



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

**1. Agenda Item Number:**

**38**

**2. Council Meeting Date:**  
December 13, 2007

**TO: MAYOR & COUNCIL**

**3. Date Prepared:** November 26, 2007

**THROUGH: CITY MANAGER**

**4. Requesting Department:** Planning and Development

**5. SUBJECT:** Approval of sole source agreements (license, professional services and maintenance) for an upgrade on the Permits Plus system from Accela in an amount not to exceed \$874,638.

**6. RECOMMENDATION:** Recommend approval of sole source agreements (license, professional services and maintenance) for an upgrade on the Permits Plus system from Accela in an amount not to exceed \$874,638.

**7. HISTORICAL BACKGROUND/DISCUSSION:** In FY 99-00 the city purchased the Accela PermitsPlus program to support the land development process. Over 100 employees throughout the city use this system to track and manage all aspects of the land development process including zoning conditions on properties, building and civil permits, plan review and inspection results, and calculate and collect all development-related fees.

The PermitsPlus system has several deficiencies in reporting and links to other core software programs such as GIS and the Oracle financial system, and is simply becoming obsolete. The vendor no longer provides functional enhancements, and is phasing out this product and its support.

Accela Automation is an up-to-date web-based application, which will allow citizens and developer clientele access to permitting information 24/7. Customers will be able to apply for permits, schedule inspections, research permit and inspection activities, and make online payments over the Internet. Additionally, there is a fully integrated inspections module using wireless technology that can be used by Building Inspection, Public Works Inspection and Code Enforcement.

**8. EVALUATION PROCESS:** The Planning and Development Department implemented the Permits Plus system in 2000. The upgrade to Accela Automation is proprietary to Accela as they are the original developers of the Permits Plus software. There are no other resellers available. This proposal has been approved by the IT Oversight Committee (ITOC).

**9. FINANCIAL IMPLICATIONS:** This project is funded in account number 101.1285.0000.5219.8IT038, Information Technology Capital Projects, Accela Automation.

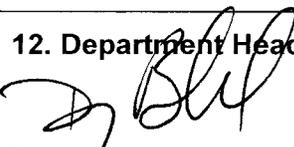
**10. PROPOSED MOTION:** Move to approve sole source agreements (license, professional services and maintenance) for an upgrade on the Permits Plus system from Accela in an amount not to exceed \$874,638.

**APPROVALS**

**11. Requesting Department**

  
Dave Nakagawara, Asst. Planning & Development Director

**12. Department Head**

  
Doug Ballard

**13. Procurement Officer**

  
Carolee Stees, CPPB

**14. City Manager**

  
W. Mark Pentz