



Agenda Date: 1/24/2006
Agenda Placement: 6Q

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Ben Wilson - Chief Information Officer
Information Technology Services
REPORT BY: Jon Gjestvang, Information Systems Manager II, 253-4066
SUBJECT: Agreement with Attevo, Inc. for Accela Automation implementation services

RECOMMENDATION

Chief Information Officer requests the following:

1. Approval of and authorization for the Chair to sign an agreement with Attevo, Inc. for a maximum of \$120,000 for the term January 24, 2006 through September 30, 2006 for Accela Automation implementation consulting services; and
2. Approval of Budget Transfer No. 47 appropriating \$60,000 in the Information Technology Services (ITS) budget with offsetting revenues from the Building Inspection and Environmental Management budgets for Accela Automation implementation consulting services. (4/5 vote required)

EXECUTIVE SUMMARY

On June 15, 2004, the Board gave approval of and authorization for the Chair to sign agreements (maintenance, software license, and implementation services) with Accela, Inc. for the purchase and implementation of Accela Automation property management software to replace the current Permits Plus application. The implementation of the Accela Automation software is intended to provide a sustainable technology platform upon which to base future enhancements of the County's ability to track and manage land use and community development activities including permits, building safety, inspections and reviews, zoning, projects, code enforcement, and more.

During the migration from Permits Plus to Accela Automation, a key project member resigned in order to take a promotion with a neighboring county. There are currently no other available Information Technology Services (ITS) staff members with the knowledge and expertise necessary to move the Accela Automation implementation forward. Acquiring the consulting services of Attevo will remedy the current project staffing shortage and facilitate implementation of Accela Automation in a timely fashion.

FISCAL IMPACT

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| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | No |
| What is the revenue source? | \$60,000 from ITS's current budget \$40,000 from Building Inspection \$20,000 from Environmental Management |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | Many process improvements in property departments can be enabled with the proposed Accela upgrade. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | None. With the approval of the recommended budget transfer, there will be sufficient appropriations to complete the Accela Automation implementation. |
| Consequences if not approved: | ITS could custom build code compliance, fire and health inspections modules using the tools provided with our existing system, Permits Plus. However, when we are done we will have a good solution developed on a platform whose future is uncertain because the vendor is trying to migrate all existing Permits Plus customers to Accela. Accela, Inc. will not be making major functionality enhancements to the Permits Plus product. |
| Additional Information: | None |

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

On June 15, 2004, the Board gave approval of and authorization for the Chair to sign agreements (maintenance, software license, and implementation services) with Accela, Inc. for the purchase and implementation of Accela Automation property management software to replace the current Permits Plus application. The implementation of the Accela Automation software is intended to provide a sustainable technology platform upon which to base future enhancements of the County's permit tracking capabilities such as the ability to track and manage land use and community development activities including permits, building safety, inspections and reviews, zoning, projects, code enforcement, and more. Departments using Accela Automation permitting application will include Building Inspection and Planning, Fire Protection, Public Works, and Environmental Management.

Accela Automation is a web-based permitting system that will replace the client-based Permits Plus application. The new web-based platform will:

- | Enable better departmental collaboration and property based permit tracking
- | Ease some of the administrative burden with having to deal with accounting for fee deposits and charges
- | Offer new functionality like voice response (IVR), wireless inspections and better GIS integration

During the migration from Permits Plus to Accela Automation, a key project member resigned in order to take a promotion with a neighboring county. There are currently no other available ITS staff members with the knowledge and expertise necessary to move the Accela Automation implementation forward. To remedy this situation, ITS sought proposals from Attevo and Enabling Partners, based on the recommendations from Accela. The proposals were evaluated based on price and experience with Accela Automation projects. ITS chose Attevo based on these criteria. Attevo will help the County complete the Accela Automation project by providing expertise in configuring permits types and developing reports.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey