



County of Monterey

Item No.

Board Report

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

Legistar File Number: A 25-167

May 20, 2025

Introduced: 5/9/2025

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve Amendment No. 5 to Standard Agreement A-14427 with Accela, Inc., to continue providing implementation, hosting and maintenance for the subscription services for the Accela permit tracking software product, (“services”), increase the not to exceed amount of \$2,377,745 by \$2,218,459 for a new Agreement amount of \$4,596,204, and extend the term of the agreement five years to June 30, 2030; and
- b. Authorize the Contracts/Purchasing Officer or designee to execute Amendment No. 5 to Standard Agreement A-14427 and future amendments to the Agreement where each amendment does not significantly alter the scope of work or increase the approved Agreement amount by more than 10% (\$459,621), subject to review by the Office of the County Counsel as to form and the Auditor-Controller’s Office as to fiscal provisions.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 5 to Standard Agreement A-14427 with Accela, Inc., to continue providing implementation, hosting and maintenance for the subscription services for the Accela permit tracking software product, (“services”), increase the not to exceed amount of \$2,377,745 by \$2,218,459 for a new Agreement amount of \$4,596,204, and extend the term of the agreement five years to June 30, 2030; and
- b. Authorize the Contracts/Purchasing Officer or designee to execute Amendment No. 5 to Standard Agreement A-14427 and future amendments to the Agreement where each amendment does not significantly alter the scope of work or increase the approved Agreement amount by more than 10% (\$459,621), subject to review by the Office of the County Counsel as to form and the Auditor-Controller’s Office as to fiscal provisions.

SUMMARY/DISCUSSION:

The County of Monterey (County) has utilized the services of Accela, Inc. (Accela) since 2008 for Housing and Community Development’s (HCD) permitting system. On June 27, 2019, the Monterey County Board of Supervisors (BOS) authorized the County to enter into a non-Standard Agreement (NSA) with Accela to upgrade from the Accela perpetual license model to the Accela subscription software services to provide more efficient and cost-effective services.

The services have allowed HCD to reduce workloads, increase efficiencies, and provide citizens and businesses with access to online government services. The County has a continued need for these services.

On September 1, 2023, the County and the Contractor amended the Agreement (Amendment No. 4) and expanded the scope of work for a period of 12 months to include Managed Application Services (MAS) to assist staff in completing improvements and corrections. Amendment No. 4 also increased

the not to exceed amount by \$250,000 for a new Agreement amount of \$2,377,745 with no change to the term of the Agreement ending June 30, 2025. MAS was not extended and expired August 31, 2024.

The Agreement was amended several times to increase funding and extend the term of the Agreement. Amendment No. 1 added the Civic Insight Software Application. This software application is an important part of the permit tracking process.

Amendment No. 5 extends the term of the Agreement five years to June 30, 2030, and increases the not to exceed amount by \$2,212,458.90 for a total not to exceed amount of \$4,596,203.06.

OTHER AGENCY INVOLVEMENT:

The Offices of the County Counsel and Auditor-Controller have reviewed Amendment No. 5 as to form and legality, and fiscal provisions, respectively.

FINANCING:

The cost of the service is included in the FY 2025-26 Recommended Budget for Housing and Community Development Unit 8543, Appropriation Unit HCD002.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action supports the BOS Strategic Initiatives for Economic Development and Administration allowing County staff to continue to utilize the permitting software to assist County residents and other support staff with projects/requests to improve the quality of life for all County residents and support economic development results.

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

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Reviewed by: Elizabeth Gonzales, Permit Center Manager

Reviewed by: Lori Woodle, Finance Manager I

Approved by: Craig W. Spencer, Director

The following attachments are on file with the Clerk of the Board:

Attachment A - Draft Amendment No. 5

Attachment B - Amendments Nos. 1-4

Attachment C - Standard Agreement