

# City of San Leandro

Meeting Date: May 21, 2018

## Staff Report

File Number:	18-221	Agenda Section:	CONSENT CALENDAR
		Agenda Number:	8.D.
TO:	City Council		
FROM:	Jeff Kay Interim City Manager		
BY:	Jeff Kay Interim City Manager		
FINANCE REVIE	EW: David Baum Finance Director		
TITLE:	Staff Report for a Resolution Approving Annual Renewal in the amount of \$80,940.07 with Accela for Citizen Access and Platform Automation Systems for Permitting		

## SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve a resolution authorizing the City Manager to approve payment to Accela for annual renewal of the Permitting System, which includes the Citizen Access and Platform Automation systems in use by the Community Development and Engineering & Transportation Departments. The annual renewal cost is \$80,940.07.

## BACKGROUND

The City of San Leandro has maintained an annual subscription contract with Accela since 2013.

## <u>Analysis</u>

The City of San Leandro subscribes to the Accela Civic Platform and Automation system, which is hosted by Sirsidynix and delivered over the Internet. This Software-as-a-Service (SaaS) system provides all of the core functions required to the Community Development and Engineering & Transportation Departments to issue, track, and report on the City's building and encroachment permits.

The City is charged an annual subscription license fee which provides Staff with access to the online systems. In addition, the vendor provides software updates and technical support. This annual renewal covers all the licenses needed by Staff to fully use the software.

### Legal Analysis

The City Attorney's office has reviewed and approved the purchase agreements.

#### Fiscal Impacts

The total annual software and maintenance cost is \$80,940.07.

### **Budget Authority**

The Finance Director has determined there are sufficient funds in Account 688-13-001-5311 for the annual payment.

**PREPARED BY:** Tony Batalla, Information Technology Manager, City Manager's Office 2600546.1



# City of San Leandro

Meeting Date: May 21, 2018

**Resolution - Council** 

File Number:	18-22	22	Agenda Section: CONSEN	IT CALENDAR
			Agenda Number:	
TO:	City	Council		
FROM:	Jeff I Interi	Kay im City Manager		
BY:	Jeff Kay Interim City Manager			
FINANCE REVIE	EW:	David Baum Finance Director		
TITLE:	RESOLUTION Approving Annual Renewal in the amount of \$80,940.07 with Accela for Citizen Access and Platform Automation Systems for Permitting			

WHEREAS, a renewal invoice from Accela for Citizen Access and Platform Automation Systems for Permitting has been presented to this City Council; and

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

WHEREAS, the funds necessary for the renewal for Citizen Access and Platform Automation Systems for Permitting in the amount of \$80,940.07 are in the FY2017-2018 Operating Budget (688-13-001-5311); and

WHEREAS, the City Manager recommends approval of payment of said invoice.

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

- 1. The City Manager is hereby authorized and directed, on behalf of the City Council of the City of San Leandro, to execute payment to Accela for Citizen Access and Platform Automation Systems for Permitting in the amount of \$80,940.07 on behalf of the City, in a form approved by the City Attorney.
- The City Manager is authorized to make all approvals and take all actions necessary or appropriate to carry out the City's obligations, responsibilities and duties of the agreement.

## Attachment(s) to Resolution

• Accela Renewal Invoice: INV-ACC39282

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2633 Camino Ramon, Suite 500 San Ramon CA 94583

Bill To:

Accounts Payable

Finance Department 835 E 14th St

San Leandro CA 94577-3782

San Leandro, CA - City of

Invoice # Invoice Date Invoice Due Date Invoice Currency USD Term Start Date Term End Date Open Air # Page 1 of 2

INV-ACC39282 4/24/2018 5/24/2018 9/30/2017 11/30/2018

Ship To: San Leandro, CA - City of 835 E 14th Street San Leandro CA 94577

Purchase Order No.	Customer ID	Sales Order		Payment Terms
	1920 San Leandro, CA - City of	SO-ACC11	490	Net 30
Item Number	Description		Quantity	Ext. Price
SR10AACAPOP0001	Accela Citizen Access - Subscription Population Renewal		88,890	\$3,061.47
	Term: 12/1/17-11/30/18			
SR10APFMSAS0001	Accela Civic Platform - Subscription User Renewal		23	\$47,211.86
	Term: 12/1/17-11/30/18			
SR10APFMSAS0001	Accela Civic Platform - Subscription User Renewal		5	\$10,263.45
	Term: 12/1/17-11/30/18			
SR10APFMSAS0001	Accela Civic Platform - Subscription User (Q-04813)		1	\$2,388.00
	Term: 12/1/17-11/30/18			
SR10AAASSAS0001	Accela Automation - Subscription User Renewal (Q-05962)		10	\$11,066.30
	Term: 12/26/17-11/30/18 to coterm			
SR10AAASSAS0001	Accela Automation - Subscription User Renewal (Q-10884)		5	\$6,948.99
	Term: 9/30/17-11/30/18 to coterm			

Please direct inquiries to:

Accounts Receivable Dept. at (925) 659-3275 Send an email to: accountsreceivable@accela.com

Accela TAX ID: 94-276-7678

Remit To: Accela Inc. # 774375 4375 Solutions Center Chicago, IL 60677-4003

#### Wiring Instructions

Wells Fargo Bank For credit to: Accela Inc. Account: 412-1765507 ABA: 121000248

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2633 Camino Ramon, Suite 500 San Ramon CA 94583

Invoice #	INV-ACC39282	
Invoice Date	4/24/2018	
Invoice Due Date	5/24/2018	
Invoice Currency	USD	
Term Start Date	9/30/2017	
Term End Date	11/30/2018	
Open Air #		
Page	2 of 2	

Subtotal	\$80,940.07
Trade Discount	
Тах	\$0.00
Total Invoice Amount USD	\$80,940.07
Balance Due USD	\$80,940.07

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