

Malibu City Council
Administration and Finance Subcommittee
Special Meeting Agenda

Tuesday, July 26, 2016

10:00 A.M.

City Hall – Surfrider Room
23825 Stuart Ranch Road

Mayor Lou La Monte
Councilmember Joan House

Call to Order

Approval of Agenda

Report on Posting of the Agenda – July 25, 2016

Public Comment *This is the time for the public to comment on any items not appearing on this agenda. Each public speaker shall be allowed up to three (3) minutes for comments. The Subcommittee may not discuss or act on any matter not specifically identified on this agenda, pursuant to the Ralph M. Brown Act.*

Discussion Items

1. Approval of Minutes – May 23, 2016

Recommended action: Approve the minutes of the Administration and Finance Subcommittee Special meeting of May 23, 2016.

Staff contact: City Manager Feldman, 456-2489 ext. 226

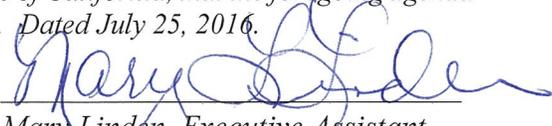
2. Professional Services Agreement with Stone Environmental, Inc.

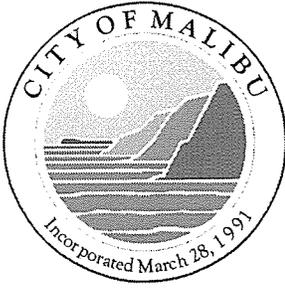
Recommended action: Provide a recommendation to the City Council to consider an appropriation of \$163,000 from the General Fund Undesignated Reserve for a Professional Services Agreement with Stone Environmental, Inc. to provide consulting services for updates and enhancements to the City's Integrated Wastewater Information Management System.

Staff contact: Environmental Sustainability Director George, 456-2489 ext. 229

Adjournment

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated July 25, 2016.


Mary Linden, Executive Assistant



Administration and Finance Subcommittee Agenda Report

Administration &
Finance Subcommittee
Special Meeting
07-26-16

Item 1

To: Mayor La Monte and Councilmember House

Prepared by: Mary Linden, Executive Assistant 

Approved by: Reva Feldman, City Manager 

Date prepared: July 25, 2016 Meeting date: July 26, 2016

Subject: Approval of Minutes – May 23, 2016

RECOMMENDED ACTION: Approve the minutes of the Administration and Finance Subcommittee Special meeting of May 23, 2016.

DISCUSSION: Staff has prepared draft minutes for the Administration and Finance Subcommittee Special meeting May 23, 2016, and hereby submits the minutes to the Subcommittee for approval.

ATTACHMENTS: Draft Minutes of the May 23, 2016 Administration and Finance Subcommittee Special meeting

MINUTES
MALIBU ADMINISTRATION & FINANCE SUBCOMMITTEE
SPECIAL MEETING
MAY 23, 2016
ZUMA ROOM
4:00 P.M.

CALL TO ORDER

Mayor Pro Tem La Monte called the meeting to order at 4:02 p.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Mayor Pro Tem Lou La Monte and Councilmember Joan House

ALSO PRESENT: City Manager Reva Feldman and Finance Manager Ruth Piyaman

APPROVAL OF AGENDA

MOTION Mayor Pro Tem La Monte moved and Councilmember House seconded a motion to approve the agenda. The motion carried unanimously.

REPORT ON POSTING OF AGENDA

City Manager Feldman reported that the agenda for the meeting was properly posted on May 19, 2016.

DISCUSSION ITEMS

1. Approval of Minutes – May 3, 2016
Recommended Action: Approve the minutes of the Administration and Finance Subcommittee Special meeting of May 3, 2016.

MOTION Mayor Pro Tem La Monte moved and Councilmember House seconded a motion to approve the minutes of the Administration and Finance Subcommittee Special meeting of May 3, 2016. The motion carried unanimously.

2. Proposed Budget for Fiscal Year 2016-2017
Recommended Action: Provide a recommendation to the City Council concerning adoption of the budget for Fiscal Year 2016-2017.

MOTION Mayor Pro Tem La Monte moved and Councilmember House seconded a motion to recommend that the City Council adopt the budget for Fiscal Year 2016-2017 with Designated Reserve for the Landon Center changed to Designated Reserve for Bluffs Park. The motion carried unanimously.

ADJOURNMENT

MOTION At 5:10 p.m., Mayor Pro Tem La Monte moved and Councilmember House seconded a motion to adjourn the meeting. The motion carried unanimously.

Approved and adopted by the Administration and Finance Subcommittee of the City of Malibu on _____.

