



BOARD OF SUPERVISORS
AGENDA LETTER

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

Agenda Number:

Submitted on:
(COB Stamp)

Department Name: Planning and Development,
Public Works, County Fire

Department No.: 053, 054, 031

Agenda Date: 2/24/2026

Placement: Administrative Agenda

Estimated Time:

Continued Item: No

If Yes, date from:

Vote Required: Majority

TO: Board of Supervisors

FROM: Department Director(s): Lisa Plowman, Planning & Development
Chris Sneddon, Public Works
Garrett Huff, County Fire

Contact: Andrew Rasura, Deputy Director of Administration, Planning & Development
Heather Fletcher, Chief Financial and Administrative Officer, Public Works
Fred Tan, Division Chief Fire Marshal, County Fire

SUBJECT: Accela Licensing for ePermitHub Software and Implementation Services Agreement

County Counsel Concurrence

As to form: Yes

Other Concurrence: EITC

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 Planning and Development Director or designee to execute an Order Form (Attachment A) subject to the County's Master Subscription Agreement with Accela Inc. as amended (Board Contract Number BC19-110) for subscription services for ePermitHub for a total Agreement amount not to exceed \$77,666.67 for a term between March 1, 2026 through June 30, 2027 (16 months) subject to annual budget allocations; and
- b) Approve and authorize the Chair to execute a Professional Services Agreement with Accela Inc for an amount not to exceed \$76,000 for implementation services as provided to

implement the ePermitHub software for the Planning and Development Department (Attachment B). Term for services ends June 30, 2027; and

- c) Determine that the recommended actions are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines 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 (Attachment C).

Summary Text:

Planning and Development, along with the Public Works Department, and the County Fire Department, is requesting that the Board of Supervisors amend the existing Master Subscription Agreement with Accela, Inc (Board Contract Number BC19-110) to add subscription licensing for their ePermitHub software. The attached Order Form is for a period of 16 months, allowing Planning and Development to begin configuration and development for this software beginning in March 2026. The licensing costs will run through the end of fiscal year 2026-2027 so that configuration can complete by June 30, 2027. This amendment will increase the contract amount to a total of not-to-exceed \$4,317,724.39, inclusive of all Accela related licensing costs across the County.

In order to complete the configuration and development of ePermitHub, Planning and Development is also requesting that the Board of Supervisors execute the attached Professional Services Agreement with Accela, Inc (Attachment B) so that they can configure this software for the department's specific permitting needs. This Professional Services Agreement will include configuration, development, end-user training, training documentation, as well as developing materials for the public on how to interact with the software.

Background and Discussion:

The County implemented the cloud-hosted Accela Permit Tracking Software in July 2022 and has been consistently expanding its usage across various county departments. One of the major priorities established by the Board of Supervisors and Department Directors with this software is to provide joint plan reviews by all departments involved in the land development permitting process so that applicants can receive a comprehensive package of requirements from all County departments that impact their projects. The ePermitHub Software is an add-on product to the Accela Permit Tracking software that will accomplish this priority more efficiently.

The ePermitHub software enables existing departmental users across the various county departments that are involved in the review of land development projects to view and comment on the exact same set of plans submitted by the applicant team. Project review on land development projects can be complex, involving multiple departments and divisions across the County charged with reviewing project plans. Each department's review can be based on numerous federal, state, and local codes. Such departments include: Planning and Development (Development Review and Building & Safety), Public Works (Surveyor, Flood Control/Water Resources, Transportation, Resource Recovery), County Parks, County Fire, Montecito Fire, Carpinteria-Summerland Fire, and Public Health (Environmental Health Services). ePermitHub allows the applicant team to submit a single set of plans on a development project through Planning and Development's application process. The software then distributes the plans to these departments based on the project review needs. Departments will be able to mark up the plans and provide comments on the same set of plans directly, allowing all departments involved to see comments that could impact their own review. Once all department reviews are completed, the applicant team will be able to retrieve the

comments directly through the Accela Citizen Access interface and can then respond directly to each comment or markup. Resubmittal of plans will require that all comments have been addressed. Resubmitted plans will then be automatically sent to all departments for further review and ultimate approval.

This software provides significant improvements to the existing staff review process and offers transparency into the plan review process for the applicants, as well as the departments providing review. While the Professional Services Agreement is only to implement Planning and Development permits, other departments have expressed interest in expanding its use into their areas and will share in the subscription costs so that they can plan for implementation of their own processes in future years. The Public Works Department and County Fire Department have agreed to share the cost of the ePermitHub software so that they can utilize this software for their department specific needs. Subscription cost for ePermitHub will not increase based on future implementation by these departments.

Performance Measure:

Configuration and implementation will complete no later than 06/30/2027.

Contract Renewals:

Accela Inc is an existing software vendor who has completed other implementation services for the County related to their permit tracking software, including the timely completion of the migration of the Accela Software to the Cloud in July 2022.

Fiscal and Facilities Impacts:

Subscription cost for ePermitHub for a 16-month subscription period (March 2026 thru June 2027) totals \$77,666.67. The subscription cost of \$19,416.67 for March 2026 through June 2026 falls under the FY 25/26 budget and is budgeted under P&D’s Line Item Account # 7124.

The subscription cost of \$58,250 for July 2026 through June 2027 will be budgeted under the IT budget for FY 26/27 for departments that will be sharing in the cost.

One-time costs of \$76,000 related to the implementation services will be spread between current fiscal year and next fiscal year, since implementation will begin in March 2026 and conclude no later than June 30, 2027.

Fiscal Analysis:

Associated costs are budgeted and included in each department’s respective budgets.

Department	Funding Source	FY 25/26	FY 26/27	Total
P&D One-Time Implementation	Fees	\$38,000.00	\$38,000.00	\$76,000.00
P&D Subscription	Fees	\$19,416.67	\$29,125.00	\$48,541.67
Public Works Subscription	Fees	\$0.00	\$20,387.50	\$20,387.50
County Fire Subscription	Fees	\$0.00	\$8,737.50	\$8,737.50
Total				\$153,666.67

Special Instructions:

The Clerk of the Board shall provide a copy of the signed contract and minute order to P&D, attention: Linda Liu, IT Business Systems Manager.

Attachments:

Attachment A – Order Form for ePermitHub Subscription

Attachment B – Professional Services Agreement for Implementation of ePermitHub Software

Attachment C – CEQA Notice of Exemption

Attachment D – Existing MSA between County and Accela Inc signed on 8/14/2018 and as amended on 7/12/2022

Contact Information:

Andrew Rasura, Planning and Development

Deputy Director of Administration

rasuraa@countyofsb.org

CC:

Lisa Plowman, Director, Planning and Development

Linda Liu, IT Business Systems Manager, Planning and Development

Andrew Rasura, Deputy Director of Administration, Planning and Development

Chris Sneddon, Director, Public Works

Larry Lowman, IT Manager, Public Works

Heather Fletcher, Chief Financial and Administrative Officer, Public Works

Fred Tan, Division Chief Fire Marshal, County Fire Department

Chris Olmstead, Fire Captain, County Fire Department

Sean Stewart, Deputy County Counsel, County Counsel Department