



City of Culver City

Staff Report

File #: 18-0648, Version: 2

Item #: C-7.

CC - FOUR-FIFTHS VOTE REQUIREMENT: (1) Approval of an Amendment to the Existing Professional Services Agreement with Accela, Inc. for (A) Phase 2 Enhancements of the City's Enterprise Permitting, Citizen Relationship Management and Code Enforcement Tracking Systems in an Amount Not-to-Exceed \$247,000, and (B) Purchase of Additional Software Licenses and Required Professional Implementation Services to Support the Application and Renewal Process for Commercial Cannabis Businesses in an Amount Not-to-Exceed \$247,048; (2) Authorization to the City Manager to Approve Further Amendment(s) to the Agreement in Additional Amount(s) Not-to-Exceed \$65,000 to Cover Unforeseen Costs; and (3) Approval of a Related Budget Amendment.

Meeting Date: January 8, 2018

Contact Person/Dept: Jeff Muir / Finance Department
Michele Williams / Information Technology

Phone Number: (310) 253-5865

Fiscal Impact: Yes No **General Fund:** Yes No

Public Hearing: **Action Item:** **Attachments:**

Commission Action Required: Yes No **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (01/02/2018).

Department Approval: Jeff Muir (12/21/17)

RECOMMENDATION

Staff recommends the City Council:

1. Approve an amendment to a professional services agreement with Accela, Inc. for:
 - a. Phase 2 enhancements of the City's Enterprise Permitting, Citizen Relationship Management and Code Enforcement Tracking Systems in an amount not-to-exceed \$247,000; and
 - b. Purchase of additional software licenses and required professional implementation services to support the application and renewal process for commercial cannabis

businesses in an amount not-to-exceed \$247,048; and

2. Authorize the City Manager to approve further amendment(s) to the Agreement in additional amount(s) not-to-exceed \$65,000 to cover unforeseen costs; and
3. Approve a related budget amendment (**requires a four-fifths vote**).

BACKGROUND / DISCUSSION

Accela Civic Platform - Phase 2

Accela Automation, an enterprise system implemented for land management of the City's planning, permitting, and inspection services, was launched on July 29, 2015, marking the completion of Phase 1.

As part of this new Phase 2, any outstanding and new functional and technical issues as result of Go-Live will be addressed, such as enhancement and development to workflow, fees, reports, and other key features. In addition, new technologies will be configured and implemented to further enhance the City's land management operations.

The following new technologies will be deployed and/or enhanced:

- Accela Citizen Access (ACA) - an online web portal for citizens to view status of agency projects and applications, as part of the Cannabis Permitting & Licensing effort for the City.
- External Address Parcel Owner (XAPO) - an adaptor for GIS and Civic Platform data servers to interface.
- Accela Land Management / Tyler Cashier Interface - an existing integrative web service between Accela and Tyler to include new modules / solutions, such as ACA, Cannabis Licensing, Point-Of-Sale, etc.

The goal of this project is to identify and resolve remaining Phase 1 task items and to implement new Accela technologies, such as Accela Citizen Access, XAPO, and interfaces to other City systems such as GIS.

Commercial Cannabis Business Permitting

Accela has developed a module to support the various business processes required in managing commercial cannabis businesses. This includes the application process, the workflows required for the processing of applications throughout the various City departments, permit issuance, inspections and renewals. The State of California and the City of Los Angeles are using the Accela solution, and the State's online application portal went live in early December. The Accela solution will be integrated with the existing Accela Automation system, allowing the City to leverage the investment already made and staff's familiarity with how the software functions.

Staff recommends the purchase of the necessary software licenses and software maintenance and support costs, as well as the professional services required for implementation. Staff will

aggressively pursue implementing the new module to align with our initial application period for commercial cannabis businesses, however given the goal of opening the application period in late February or March, it may be necessary to accept initial applications manually up until implementation.

FISCAL ANALYSIS

Accela Civic Platform - Phase 2

The not-to-exceed pricing for the Phase 2 services is \$247,000, broken down as follows:

- Delivery Services - \$208,980
- Training Services - \$13,020
- Expenses - \$25,000

The Technology Surcharge Fund, established in 2005 as a 4% surcharge on building permits dedicated to support and implement technical improvements within the permitting process, will be used for these costs. There is sufficient unappropriated fund balance to support this expenditure, which will be appropriated into account 41224100.619800. Due to the unexpected nature of software implementations, staff is recommending a contingency amount of up to \$30,000 that the City Manager may approve.

Commercial Cannabis Business Permitting

The total first year cost will not exceed \$201,548, broken down as:

- Software Licensing (10 named users) - \$61,210.40 (One-time)
- Implementation Services - \$170,000 (One-time)
- Software Maintenance and Support - \$15,837.60 (On-going)

The Software Maintenance and Support are the only on-going costs, subject to an annual inflation adjustment up to five percent. Again, due to the unexpected nature of software implementation projects, staff is recommending a contingency amount of up to \$35,000. The contingency for this project is higher as it may or may not be necessary to have more than 10 named users and staff would prefer not to have to return to City Council for this authorization if it is determined to be necessary.

This funding for this project will come from the General Fund. Reserves will be appropriated into account 10124100.619800 for the software licensing and implementation services costs, and into account 12114100.600200 for the maintenance and support costs. It is expected that most or all of these costs will ultimately be recovered through the various application and renewal fees that will be established.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement with Accela, Inc. for Phase 2 enhancements of the City's Enterprise Permitting, Citizen Relationship Management and Code Enforcement Tracking Systems in an amount not-to-exceed \$247,000; and
2. Approve the purchase of additional software licenses and required professional implementation services to support the application and renewal process for commercial cannabis businesses in an amount not-to-exceed \$247,048; and
3. Authorize the City Manager to approve further amendment(s) to the Agreement in additional amount(s) not-to-exceed \$65,000 to cover unforeseen costs; and
4. Approve a related budget amendment (**requires a four-fifths vote**).