



Agenda Date: 1/29/2008  
Agenda Placement: 6L

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors  
**FROM:** Gjestvang, Jon - Acting Chief Information Officer  
Information Technology Services  
**REPORT BY:** Serena Pearson, STAFF SERVICES ANALYST I - 707-259-8666  
**SUBJECT:** Approval of Agreement for Accela Software Annual Maintenance Costs

---

### **RECOMMENDATION**

Acting Chief Information Officer requests approval of and authorization for the Chair to sign an agreement with Accela, Inc. for a maximum of \$106,152 for the term July 1, 2007 through June 30, 2009 for software maintenance support as follows:

1. An annual maximum of \$48,716 for the Accela Automation Software System; and
2. A maximum of \$8,720 for the Accela Wireless Software System.

### **EXECUTIVE SUMMARY**

On June 15, 2004, the Board approved agreements 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 enhances 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. The proposed agreement today includes yearly maintenance costs to ensure the Accela applications continue to work properly and provide for vendor support, if necessary.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Information Technology Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This action allows for continued software maintenance and upgrades.

---

Is the general fund affected?	Yes
Future fiscal impact:	Annual Maintenance Costs will be budgeted in the Information Technology Services (ITS) Budget and incorporated in the ITS Cost Allocation.
Consequences if not approved:	If annual maintenance costs are not paid, the Accela Automation and Wireless systems will not be supported and the County will not receive upgrades.
Additional Information:	

### **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 enhances 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. Departments using Accela Automation permitting application include Building Inspection and Planning, Fire Protection, Public Works, and Environmental Management.

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

1. Enables better departmental collaboration and property based permit tracking;
2. Eases some of the administrative burden with having to deal with accounting for fee deposits and charges; and
3. Supports new functionality like voice response (IVR), wireless inspections, better County website integration and better GIS integration.

Accela Wireless software allows the County employees working on code enforcement and inspection activities to create, view and update data residing in the County's Accela Automation (Land Management) system while on location. The software is utilized by code enforcement officers, building inspectors and fire inspectors using wireless enabled laptop or tablet personal computers.

Accela Wireless replaces the current paper process where field staff use paper forms and logs to record information. These forms and notes were brought back to County offices and administrative staff input the information into Accela Automation. This software eliminated those steps and provides real time access and updates in Accela Automation.

The proposed agreement provides software maintenance support for the Accela software. Accela Inc.'s Customer Resource Center staff will assist the County in software maintenance which is necessary to ensure the system is operating to its fullest potential.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Collins