



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: Public Works
Department No.: 054
For Agenda Of: November 7, 2023
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Scott McGolpin, Public Works Department (805) 568-3010
Director(s)
Contact Info: Chris Sneddon, Deputy Director, Transportation (805) 568-3064

SUBJECT: First Amendment to the Agreement with Gray Quarter, Inc., for the Accela Migration Project

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute a First Amendment to the Professional Services Agreement with Gray Quarter, Inc. (not a local vendor) for additional services in the amount of \$24,580 for a total Agreement amount not to exceed \$233,380.00 for software modernization and migration services for the Public Works Department with a period of performance from December 15, 2022 through June 30, 2024; and
- b) Determine that the recommended actions are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline Sections 15378(b)(2) and 15378(b)(5) because the recommended actions involve continuing administrative or maintenance activity, and involve organizational or administrative activity of government that will not result in the direct or indirect physical change in the environment.

Summary Text:

The Public Works Department is currently using an outdated static platform to process and issue critical permits. The department needs an application that is user-friendly, understandable, and utilizes modern technologies. The department is migrating existing permit functions to the Accela Civic Platform, with customizations and implementation services provided by Gray Quarter, Inc. Approval of the First Amendment to the Agreement for Professional Services Agreement will allow Gray Quarter, Inc., to perform additional enhancements and extend the term of the agreement to June 30, 2024. Through the migration process, the potential for more enhancements were discovered which will eliminate redundant

tasks that currently requires manual data entry by staff. This added funding will be used to implement this automation.

Background:

Public Works is working to replace and modernize its legacy system for all Public Works permit types. The goal is to house all Public Works permit types and associated regulatory functions on the Accela Civic Platform enterprise hosted in the Accela Cloud. The Accela Civic Platform solutions are designed to provide modern technologies to ensure scalability, reliability, and flexibility and allows citizens and businesses to request permits via its web portal. This will streamline public requests for permits involving multiple departments (including Planning & Development and the Fire Department) and numerous process components for assigning user tasks, routing, and approvals.

The application will provide analytical dashboards for County executives to review work activity across multiple County departments in real-time. Countywide permit related reports require manual aggregation and calculation by staff under the current non-Accela permit system. A similar duplication of effort is required of staff to handle requests from the public about Countywide permits and licenses. Accela Civic Platform will allow much more cross-over of information between departments utilizing its cloud-based platform as an enterprise system that allows for much greater flexibility in data exchange and reporting.

The project scope for Gray Quarter includes the implementation of application submittal, approval, fee assessment, payment, issuance, and inspection for Public Works permits pursuant to adopted fee schedules to integrate with the Accela Civic Platform.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis: Gray Quarter, Inc

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
Road Funds	\$ 233,380.00		\$ 233,380.00
Total	\$ 233,380.00	\$ -	\$ 233,380.00

Funding for Gray Quarter, Inc., will come from the Public Works Transportation Division Road Funds as a one-time project cost and is included in the FY 2023-2024 Adopted Budget.

Special Instructions:

Please forward one (1) certified, stamped Minute Order approving these Board actions, one (1) original copy of the fully executed Gray Quarter, Inc. Amendment to Public Works, Transportation, 123 East Anapamu Street, Attn: Yanette Luna, 805-568-3094. One (1) fully executed document to remain on file with the Clerk of the Board.

Attachments:

Attachment A: First Amendment to Gray Quarter Professional Services Agreement

Attachment B: Original Gray Quarter, Inc. Professional Services Agreement

Authored by:

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