



City of Culver City

Mike Balkman
Council Chambers
9770 Culver Blvd.
Culver City, CA 90232
(310) 253-5851

Staff Report

File #: 20-06, **Version:** 1

Item #: C-8.

CC - (1) Approval of an Amendment to the Existing Annual Software Contract with Accela, Inc. for Inclusion of the Cannabis Permits Module Added to the City Enterprise Permitting and Code Enforcement Tracking Systems, in an Additional Not-to-Exceed Amount of \$28,624.54 (for an Aggregate Contract Amount of \$101,977.64); and Authorize the City Manager to Approve Four Additional One-Year Extensions for Annual Maintenance Renewals in an Amount Not-to-Exceed the Prior Year Cost by 15%.

Meeting Date: July 8, 2019

Contact Person/Dept: Michele Williams/Information Technology Department

Phone Number: (310) 253-5950

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 (07/02/19)

Department Approval: Michele Williams, CIO (06/27/19)

RECOMMENDATION

Staff recommends the City Council (1) approve an amendment to the existing annual software contract with Accela, Inc. for inclusion of the Cannabis Permits Module added to the City Enterprise Permitting and Code Enforcement Tracking Systems, in an additional not-to-exceed amount \$28,624.54 (for an aggregate contract amount of \$101,977.64); and (2) authorize the City Manager to approve four additional one-year extensions for annual maintenance renewals in an amount that does not exceed the prior year cost by 15%.

BACKGROUND/DISCUSSION

On November 24, 1997, the 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. Primary users of the enterprise permitting system include staff from Building Safety, Finance, Fire Prevention, Planning and Engineering. In 2000, Sierra Computer Systems merged with

Open Data Systems to form the company that is now known as Accela, Inc.

On January 8, 2018, City Council approved the purchase of the cannabis permit module as part of the Accela enterprise system. Accela developed this 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 cannabis Accela solution.

The City has successfully launched this new module. The Accela solution has been 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.

FISCAL ANALYSIS

With software maintenance and support identified as on-going costs which are subject to annual inflation adjustments, the cost broken down for this budget year is as follows:

- Software Annual Maintenance Enterprise Permitting System \$51,064.87
- Mobile Annual Maintenance Support \$13,093.16
- GIS Annual Maintenance Support Renewal \$4,972.38
- Citizen Access Annual Maintenance and Support Renewal \$4,242.69
- Cannabis Permits Case Management Annual Maintenance Support \$28,624.54

Total Expenditure - \$101,977.64

The Technology Surcharge Fund, established in 2005 as a 4% surcharge on City permits 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, which has been appropriated in account 41224100.600200.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the Existing Annual Software Contract with Accela, Inc. for Inclusion of the Cannabis Permits Module Added to the City Enterprise Permitting, and Code Enforcement Tracking Systems, in an additional amount not-to-exceed \$28,624.54 (for an aggregate contract amount of \$101,977.64); and

2. Authorize the City Manager to approve four additional one-year extensions for annual maintenance in amounts not-to exceed the prior year's cost by more than 15%; and
3. Authorize the City Attorney to review/prepare any necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.