



County of Monterey

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

Board Report

File #: A 19-031, Version: 1

- a. Approve Amendment No. 7 to the Professional Services Agreement with TruePoint Solutions, LLC to: include additional as needed programming and report customization to support the Accela Automation application; increase the not to exceed amount by \$60,000 for a total amount not to exceed \$144,900; and to extend the expiration date for thirty-nine (39) additional months for a revised term from April 15, 2012 to June 30, 2022; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 7 to the Professional Services Agreement and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount.

RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 7 to the Professional Services Agreement with TruePoint Solutions, LLC to: include additional as needed programming and report customization to support the Accela Automation application; increase the not to exceed amount by \$60,000 for a total amount not to exceed \$144,900; and to extend the expiration date for thirty-nine (39) additional months for a revised term from April 15, 2012 to June 30, 2022; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 7 to the Professional Services Agreement and future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount.

SUMMARY/DISCUSSION:

In 2012, the 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 request, Special events, County Parcel addresses, etc. Many internal and external agencies are partners in using the application to manage and maintain land use permits. Recently, 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 additional as needed support services from TruePoint Solutions, LLC (TruePoint). For example, RMA is currently evaluating if Accela would be able to accommodate our needs for facility management.

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 has been for three-year periods and is funded through revenue received as a percentage of permit fees established as part of the land use fee schedule. Amendment No. 7 to the Professional Services Agreement (PSA) with TruePoint will increase the not to exceed amount of \$84,900 by \$60,000 for a total not to exceed amount of \$144,900 and will extend the expiration date from March 30, 2019 for thirty-nine (39) additional months for a revised term of April 15, 2012 through June 30, 2022. This increase in time and funding will allow for any required additional as needed services to be performed during the revised term of this PSA and to coincide with the term of the Agreement with Accela, Inc. (Agreement No. A-11132) which allows for usage of the application.

Attachment I provides a summary of the PSA to date. Attachment J provides a summary of the PSA annual expenditures and balance.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel-Risk Management and Auditor-Controller's Office have reviewed and approved Amendment No. 7 as to form and legality, and fiscal provisions, respectively.

FINANCING:

Land use permit fees include a four percent (4%) technology fee added to the building permit cost. This fee is intended to fund this type of service, which varies based on permit revenue. On a three-year average, RMA receives an estimated \$235,397 in revenue through this fee each fiscal year (FY). The technology fee is used to offset costs for the Accela application hosting and maintenance. It also covers programming services support from TruePoint Solutions.

The Resource Management Agency's FY 2018-2019 Adopted Budget includes \$20,000 for TruePoint services; \$10,000 in General

Fund 001, Planning Appropriation Unit RMA001 and \$10,000 in General Fund 001, Building Services Appropriation Unit RMA011. There is adequate budget available to cover the additional as needed services provided by TruePoint to support the application. RMA is also working on updates to the land use fee schedule that should be before the Board for consideration by the end of April 2019. The intent is for these costs to be revenue neutral. Funding for FY2019-20, 2020-21 and 2021-22 will be included in the respective future recommended budget.

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.

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

Prepared by: Jackson Dy, Departmental Information Systems Manager, (831) 755-5194

Reviewed by: Shawne Ellerbee, RMA Deputy Director of Administrative Services

Approved by: Carl P. Holm, AICP, RMA Director

Attachments:

Attachment A - Amendment No. 7 to PSA

Attachment B - Amendment No. 6 to PSA

Attachment C - Amendment No. 5 to PSA

Attachment D - Amendment No. 4 to PSA

Attachment E - Amendment No. 3 to PSA

Attachment F - Amendment No. 2 to PSA

Attachment G - Amendment No. 1 to PSA

Attachment H - PSA

Attachment I - Summary of PSA

Attachment J - Summary of PSA Annual Expenditures and Balance

(Attachments on file with the Clerk of the Board)