



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: November 17, 2020

Subject: Contract with Accela, Inc.: Maintenance Agreement and Accela Software License Agreement

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Conservation and Development (DCD) Director, or designee, to execute an order form and software license and maintenance agreement amendment with Accela, Inc., in an amount not to exceed \$754,129, for the period October 1, 2020 through September 30, 2025, for application processing and permit issuance software and support, for DCD and the Public Works Department (PWD).

FISCAL IMPACT:

No impact to the County General Fund. DCD costs will be covered by application fees. Public Works Department (PWD) costs will be covered by various funds including land development fees.

BACKGROUND:

Accela is the main software system used by the Department of Conservation and Development (DCD) for tracking and processing building and planning applications, and issuing permits. DCD has used Accela Automation (formerly Sierra Computer Systems, Inc.) for this purpose since 1997.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **11/17/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 17, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Patricia Zaragoza
925-674-7857

cc:

BACKGROUND: (CONT'D)

Different modules in the system allow DCD to process permits and communicate with the public in an efficient manner. The ePermits portal of Accela allows the public to access permit information virtually. Further, Accela allows DCD's building inspectors and other field staff access to live data on their mobile devices enabling them to make more informed decisions and communicate with the office immediately. Historical data from the system is also used to generate comprehensive reports for use by the County and various local, state and federal agencies.

This contract will be used by DCD for existing DCD licensing, and for on-going maintenance and support services. Additionally, there is a purchase of 25 licenses to allow the Public Works Department (PWD) to use the software hosted by DCD. This will allow data to feed into the PWD's joint billing system for faster and more accurate billing.

CONSEQUENCE OF NEGATIVE ACTION:

Accela is a critical tool in DCD's daily operations and the recommended contracts are necessary to maintain DCD's main business processes. If unapproved, DCD's ability to track and process Building Permits and Planning Applications will be significantly affected.