



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: 2/8/2022
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Lisa Plowman (805)568-2085
Director(s)
Contact Info: Linda Liu (805)568-2035

SUBJECT: Approval of Amendment No. 1 to Professional Services Contract with Accela, Inc for Migration Services

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

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 Agreement with Accela, Inc. for Migration Services (Contract No. BC 21-062), to amend the Scope of Work to include data conversion of legacy permit records into Accela records for a fixed cost amount of \$5,000 for a total revised amount of \$155,000 without a change to the period of performance ending June 30, 2022; 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)(2) and 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.

Summary Text:

The County executed an Agreement for Professional Services with Accela, Inc on June 22, 2021 to provide system migration services of our on-premise permit tracking data to a Cloud-hosted database currently in use by the County Executive Cannabis Business Licensing office.

The Agreement did not contemplate the need to convert non-Accela, legacy permit records as part of that migration service. However, during the course of the migration and discussion with the Contractor regarding our legacy data, Contractor and staff agreed that this data conversion is necessary so that staff and customers will be able to continue to identify legacy permit data that was traditionally stored as a separate database table.

Background:

The original Agreement (Attachment B) was approved by the Board of Supervisors on June 22, 2021. The end date for performance on the Agreement is scheduled to occur on or before June 30, 2022. This amendment is not expected to impact that schedule.

Fiscal and Facilities Impacts:

Budgeted: Yes

The cost of this amendment are offset by permitting technology surcharge revenues. Funding for this project is budgeted in the Planning and Development Department's Administration and Support Budget Program on page D-301 of the County of Santa Barbara Fiscal Year (FY) 2021-22 adopted budget.

Key Contract Risks:

A risk analysis was performed on the original contract and it was determined to be of moderate risk. This conclusion was based on several factors, none of which is impacted by the current proposed changes in this amendment.

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 21-062

Authored by:

Linda Liu, Planning & Development

CC:

Lisa Plowman, Director, P&D
Jeff Wilson, Assistant Director, P&D
Crysta Rider, Deputy Director, P&D
Linda Liu, Project Manager, P&D
Susan McKenzie, Deputy County Counsel