

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 11/05/07		Item Number: <u>A-2</u>	
AGENDA ITEM: Approval of an Amendment to an Existing Agreement with HdL Companies (Diamond Bar, CA) to Support the Implementation of Online Business Tax Renewals.			
Contact Person/Dept.: Michele Williams		Phone Number: 310.253.5959	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: E-mail Master Notification List on 11/01/07, Crystal Alexander (City Treasurer) on 10/30/07			
Department Approval: John Richo (10/30/07)		City Attorney Approval: Carol Schwab (by H. Iker) (10/30/07)	
Fiscal Impact Approval: Marlee Chang (by M. Noller) (10/30/07)		City Manager Approval: Jerry B. Fulwood (10/31/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to an existing agreement with HdL Companies to purchase software and professional services to support the implementation of online business tax renewals. <u>BACKGROUND:</u> On July 24, 2006 City Council approved entering into agreements with various vendors to begin accepting online payments via the City's website. Citizens currently have the ability to pay for parking tickets and recreation class registrations online. Beginning on November 12th, with the launch of the new website, online permitting will also be expanded. This new functionality will include the ability to pay for over-the-counter permits (permits not requiring a plan check) and the ability to view the permit status and inspection results. The staff report of July 24, 2006 also stated staff would be returning to City Council at a later date to obtain approval for renewing business tax certificates via the City's website.			

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DISCUSSION:

The City currently uses software from HdL Companies to track business tax certificates. This software has been in place (with upgrades) and functioning very well since 1999. The vendor has also been very supportive with making modifications to the software as the business needs of the City have changed over the years. In early 2007, HdL released a software module to facilitate online business tax certificate renewals. Each year, businesses are to report to the City their business taxes and renew their business tax certificate. Currently this is a manual process. The renewal forms are printed and mailed to each business entity. The renewal is typically mailed back or returned in person to the City with the payment. Staff in the City Treasurer's Office are responsible for data-entering various information from the renewal form into the HdL software. Implementing the option of renewing via the City's website would make the renewal process more convenient for businesses and it would also alleviate the burden of manual data entry.

The following is a list of local agencies that have implemented or are in the process of implementing HdL's web module. Staff spoke with Riverside County and the City of Carson to obtain their experiences. The references from these agencies were exceptional and both commented on the superior consulting services received from HdL.

Agency	Status of Implementation
Riverside County	First installation, went live in Feb 2007
City of Rancho Cucamonga	Went live 9/24/07
City of Carson	Plan to launch late November 2007
City of Coronado	Implementation in process
City of Temecula	Implementation in process

Staff recommends amending the current agreement with HdL to purchase the web module for business tax renewals and to obtain professional services to support the implementation.

FISCAL ANALYSIS:

The approval of an amendment to the existing agreement with HdL Companies (Diamond Bar, CA) to support online business tax renewals would result in an expenditure of \$10,800. The following details the costs for the amended agreement:

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Description	Amount
Software License Fee	\$ 7,500
Training	\$ 1,050
Installation Services	\$ 2,250
Total Expenditure	\$10,800

Sufficient funds have been allocated in the Financial System Enhancement CIP Project– 42000636 for these expenditures.

The year after implementation, there will be an annual software maintenance fee of \$1,500 per year. This amount will be included in future year's Repair and Maintenance budget requests of the Information Technology Department.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Approve an amendment to the existing agreement with HDL Companies authorizing an expenditure of \$10,800 from CIP Project 42000636 - Financial System Enhancement for the purchase of HDL's web module and for professional services to support the implementation;
2. Authorize the City Attorney to prepare the appropriate documents and authorize the City Manager to execute such documents on behalf of the City.