

**Agenda Item: 2****CITY OF SANTA CLARITA  
AGENDA REPORT****SPECIAL MEETING ITEMS****CITY MANAGER APPROVAL:****DATE:** March 31, 2020**SUBJECT:** AWARD OF LAND MANAGEMENT SYSTEM CONTRACT**DEPARTMENT:** Administrative Services**PRESENTER:** Benny Ives**RECOMMENDED ACTION**

City Council:

1. Award a three-year contract, with two optional one-year renewals at the City's discretion, to Accela, Inc., for the continued use of Accela's Land Management/Permitting system, for a total amount not to exceed \$1,064,494.51.
2. Appropriate funding for user licensing, annual support, hosting, and maintenance, including upgrades, from the General Fund (100) to Technology Services expenditure account 12200-5161.001 in the amount of \$65,015 in Fiscal Year 2019-20, and appropriate \$198,295 in Fiscal Year 2020-21, \$208,209 in Fiscal Year 2021-22, \$217,186 in Fiscal Year 2022-23, \$223,702 in Fiscal Year 2023-2024, and \$152,088 in Fiscal Year 2024-2025 contingent upon the appropriation of funds in the annual budget for such fiscal years.
3. Authorize the City Manager or designee to execute all contracts and associated documents, subject to City Attorney approval.

**BACKGROUND**

In 2015, the City Council approved a five-year contract valued at \$2.1 million with Accela, Inc., (Accela) for a Land Management (aka Permitting) System to serve as an upgrade to the City of Santa Clarita's (City) original system, Tidemark. The contract included one-time costs associated with implementation and data migration, project contingency, and three years of annual support, hosting, and maintenance, all of which are set to expire in March 2020.

The Accela system is used to facilitate all daily aspects of managing the issuance of permits for all parcels, buildings, land-use, and other development/building activity in the City. Primary users of the system include Building & Safety, Engineering Services, Planning, Traffic, and the

general public. Some of the key functionalities include:

- Ability for citizens to create, apply, and pay for permits online without the need to visit City Hall in person;
- Automated workflows provide streamlined experience for citizens, contractors, and daily internal users when performing plan checks, assessing and collecting fees, and issuing permits and certificates of occupancy;
- Integrated electronic document review tied to parcel information;
- Web-based system allowing for remote management from any location/device with internet connectivity;
- Inspector mobile application for signing off inspections onsite; and
- Ability to integrate Community Preservation cases to keep track of any issues that need to be addressed prior to any new permitting.

Since the system went live in November of 2017, Accela has issued more than 10,000 permits with construction valued at over \$800 million and resulted in more than 67,000 inspections.

This item seeks City Council's authorization to enter into a new contract with Accela for an initial three-year term at a cost of \$614,875.92; with two optional one-year renewals at the City's discretion, which if exercised, shall bring the contract total to an amount not to exceed \$1,064,494.51. The total cost includes user licensing/hosting fees, support/maintenance, and upgrades and feature enhancements throughout the term of the agreement.

#### ALTERNATIVE ACTION

Other action as determined by the City Council

#### FISCAL IMPACT

Upon approval of the recommended action, the budget will be adjusted accordingly. Funds for future fiscal years are contingent upon appropriation of monies by the City Council during the annual budget process.

#### ATTACHMENTS

Accela Contract and Order Form