT OF THE PLANNING MODULE WITHIN THE POSSE LMS PERMIT TRACKING SYSTEM IN THE TOTAL AMOUNT OF \$330,000**

**ISSUE:**

Approve the Professional Services Agreement with Computronix (USA), Inc., of Denver, Colorado, to enhance the Planning Module within the POSSE LMS permit tracking system for the total amount of \$330,000, to streamline housing development approvals, and facilitate the collection of housing production data.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the Professional Services Agreement with Computronix (USA), Inc., of Denver Colorado, to enhance the Planning Module within the POSSE LMS permit tracking system in the total amount of \$330,000; and
2. Authorize the City Manager, or designee, to execute the Professional Services Agreement with Computronix (USA), Inc., of Denver, Colorado, and all related documents, including making any minor and non-substantive changes as necessary to effectuate the agreement.

**BACKGROUND:**

As a key implementation measure of the Streamline Riverside initiative, the City's legacy permitting software, Permits Plus, was replaced in July of 2019 with POSSE Land Management System (LMS) software, a product of Computronix (USA), Inc. The POSSE LMS system is used to support residents, design professionals, developers, and contractors to obtain dozens of types of necessary permits and approvals, including but not limited to building permits, land use entitlements, street opening permits, and fire permits.

Implementation of the POSSE LMS system was a critical component of the Streamline Riverside initiative as it achieved much needed modernization, transparency, and efficiency goals established and expected by the City Council and the development community. It further allowed applicants the ability to remotely initiate permit and entitlement applications, submit electronic plans, and monitor project and permit status online in real time. Since deployment, the POSSE LMS systems virtual permit portal has decreased in-person One Stop Shop visits by 55% and transitioned plan check services from 3% to 80% virtual (electronic) plan check, advancing the organizations sustainability and resiliency goals set forth in the Envision Riverside 2025 Strategic Plan.

On March 28, 2019, The California Department of Housing and Community Development (HCD) authorized up to \$123,000,000 as part of the Planning Grants Program (PGP) under Senate Bill 2 (SB2) and issued a Notice of Funding Available (NOFA), allowing “over the counter” allocations to jurisdictions. As a large jurisdiction, the City of Riverside was eligible for up to \$625,000 with projects adopted and completed by December 31, 2023. The NOFA requires that projects demonstrate a nexus to accelerating and streamlining housing production. City Council approved the SB2 grant agreement and it was executed on March 24, 2020 (Attachment 2).

In addition to the SB 2 funding, on January 27, 2020, HCD authorized up to \$119,000,000 as part of the Local Early Action Planning (LEAP) program and issued a Notice of Funding Available (NOFA), allowing “over the counter” allocations to jurisdictions. As a large jurisdiction, the City of Riverside was eligible for up to \$750,000, with projects adopted and completed by December 31, 2023. Like the SB2 grant, the NOFA requires that projects demonstrate a nexus to accelerating and streamlining housing production. City Council approved the LEAP grant agreement, and it was executed on December 28, 2020 (Attachment 3).

## **DISCUSSION:**

To further enhance the development process from a land use and zoning perspective, the Community & Economic Development Department secured two grants (SB2 and LEAP) and allocated a portion of the funds to significantly upgrade the Planning Module within the existing POSSE LMS system. The needed enhancements will help streamline the review and approval process by continuing to move all planning related workflows towards a digital city and furthering virtual services.

As part of the \$1,375,000 that was awarded to the City of Riverside through the SB2 and LEAP grants, \$330,000 will be allocated towards improving the existing POSSE LMS system Planning Module by making the following enhancements:

### **Electronic Plan Submission Software**

Update the Planning Division’s Electronic Plan submission capabilities. Using the POSSE LMS system, updated electronic workflows would be developed for all Planning Entitlements including Conditional Use Permits, Minor Conditional Use Permits, Variances, Design Review, General Plan Amendments, Rezoning, Specific Plan Amendments, etc. to allow applicants to submit plans and make payments online. This will help streamline the entire Planning process, including the review and approval of applications for housing development, consistent with the goals of the Housing Element grant.

## Dashboard to Track and Promote Housing Opportunity Sites

The State requires that all local jurisdictions zone for affordable and market rate housing while also tracking production. The City currently tracks housing production manually. This part of the project will automate the process and create a publicly viewable dashboard linked to the POSSE LMS system. An updated Planning Module, linked to the City's GIS platform, will report production. When tied to the 6<sup>th</sup> Cycle Housing Element Housing Opportunity Sites Inventory, this dashboard will provide a platform for City officials, the public, developers, and the State to assess potential development sites and track progress.

Overall tasks to be completed include:

1. Evaluate current workflows;
2. Identify barriers to an expedited review process;
3. Establish more streamlined processes;
4. Develop/upgrade the software;
5. Test the software; and
6. Launch to the public.

The proposed Scope of Work is included as Attachment 4. The project is scheduled to begin upon acceptance from City Council and will be completed on December 31, 2023. Milestone checkpoints will be established throughout the project lifecycle, and progress reports will be provided monthly.

Purchasing Resolution 23914, Section 403, states that "Competitive Procurement shall not be required for Information Technology software maintenance and license renewals; training; advertising; or professional recruitment services where the Manager is satisfied that the best price, terms and conditions for the Procurement thereof have been negotiated."

The Purchasing Manager concurs that the recommendation is in compliance with Purchasing Resolution 23914, Section 403.

### **STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority 6 – Infrastructure, Mobility & Connectivity** and **Goal 6.2** - Maintain, protect and improve assets and infrastructure within the City's built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

The item aligns with each of the five cross-cutting threads as follows:

1. **Community Trust** – The City followed a transparent and fair procurement process for this purchase and agreement of the POSSE LMS Planning Module upgrade.
2. **Equity** – The POSSE LMS Planning Module upgrade will ensure that all members of the community have equal access to submit planning entitlements electronically.
3. **Fiscal Responsibility** – Computronix (USA) Inc. is the vendor for our citywide permitting

system and is the only vendor who supplies the POSSE LMS software. Continuing to use the Computronix POSSE LMS platform eliminates the need to convert all the City specific configuration to another provider, which could result in a higher cost.

4. **Innovation** – The Computronix POSSE LMS platform is considered a state-of-the-art permitting software system. The Planning Module upgrade will enhance the overall capability by streamlining the planning entitlement process and furthering virtual services.
5. **Sustainability & Resiliency** – This purchase will continue to advance the City as a digital city ensuring it can adapt and grow in the most effective and efficient way possible.

**FISCAL IMPACT:**

The total impact of this Professional Services Agreement is \$330,000. Upon approval, SB 2 and LEAP grant funding in the amount of \$330,000 will be available to cover the cost of the project. Invoices will be paid from SB2 accounts 9340660-440210 (\$30,000) and 9340680-440210 (\$150,400) and LEAP account 9341700-440210 (\$149,600). All necessary documentation will be sent to the grantor(s) for reimbursement.

Prepared by: Jennifer A. Lilley, Community & Economic Development Director  
Certified as to  
Availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Professional Services Agreement with Computronix (USA) Inc.
2. LEAP Grant Executed Agreement
3. SB2 Grant Executed Agreement
4. Computronix (USA) Inc. Scope of Services