



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: DECEMBER 2, 2025

DEPARTMENT: COMMUNITY DEVELOPMENT

FROM: LISA BRINTON, DIRECTOR

BY: ANGELINE ANZINI, CHIEF BUILDING OFFICIAL
ODED ZALMANOVITCH, MANAGEMENT ANALYST

TITLE: FIFTH AND SIXTH RENEWAL WITH AVOLVE SOFTWARE, INC.
FOR PROJECTDOX EPLAN

RECOMMENDED MOTION:

A motion to approve a Resolution authorizing the City Manager to execute fifth and sixth renewals with Avolve Software, Inc. for the ProjectDox ePlan software subscription and increase the amount by \$162,101 for a total not to exceed \$569,468.

EXECUTIVE SUMMARY:

On June 22, 2021, the City of Salinas entered into a Services Agreement with Avolve Software Inc., the developer of OAS and ProjectDox software (Resolution No. 22140 (N.C.S.)). OAS and ProjectDox are utilized to provide residents, design professionals, and developers the ability to submit their permit applications for review and approval electronically. Electronic plan review provides greater efficiency by streamlining processes and creating a digital one-stop review of building permit applications. The renewal cost for Year Five is \$52,974, and covers services from December 12, 2025, to June 30, 2026, and the renewal cost for Year Six is \$109,126 and covers services from July 1, 2026, to June 30, 2027, for a revised not-to-exceed contract amount of \$162,101 for these renewal periods. The total contract not-to-exceed amount since June 22, 2021, would be increased to \$569,468.

BACKGROUND:

Under State Assembly Bill 2234, a public agency must require permits to be applied for, completed, and stored through a process on its internet website. Jurisdictions with a 2020 census population greater than 75,000 were to comply no later than January 1, 2024. To fulfill this mandate, on June 22, 2021, the City entered into a Services Agreement with Avolve Software Inc., the developer of OAS and ProjectDox software.

For calendar years 2023, 2024 and 2025, Council approved Resolution Nos. 22569 (N.C.S.), 22844 (N.C.S.) and 23179 (N.C.S.) authorizing the annual Services Agreement renewal with Avolve for Years Two, Three and Four, for a not to exceed compensation amount of \$101,160 per year. The Community Development Department has decided to align the Avolve Software Inc. renewal subscription with the contract schedule of our other permit services software, TRAKiT by CentralSquare, to improve efficiency and streamline subscription tracking. This alignment will simplify budget planning and ensure consistent oversight of all permit-related software subscriptions. Coordinating renewal schedules will also reduce administrative workload and minimize the risk of missed or overlapping renewals.

Avolve OAS/Project Dox Benefits

Avolve's OAS system enables design professionals and architects to upload electronic plans for review. Once uploaded, City staff track, review and process plan checks electronically via ProjectDox, and facilitates management of permit application and review processes. In addition to reviewing plans, ProjectDox serves as a digital repository for approved plans to be maintained and used by City staff in the future. Avolve software is integrated with our current permitting software, TRAKiT.

Project Dox allows applicants to submit their application when it is convenient for them. The software performs automated tasks and gives the applicant immediate feedback about missing information on forms, address validation, contractor license validation, the ability to pay fees and more. This eliminates the need to deliver applications and materials at the counter, simplifies file sharing, and cuts down staff time for data entry. The software also complements the Permit Center's one-stop-shop concept to create a virtual multi-departmental permitting center.

The software guides the applicant through each step of their participation in the review process with videos, in addition to written instruction. ProjectDox allows for better tracking across review cycles by providing reviewer mark-up tools, prioritizing task assignments, automating version tracking, and processing data analytics. In addition, digital signatures can be maintained in the system during virtual meetings where plans are redlined for approval.

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or foreseeable indirect physical change on or in the environment, this matter is not a project.

CALIFORNIA GOVERNMENT CODE §84308 APPLIES:

No.

STRATEGIC PLAN INITIATIVE:

Renewal of Avolve Software's OAS and ProjectDox furthers the City Council's 2025-2028 Strategic Plan Economic Development objective of streamlining the entitlement and permitting of residential developments by implementing efficient workflows and ensuring timely reviews by maintaining an efficient, paperless permitting and plan review system that supports economic development and housing through faster project approvals. The platform also enhances infrastructure coordination and improves city service delivery by streamlining workflows and increasing transparency. Continued use of the software ensures compliance with public safety standards and supports a more accessible, responsive process that benefits youth, seniors, and the entire community.

DEPARTMENTAL COORDINATION:

The Community Development, Public Works, and Fire Departments utilize ProjectDox for building permit plan review. Information Technology Division supports ProjectDox and Trakit database integration.

FISCAL AND SUSTAINABILITY IMPACT:

The funding source for the 2021 Service Agreement and subsequent renewals is Capital Improvement Program 9093, Permit Systems and Technology Upgrade, which is funded by a 5% technology fee collected with building permit fees. Yearly renewals are included in the preparation of the annual CIP 9093 budget. The table below demonstrates that there are sufficient funds to cover renewals for Years Five and Six.

Fund	General Ledger Number (Operating/CIP)	General Ledger Account Name	Remaining Budget Appropriation	Amount Requested
6900	30.9093-66.5800	Computer Software	\$259,683	\$162,101

ATTACHMENTS:

1. Resolution Authorizing Years Five and Six ePlan Renewal
2. Executed Avolve Service Agreement
3. Year Five Consultant Quote and Statement of Work (October 28, 2025)
4. Year Six Consultant Quote and Statement of Work (October 31, 2025)