



County of Monterey

Item No.

Board Report

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

Legistar File Number: A 25-433

November 18, 2025

Introduced: 10/27/2025

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve Amendment No. 6 to Standard Agreement A-14427 with Accela, Inc., to expand the Scope of Work to include ePermitHub Digital Plan Room subscription service as part of the County's existing Accela Civic Platform, and increase the Agreement amount by \$253,334, from \$4,596,204 to a new total not-to-exceed amount of \$4,849,537 to commence upon execution of Amendment No. 6 and with no change to the term end date of June 30, 2030; and
- b. Authorize the Chief Contracts and Procurement Officer or designee to execute Amendment No. 6 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% (up to \$484,954), subject to review and approval as to form by the Office of the County Counsel and as to fiscal provisions by the Auditor-Controller's Office.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 6 to Standard Agreement A-14427 with Accela, Inc., to expand the Scope of Work to include ePermitHub Digital Plan Room subscription service as part of the County's existing Accela Civic Platform, and increase the Agreement amount by \$253,334, from \$4,596,204 to a new total not-to-exceed amount of \$4,849,537 to commence upon execution of Amendment No. 6 and with no change to the term end date of June 30, 2030; and
- b. Authorize the Chief Contracts and Procurement Officer or designee to execute Amendment No. 6 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% (up to \$484,954), subject to review and approval as to form by the Office of the County Counsel and as to fiscal provisions by the Auditor-Controller's Office.

SUMMARY/DISCUSSION:

The County of Monterey (County) has utilized the services of Accela, Inc. (Accela) since 2008 to support the Housing and Community Development Department's (HCD) permitting system. On June 27, 2019, the County of Monterey Board of Supervisors (BOS) authorized the County to enter into a non-Standard Agreement (NSA) with Accela to upgrade the Accela Civic Platform on-premise model to a Subscription as a Service (SaaS) model. The upgrade has provided the County with more efficient, cost-effective, and expandable permitting solutions.

Since the base Agreement was put in place, several amendments have been made to expand the scope of work, increase the Agreement amount, and extend the term.

In May 2025 the Agreement was further amended to extend the term through June 30, 2030, update

the Agreement's provisions, and increase the Agreement amount by \$2,218,458.90 for a new not-to-exceed amount of \$4,596,203.06.

Amendment No. 6 expands the Scope of Work to add ePermitHub Digital Plan Room. This service will enhance HCD's permitting system by integrating ePermitHub into our existing Accela Civic Platform, which will automate plan submission, review, and creation of final plan sets. It is anticipated that utilizing this service will provide cost savings, once it is fully implemented, after the first year. In addition, it is expected to decrease turnaround time and expedite the permitting process.

After implementation Accela will provide training for HCD staff as well as a virtual training session for the public that will be recorded and made available on HCD's website.

OTHER AGENCY INVOLVEMENT:

The Offices of the County Counsel and Auditor-Controller have reviewed Amendment No. 6 as to form and legality, and fiscal provisions, respectively.

FINANCING:

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

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action supports the County's Strategic Plan goals of Diverse and Thriving Economy by streamlining the permitting process to support housing, development, and business activity and the Sustainable Infrastructure for the Present and Future goal by keeping the County's technological operations up to date which benefits County residents and staff.

<u>X</u>	Well-Being and Quality of Life
<u>X</u>	Sustainable Infrastructure for the Present and Future
	Safe and Resilient Communities
	Diverse and Thriving Economy
	Other

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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. 6

Attachment B - Amendments Nos. 1-5

Attachment C - non-Standard Agreement

