



Monterey County

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: A 22-120

April 26, 2022

Introduced: 3/15/2022

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve Standard Agreement with TruePoint Solutions, LLC, to provide as-needed on-call support beyond what is provided by Accela Customer Service Response and provide a budget to continually enhance and expand the County's Accela configuration for the not to exceed amount of \$118,800 for the term of July 1, 2022, through June 30, 2025;
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute future amendments that do not significantly alter the scope of work or increase the approved Agreement amount by more than 10%;

RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Approve Standard Agreement with TruePoint Solutions, LLC, to provide as-needed on-call support beyond what is provided by Accela Customer Service Response and provide a budget to continually enhance and expand the County's Accela configuration for the not to exceed amount of \$118,800 for the term of July 1, 2022, through June 30, 2025;
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute future amendments that do not significantly alter the scope of work or increase the approved Agreement amount by more than 10%;

SUMMARY/DISCUSSION:

In 2012, the former Resource Management Agency (RMA) initiated the Accela Automation application (application) for tracking all land use permit related applications, such as Planning permits, Building permits, Encroachments, Public Records requests, Special events, County Parcel addresses, etc. Many internal and external agencies are partners in using the application to manage and maintain land use permits. Accela has been expanded for tracking Cannabis, Short Term Rentals, and other land use business needs. The County continues to utilize the application and requires continued support services from TruePoint Solutions, LLC (TruePoint).

TruePoint was selected for their expertise and capabilities necessary to provide service and support in programming and report customization of the application. Contracts for managing the Accela program receive funding through revenue received as a percentage of permit fees established as part of the land use fee schedule. At this time, it is necessary to enter into a new agreement with TruePoint as the Housing and Community Development Dept. (HCD), formerly the RMA, typically does not engage in contracts totaling more than five years. This new agreement with TruePoint coincides with the term of the Agreement with Accela, Inc. (current Agreement No. A-11132), which also will be renewed for the same term.

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OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel-Risk Management and Auditor-Controller's Office have reviewed and approved the Professional Services Agreement as to form and legality, and fiscal provisions, respectively.

FINANCING:

Land use permit fees include a 7.04% technology fee. The revenue generated by this fee is intended to fund this type of service as well as the cost of hosting and servicing the Accela Automation software. HCD received \$319,240 in revenue through this fee in FY 2020-21 and is on target to receive approximately \$367,000 in FY 2021-22.

HCD's FY 2021-22 Adopted Budget for Appropriation Unit HCD002 includes \$20,000 for TruePoint services. This cost is also incorporated in the FY 2022-23 Recommended Budget for HCD. The intent is for the technology costs to be revenue neutral. Based on the annual cost of both Truepoint and Accela Automation, HCD is currently achieving that goal.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action supports the Board of Supervisors' Strategic Initiatives by allowing County staff to utilize the application to assist County residents and other support staff with projects/requests which will improve the quality of life for all County residents and supports economic development results.

- X Economic Development
- X Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Erik V. Lundquist, AICP, HCD Director, (831) 755-5154

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The following attachment is on file with the Clerk of the Board:

Attachment A - Professional Services Agreement