



City of San Leandro

Meeting Date: November 20, 2017

Staff Report

File Number: 17-643 **Agenda Section:** CONSENT CALENDAR

Agenda Number: 8.E.

TO: City Council

FROM: Chris Zapata
City Manager

BY: Jeff Kay
Assistant City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for a Resolution Authorizing the City Manager to Execute Amendment No 1 to the Non-Professional Services Agreement with 21Tech, LLC in the amount of \$7,700 for the Accela Improvements Project Phase 2.

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve a resolution authorizing the City Manager to execute Amendment No. 1 to the Non-Professional Services Agreement with 21Tech, LLC in the amount of \$7,700 for the Accela Improvements Project Phase 2.

ANALYSIS

The City of San Leandro began using the Accela software suite for building, planning, and engineering permitting activities in 2016. 21Tech, LLC was selected to assist the City with the implementation and setup process and has subsequently supported refinements and customization of the system under the Accela Improvements Projects.

Per Resolution 2016-100, Council approval is required for contract amendments that exceed the \$85,000 contract amount approved. This Amendment No. 1, for the amount of \$7,700 equates to 9.06% of the original \$85,000 Agreement. Before implementation of the Credit Card Convenience Fee (Exhibit A, Scope of Services, Task #4) analysis of the fee schedule identified areas of redundancy. Prior to implementing the new fees, staff needed to address the issue of permitting fees in Accela showing up multiple times in different fee schedules. The current fee schedule and fee structure require staff to spend additional time looking for and applying the correct fee from the myriad of fee schedules. Cleaning up the redundancy will allow for the implementation of the Credit Card Convenience Fee to be applied consistently as well as reduce the amount of time staff spends applying the correct permitting fees to a project.

The original cost proposal submitted by 21Tech did not include remedies to address this newly identified issue. The funds are to be used to modify the fee schedule used to apply costs for

services related to Planning, Engineering, and Building permits for a construction project. Additional time was needed to restructure the fee schedule before the beginning of the 2017-2018 fiscal year when new development fees would apply.

Previous Actions

City Council Resolution 2016-100 July 18, 2016

Fiscal Impacts and Budget Authority

This Amendment No. 1 will cost \$7,700, and will be funded by transferring budget from 688-13-121-7410 to Account 688-13-121-5120.

PREPARED BY: Michael Hamer, Information Technology Assistant Manager



City of San Leandro

Meeting Date: November 20, 2017

Resolution - Council

File Number: 17-644 **Agenda Section:** CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: Jeff Kay
Assistant City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION Authorizing the City Manager to Execute Amendment No. 1 to the Non-Professional Services Agreement with 21Tech, LLC in the amount of \$7,700 for the Accela Improvements Project Phase 2

WHEREAS, a draft Amendment No. 1 between the City of San Leandro and 21Tech, LLC was presented to this City Council; and

WHEREAS, the City Council is familiar with the contents thereof; and

WHEREAS, the City Manager recommends approval of said agreement Amendment No. 1 for \$7,700.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

1. That said Amendment No. 1 substantially in the form presented is hereby approved and execution by the City Manager is hereby authorized; and
2. That the City Manager is authorized to make non-substantial revisions to said agreement Amendment No. 1, subject to the approval of the City Attorney; and
3. That an original executed agreement Amendment No. 1 shall be attached to and made a part of this resolution.

**AMENDMENT NO. 1 TO NON-PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF SAN LEANDRO AND
21TECH, LLC
FOR
ACCELA IMPROVEMENTS PROJECT PHASE 2**

This Amendment No. 1 (“Amendment”) is made by and between the City of San Leandro (“City”) and 21Tech (“Contractor”) (together sometimes referred to as the “Parties”) as of November 3, 2017, and amends that certain Non-Professional Services Agreement (“Agreement”) dated July 18, 2016, between the Parties.

WHEREAS, City and Contractor have executed the Agreement, pursuant to which Consultant has provided certain consulting services to City with regard to modifying and streamlining fees within the fee schedules programmed into Accela; and

WHEREAS, the Parties desire to amend the Agreement to include the cost of simplifying the multiple fee schedules programmed into Accela.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereby agree to amend the Agreement as follows:

1. Section 2 of the Agreement entitled “Compensation” is hereby amended to read:
“City hereby agrees to pay Contractor a sum not to exceed \$92,700”; and
2. Exhibit A of the Agreement entitled “Scope of Services” is hereby amended to read:

Revised requirement to add extra funding to Task #4, Credit Card Convenience Fee

#	TASK NAME	REQUIREMENT	TYPE	RESPONSE	(HRS) LOW
4.	Credit Card Convenience Fee	Provide a method to add a 3% fee to the total fee if a customer wants to pay by credit card. This will need to be implemented in all departments that take payment across all record types and fee schedules.	Custom Development	<i>This task will involve a cross departmental effort that will affect fee schedules across the entire organization. We will need a SME from each department that is able to assist with specific requirements for the affected departments.</i>	97
4.	Revised - Credit Card Convenience Fee	Provide a method to add a 3% fee to the total fee if a customer wants to pay by credit card. This will need to be implemented in all departments that take payment across all record types and fee schedules.	Custom Development	<i>Additional work needed to address the newly identified issue of redundancy of fees in multiple fee schedules.</i>	55
				Total hours	152

3. Exhibit B of the Agreement entitled "Compensation Schedule & Reimbursable Expenses" is hereby amended to read:

Revised costs to include additional work required

DESCRIPTION	HRS.	RATE	AMT
Total hours for listed Request Items – Low Estimate	607	\$140	\$84,980
Total additional hours for Task 4	55	\$140	\$7,700
Adjusted total hours for listed Request Items	662	\$140	\$92,680

4. All other terms shall remain in full force and effect.

This Amendment may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

SIGNATURES ON FOLLOWING PAGE

The Parties have executed this Amendment as of the date first written above. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF SAN LEANDRO

21Tech, LLC

Chris Zapata, City Manager

Linda Short

Attest:

Tamika Greenwood, City Clerk

Approved as to Fiscal Authority:

David Baum, Finance Director

Account Number

Approved as to Form:

Richard D. Pio Roda, City Attorney

(2015)