LOU LA MONTE, Mayor

ATTEST:

MARY LINDEN, Executive Assistant



Administrative and Finance Subcommittee Agenda Report

To: Mayor La Monte and Councilmember and House

Prepared by: Craig George, Environmental Sustainability Director

Approved by: Reva Feldman, City Manager

Date prepared: July 19, 2016

Meeting date: July 26, 2016

Subject: Professional Services Agreement with Stone Environmental, Inc.

RECOMMENDED ACTION: Provide a recommendation to the City Council to consider an appropriation of \$163,000 from the General Fund Undesignated Reserve for a Professional Services Agreement with Stone Environmental, Inc. to provide consulting services for updates and enhancements to the City's Integrated Wastewater Information Management System.

FISCAL IMPACT: Funding for this Professional Services Agreement was not included in the Adopted Budget for Fiscal Year 2016-2017. An appropriation of \$163,000 from the General Fund Undesignated Reserve to Account No. 101-2010-5100 (Wastewater Management Professional Services) is needed to fund the additional work. The projected General Fund Undesignated Reserve at June 30, 2017 is \$23.3 million.

DISCUSSION: Council Policy #44 requires that all proposed appropriations over \$10,000 be reviewed and discussed by the Administration and Finance Subcommittee prior to being presented to the City Council. The proposed appropriation item will be presented to the Council on August 22, 2016.

In 2004, the City entered into an Agreement with Stone Environmental, Inc. (Stone) to provide consulting services for the design, operation, and maintenance of Integrated Wastewater Information Management System (IWIMS). The City has since amended the PSA to extend the term and to allow for the hosting and maintenance of IWIMS; however, the subsequent amendments do not allow for updates to the system. The requested \$163,000 and a new Agreement is needed for Stone to make those necessary updates and enhancements to the system.

The original implementation of IWIMS was developed as a component of a grant issued by the Santa Monica Bay Restoration Commission and the California State Coastal

Clean Air, and Coastal Protection Act of 2002. The grant authorized \$297,000 for the development of the IWIMS database tracking system. The database and the software utilized the available technologies and platforms available in 2004. Most, if not all, of these technologies are obsolete web applications which no longer support improvements and modifications. The current version is also not integrated with other City data and document management systems such as OnBase and the Development Database.

One of the key functionalities the City sought from the original version of IWIMS was the reporting capability of onsite wastewater treatment systems (OWTS) both temporally and spatially. This component proved to be cumbersome and ineffective and was seldom used. IWIMS 2.0 will support interactive reporting where custom reports may be created and shared. This will be an invaluable tool when the City adopts the Local Agency Management Plan (LAMP) in compliance with AB885, anticipated for early 2017.

IWIMS 2.0 provides a new streamlined interface with integrated GIS using current technologies. These improvements will allow the City to better manage and report OWTS information and permitting data. IWIMS 2.0 builds upon the technology developed in 2004 such as design, business logic, and application workflow.

IWIMS 2.0 will also enhance the functionality and reporting of the City's operating permit program. IWIMS 2.0 will be able to automatically generate operating permits, notifications for those permits needing renewal, and other similar functionality. The operating permit program was established as an OWTS tool. The fees collected in this program are intended to be used in the development and enhancement of these management tools. In Fiscal Year 2015-2016, the City collected over \$330,000 in fees for the operating permit program.

Stone has submitted a scope of work for this additional work and it is included in the PSA as Exhibit A. Stone has also submitted a cost proposal in the amount of \$163,000 to perform this additional work, which is included in the PSA also in Exhibit A. The cost summary included by Stone in the exhibit indicates a low end and a high end for each of 12 tasks. Staff has reviewed the proposal and requests the approval of an appropriation of \$163,000 so that staff may move forward with the attached PSA.

ATTACHMENTS: Professional Services Agreement with Stone

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into as of August 22, 2016 by and between the City of Malibu (hereinafter referred to as the "City"), and Stone Environmental, Inc. (hereinafter referred to as "Consultant").

The City and the Consultant agree as follows:

RECITALS

A. The City does not have the personnel able and/or available to perform the services required under this Agreement.

B. The City desires to contract out for consulting services to develop a new version of the City's Integrated Wastewater Information Management System (IWIMS).

C. The Consultant warrants to the City that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.

D. The City desires to contract with the Consultant to perform the services as described in Exhibit A of this Agreement.

NOW, THEREFORE, the City and the Consultant agree as follows:

1.0 SCOPE OF THE CONSULTANT'S SERVICES. The Consultant agrees to provide the services and perform the tasks set forth in the Scope of Work, attached to and made part of this Agreement, except that, to the extent that any provision in Exhibit A conflicts with this Agreement, the provisions of this Agreement govern. The Scope of Work may be amended from time to time by way of a written directive from the City.

2.0 TERM OF AGREEMENT. This Agreement will become effective on July 1, 2016 and will remain in effect for a period of two years from said date unless otherwise expressly extended and agreed to by both parties or terminated by either party as provided herein.

3.0 CITY AGENT. The City Manager, or her designee, for the purposes of this Agreement, is the agent for the City; whenever approval or authorization is required, Consultant understands that the City Manager, or her designee, has the authority to provide that approval or authorization.

4.0 COMPENSATION FOR SERVICES. The City shall pay the Consultant for its professional services rendered and costs incurred pursuant to this Agreement in accordance with the Scope of Work's fee and cost schedule. The cost of services shall not exceed \$163,000. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager, or her designee.

4.1 The Consultant shall submit to the City, by no later than the 10th day of each month, its bill for services itemizing the fees and costs incurred during the previous month. The City shall pay the Consultant all uncontested amounts set forth in the Consultant's bill within 30 days after it is received.

5.0 CONFLICT OF INTEREST. The Consultant represents that it presently has no interest and shall not acquire any interest, direct or indirect, in any real property located in the City which may be affected by the services to be performed by the Consultant under this Agreement. The Consultant further represents that in performance of this Agreement, no person having any such interest shall be employed by it.

5.1 The Consultant represents that no City employee or official has a material financial interest in the Consultant's business. During the term of this Agreement and/or as a result of being awarded this contract, the Consultant shall not offer, encourage or accept any financial interest in the Consultant's business by any City employee or official.

5.2 If a portion of the Consultant's services called for under this Agreement shall ultimately be paid for by reimbursement from and through an agreement with a developer of any land within the City or with a City franchisee, the Consultant warrants that it has not performed any work for such developer/franchisee within the last 12 months, and shall not negotiate, offer or accept any contract or request to perform services for that identified developer/franchisee during the term of this Agreement.

6.0 GENERAL TERMS AND CONDITIONS.

6.1 Termination. Either the City Manager or the Consultant may terminate this Agreement, without cause, by giving the other party ten (10) days written notice of such termination and the effective date thereof.

6.1.1 In the event of such termination, all finished or unfinished documents, reports, photographs, films, charts, data, studies, surveys, drawings, models, maps, or other documentation prepared by or in the possession of the Consultant under this Agreement shall be returned to the City. If the City terminates this Agreement without cause, the Consultant shall prepare and shall be entitled to receive compensation pursuant to a close-out bill for services rendered and fees incurred pursuant to this Agreement through the notice of termination. If the Consultant terminates this Agreement without cause, the Consultant shall be paid only for those services completed in a manner satisfactory to the City.

6.1.2 If the Consultant or the City fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Consultant or the City violate any of the covenants, agreements, or stipulations of this Agreement, the Consultant or the City shall have the right to terminate this Agreement by giving written notice to the other party of such termination and specifying the effective date of such termination. The Consultant shall be entitled to receive compensation in accordance with the terms of this Agreement for any work satisfactorily completed hereunder. Notwithstanding the foregoing, the Consultants shall not be relieved of liability for damage sustained by virtue of any breach of this Agreement and any payments due under this Agreement may be withheld to off-set anticipated damages.

6.2 Non-Assignability. The Consultant shall not assign or transfer any interest in this Agreement without the express prior written consent of the City.

6.3 Non-Discrimination. The Consultant shall not discriminate as to race, creed, gender, color, national origin or sexual orientation in the performance of its services and duties pursuant to this Agreement, and will comply with all applicable laws, ordinances and codes of the Federal, State, County and City governments.

6.4 Insurance. The Consultant shall submit to the City certificates indicating compliance with the following minimum insurance requirements no less than one (1) day prior to beginning of performance under this Agreement:

(a) Workers Compensation Insurance as required by law. The Consultant shall require all subcontractors similarly to provide such compensation insurance for their respective employees.

(b) Comprehensive general and automobile liability insurance protecting the Consultant in amounts not less than \$1,000,000 for personal injury to any one person, \$1,000,000 for injuries arising out of one occurrence, and \$500,000 for property damages or a combined single limit of \$1,000,000. Each such policy of insurance shall:

1) Be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California or which is approved in writing by City.

2) Name and list as additional insured the City, its officers and employees.

3) Specify its acts as primary insurance.

