



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/2/2010
Agenda Placement: 7J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services
REPORT BY: Dan Baldree, Staff Services Manager - 259-8665
SUBJECT: Agreement for Discounted Pre-payment of Accela Software Annual Maintenance Costs

RECOMMENDATION

Chief Information Officer requests approval of and authorization for the Chair to sign a software maintenance agreement with Accela, Inc., availing of a 12% discount by pre-paying the annual maintenance for the proprietary software and for wireless support, for a maximum of \$58,828 for the term July 1, 2010 through June 30, 2011.

EXECUTIVE SUMMARY

Staff recommends Board approval of the requested action, enabling payment in advance of Accela, Inc.'s maintenance support fees in order to be eligible for a twelve percent discount (savings of \$8,022). Accela, Inc.'s proprietary software is used by the County's property departments to manage land use and community development activities. The recommended agreement provides for the County's Accela applications to continue to be updated, improved, and supported.

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 agreement provides for ongoing software maintenance and

improvements for the term July 1, 2010 through June 30, 2011. By approving and paying for this agreement by March 12, 2010, the County will pay a discounted rate of \$58,828, a savings of 12% (\$8,022) compared to the retail price of \$66,850.

Is the general fund affected? No

Future fiscal impact: The agreement is for services to be provided in Fiscal Year 2010-2011. Subject to Board approval, cost of the pre-payment will be absorbed within the Information Technology Services' (ITS) Board-authorized Fiscal Year 2009-2010 budget.

Consequences if not approved: If this recommended agreement is not approved and paid for by March 12, 2010, the County will be ineligible for the discounted rate, thereby foregoing the \$8,022 in savings. In this event, staff will be coming back to the Board at a future meeting to request approval of another agreement for the maintenance services at the full retail price of \$66,850.

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

Since 2004, the County has relied on Accela's software to support many critical functions within the Building Inspection, Planning, Fire Protection, Public Works, and Environmental Management department. The software helps County staff manage land use and community development activities such as permitting, building safety, inspections and reviews, zoning, projects, and code enforcement. An ongoing software maintenance and improvement relationship with Accela is important to ensure that the software continues to be reliable and compliant with any applicable laws and regulations. To this end, the Board has approved a series of annual maintenance agreements with Accela, the most recent of which is set to expire on June 30, 2010.

Approval of the agreement before the Board today will extend Accela's support for the County's licensed software through June 30, 2011, including upgrades to the proprietary software. Approval of the recommended agreement will also take advantage of a promotion offered by Accela, granting a 12% discount on maintenance fees paid in full by March 12, 2010, reducing the County's cost from \$66,850 to \$58,828 (a savings of \$8,022).

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita