



## Legislation Text

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**File #:** 21-1000, **Version:** 1

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**FROM:**

Information Technology

**SUBJECT:**

Permitting System Replacement

**RECOMMENDATION:**

1. Authorize the Purchasing Office to "Single Source" the Land Management/Permitting System utilizing another public agency's formal competitive bid (City of Santa Clarita).
2. Purchase the subscription service for Accela Civic Platform system for five (5) years in the amount of \$1,877,382.63 and any additional renewals.

**COUNCIL GOALS:**

- To operate in a businesslike manner by improving services through the effective use of technology.
- To increase citizen involvement by utilizing technology to promote communication and linkages in the community.

**DISCUSSION:**

The city is currently operating with a legacy land management and permitting system that is more than 10 years old. The existing system, TRAKiT, no longer meets the needs of the organization as it lacks the functionality, systems integrations, and desired automation needed to effectively operate in today's environment.

After extensive analysis of Accela's Civic Platform, the city is electing to move forward with their system. The system will be 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 and Safety, Engineering Services, Planning, Public Works, Code Enforcement, Fire, 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 our Development Services offices in person.
- Automated workflows provide a 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
- Seamless integration with existing city systems

Staff is recommending that the City Council authorize this contract between Accela and the City, and to “piggy-back” off the City of Santa Clarita contract for the implementation and purchase of Accela’s Civic Platform.

**FISCAL IMPACT:**

Funds for the implementation of the Accela Civic Platform system are available in the current 2021/2022 fiscal year Capital Reinvestment Fund #601, Permit System Project # 26101022-601-A-8130 in the amount of \$1,775,789.00.

Total cost for the first five years needed for user licensing, annual support, hosting and maintenance will be \$1,877,383. Currently the budget set aside for this purpose in the Permit System Project #26101022-601-A-8130 is \$1,824,211. The difference of \$53,172 will be requested at the Mid-Year Budget Review. Additional upgrades, integrations, or enhancements and subsequent yearly maintenance will be included in the proposed operating budgets submitted for City Council approval during the annual operating budget adoption process or with Quarterly Budget reviews.

**MOTION:**

Approve staff recommendation