



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/15/2021

ITEM NO: 10

DATE: June 8, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize 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, and Authorize a FY 2021/22 Expenditure Budget Adjustment in the Amount of \$174,093 to Cover the Difference of the Two-year Upfront Payment of \$228,649.

RECOMMENDATION:

Authorize 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, and Authorize a FY 2021/22 Expenditure Budget Adjustment in the Amount of \$174,093 to Cover the Difference of the Two-year Upfront Payment of \$228,649.

BACKGROUND:

In 2006, the Town's Community Development Department upgraded its permitting system from PERMITS-Plus to Accela Automation system. The Accela Automation system tracks all building, planning, and engineering permits as well as code enforcement citations. The public has access to development data online and the Accela system allows for online permitting. The Department has had a maintenance agreement with Accela, Inc. since 2006.

DISCUSSION:

The Town's Community Development Department has requested an upgrade from the current on-premise version of Accela to a cloud hosted version. Migration to a cloud hosted environment will provide an enhanced citizen access portal that will improve the overall user

PREPARED BY: Joel Paulson
Community Development Director

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

PAGE 2 OF 3

SUBJECT: Accela Inc.

DATE: June 8, 2021

DISCUSSION (continued):

experience and function during application and monitoring of Town permits. Other benefits include the ability for field staff to utilize a mobile app version that will allow for offline access in areas where internet coverage may be weak or unavailable. The upgrade will also help eliminate the need to host and maintain the infrastructure currently required for our on-premise environment.

The cost for the migration, maintenance, and support for the cloud based Accela for five years is \$597,995. As a cost-effective measure, the multi-year Maintenance Agreement allows for a two-year upfront payment of \$228,649. and a three percent (3%) increase each year. The cost savings over the five-year term is \$44,411 (Attachment 4, Option B). Additionally, Option B, includes a slight discount for new license purchases.

The Community Development Department also requests a budget adjustment for the 2021/2022 fiscal year for Accela in the amount of \$174,093 to cover the two-year upfront payment. Funding for the contract will be provided by the collected four percent (4%) computer surcharge fee.

CONCLUSION:

Staff recommends Council authorize the Town Manager to execute a five-year agreement with Accela, Inc. and authorize a budget adjustment in the amount of \$174,093 to cover the two-year upfront payment.

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 for the Five-year agreement is \$597,995. These expenditures are budgeted in the Information Technology (IT) Internal Service fund) as part of the IT Support Program. There is 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.

PAGE 3 OF 3

SUBJECT: Accela Inc.

DATE: June 8, 2021

Attachments:

1. Order Form
2. Subscription Services Agreement
3. Opencities-Subscription-Services-Agreement
4. Statement of Work
5. Cost Comparison Analysis