



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

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MEMORANDUM

TO: Rapid City Legal & Finance Committee

FROM: Marcia Elkins, Planning Director

DATE: July 9, 2003

RE: Contract to Review Off-the-Shelf Permit Tracking Software

Attached please find a proposal submitted by GeoAnalytics to review five "off-the-shelf" permit tracking software packages for the City of Rapid City. Staff is requesting approval for the Mayor and Finance Office to enter into a contract with GeoAnalytics in the amount of \$10,000 plus direct expenses.

As you are aware, a key component of improving the development services process is providing better permit tracking. This will insure better information is available regarding the status of permits and development projects for applicants, staff and management. The City undertook an evaluation of the City's needs. The study recommended the implementation of an "enterprise" system (i.e. a software system developed and designed specifically for the City of Rapid City). A copy of the report is attached for your review.

Due to the cost of an enterprise system and the City's budget constraints, staff is recommending that consideration be given to "off-the-shelf" software systems. Typically these packages are generally less expensive and may allow the City to meet many but not all of the tracking needs. Pursuant to this contract, GeoAnalytics will evaluate five "off-the-shelf" programs and determine how well these programs meet the previously identified needs. Funding for this contract is available in the Planning Department (#705) budget. The E-Government Committee recommended approval of the contract with GeoAnalytics.

Staff Recommendation: Authorize the Mayor and Finance Officer to enter into a contract with GeoAnalytics in the amount of \$10,000 plus direct expenses.



EQUAL OPPORTUNITY EMPLOYER