



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: AUGUST 20, 2024

DEPARTMENT: COMMUNITY DEVELOPMENT

FROM: LISA BRINTON, DIRECTOR

THROUGH: DAVID GONZALVES, ASSISTANT DIRECTOR

BY: ANGELINE ANZINI, CHIEF BUILDING OFFICIAL AND YAZMIN OCHOA-FLORES, ADMINISTRATIVE ANALYST

TITLE: SERVICE AGREEMENT RENEWAL FOR TRAKIT SOFTWARE WITH CENTRALSQUARE TECHNOLOGIES LLC

RECOMMENDED MOTION:

A motion to approve a Resolution authorizing the City Manager to negotiate and execute an agreement with CentralSquare Technologies LLC for use of their TRAKiT software in an amount not to exceed \$293,576.24 and extend the term to June 30, 2028.

EXECUTIVE SUMMARY:

For the last eighteen years, the City of Salinas has used TRAKiT, a permitting software system city-wide. Besides its critical role in the permitting process, TRAKiT is also utilized by the Planning and Code Enforcement Divisions in the Community Development Department, and the Legal, Fire, Finance and Public Works Departments.

This multi-year Service Agreement renewal with CentralSquare will allow Permit Center operations to continue without interruption and improve efficiency by combining multiple subscriptions into a single subscription. The renewal supports 50 user licenses and several software add-ons that allow the City to tailor TRAKiT to Permit Center functions.

BACKGROUND:

The City originally entered into an agreement for TRAKiT software in 2006 with CRW Associates. This agreement provided information technology enhancements that had been identified as critical need at the Permit Center. In 2018 Council action authorized a system upgrade from the original TRAKiT.NET to TRAKiT9, a 100 percent web-based system. This update made it simpler for the public to interact with departments and divisions online.

The current renewal Service Agreement with CentralSquare provides 50 user licenses, TRAKiT GIS Advanced Engine, eTRAKiT Credit Card API, TRAKiT CSLB Integration and TRAKiT API

for ProjectDox. Since add-ons and additional licenses were historically contracted at different times of the year, there are currently 3 cycles of varied annual subscriptions. The Community Development Department has decided to combine all subscriptions to improve efficiency make it easier to track the subscription renewals. Fees for the FY 2024-25 are lower as they cover partial annual fees to allow for combined, same term fees the following years. The fees will be as stated below:

Product	Separate Co-term FY 24-25	FY 25-26	FY 26-27	FY 27-28
TRAKiT End User License (50)	\$29,609.65	\$60,537.26	\$63,564.12	\$66,742.32
TRAKiT GIS Advanced Engine	\$2,047.37	\$5,159.36	\$5,417.33	\$5,688.20
eTRAKiT Credit Card API	\$584.97	\$1,474.12	\$1,547.83	\$1,625.22
TRAKiT CSLB Integration	\$1,176.36	\$1,909.03	\$2,004.48	\$2,104.70
TRAKiT API for ProjectDox	\$1,932.09	\$2,425.50	\$2,546.78	\$2,674.12
Assurance Services	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Total	\$44,174.08	\$79,596.24	\$83,076.06	\$86,729.86

This proposed Service Agreement renewal may be approved by the City Council as a negotiated contract with the existing vendor/service provider pursuant to Salinas Municipal Code section 12-27. Since the renewal is with an existing vendor/service provider that will maintain existing software, a competitive bidding process will not serve in the best interest of the City, yield the best value, or result in the lowest price.

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).

STRATEGIC PLAN INITIATIVE:

TRAKiT software renewal furthers the City Council’s 2023-2025 strategic goals of Effective and Culturally Responsive Government and Economic Development by maintaining Permit Center operations through continued use of technology, centralized data collection for decision making and ensured ongoing accessibility of government services.

DEPARTMENTAL COORDINATION:

The Community Development, Legal, Fire, Finance and Public Works departments utilize TRAKiT for permitting, planning projects, code compliance, licensing and land and entity management. The Information Technology Division supports TRAKiT database integration.

FISCAL AND SUSTAINABILITY IMPACT:

Funding is available and appropriated in 5800.30.9093 (CIP 9093 Permit Center Technology Upgrades). This CIP is funded by a 5% technology fee collected as part of processing fees charged by the Community Development, Fire, Legal and Public Works Departments.

ATTACHMENTS:

1. Resolution Authorizing TRAKiT Service Agreement Renewal for TRAKiT Software with CentralSquare Technologies LLC