4) Contain a clause substantially in the following words: "It is hereby understood and agreed that this policy shall not be canceled nor materially changed except upon thirty (30) days prior written notice to the City of such cancellation or material change."

5) Cover the operations of the Consultant pursuant to the terms of this Agreement.

6.5 Indemnification. Consultant shall indemnify, defend with counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of City's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Should City in its sole discretion find Consultant's legal counsel unacceptable, then Consultant shall reimburse the City its costs of defense, including without

limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation. The Consultant shall promptly pay any final judgment rendered against the City (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

6.6 Compliance with Applicable Law. The Consultant and the City shall comply with all applicable laws, ordinances and codes of the Federal, State, County and City governments.

6.7 Independent Contractor. This Agreement is by and between the City and the Consultant and is not intended, and shall not be construed, to create the relationship of agency, servant, employee, partnership, joint venture or association, as between the City and the Consultant.

6.7.1. The Consultant shall be an independent contractor, and shall have no power to incur any debt or obligation for or on behalf of the City. Neither the City nor any of its officers or employees shall have any control over the conduct of the Consultant, or any of the Consultant's employees, except as herein set forth, and the Consultant expressly warrants not to, at any time or in any manner, represent that it, or any of its agents, servants or employees are in any manner employees of the City, it being distinctly understood that the Consultant is and shall at all times remain to the City a wholly independent contractor and the Consultant's obligations to the City are solely such as are prescribed by this Agreement.

6.8 Copyright. No reports, maps or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Consultant.

6.9 Legal Construction.

(a) This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed under the laws of the State of California.

(b) This Agreement shall be construed without regard to the identity of the persons who drafted its various provisions. Each and every provision of this Agreement shall be construed as though each of the parties participated equally in the drafting of same, and any rule of construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

(c) The article and section, captions and headings herein have been inserted for convenience only, and shall not be considered or referred to in resolving questions of interpretation or construction.

(d) Whenever in this Agreement the context may so require, the masculine gender shall be deemed to refer to and include the feminine and neuter, and the singular shall refer to and include the plural.

6.10 Counterparts. This Agreement may be executed in counterparts and as so executed shall constitute an agreement which shall be binding upon all parties hereto.

6.11 Final Payment Acceptance Constitutes Release. The acceptance by the Consultant of the final payment made under this Agreement shall operate as and be a release of the City from all claims and liabilities for compensation to the Consultant for anything done, furnished or relating to the Consultant's work or services. Acceptance of payment shall be any negotiation of the City's check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by the City shall not constitute, nor be deemed, a release of the responsibility and liability of the Consultant, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the City for any defect or error in the work prepared by the Consultant, its employees, sub-consultants and agents.

6.12 Corrections. In addition to the above indemnification obligations, the Consultant shall correct, at its expense, all errors in the work which may be disclosed during the City's review of the Consultant's report or plans. Should the Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by the City, and the cost thereof shall be charged to the Consultant.

6.13 Files. All files of the Consultant pertaining to the City shall be and remain the property of the City. The Consultant will control the physical location of such files during the term of this Agreement and shall be entitled to retain copies of such files upon termination of this Agreement.

6.14 Waiver; Remedies Cumulative. Failure by a party to insist upon the performance of any of the provisions of this Agreement by the other party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such party's right to demand compliance by such other party in the future. No waiver by a party of a default or breach of the other party shall be effective or binding upon such party unless made in writing by such party, and no such waiver shall be implied from any omissions by a party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right of remedy.

6.15 Mitigation of Damages. In all such situations arising out of this Agreement, the parties shall attempt to avoid and minimize the damages resulting from the conduct of the other party.

6.16 Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

6.17 Attorneys' Fees. The parties hereto acknowledge and agree that each will bear his/her or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.

6.18 Entire Agreement. This Agreement constitutes the whole agreement between the City and the Consultant, and neither party has made any representations to the other except as expressly contained herein. Neither party, in executing or performing this Agreement, is relying upon any statement or information not contained in this Agreement. Any changes or modifications to this Agreement must be made in writing appropriately executed by both the City and the Consultant.

6.19 Notices. Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in the United States mail, postage prepaid, and addressed as follows:

TO CITY:	Craig George Environmental Sustainability Director City of Malibu 23825 Stuart Ranch Road Malibu, CA 90265-4861 TEL (310) 456-2489 x 229 FAX (310) 456-3356	TO CONSULTANT:	David J. Healy Vice President Stone Environmental, Inc. 535 Stone Cutters Way Montpelier, Vermont 05602 TEL (802) 229-1879 FAX (802) 229-5417
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6.20 Warranty of Authorized Signatories. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign.

