City of Culver City

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Staff Report Details (With Text)

File #:	21-846	**Version:**	1	**Name:**	Accela Citizens Access (ACA) Change Order
Type:	Minute Order			**Status:**	Consent Agenda
File created:	4/1/2021			**In control:**	City Council Meeting Agenda
On agenda:	4/12/2021			**Final action:**	
Title:	CC - Approval of an Amendment to the Existing Software Contract with Accela, Inc. for Additional Services to Enhance the Accela Citizens Access (ACA) Implementation, for an Amount Not-to-Exceed $58,050.00				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result

CC - Approval of an Amendment to the Existing Software Contract with Accela, Inc. for Additional Services to Enhance the Accela Citizens Access (ACA) Implementation, for an Amount Not-to-Exceed $58,050.00

Meeting Date: April 12, 2021

Contact Person/Dept: Johnnie Griffing / IT Department

Phone Number: 310-253-5976

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

Public Hearing: [] **Action Item:** [] **Attachments:** []

Commission Action Required: Yes [] No [X] **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (04/07/2021);

Department Approval: Michele Williams (04/03/2021)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing software contract with Accela, Inc. for additional services required to enhance the Accela Citizens Access (ACA) implementation in an amount not-to-exceed $58,050.00.

BACKGROUND/DISCUSSION

On January 8, 2018, the City Council authorized entering into a contract with Accela Inc to obtain software and professional services for upgrading the City's permit tracking system. Primary users of the enterprise permitting system include staff from Building Safety, Finance, Fire Prevention, Planning, and Engineering.

Implementing Accela Citizens Access (ACA) will provide Culver City an online permit portal that provides for customers to apply for selected permits, check on the status of permits, research property information, view and pull records. These additional services provided by Accela will address:

1. Custom scripting and configurations needed for functions of Building Safety, Finance, Fire Prevention, Planning, and Engineering.
2. Conversion of data to allow records created prior to ACA implementation to accessible online.
3. Environment upgrade support.
4. Map and GIS data integration (XAPO) support.
5. Payment adapter support.
6. Testing, go live, and post-go live support.

The State of California and the City of Los Angeles also use the Accela solution. 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.

Pursuant to Culver City Municipal Code Section 3.07.055.E, these additional software services are exempt from competitive bidding requirements.

FISCAL ANALYSIS

The Technology Surcharge Fund, established in 2005 as a 4% surcharge on building permits is dedicated to support and implement technical improvements within the permitting process, will be used for these costs. There is sufficient funding to support this expenditure not to exceed $58,050.00, which will be appropriated from account 41224100.619800.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the existing annual software contract with Accela, Inc. for additional services to enhance the Accela Citizens Access (ACA) implementation in an amount not-to-

exceed $58,050.00.

2. Authorize the City Attorney to review/prepare the necessary documents;

3. Authorize the City Manager to execute such documents on behalf of the City.

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