

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 08/13/07		Item Number: <u>C-4</u>	
AGENDA ITEM: Approval of Amendments to Existing Agreements with Accela (Visalia, CA) and HdL Companies (Diamond Bar, CA) for an Additional One-Year of Maintenance Services to Support the City's Permitting and Business License Software Applications, with an Option to Extend an Additional Three Years.			
Contact Person/Dept.: Michele Williams (IT)		Phone Number: 310.253.5959	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: E-mail Master Notification List (08/08/07), Crystal Alexander, City Treasurer (08/01/07).			
Department Approval: John Richo (07/24/07)		City Attorney Approval: Carol Schwab (by H. Iker) (08/06/07)	
City Controller Approval: Marlee Chang (08/07/07)		City Manager Approval: Jerry B. Fulwood (08/08/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve amendments to the existing agreements with Accela and HdL Companies for an additional one-year of maintenance services to support the City's permitting and business license software applications with an option to extend an additional three years. <u>BACKGROUND:</u> <i>Accela - Permitting Software</i> On November 24, 1997, City Council authorized entering into a contract with Sierra Computer Systems to obtain software and data conversion services for upgrading the City's permit tracking system. Subsequently, Sierra Computer Systems merged with Open Data Systems to form the Accela Corporation. The City's current maintenance agreement was approved by City Council on July 22, 2002 which contained a provision to renew and issue payment for four years. The most recent maintenance payment of \$21,674.66 was paid on January 9, 2006. <i>HdL Companies – Business License Software</i> On November 9, 1998, City Council authorized a contract award to HdL Companies to obtain software for tracking business tax certificates and related tax revenue. This software product is used to store data related to business activity within the City and generates annual business tax certificate renewals.			

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The annual maintenance payment for this software has been issued each year without Council approval as the payment has always remained under \$10,000. The most recent maintenance payment of \$9,960.00 was paid on July 31, 2006.

DISCUSSION:

Accela - Permitting Software

The current maintenance invoice reflects an increase of fifteen percent (15%). Staff contacted Accela to inquire regarding the significant increase in cost. Accela informed staff that a cost analysis was performed and the vendor felt that the increased costs were more in line with their technical support expenditures.

The Accela permitting software is used by the following City divisions:

- Building Safety
- Engineering
- Fire Prevention
- Planning
- Redevelopment
- Sanitation

Accela offers a maintenance program that provides direct telephone access to software technicians. If a problem is encountered that can not be resolved over the telephone, remote diagnostic assistance is also available to further facilitate resolution. This maintenance program also ensures that software upgrades are immediately provided to the customer without an additional cost.

HDL Companies – Business License Software

The current maintenance invoice reflects a 4.26% increase based on CPI. It should be noted that this is the first increase from this vendor in three years. This vendor continues to provide software support and releases software upgrades to ensure compliance with regulatory business issues.

The permitting and business license software continue to perform well and assist staff with tracking and analysis within their respective areas. Staff recommends that City Council approve a maintenance renewal provision for an additional three years. Participation in the vendor's maintenance program is a critical component to the success and smooth operation of the software.

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FISCAL ANALYSIS:

The authorization to renew the annual maintenance contract with Accela would result in an expenditure of \$24,925.86. The authorization to renew the annual maintenance contract with HdL Companies would result in an expenditure of \$10,384.30. Sufficient funds have been allocated in the Information Technology Department's Operating Budget – 10124100.600220 (Repairs and Maintenance) for these expenditures.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Approve an amendment to the existing agreement with Accela for one year of software maintenance services in an amount not-to-exceed \$24,925.86;
2. Approve an amendment to the existing agreement with HdL Companies for one year of software maintenance services in an amount not-to-exceed \$10,384.30;
3. Authorize the Information Technology Director to issue the annual maintenance payment each year to Accela and HdL Companies for an additional three years unless the respective software support is deemed unnecessary by the Information Technology Director;
4. Authorize the City Attorney to prepare the amendments to the agreements and authorize the City Manager to execute such amendments on behalf of the City.