



CITY OF LONG BEACH

DEPARTMENT OF DEVELOPMENT SERVICES

R-15

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October 11, 2016

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager, or designee, to execute an amendment to Contract No. 34211 with e-Plan, Inc., dba e-PlanSoft, of Los Angeles, CA, for Phase Two of the Electronic Plan Check System, to increase the contract amount by \$343,645, for a revised total amount not to exceed \$749,965; and,

Increase appropriations in the Development Services Fund (EF 337) in the Development Services Department (DV) by \$343,645. (Citywide)

DISCUSSION

On February 10, 2015, the City Council authorized the selection of e-Plan, Inc., dba e-PlanSoft (e-Plan), to provide an Electronic Plan Check System (EPC) as a convenient way for applicants to submit applications and construction documents, obtain fee estimates, pay fees online, and receive plan corrections and/or final plan approval electronically. The reviewing agency may check submitted documents via a web browser from any location with an internet connection. Documents submitted electronically reduces printing and paper costs, applicants' trips to City Hall, and storage fees for the City. The EPC also allows multiple reviewers to simultaneously check a single set of high-quality plans, thereby decreasing turnaround times for an applicant's plan review.

e-Plan has completed Phase One of the EPC, which set up the initial development and implementation of the software. With the participation of a few local design firms, a four-month pilot began in June 2016 to test the system and train staff from several City departments. During the second month, the Development Services Permit Center began to receive applications and construction documents at a rate of one to two projects per week. As staff and firms become more familiar with the EPC process, the number of electronic submittals is expected to increase.

The EPC currently stands alone, separate from the City's Infor Public Sector permitting system (Infor). Under the current configuration, staff receives applications through the EPC then transfers the data into Infor. For Phase Two, e-Plan's sub-consultant, True Point Solutions, will complete the integration between Infor and EPC, allowing for the automatic transfer of information between the two systems and reducing data entry by staff. Full implementation of the EPC will increase efficiency by reducing the time

needed to setup and review incoming projects in the two separate systems. Additional funds, totaling \$343,645, are necessary for Phase Two. The Development Services Department is seeking City Council approval to amend Contact No. 34211 with e-Plan to carry out Phase Two of the EPC. It is anticipated that following City Council approval, it will require approximately eight months to fully implement the EPC.

This matter was reviewed by Deputy City Attorney Linda T. Vu on September 21, 2016 and by Revenue Management Officer Julissa Jose-Murray on September 22, 2016.

TIMING CONSIDERATIONS

City Council action is requested on October 11, 2016, to ensure the timely completion of the EPC implementation.

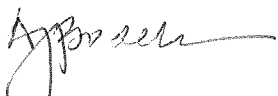
FISCAL IMPACT

An appropriation increase of \$343,645 in the Development Services Fund (EF 337) in the Development Services Department (DV) is requested to expend funds for the contract amendment. The contract cost will be offset by a Technology Surcharge collected to fund these types of efforts. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



AMY J. BODEK, AICP
DIRECTOR OF DEVELOPMENT SERVICES

APPROVED:


PATRICK H. WEST
CITY MANAGER