



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Planning & Development
Department No.: 053
For Agenda Of: 03/15/2016
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Glenn Russell, Ph.D. (805)568-2085
Director(s)
Contact Info: Steve Mason (805)568-2070

SUBJECT: **Approval of Amendment No. 1 to Board Contract with Accela Inc. for Maintenance of Land Management and Associated Software Solutions**

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

Planning and Development recommends that the Board of Supervisors:

- a) Approve and authorize the Chair to execute Amendment No. 1 (Attachment A) to the County's existing contract with Accela Inc (Contract No. BC 08-079 – Attachment B) to amend Maintenance Terms to cover maintenance for the County's Land Management and associated software solutions through FY 2020/2021; and
- b) Find that the proposed Amendment No. 1 is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378 (b)(5) in that the Agreement involves an organizational or administrative activity of government that will not result in the direct or indirect physical change in the environment (Attachment D).

Summary Text:

The County executed a Systems Upgrade Agreement with Accela Inc on January 22, 2008 to upgrade an existing permit tracking system and to provide for ongoing software maintenance after system implementation. The software was successfully implemented in February 2009 and annual maintenance costs have been paid according to the terms of the Agreement via a blanket purchase order. The Purchasing Division has authority to issue blanket purchase orders for maintenance up to \$100,000. The Board of Supervisors has authority on maintenance agreements that exceed \$100,000.

Annual maintenance costs are adjusted based on the Consumer Price Index (CPI) calculations each year per the current contract. The CPI fluctuations since 2009 have caused the annual maintenance costs for the various software solutions to steadily increase over the years. These increases will soon approach the \$100,000 threshold of a blanket purchase order. A board contract amendment is necessary once the maintenance costs exceed the \$100,000 threshold. Attachment C provides a forecast of future maintenance costs for the next five years based on an average CPI increase of 2% per annum.

Background:

Planning and Development implemented the Accela Automation system in February 2009. The software provides staff with the ability to track and manage all permit types as well as provide the public with the ability to track the status of their permits online. A separate Purchase Order was executed in September 2008 to purchase and implement Accela's Mobile Office solution as an add-on product to Accela Automation to allow building inspectors to manage inspections in the field. This solution was implemented in November 2009.

The Department has, and will continue to leverage additional enhancements provided by the software to increase efficiencies where possible and enhance the customer's experience with Planning and Development. Features currently being evaluated include credit card acceptance and online permit submittals.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY 15/16 Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees	\$ 100,940.51	\$ 107,160.89	\$ -
Other:			
Total	\$ 100,940.51	\$ 107,160.89	\$ -

Narrative: Annual maintenance costs are expected to average \$107,160.89 for the next five fiscal years (through FY 20/21). Technology fee revenue has been set aside to fully fund the ongoing maintenance costs and no general fund will be used. Total amendment amount for the five fiscal years will not exceed \$535,804.44.

Maintenance costs are budgeted in the Administration and Support program on page D-287 of the FY 2015-17 adopted budget, as well as the Building and Safety program on page D-289 of the FY 2015-17 adopted budget.

Key Contract Risks:

A risk analysis was not performed in 2008 since risk analysis procedures were not implemented until 2014. However, post-contract analysis has determined the original contract to be of low risk based on the Department's significant experience with the contractor. Additionally, the Agreement contains clauses for Suspension for Convenience (Section 15.4), Termination for Convenience (Section 20.5), and Termination of Non-allocation of Funds (Section 20.7).

Staffing Impacts:

None

Special Instructions:

Please provide a signed copy of this Amendment to Linda Liu, Planning & Development.

Attachments:

- A. Amendment No. 1 to Agreement for Services of Independent Contractor
- B. Contract No. BC 08-079
- C. Forecasted CPI Increases by Fiscal Year
- D. CEQA Exemption

Authored by:

Linda Liu, Planning & Development

CC:

Glenn Russell, Director, P&D
Dianne Black, Assistant Director, P&D
Steve Mason, Administration and Operations Manager, P&D
Linda Liu, Project Manager, P&D
Susan McKenzie, Deputy County Counsel