7.0 GENERAL TERMS AND CONDITIONS. (City and Consultant initials required at EITHER 7.1 or 7.2)

7.1 Disclosure Required. By their respective initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is a "consultant" for the purposes of the California Political Reform Act because Consultant's duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18701(a)(2) or otherwise serves in a staff capacity for which disclosure would otherwise be required were Consultant employed by the City. Consultant hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the City's Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City's Manager shall prepare and deliver to consultant a memorandum detailing the extent of Consultant's disclosure obligations in accordance with the City's Conflict of Interest Code.

City Initials _____
Consultant Initials _____

7.2 Disclosure not Required. By their initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is not a “consultant” for the purpose of the California Political Reform Act because Consultant’s duties and responsibilities are not within the scope of the definition of consultant in Fair Political Practice Commission Regulation 18701(a)(2)(A) and is otherwise not serving in staff capacity in accordance with the City’s Conflict of Interest Code.

City Initials _____
Consultant Initials _____

This Agreement is executed on _____, 2016, at Malibu, California, and effective as of July 1, 2016.

CITY OF MALIBU:

REVA FELDMAN, City Manager

ATTEST:

HEATHER GLASER, Acting City Clerk
(seal)

CONSULTANT:

By:

APPROVED AS TO FORM:

CHRISTI HOGIN, City Attorney.

Proposal for Development of IWIMS 2.0

A PROPOSAL FOR CITY OF MALIBU / MAY 6, 2016



Prepared by:

 **STONE ENVIRONMENTAL**

535 Stone Cutters Way
Montpelier, VT
05602 USA

Phone / 802.229.4541

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Web Site / www.stone-env.com

Proposal for Development of IWIMS 2.0

A Proposal for:

City of Malibu
23825 Stuart Ranch Road
Malibu, CA 90265

Submitted by:

Barbara Patterson, Senior Application Developer
802-229-6436
bpatterson@stone-env.com
Stone Environmental, Inc.
535 Stone Cutters Way
Montpelier, Vermont 05602

May 6, 2016

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This document contains information proprietary to Stone Environmental, Inc., and is not to be disclosed in whole or in part without the express written consent of Stone Environmental, Inc.

Contents

Introduction	1
1. IWIMS 2.0 Application Development Tasks	2
1.1 Task 1 - Project Start Up and IWIMS Re-Design ...	2
1.2 Task 2 - Project Management, Communication, Meetings	2
1.3 Task 3 - Server Setup and Web Service Configuration	2
1.4 Task 4 – Migrate IWIMS Database to PostGreSQL	2
1.5 Task 5 – Create Initial Application Framework	3
1.6 Task 6 – Development of Data Entry Forms	3
1.7 Task 7 – Reporting Interface and Query Tool	3
1.8 Task 8 – Document Management – Integration with OnBase	3
1.9 Annual Hosting	3
2. IWIMS 2.0 Optional Application Development Tasks	4
3.1 Optional Task 9 – IWIMS 2.0 GIS Viewer	4
3.2 Optional Task 10 – Automated Generation of PDF Operation Permit	4
3.3 Optional Task 11 – Notification System	4
3.4 Optional Task 12 – Additional Data Entry Forms ..	4
4. Cost Summary	1
5. Summary	2
Appendix A	1
Development Approach	1
A.1 Project Approach	1

Introduction

IWIMS 1.0 is a highly customized web-based application for the management of the City of Malibu's on-site wastewater system data including permits and inspections. The application in its current form was developed in 2004 and has undergone few changes since that time. Current web application software has greatly advanced in the last 12 years and the City of Malibu could take advantage of these improvements by upgrading the IWIMS 1.0 application to a faster more streamlined system.

Stone has reviewed the current IWIMS architecture and database, and evaluated the effort required to develop a new version of IWIMS – "IWIMS 2.0." Migration to IWIMS 2.0 would greatly improve the City's ability to manage and report on the City of Malibu's on-site system and permit data and could integrate with other City data management systems.

There is a range of possibilities in terms of how much functionality and data are transferred from the current IWIMS to IWIMS 2.0. The budget below reflects the low and high ends, in terms of the level of effort. By using the application architecture Stone has implemented with other application development projects, there is significant cost savings. At the same time, however, all application code will be completely customized for IWIMS.

The first task, Project Start Up and IWIMS Re-Design, would allow Stone to define in detail exactly which components and data should be included in IWIMS 2.0. At the completion of this task, the budget for the remaining tasks would be further refined.

1. IWIMS 2.0 Application Development Tasks

The tasks described below include developing the core functionality of IWIMS 2.0. Please refer to Appendix A for a detailed description of Stone's application development approach which is based on Agile methodology. This approach allows for continuous improvements during the development process.

1.1 Task 1 - Project Start Up and IWIMS Re-Design

This task involves working closely with the City of Malibu to define what functionality would be included in IWIMS 2.0. We will evaluate what works well and what does not work well in the current version of IWIMS. We will also layout the workflow for the new application and further refine the scope of the remaining tasks. The higher cost estimate includes design of more forms and an on-site meeting in Malibu.

Cost Estimate: \$5,500 - \$12,500

1.2 Task 2 - Project Management, Communication, Meetings

All of our application development projects include biweekly status meetings and regular client communication throughout the duration of the project. At the start of the project, a biweekly meeting will be established between Stone's development team and key staff at the City of Malibu. We have found that this type of communication keeps projects on scope and on budget and is essential for application development in an Agile framework, as outlined in Section 1. The lower end estimate assumes a six month project duration while the higher estimate reflects a decision for additional optional application components which would increase the duration of the project.

Cost Estimate: \$12,000 - \$15,000

1.3 Task 3 - Server Setup and Web Service Configuration

This task includes establishing an Amazon server for both application development and production. The server will be configured with the necessary software packages to run the website. This task also includes the customization of a web service for communication between the front end user interface and the back end database.

Cost Estimate: \$15,500 - \$17,500

1.4 Task 4 – Migrate IWIMS Database to PostGreSQL

The current IWIMS database will be migrated to PostGreSQL which is the database platform required by IWIMS 2.0. The current database design will be reused as much as possible and all data that is required by IWIMS 2.0 will be transferred. Stone will work with the City to minimize any interruption in the use of IWIMS and make the transfer from the current IWIMS to IWIMS 2.0 as seamless as possible by transferring all data immediately prior to going live with IWIMS 2.0.

Cost Estimate: \$7,000 - \$10,000

1.5 Task 5 – Create Initial Application Framework

This task includes setting up the initial application with any high level functionality allowing users to login and see high level search and tab functionality for Parcels, Systems, and Permits. This will be a live site that can be viewed by the City of Malibu. This allows us to get immediate feedback about the look and feel of the application and make adjustments if necessary.

Cost Estimate: \$8,000 - \$10,000

1.6 Task 6 – Development of Data Entry Forms

This task includes both the front end user interface development of the data entry forms and the database code and logic to add, edit, and delete data for parcels, systems, contacts, system components, permits, and inspections

Cost Estimate: \$24,000 - \$30,000

1.7 Task 7 – Reporting Interface and Query Tool

The reporting tool will be a significantly improved user experience that will allow for quick querying of IWIMS data. The user will be able to select any number of criteria and view the results on screen or export to CSV text format (compatible with Microsoft Excel). In addition, users will be able to save reports and rerun them when desired. The higher cost estimate reflects inclusion of a query tool that allows users to create summary reports.

Cost Estimate: \$7,000 - \$10,000

1.8 Task 8 – Document Management – Integration with OnBase

This task includes integrating IWIMS 2.0 with OnBase document management. This would allow the City to streamline the storage of scanned documents. The task also includes transferring current IWIMS images to OnBase. There are still significant unknowns about this task which are reflected in the cost estimate range. The specifics of this task would be refined during Task 1.

Cost Estimate: \$5,500 - \$10,000

1.9 Annual Hosting

IWIMS 2.0 will be hosted on an Amazon Server. This cost includes a secure, backed-up, and highly available server platform to run the application. This will be a significant improvement in both accessibility and performance over the current IWIMS. The higher cost estimate reflects inclusion of an ArcGIS server license if the optional GIS Viewer task is included.

Annual Hosting Cost Estimate: \$7,000 - \$9,500

2. IWIMS 2.0 Optional Application Development Tasks

The following tasks are optional tasks. These tasks would further extend the functionality of IWIMS 2.0.

3.1 Optional Task 9 – IWIMS 2.0 GIS Viewer

GIS could be integrated with IWIMS 2.0 to allow users to dynamically view the location of parcels and systems in the City as they search. In addition, the GIS Viewer could take advantage of existing City of Malibu map services if they are available. The GIS functionality would also allow users to print a map of the current view.

Cost Estimate: \$8,000 - \$10,000

3.2 Optional Task 10 – Automated Generation of PDF Operation Permit

The current IWIMS allows for printing of a formatted Operation Permit in PDF format. Unfortunately, this functionality cannot be reused and the tool would have to be redeveloped. Stone does have other applications that are using current technology to create custom PDF reports and this existing code would be taken advantage of.

