



City of Grass Valley  
City Council  
Agenda Action Sheet

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**Title:** Consideration of a five-year contract renewal with Accela to continue with its permit tracking software program.

**Recommendation:** That Council authorize the City Manager to sign the five-year renewal agreement with Accela subject to legal review.

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**Prepared by:** Thomas Last, Community Development Director

**Council Meeting Date:** 6/14/2022

**Date Prepared:** 6/08/2022

**Agenda:** Consent

**Background Information:** In 2003, the City signed a contract with Accela to create a new permit tracking system for the City to improve the building and planning permit tracking process. The contract has been extended multiple times and Accela is proposing another multi-year extension. The City currently has seven licenses with Accela to utilize the software program. One of the licenses are dedicated to, and paid for by, the Nevada County Assessor's Office, which utilizes the program for property tax purposes. All other licensees are used by city staff to create and track building and planning permits. The system has been recently expanded to allow applications and plans to be submitted and tracked digitally. Additionally, applicants can now access the system to apply for and track their permits. The cost for the 7 licenses starts at \$22,234.09 and increases to \$25,024.66 by the fifth year. Staff supports this extension and requests Council approve the action noted above.

**Council Goals/Objectives:** This item supports the City's goals associated with providing efficient government services.

**Fiscal Impact:** Costs associated with this software are paid from the general fund. One license is paid by Nevada County Assessor's Office.

**Funds Available:** Yes

**Account #:** 100-301, 100-302

**Reviewed by:** \_\_\_ City Manager

**Attachments:** Proposed Service Agreement