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Title: Authorize the Director of Planning and Development or designee to sign the Second Amendment to the Consulting Services Agreement with Byrne Software Technologies, Inc., for professional services for Accela Land Management System Support. The amendment is a request to increase the contract by an additional \$100,000 and extend the contract term to June 30, 2020.

Sponsors: Planning and Development Department

Indexes:

Code sections:

Attachments: 1. Original Agreement, 2. First Amendment to Consultant Agreement, 3. Second Amendment to Consultant Agreement

Date	Ver.	Action By	Action	Result
12/12/2019	1	City Council	approved	

REPORT TO THE CITY COUNCIL

December 12, 2019

FROM: JENNIFER K. CLARK, Director
Planning and Development Department

THROUGH: CHARLES CLARK, Chief Building Official
Planning and Development Department

BY: SUMMER CECIL, Management Analyst II
Planning and Development Department

SUBJECT

Authorize the Director of Planning and Development or designee to sign the Second Amendment to the Consulting Services Agreement with Byrne Software Technologies, Inc., for professional services for Accela Land Management System Support. The amendment is a request to increase the contract by an additional \$100,000 and extend the contract term to June 30, 2020.

RECOMMENDATION

Staff recommends the City Council authorize the Planning and Development Director or her designee to sign the Second Amendment to the Consulting Services Agreement between the City of Fresno

and Byrne Software Technologies, Inc., (Byrne) to increase the contract by an additional \$100,000 and extend the contract term to June 30, 2020.

EXECUTIVE SUMMARY

The City of Fresno Planning and Development Department previously requested Byrne to provide Accela consulting services for a 16-month term. This contract was approved by Council in October of 2018. These ongoing consulting services include assistance with training, custom scripts, reports, workflow changes, new record types, and quick fixes in the Accela system for the following: Building and Safety, Public Works, Public Utilities, Current Planning, Code Enforcement, Reactive Rental Housing, and the Fire Department. Planning and Development is seeking continued expert assistance for enhancements to continue to improve the function of the City's Land Management System (Accela) for all divisions. Planning and Development will be undertaking a substantial software version upgrade and will require Byrne's expertise to navigate through the implementation of the upgrade.

BACKGROUND

The City of Fresno entered into a contract with Accela in June of 2016 and went live with the system in April of 2018. For the 2019 fiscal year, \$150,000 was originally allocated for consulting services for Accela system enhancements. This contract was approved by Council in October of 2018. A First Amendment was then entered into April 4, 2019 to increase the total contract amount by an additional \$200,000.

Byrne has delivered continued expert assistance with system enhancements in order to continue to improve the functionality of this system. Byrne also provides assistance with day-to-day troubleshooting issues and making minor workflow changes as needed, while also providing training to staff on how to respond to and correct these smaller programmatic issues.

As part of this Second Amendment, Byrne will continue to develop scripts, reports and other technical deliverables on an as-needed basis; assist the City with the transition into the new Accela software Version 10; and continue to provide scripting training to programming staff.

In addition to the general items listed above, the following is a list of additional new items that will be addressed with this Second Amendment with Byrne:

- **Code:** Finalize implementation of FresGO Public Stuff integration with Accela. Custom scripting is required;
- **Rental Housing:** Creation workflows and records in Accela specific to ASET/Proactive/Reactive units;
- **Rental Housing:** Integration with Proactive App to flag health and safety inspections; and
- **Rental Housing:** Creation of metric reports to comply with the requirements of Section 10-1613 (Rental Housing Improvement Act)

ENVIRONMENTAL FINDINGS

By the definition provided in the California Environmental Quality Act Guidelines Section 15478, this item does not qualify as a “project” for the purposes of the California Environmental Quality Act.

LOCAL PREFERENCE

Local preference was not implemented because this is an amendment from of an existing agreement.

FISCAL IMPACT

Support for this contract is being provided by funds previously allocated in FY 2019 for Accela project system enhancements and some project contingency funds.

Attachments:

Original Agreement

First Amendment to Consultant Agreement

Second Amendment to Consultant Agreement