



City of San Leandro

Meeting Date: November 16, 2020

Staff Report

File Number: 20-513

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.K.

TO: City Council

FROM: Jeff Kay
City Manager

BY: Jeff Kay
City Manager

FINANCE REVIEW: Susan Hsieh
Finance Director

TITLE: Staff Report for a City of San Leandro City Council Resolution to Approve a Five-Year Renewal Agreement with Accela, Inc for Citizen Access and Platform Automation Systems for Permitting for a total amount of \$567,946.42

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve a resolution authorizing the City Manager to approve payments for a five-year renewal agreement, to be paid annually, with Accela, Inc. for the Permitting System, which includes the Citizen Access and Platform Automation systems in use by the Community Development and Engineering & Transportation Departments. This agreement will add licenses for “digEplan” software, which will be used by staff to digitize several permit operations.

BACKGROUND

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

Analysis

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

The City is charged a subscription license fee, which provides Staff with access to the online system. In addition, the vendor provides software updates and technical support and hosts the software in its datacenter. The City has typically maintained the agreement on a year-to-year basis.

However, due to the current budget climate, staff negotiated a longer-term commitment (five years) in exchange for locking in lower annual increases. For example, under the current year-to-year agreement, Accela can raise the annual fee by up to 7% per year. With the five-year commitment, the first-year increase will be 0% and Years 2-5 will be capped at 3%. Over the life of the contract, this would save the City approximately \$74,000.

Meanwhile, the new digEplan software will be fully integrated into the Accela platform and enable digital operations of certain permit functions. The digEplan licenses will add \$16,800 per year and will be capped at a 0% increase for the duration of the five-year contract. This feature will help with ongoing efforts to modernize permitting operations and increase options for remote services and telework, increasing efficiency during the shelter-in-place.

Previous City Council Actions

- On October 21, 2019, the City Council approved an annual renewal agreement with Accela for FY2019-2020 and FY2020-2021 for the combined amount of \$173,211.74 (\$86,605.87 in Fiscal Year 2019-2020 and \$86,605.87 plus up to a 10% increase or \$8,660 in Fiscal Year 2020-2021).
- On November 19, 2018, the City Council approved an annual renewal agreement with Accela for FY2018-2019 for \$80,940.07, Reso. No. 2018-144;
- On May 21, 2018, the City Council approved an annual renewal agreement with Accela for FY2017-2018 for \$80,940.07, Reso. No. 2018-045;
- On July 15, 2013, the City Council approved a Consulting Services Agreement with TruePoint Solutions, Inc. for Migration and Configuration of the Tidemark Permitting Software System to Accela Automation/Civic Cloud for \$208,900.00, Reso. No. 2013-105.

Legal Analysis

The City Attorney's office reviewed and approved the purchase agreements as to form.

Fiscal Impacts

The cost breakdown is as follows:

Year 1 (Fiscal Year 2020-2021) is \$108,514.37;
Year 2 (Fiscal Year 2021-2022) is \$110,554.07;
Year 3 (Fiscal Year 2022-2023) is \$113,366.69;
Year 4 (Fiscal Year 2023-2024) is \$116,263.69;
Year 5 (Fiscal Year 2024-2025) is \$119,247.60.

Total five-year cost: \$567,946.42.

Budget Authority

There are sufficient funds in the FY2020-2021 operating budget, Account 688-13-001-5311, for

Year 1. Subsequent costs (Years 2-5) will be budgeted in the IT operating budget, Account 688-13-001-5311.

PREPARED BY: Tony Batalla, Chief Technology Officer, City Manager's Office



City of San Leandro

Meeting Date: November 16, 2020

Resolution - Council

File Number: 20-514 **Agenda Section:** CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Jeff Kay
City Manager

BY: Jeff Kay
City Manager

FINANCE REVIEW: Susan Hsieh
Finance Director

TITLE: RESOLUTION of the City of San Leandro City Council to Approve a Five-Year Renewal Agreement with Accela, Inc. for Citizen Access and Platform Automation Systems for Permitting for a Total Amount of \$567,946.42 (Approves One Agreement to be Paid Annually for Five Years).

WHEREAS, an invoice for a five-year renewal commitment from Accela, Inc. has been 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.

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

The City Manager is hereby authorized and directed to execute payment on behalf of the City, in a form approved by the City Attorney; and

The City Manager is authorized to take all actions necessary or appropriate to carry out and implement the terms of the agreement and to administer the City's obligations, responsibilities and duties to be performed under the agreement; and

The City Manager is further authorized to approve payments in future fiscal years in the amounts listed below:

Year 1 (Fiscal Year 2020-2021): \$108,052.67;
Year 2 (Fiscal Year 2021-2022): \$110,685.10;
Year 3 (Fiscal Year 2022-2023): \$113,396.50;
Year 4 (Fiscal Year 2023-2024): \$116,189.24;
Year 5 (Fiscal Year 2024-2025): \$119,065.77; and

That the Year 1 amount of \$108,052.67 is in the FY2020-2021 Operating Budget Account 688-13-001-5311 and future amounts will be budgeted in Account 688-13-001-5311.