Cost Estimate: \$7,000 - \$8,500

3.3 Optional Task 11 – Notification System

An IWIMS 2.0 notification system would allow users to automatically generate lists of permits that have expired or are about to expire. This system could also generate custom formatted letters linked to the notifications. This task would require significant design and scoping and the large cost estimate range reflects the uncertainty.

Cost Estimate: \$5,000 - \$15,000

3.4 Optional Task 12 – Additional Data Entry Forms

There are currently several components in IWIMS that are not used and the development of these forms is not included in Task 6. These forms include system maintenance, enforcement, correspondence, and monitoring well data. If desired, any of these forms could be included in the project. The cost is dependent on how many additional forms are developed.

Cost Estimate: \$5,000 - \$15,000

4. Cost Summary

Task #	Task Description	Cost Estimate	
		Low End	High End
1	Project Start Up and IWIMS ReDesign	\$5,500	\$12,500
2	Project Management, Communication, Meetings	\$12,000	\$15,000
3	Server Setup and Web Service Configuration	\$15,500	\$17,500
4	Migrate IWIMS Database to PostGreSQL	\$7,000	\$10,000
5	Create Initial Application Framework	\$8,000	\$10,000
6	Development of Data Entry Forms	\$24,000	\$30,000
7	Reporting Interface and Query Tool	\$7,000	\$10,000
8	Document Management - Integration with OnBase	\$5,500	\$10,000
	Total Development Costs	\$84,500	\$115,000
	Annual Hosting Cost	\$7,000	\$9,500
9	OPTIONAL - GIS Viewer	\$8,000	\$10,000
10	OPTIONAL - PDF Generation of Permit	\$7,000	\$8,500
11	OPTIONAL - Notification System	\$5,000	\$15,000
12	OPTIONAL - Forms from IWIMS 1.0 not included above in Task 6	\$5,000	\$15,000
	Total Optional Development Costs	\$25,000	\$38,500

5. Summary

Development of IWIMS 2.0 will result in significant streamlining of on-site system data management, permit and inspection data management, and generation of reports. The system will also increase stability and responsiveness.

The existing IWIMS platform no longer supports modification or improvement. While the new IWIMS 2.0 system's underlying architecture may not be apparent to daily users, the upgraded architecture allows IWIMS 2.0's code-base to once again be updatable and modifiable. With this in mind, once the base system is upgraded, implementing the optional components listed above, or other additions and options in years to come will be possible.

Permit management systems need to fit the way that the town's permit maintenance workflow functions. Each town is different. IWIMS 1.0 was built to fit the needs of the City of Malibu many years ago, and has clearly served its purpose well. Upgrading IWIMS will allow the investment of time and energy already placed in building a system that works specifically for Malibu to not be discarded. Not only will the previous investment in workflow design be maintained, but the system will be streamlined and improved in all aspects. Stone feels that this evolution, as opposed to complete replacement, of IWIMS, is the only path forward for IWIMS that makes sense.

Appendix A

Development Approach

A.1

Project Approach

Stone uses an iterative approach to building software based on the Agile methodology. The goal in this type of development is to embrace changing requirements for the final solution rather than try to nail down every detail of the final design at the start. Our experience, and the experiences of many others, has shown that the only realistic view of a major software development project is that it is a highly dynamic process where the end product is constantly evolving. It is critical for Stone and the client to develop a close understanding of project purpose, and to design an application that will evolve as the project moves forward.

The best way to deal with frequently evolving priorities and needs is to increase communication between the client and contractor such that the two sides are in regular communication.

A.1.1

Phase 1: Project Planning and Business Analysis

Stone will immediately kick-off the project with visioning exercises as part of the startup meeting where we try to capture the core vision that the various stakeholders of the final system really feel is necessary. See Section 2.1 for the task and estimated budget associated with this development phase. End results of the startup visioning process include a list of the requirements identified by the top priority stakeholders and a vision document containing the end goals of the project. This is an important tool during development to keep the entire team focused on the highest priorities the end goal.

After capturing that snapshot of stakeholder needs and wants, Stone will work with the permit management staff to better define the user requirements and to put more context and detail around the individual technical requirements. These meetings will involve users with a variety of skill levels and experience levels. Stone will create a high-level design document from these user stories showing what the stakeholders want, what the users require, and how those wants and needs are divided into immediately actionable development tasks. These tasks will then be used in the next section to build our queue of work items.

