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Title: Actions pertaining to Commercial Cannabis Activity:
1. Approve the Second Amendment to the software service and support agreement with OpenGov, Inc., in the amount of \$27,500 for a total contract value of \$99,150, for software services, support, and professional services.

Sponsors: Office of Mayor & City Manager

Indexes:

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Attachments: 1. Original Contract, 2. First Amendment, 3. Second Amendment

Date	Ver.	Action By	Action	Result
8/18/2022	1	City Council	ADOPTED	Pass

REPORT TO THE CITY COUNCIL

FROM: GEORGEANNE A. WHITE, City Manager
Office of Mayor & City Manager

BY: JENNIFER RUIZ, Deputy City Manager
Office of Mayor & City Manager

SUBJECT

Actions pertaining to Commercial Cannabis Activity:
1. Approve the Second Amendment to the software service and support agreement with OpenGov, Inc., in the amount of \$27,500 for a total contract value of \$99,150, for software services, support, and professional services.

RECOMMENDATION

Staff recommends that City Council approve and authorize the City Manager or designee to enter into the attached Second Amendment to Agreement between the City of Fresno (City) and OpenGov, Inc., (OpenGov) for software services and support agreement. This will allow the City to continue to utilize the OpenGov permitting software system and access technical support for the system, as necessary.

EXECUTIVE SUMMARY

This contract amendment will add an additional \$27,500 (making the total contract amount \$99,150) to cover the cost of extending the OpenGov software services access for an additional year (until

September 2023). OpenGov provides a software system that is a cloud-based solution for cannabis permitting. It also provides on-going recordkeeping for application status, correspondence, and workflow processing.

BACKGROUND

In September 2020, the City engaged OpenGov to provide a software solution that enabled Commercial Cannabis Business Permit applicants to submit permit applications online. The software system is a cloud-based solution that also provides on-going recordkeeping for application status, correspondence, and workflow processing. The system accepts cannabis permit applications through a web-based portal and enables the management of the applications through permit issuance, inspections, and renewals.

The scope of this agreement includes the following components:

1. OpenGov Software: Permitting, Licensing, and Code Enforcement
2. Professional Services Deployment

The original agreement was for a total of \$44,150, which consisted of one year of software service access and “professional services deployment” which covered training and system development to customize the system for the City’s specific permitting needs. The contract was amended in FY 2022 to add an additional \$27,000 and extend services to September 6, 2022, while the City assessed other systems.

This amendment will add an additional \$27,500 to cover the cost of extending the software services access for an additional year (until September 2023). While the OpenGov system has met the City’s needs overall for cannabis permitting, City staff are pursuing migrating the cannabis records to the Accela system so that the records will be viewable with other Planning and Development Department permit records and staff and applicants will not need to access a separate system for cannabis permit applications.

ENVIRONMENTAL FINDINGS

Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378, this item is not a project for the purposes of CEQA.

LOCAL PREFERENCE

Local preference was not considered because this is an amendment to an existing agreement.

FISCAL IMPACT

The total contract amendment amount of \$27,500 will be paid through the General Fund. The amount was included in the FY 2023 budget.

Attachments:

1. Original Contract
2. First Amendment
3. Second Amendment