



**BOARD OF SUPERVISORS**  
**AGENDA LETTER**  
**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Agenda Number:**

**Department Name:** Public Works  
**Department No.:** 054  
**For Agenda Of:** April 7, 2020  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Director: Scott D. McGolpin, Public Works Director, 568-3010  
Contact Info: Aleksandar Jevremovic, County Surveyor, 568-3012  
**SUBJECT:** **Approval of Contract with Visus, LLC, to develop Survey Digital Intake and Review Web Application**

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence: Risk Management**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the Agreement for Services of Independent Contractor with Visus, LLC, a local vendor, to develop a Survey Digital Intake and Review Web Application for a total contract amount not to exceed \$117,645;
- b) Authorize the Director of Public Works or designee to approve change orders for a contingency amount up to \$11,765; and
- c) Determine that the recommended actions do not constitute a project subject to environmental review and are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), finding that the actions are organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

This item is on the agenda to approve an agreement for services for development of a Survey Digital Intake and Review Web Application. If approved by the Board, the application will streamline the process of accepting survey maps and projects for review by providing for online registration of customers, digital intake of projects, and project completeness validation; accept credit cards payments through the web, and allow for efficient use of work and storage space by eliminating paper handling and filing. This project is a part of Renew 22 Initiative for the Public Works Department.

**Background:**

Many private and public organizations are transforming their business workflows into paperless processes with a goal to enhance customer experience, improve operational efficiency, reduce storage and work space, and save the environment. As a part of these trends, electronic survey project intake and review processes have been successfully implemented in several county surveyor's offices throughout the state. There has been increased customer demand for such services to be offered by the Santa Barbara County Surveyor's Office. The COVID-19 crisis shows that this capability is vital to our continued operation. In the past decade, the Santa Barbara County Surveyor's Office has successfully implemented a web-based GIS map search application as one of the main tools for providing customer service. Aligned with the Renew '22 initiative, the department decided that the next step in digital transformation of the Surveyor's work process should be developing paperless processing and review of map submittals.

In March of 2019, staff met with Visus, LLC to discuss the project and a scope of work. On April 26, 2019, Visus, LLC was contracted to perform the discovery and design phase of the project. Visus, LLC and Public Works Surveyor staff gathered information about the current project submittal and review processes, assessed existing systems, held joint design sessions, defined the system architecture, designed the wireframes and a data model, and identified technical specifications. On July 15, 2019, Visus, LLC delivered a Surveyor Digital Intake and Review Web Application Specification and Implementation Proposal. Visus, LLC is a local vendor and has provided excellent service over the years to various County departments.

On October 16, 2019, Public Works staff presented the project to and received approval from the Executive Information Technology Council. The next step of the project is software development and implementation for which we seek Board's approval today.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Narrative:**

The total cost of this project is \$129,410. This project will be funded from Insurance Proceeds in Dept. 054, Fund 0001, Program 5000, Account 7650 for FY 2019/2020. This project is not funded by the General Fund.

**Special Instructions:**

Please forward a certified, stamped Minute Order approving these Board actions to Public Works, Surveyor, Attention: Aleksandar Jevremovic, 568-3012

**Attachments:**

Agreement for Services – Visus, LLC

Attachment A1 Specifications and Implementation Proposal

**Authored by:**

Aleksandar Jevremovic, Public Works Department, Surveyor, 568-3012