Attachment(s) to Resolution

- Accela Renewal Quote: Q-20608



2633 Camino Ramon, Suite 500
San Ramon, CA 94583

Proposed by: Brad Jacobs
Contact Phone:
Contact Email: bjacobs@accela.com
Quote ID: Q-20608
Valid Through: 11/14/2020
Currency: USD

ORDER FORM

Address Information

Bill To:

City of San Leandro
835 E 14th St
San Leandro, California 94577-3782
United States

Ship To:

City of San Leandro
835 E 14th St
San Leandro, California 94577
United States

Billing Contact: Anton Batalla
Billing Phone: 510-577-3385
Billing Email Address: tbatalla@sanleandro.org

Services

Services Year1	Start Date	End Date	Term (Mths)	Unit Price	Quantity	Total Price
digEplan (users 1-10)	11/15/2020	11/30/2020	1	\$890.00	10.00	\$366.00
digEplan (users 11-20)	11/15/2020	11/30/2020	1	\$790.00	10.00	\$325.00
digEplan (users 1-10)	12/01/2020	11/30/2021	12	\$890.00	10.00	\$8,900.00
digEplan (users 11-20)	12/01/2020	11/30/2021	12	\$790.00	10.00	\$7,900.00
Accela Citizen Access - Subscription Population	12/01/2020	11/30/2021	12	\$0.04	88,890.00	\$3,275.77
Accela Civic Platform - Subscription User	12/01/2020	11/30/2021	12	\$2,208.75	31.00	\$68,471.24
Accela Automation - Subscription User	12/01/2020	11/30/2021	12	\$1,285.09	15.00	\$19,276.36
					Total	\$108,514.37

Services Year 2	Start Date	End Date	Term (months)	Unit Price	Quantity	Total Price
digEplan (users 1-10)	12/01/2021	11/30/2022	12	\$890.00	10.00	\$8,900.00
digEplan (users 11-20)	12/01/2021	11/30/2022	12	\$790.00	10.00	\$7,900.00
Accela Citizen Access - Subscription Population	12/01/2021	11/30/2022	12	\$0.04	88,890.00	\$3,374.04
Accela Civic Platform - Subscription User	12/01/2021	11/30/2022	12	\$2,275.01	31.00	\$70,525.38
Accela Automation - Subscription User	12/01/2021	11/30/2022	12	\$1,323.64	15.00	\$19,854.65
					Total	\$110,554.07

Services Year 3	Start Date	End Date	Term (months)	Unit Price	Quantity	Total Price
digEplan (users 1-10)	12/01/2022	11/30/2023	12	\$890.00	10.00	\$8,900.00
digEplan (users 11-20)	12/01/2022	11/30/2023	12	\$790.00	10.00	\$7,900.00
Accela Citizen Access - Subscription Population	12/01/2022	11/30/2023	12	\$0.04	88,890.00	\$3,475.26
Accela Civic Platform - Subscription User	12/01/2022	11/30/2023	12	\$2,343.26	31.00	\$72,641.14
Accela Automation - Subscription User	12/01/2022	11/30/2023	12	\$1,363.35	15.00	\$20,450.29
					Total	\$113,366.69

Services Year 4	Start Date	End Date	Term (months)	Unit Price	Quantity	Total Price
digEplan (users 1-10)	12/01/2023	11/30/2024	12.00	\$890.00	10.00	\$8,900.00
digEplan (users 11-20)	12/01/2023	11/30/2024	12.00	\$790.00	10.00	\$7,900.00
Accela Citizen Access - Subscription Population	12/01/2023	11/30/2024	12.00	\$0.04	88,890.00	\$3,579.52
Accela Civic Platform - Subscription User	12/01/2023	11/30/2024	12.00	\$2,413.56	31.00	\$74,820.37
Accela Automation - Subscription User	12/01/2023	11/30/2024	12.00	\$1,404.25	15.00	\$21,063.80
					Total	\$116,263.69

Services Year 5	Start Date	End Date	Term (months)	Unit Price	Quantity	Total Price
digEplan (users 1-10)	12/01/2024	11/30/2025	12.00	\$890.00	10.00	\$8,900.00
digEplan (users 11-20)	12/01/2024	11/30/2025	12.00	\$790.00	10.00	\$7,900.00
Accela Citizen Access - Subscription Population	12/01/2024	11/30/2025	12.00	\$0.04	88,890.00	\$3,686.91
Accela Civic Platform - Subscription User	12/01/2024	11/30/2025	12.00	\$2,485.97	31.00	\$77,064.98
Accela Automation - Subscription User	12/01/2024	11/30/2025	12.00	\$1,446.38	15.00	\$21,695.71
					Total	\$119,247.60

Annual Pricing Summary

Fees	Total Price
Year 1	\$108,514.37
Year 2	\$110,554.07
Year 3	\$113,366.69
Year 4	\$116,263.69
Year 5	\$119,247.60
Total	\$567,946.42

Additional Terms

1. No additional or conflicting terms or conditions stated in Customer's order documentation, including purchase orders, will be incorporated into or form any part of this Order Form or the governing agreement, and all such terms or conditions will be null.
2. This Order Form is governed by the applicable Accela terms found at www.accela.com/terms unless Customer has an effective master agreement executed by Accela for such services as referenced in this Order Form, in which case such master agreement will govern.
3. Use of DigEplan products is subject to the applicable terms and conditions provided at <https://tdrv.eu/wx32aF>. The necessary access URL and credentials will be provided to allow the Customer and its Authorized Users access to the subscription service.
4. All Software Licenses, Maintenance, and Subscription purchases are non-cancelable and non-refundable.
5. If this Order Form is executed and/or returned to Accela by Customer after the Order State Date above, Accela may adjust the Order Start Date and Order End Date without increasing the total price based on the date Accela activates the products and provided that the total term length does not change.

ACCELA

By:

(Signature)

(Print Name)

Its:

(Title)

Dated:

(Month, Day, Year)

CUSTOMER

By:

(Signature)

(Print Name)

Its:

(Title)

Dated:

(Month, Day, Year)