



Legislation Text

File #: 22-615, Version: 1

Memorandum

Date: June 14, 2022

To: The Honorable Lake County Board of Supervisors

From: Mary Darby, Community Development Director
Bruno Sabatier, District 2 Supervisor

Subject: a) Consideration of Accela Agreement Extension and True Point Permitting Software;
and b) Consideration of Road Map Task Force Data Tracker Software System

Executive Summary:

a) Lake County moved to an Accela Civic Platform for permit tracking in 2016. In 2016, Accela provided the Community Development Department (Department) with 10 user licenses. In 2021, the Department upgraded to 23 user licenses. Currently, the Department does not have a sufficient number of licenses to accommodate the number of users in the Department. Therefore, CDD is further requesting to update the number of user licenses from 23 to 42 (19 additional user licenses). This number of licenses will support the number of staff members in the Department. To purchase 42 user licenses from the Accela Civic Platform software would cost approximately \$98,600.81 for a one year subscription. There are options to secure a 3- and a 5-year subscription as well. However, the Department would like additional time to explore the effectiveness, efficiency and economic stability of supporting a 3 to 5 year Accela Civic Platform Subscription.

In addition, CDD is requesting the approval of \$15,000 to compliment the Accela Civic Platform Subscription to retain the professional services of True Point. True Point would be tasked with upgrading some of the workflows in the Accela system. True Point charges a \$150/hour to conduct professional services. An approval of True Point services would provide the Department with 100 hours of professional services to help upgrade the basic workflows in Accela. CDD's Business Software Analyst would be tasked with other services to help improve the Accela Platform.

b) Further, CDD is requesting approval to utilize a Road Map Task Force Data Tracking System that has been specifically designed to support and compliment the Road Map Task Force Pilot Project. Supervisor Bruno Sabatier will provide a demonstration of this system for consideration.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 (check all that apply):

☐ Not applicable

- ☒ Well-being of Residents
- ☒ Economic Development
- ☒ Community Collaboration

- ☒ Public Safety
- ☐ Infrastructure
- ☒ Business Process Efficiency

- ☐ Disaster Prevention, Preparedness, Recovery
- ☐ County Workforce
- ☐ Clear Lake

Recommended Action:

It is my recommendation that BOS approves the Accela Civic Platform Software, the True Point Accela Platform Services and the Road Map Task Force Data Tracker Software System