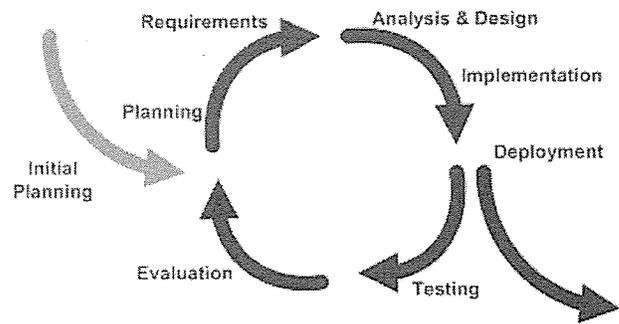
A.1.2

Phase 2: Development, Installation and Configuration

Before starting application development, Stone will perform a cost and time analysis of what has been requested. At this point if either side has concerns about the budget or schedule, those concerns can be worked through in a number of ways, such as changing priorities, adding resources, or omitting any non-core functionalities defined during the user-requirements meetings.

As noted above, Stone follows an iterative development approach. The goal of iterative development is to develop solidly working, but small, parts of the whole product as quickly as possible to allow for frequent client feedback. The process can be seen in the diagram at right.

To define the “parts” upon which each iteration will be based, the user stories will be broken down into a list of requirements, in priority order. This will be a dynamic, changing list-- new user stories and requirements can be added at any time. Once the list is created Stone’s team will assign an estimate of how much work each requirement will require. If any of the requirements appears too large, it will be refactored into multiple requirements that require less time to complete. A small subset of the requirements – such that the developers think they can accomplish in the iteration’s timeline (2 weeks) – will be the goals for the first iteration.



Iterative Model (source: Wikipedia)

The task of defining a work plan for the iterations is a matter of determining the following:

- **The length of each iteration.** Whatever length of time is chosen is absolute – the length of an iteration does not extend to allow more time to complete a task. If the task cannot be completed in the iteration, work on it can be broken up into smaller pieces that can be accomplished in future iterations.
- **A schedule for various events within each iteration.** Each iteration will have a planning meeting at the start to determine what to work on, a check-in with the developers, a meeting to plan for the next iteration, and an iteration wrap-up meeting. Meetings may be short, but they should happen at the same time interval within each iteration.
- **A plan for testing.** The City will be involved in some testing of delivered products, other tests will be automated.

Once a work plan is defined, Stone will begin each iteration by divvying up the requirements amongst the development team. The team will analyze their assigned requirements, and develop a rough design for how they will satisfy each one. There won’t be much, if any, formal design documentation – just enough for Stone developers to plan out an initial solution. The actual design of the solution may end up quite different from the initial design idea, but the key criterion is that it satisfies the requirement.

Once the design is complete the developers will implement each of the various solutions. When Stone developers complete the code, the program will be tested. Stone will assign staff not directly involved with development to perform user tests, and city staff will perform testing as well. When the testing is complete and the city agrees that the requirement has been addressed, the Stone team will move onto the next requirement goal in the list for that iteration.

Stone will proceed in this manner until either the 2 weeks has elapsed, or until all requirement goals are finished.

At the end of the 2 week iteration, the final deliverable product from that iteration will be assembled and tested. Only solutions to requirements that have passed their own individual tests will be integrated into the iteration’s final deliverable. If the process of integrating the solutions into the iteration deliverable is problematic for some reason, a new task to address this will be added to the list of goals for the next iteration. Once the final deliverable is built and tested internally at Stone, it will be made available to the City for review.

Client review is an important element in iterative development. Once staff at the City can review the deliverable from a given iteration, they will likely have a better understanding of what the final product will look like. Having an actual part of the final product useable and visible often makes it easier for everyone to envision the finished product. City staff can give feedback to the developers about what works and does not work with this deliverable, how its relation to the final deliverable for the whole project might change, and relay if and how any priorities in the master list of requirements may have changed. All of this feedback for the developers can quickly alter the course of development and thus guide the final deliverable of the product towards what is truly needed and wanted. Initial development of the system will be performed on a development server provided by Stone and hosted either on the Amazon cloud, or in Stone's offices. This server will not be publically accessible, but will be fully accessible to State project staff.

Upon completion of the application, Stone will install/move the application to a server on the Amazon cloud for initial user testing and acceptance. Stone currently hosts and manages numerous separate client web applications with Amazon. We have extensive experience managing and deploying these applications.

Amazon will be a subcontractor to Stone for this purpose and, as such, Stone agrees to accept all liability for the hosting agreement with Amazon. The service level agreement (SLA) for Amazon's hosting environment can be found at the following links:

<http://aws.amazon.com/ec2-sla/>

Deliverable:

- Web Application
- Disaster recovery plan; Monthly application hosting, and installation server software updates