



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/7/2021

ITEM NO: 4

DATE: August 30, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize an Expenditure Budget Adjustment in the Amount of \$46,000 from the Available Information Technology Fund to Cover the Cost in the Statement of Work from Accela, Inc. for SaaS Migration Services.

RECOMMENDATION:

Authorize an expenditure budget adjustment in the amount of \$46,000 from the available Information Technology Fund to cover the cost in the Statement of Work from Accela, Inc. (Attachment 1) for SaaS Migration Services.

BACKGROUND:

On June 15, 2021, the Town Council authorized the Town Manager to execute a five-year Maintenance Agreement with Accela, Inc. for Cloud Migration, Maintenance, and Support of the Accela Automation Permitting Software System. The Agreement (Attachment 2) was executed by the Town Manager on June 25, 2021.

DISCUSSION:

Staff is requesting a budget adjustment in the amount of \$46,000 to cover the cost in the attached Statement of Work for SaaS Migration services. The cost for SaaS Migration Services was erroneously not included in the previously approved cost for the five-year Agreement (\$597,995).

CONCLUSION:

Staff recommends that the Town Council authorize a budget adjustment in the amount of \$46,000 to cover the cost in the Statement of Work from Accela, Inc. for SaaS Migration Services.

PREPARED BY: Joel Paulson
Community Development Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

PAGE 2 OF 2

SUBJECT: Accela Inc.

DATE: August 30, 2021

COORDINATION:

This report was coordinated with the Town Manager's Office, Town Attorney's office, Information Technology Department, and Finance Department.

FISCAL IMPACT:

The cost of the budget adjustment is \$46,000, taking the total cost of the five-year Agreement from \$597,995 to \$643,995. These expenditures are budgeted in the Information Technology (IT) Internal Service fund as part of the IT Support Program. There are sufficient funds available in the IT fund for the additional expenses.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Statement of Work
2. Agreement for Consultant Services FY21-26