



**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: CEO
Department No.: 012
For Agenda Of: August 29, 2023
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Director(s) Mona Miyasato, County Executive Officer

DocuSigned by:

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Contact Info: Nancy Anderson, Assistant County Executive Officer
Brittany Odermann, Deputy County Executive Officer

SUBJECT: **Renewal of Software Licensing with Accela, Inc. for Cannabis Business Licensing**

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Information
Technology Department: Yes

Recommended Actions:

That the Board of Supervisors:

- A. Approve and authorize the County Executive Officer or designee to execute an Order Form subject to the County’s Master Subscription Agreement with Accela, Inc (Board Contract Number BC19-110) for subscription services for Cannabis business licensing totaling 19 user licenses for a total contract amount not to exceed \$205,224.40 for a term of August 31, 2023 through June 30, 2026, subject to annual budget allocations; and
- B. Determine that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA Guidelines.

Summary Text:

This item is on the agenda to renew a contract with Accela, Inc. to continue to provide the software and user licenses required to administer the on-line, cloud-based cannabis business licensing program.

The County currently has three departments (County Executive Office – Cannabis Business Licensing, Public Health/Environmental Health Services, and Planning and Development) that use Accela software as part of their business needs. These different departments implemented their systems separately to address needs specific to their areas.

Background:

Accela is a software company that provides a cloud-based platform of government software solutions aimed at accelerating growth, efficiency, and transparency within governmental agencies. Its solutions allow citizens and businesses to request permits, licenses, and inspections via the web. The County Executive Office’s existing licensed version of Accela leverages cloud-based technology and Accela staff expertise to engage with their customers via the Citizen Access portal.

The County Executive Office-Cannabis Business Licensing Unit obtained Board approval to execute a Master Services Agreement with Accela to attain and implement the cloud-based version of Accela and procure an initial 15 licenses to use Accela’s cannabis licensing application on August 14, 2018. The County Executive Office-Cannabis Business Licensing Unit requests that the Board approve and authorize a renewal Order Form (Attachment B) covering the period 8/31/2023 - 6/30/2026 which includes the cost for 19 total licenses. This request aligns the CEO’s cannabis licensing agreement coverage dates with those of other County departments including Planning and Development and Public Health/Environmental Health Services, allowing for future actions related to Accela services to be executed collectively.

Performance Measure:

1. Software services will maintain 99% uptime.

Fiscal and Facilities Impacts:

Budgeted: Yes, costs for Accela licensing are included in CEO budget. The costs for FY 2023-24 are funded by cannabis tax revenue and are pro-rated to cover ten (10) months of software use in accordance with the term of the Order Form that begins on August 31, 2023. Funding for Fiscal Years 2024-25 and 2025-26 will be considered in a future cannabis business licensing fee assessment as direct costs to the licensing program.

Fiscal Analysis:

Dept	Funding Source	Description	FY 2023-2024
CEO	Cannabis Tax Revenue	19 Licenses & Training - Accela	\$ 57,413
	Total - Licensing & Training FY 2023-2024		\$ 57,413

Dept	Funding Source	Description	FY 2024-2025
CEO	Cannabis Licensing Revenue (anticipated)	19 Licenses & Training	\$ 72,103
	Total - Licensing & Training FY 2024-2025		\$ 72,103

Dept	Funding Source	Description	FY 2025-2026
CEO	Cannabis Licensing Revenue (anticipated)	19 Licenses & Training	\$ 75,708

	Total - Licensing & Training FY 2025-2026		\$ 75,708
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Dept	Total Contract Amount
CEO	\$ 205,224

Key Contract Risks:

The County has an existing relationship with Accela, Inc. and has had a positive experience with services and support needs being met. This renewal is seen as low risk as it does not contain grounds for ending the contract upon Accela's breach for non-appropriation of funds, should that become necessary.

Special Instructions:

Clerk of the Board please return one (1) copy of the minute order of the actions to the County Executive Office Department, attention: Dawn Holden, Business Manager.

Attachments:

Attachment A: Existing Master Services Agreement (MSA) between County and Accela, Inc. signed 08/14/2018

Attachment B: Order Form for Accela Cannabis Licensing, 8/31/2023-6/30/2026

Authored by:

Brittany Odermann, Deputy County Executive Officer, County Executive Office

cc:

Mark Garcia, Project Portfolio Manager, General Services