

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

FROM: ERIC MCHENRY, DIRECTOR AND CHIEF INFORMATION  
OFFICER, INFORMATION TECHNOLOGY DEPARTMENT

SUBJECT: FIRST AMENDMENT – ACCELA, INC.

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Information Technology and Finance Departments, that the Council, by resolution, (1) ratify all contracts, amendments, Purchase Orders and payments associated with those documents made with Accela, Inc. San Ramon, CA, to date, (2) approve a First Amendment to Agreement Number F000599 with Accela, Inc., San Ramon, CA, to extend the contract for 5 years, and 3) add additional funding, for a total renewal amount of \$778,412.21, and a total cumulative contract amount of \$1,543,707.85.

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EXECUTIVE SUMMARY

The City utilizes several products and services from Accela, Inc., key to land management functions, including permitting and inspection services. This amendment adds additional end-user licenses and extends the support and maintenance terms of the contract for an additional 5 years. In addition, the Council is being asked to ratify all contracts, amendments, Purchase Orders and payments association with those documents to date.

BACKGROUND

In 1996, the City purchased the Accela Permits Plus software application primarily for managing building, planning, land use and other assorted permits and inspections. Permits Plus has been a reliable system that has met the City's original requirements with respect to tracking and reporting of permitting and inspection processes. Over the past 17 years, the Permits Plus software application had undergone many successful minor software updates at the City, and is now requiring a major update to the next version called "Accela Automation."

## ACCELA CONTRACT AMENDMENT

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On July 30, 2013, the Community Development, Transportation and Public Works, Utilities, Fire, Finance, and Information Technology Departments recommended that the Council, by resolution, authorize contract awards and appropriate funds associated with upgrading the City's land management system, Accela Permits Plus to Accela Automation. The agreement term was for a five-year term, to end on July 30, 2018, with option to extend.

After the Council award, additional software licenses were purchased to respond to increased use within the City. Practice at the time was to utilize Purchase Orders, within the award authority of the Purchasing Agent. Additional licenses were purchased on 8/27/2015, 2/17/2016 and 8/29/2016 totaling a cumulative amount of \$94,996.80.

The current proposed amendment extends the agreement for an additional five years including appropriate funding for additional licenses.

#### PRIOR CITY COUNCIL REVIEW

Not applicable

#### ANALYSIS

The City utilizes services and several products from Accela, Inc., key to permitting and inspection services, including:

- Accela Automation Land Management – used by six departments in the City, including Planning & Economic Development, Housing and Community Services, Water, Transportation & Public Works, Fire, and Recreation & Parks, to manage permitting and inspections
- Accela Mobile – used by City inspectors and code enforcement officers to manage and result inspections and code enforcement cases from the field
- Accela Citizen Access – web portal used by citizens to apply for permits, request inspections, and review permit activity

The City has been using Accela software since 1996 for permitting and land management; and has been using the current versions of Accela Automation, Accela Mobile, and Accela Citizen Access software since July 2015.

ACCELA CONTRACT AMENDMENT  
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A chart of contract activities is below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>	<u>Total</u>
Contract Award F000599	7/30/13	Award (five-year term)	\$670,298.84	City Council	\$670,298.84
Purchase Order 148486	8/27/15	Additional Licenses	\$13,194.00	Purchasing Agent	\$683,492.84
Purchase Order 149926	2/17/16	Additional Licenses	\$36,283.50	Purchasing Agent	\$719,775.84
Purchase Order 151783	8/29/16	Additional Licenses	\$45,519.30	Purchasing Agent	\$765,294.84
<b>First Amendment</b>	<b>pending</b>	<b>5-year extension + add'l licenses</b>	<b>\$778,412.21</b>	<b>City Council</b>	
	<b>Total Cumulative Value Pending First Amendment</b>		<b>\$1,543,707.85</b>		

Note: The cumulative total of the Purchase Orders used to procure the additional licenses, was \$94,996.80.

City Code §3-08.110 provides: the award authority of the Council (over \$100,000); the City Manager (equal to or less than \$100,000) and the Purchasing Agent (equal to or less than \$50,000 and not applicable to Professional Services Agreements). Modifications to Professional Services Agreements may be made by the City Manager if the cumulative total of all modifications are within his or her award authority. Because the total amount of the award and modifications to the Accela contract exceeded authority limitations, staff is requesting that Council ratify the amounts approved under the prior contracts, amendments and Purchase Orders along with any payments associated with those documents made to the vendor.

FISCAL IMPACT

Funds for these services are included in the Information Technology Department Fiscal Year 2016-17 adopted budget, and as a regular operating expenditure will be included in future fiscal year budgets when presented to the Council. The agreement is being submitted subject to approval of additional funding that is included in the FY 2017-18

## ACCELA CONTRACT AMENDMENT

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proposed budget. If this funding is not approved, the additional licenses will not be purchased, but the software is still needed for City operations requiring the extension.

### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

### NOTIFICATION

Not applicable.

### ATTACHMENTS

- Attachment – First Amendment
- Resolution/Exhibit A

### CONTACT

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