



# County of Monterey

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

## Board Report

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**File #: A 19-046, Version: 1**

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- a. Approve Amendment No. 6 to Agreement No. A-11132 with Accela, Inc. to: continue to provide professional services to host and maintain the Accela Automation software product; to increase the not to exceed amount by \$59,748 for a total amount not to exceed \$3,192,140; and to extend the expiration date for three (3) additional months for a revised term from March 31, 2008 to June 30, 2019; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 6 to Agreement No. A-11132 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. 6 to Agreement No. A-11132 with Accela, Inc. to: continue to provide professional services to host and maintain the Accela Automation software product; to increase the not to exceed amount by \$59,748 for a total amount not to exceed \$3,192,140; and to extend the expiration date for three (3) additional months for a revised term from March 31, 2008 to June 30, 2019; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 6 to Agreement No. A-11132 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:

The County of Monterey (County) has used Accela, Inc.'s (Accela) Permits Plus processing and tracking software since 1996. In 2008, the Resource Management Agency (RMA) upgraded the Accela software to create a web-based enterprise permitting application, which is hosted and maintained by Accela, that provides government agencies with a complete solution to automate workflow and track permit information across multiple departments while managing data from a centralized database. The purchase and management of the software is funded through a technology fee applied to planning and building permits. RMA (Planning, Building Services, Environmental Services, Development Services/Surveys), other County land use/enforcement agencies, and outside agencies (water districts, wastewater districts and the air district) utilize licenses for this software to effectively (internally and externally) integrate information into the workflow. The software product allows agencies to reduce workloads, increase efficiencies, and provides citizens and businesses with convenient access to on-line government services. Hosting and maintenance of this software product continues to be required through June 30, 2019.

Amendment No. 6 to Agreement No. A-11132 between the County and Accela allows for continued hosting and maintenance services for the Accela Automation software product. Amendment No. 6 will increase the Agreement by \$59,748 for a total amount not to exceed \$3,192,140 and extends the expiration date for three (3) additional months for a revised term from March 31, 2008 to June 30, 2019.

County is currently working with Accela to provide a subscription service to the County for upgraded software and additional licenses for a three (3) year period beginning July 1, 2019 to ensure greater access and functionality of the Accela Automation software product.

Attachment H provides a summary of the Agreement to date. Attachment I provides a summary of the Agreement 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. 6 as to form and legality, and fiscal provisions, respectively.

### FINANCING:

The Agreement with Accela requires an annual payment to be made in April, for the period April through March. The last payment

made in FY2017-18 covered the period April 1, 2018 through March 31, 2019. Amendment No. 6, extends the Agreement for three (3) months (April-June 2019) at a cost of \$59,748. The FY2018-19 adopted General Fund budget includes \$237,039 for the annual Accela fee; \$158,026 in Planning Unit 8172, Appropriations Unit RMA001 and \$79,013 in Building Services Unit 8170, Appropriations Unit RMA011.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The recommended action supports the Board of Supervisors' Strategic Initiatives by allowing County staff to continue to utilize the permitting software to assist County residents and other support staff with projects/requests which will 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  
\_\_\_\_

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. 6 to Agreement

Attachment B - Amendment No. 5 to Agreement

Attachment C - Amendment No. 4 to Agreement

Attachment D - Amendment No. 3 to Agreement

Attachment E - Amendment No. 2 to Agreement

Attachment F - Amendment No. 1 to Agreement

Attachment G - Agreement

Attachment H - Summary of Agreement

Attachment I - Summary of Agreement Annual Expenditures and Balance

(Attachments on file with the Clerk of the Board)