



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:** December 13, 2022  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Scott McGolpin, Public Works Department (805) 568-3010  
Director(s)  
Contact Info: Larry Lowman, Public Works IT Manager (805) 568-3052

**SUBJECT:** Agreement with Accela, Inc., for Accela Modernization; Agreement with Gray Quarter, Inc., for Migration Project

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**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 Public Works Department 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 Public Works totaling 31 user licenses including user training for a total Agreement amount not to exceed \$403,222.88 for a term of December 15, 2022 through June 30, 2026; and
- b) Approve and authorize the Chair to execute a Professional Services Agreement with Gray Quarter, Inc. (not a local vendor) for a total Agreement amount not to exceed \$208,800.00 for software modernization and migration services for the Public Works Department with a period of performance from December 15, 2022 through December 15, 2023 (Attachment B); and
- c) 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The Public Works Department is currently using an outdated static platform to process and issue these critical permits on a siloed and disjointed platform. The department needs an application that is user-friendly, understandable, and utilizes modern technologies.

Approval of the Agreement for Professional Services Agreement (Attachment B) will allow Gray Quarter, Inc., to migrate Public Works permits and licenses data onto the same cloud-based model currently in use by the three departments (County Executive Office – Cannabis Business Licensing, Public Health - Environmental Health Services, and Planning and Development). The increase in operational efficiency will facilitate communication across County departments that review permits. Additionally, the enhanced Accela Civic Platform portal will enable permit seekers to submit applications online and communicate virtually with Public Works permit staff.

**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 meet the needs of Public Works to provide modern technologies to ensure scalability, reliability, and flexibility. The Accela Civic Platform allows citizens and businesses to request permits via its web portal. This will streamline the public request for permits through an automation process involving multiple departments and numerous process components for assigning user tasks, routing, and approvals through all the appropriate steps.

The application also provides analytical dashboards for County executives to review work activity across multiple County departments in real-time. Countywide reports to the Board of Supervisors require manual aggregation and calculation by staff under its current model. A similar duplication of efforts 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 the divisions of the Public Works Department 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 projects pursuant to adopted fee schedules.

Moving Public Works to a single instance of Accela will: a) increase operational efficiencies across the County by reducing the burden of staff to maintain hardware and software versions; b) increase resiliency and uptime with a cloud-based service instead of a local hardware and software instance that needs to have downtime for maintenance and upgrades; c) increase the ability to quickly and efficiently gather consistent data across departments; d) enhance Countywide data sharing, accuracy, and transparency for County executives and constituents who use our services.

The County's General Services Information, Communications, and Technology Division will oversee departments opting into this Countywide solution. General Services will ensure proper and consistent usage from a Countywide perspective, managing the overarching Master Services Agreement (Attachments C), while the Public Works Department will manage the invoice detailing each division's usage amount.

**Key Contract Risk:**

Accela: This contract has a risk assessment of moderate with not to exceed contract amounts. The County has an existing relationship with Accela, Inc through the CEO’s Office.

Gray Quarter: This contract has a risk assessment of moderate due to the total contact amount and with not to exceed contract amounts.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:** Gray Quarter, Inc

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
Road Funds	\$ 208,800.00		\$ 208,800.00
Total	<u>\$ 208,800.00</u>	\$ -	<u>\$ 208,800.00</u>

Funding for Gray Quarter, Inc., will come from the Public Works Transportation Division Road Funds as a one-time project cost.

Accela, Inc

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Tim Project Cost</u></b>
Road Funds	\$ 47,787.64	\$ 65,200.00	
Water Res Funds		\$ 53,300.00	
Total	<u>\$ 47,787.64</u>	<u>\$ 118,500.00</u>	\$

Funding for Accela for the contracted years FY 22-23 to FY 25-26 will come from the Public Works Transportation Division funds budgeted in the Roads-Operation Line Item Account; 7124 – IT Software Maintenance for \$243,277.02 and from the Public Works Water Resources Division funds budgeted in the Flood Ctrl/Wtr Cons Dst Mt Line Item Account; 7124 – IT Software Maintenance for \$159,945.86.

**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. Agreement and one (1) copy of the Accela, Inc. Order Form to Public Works, Transportation, 123 East Anapamu Street, Attn: Ashley Kruzell, 805-568-3064.

One (1) fully executed document to remain on file with the Clerk of the Board.

**Attachments:**

Attachment A: Order Form for Accela, Inc. for Public Works

Attachment B: Professional Services Agreement between County and Gray Quarter, Inc. for Public Works

Attachment C: Existing Master Services Agreement between County and Accela, Inc. signed 08/14/2018

Attachment D: First Amendment to Agreement between County and Accela, Inc.

Agreement with Accela, Inc., for Accela Modernization and Migration Project; Agreement with Gray Quarter, Inc., for Migration Project  
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**Authored by:**

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