



COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY

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Trisha Tillotson, Agency Director

Agricultural Commissioner

Building

Compliance

Environmental Health

Planning

Public Works

NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: December 10, 2024

TO: Board of Supervisors

FROM: Trisha Tillotson, Community Development Agency Director

SUBJECT: Resolution Approving a Software as a Service Contract and a Professional Services Agreement Between the County of Nevada and Accela, Inc. for the Software License, Support, Maintenance and Implementation Services for a Term of Seven Years from January 1, 2025 to December 31, 2031 for an Amount Not to Exceed \$1,238,440 and Authorizing the Purchasing Agent to Execute Change Orders in an Amount Not to Exceed 10% of the Contract Total and Directing the Auditor-Controller to Amend the FY2024-25 Community Development Agency Administration Budget (4/5 Affirmation Vote Required)

RECOMMENDATION: Adopt the attached Resolution.

FUNDING: The total contract of \$1,238,440 will be funded over the next seven years by Community Development Agency (CDA) departments who use the Accela land use system including Building, Planning, Environmental Health, Code Compliance, Cannabis Compliance, Roads Engineering, Surveyor, Wastewater and Office of Emergency Services. CDA has been planning for this update and has sufficient fund balance to fund the initial contract terms to pay two years upfront for software and the implementation services. A budget amendment is included with the Resolution as this Cloud migration was not included in the FY2024-25 adopted budget given the cost was unknown at the time of budget adoption. There is no impact to the General Fund.

BACKGROUND: In April 2015, per Resolution 15-154, CDA contracted with Accela, Inc. for the land use software system that manages all CDA permits including workflows from all departments and permit fee payments.

The on-premise version which CDA is currently using will sunset as of December 31, 2025 and will no longer be supported by Accela. CDA desires to continue using Accela as our land use development software program. Staff negotiated a contract and implementation plan with Accela. The proposed contract is for seven years from January 1, 2025, to December 31, 2031, with a two-year upfront payment for the software licensing. The total contract amount including implementation services is \$1,238,440. This contract is a software as a service agreement and therefore includes periodic updates to the system at no additional cost throughout the term. One-time implementation services to migrate from our current platform to the Cloud are included in the total contract amount of \$62,500 for a term ending June 30, 2025.

Additionally, the resolution requests authority for the CDA Director to sign the contract and all related documentation and authorize the purchasing agent to execute change orders up to 10% to allow for additional user growth over the term of the contract along with any small change orders for the implementation requirements.

Item Initiated by: Alicia Chaturvedula/ Chief Fiscal Administrative Officer

Approved by: Trisha Tillotson, Community Development Agency Director

Submittal Date: December 10, 2024

Revision Date: