

Mayor and Council Communication

DATE: 02/14/23

M&C FILE NUMBER: M&C 23-0097

LOG NAME: 04AMEND CITY SECRETARY CONTRACT 58142 WITH CARAHSOFT TECHNOLOGY

SUBJECT

(ALL) Authorize an Amendment to City Secretary Contract 58142 with Carahsoft Technology Corporation, Increasing the Number of Required Licenses for the Information Technology Systems Initiative Project to Fund the Accela Cloud Migration Project, Adopt Appropriation Ordinance, and Amend Fiscal Years 2023-2027 Capital Improvement Program

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the amendment to the City Secretary Contract 58142 increasing the total number or required licenses to access the Accela Cloud application from the original 400 to 536;
2. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the Special Purpose Fund in the amount of \$130,888.00 from available funds, within the Developer Tech Improvement project (City Project No. S00164) for the purpose of transferring to the General Capital Projects Fund to fund the ARPA for Information Technology Services Initiatives project related to the Accela Cloud Migration;
3. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the General Capital Projects Fund in the amount of \$130,888.00 transferred from the Special Purpose Fund for the purpose of funding the ARPA for Information Technology Services Initiatives project (City Project No. 103746) related to the Accela Cloud Migration; and
4. Amend the Fiscal Years 2023-2027 Capital Improvement Program.

DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to appropriate funding with the General Capital Projects Fund transferred from the Special Purpose Fund to cover the costs associated with the increased of the number of departmental licenses associated with the Accela Cloud Migration.

During the formulation of City Secretary Contract 58142, authorized by M&C 22-0728, an analysis of current users set the number of licenses required at 400. As a follow-up during the execution phase of the project, Development Services staff polled user departments and found that going forward the number of licenses required would need to increase from the 400 to 536, which breaks down as follows:

Department Name	Requested Number of Licenses
Development Services	279
Fire	100
Code Compliance	8
Water	34
Transportation and Public Works	99
Neighborhood Services	6
Park and Recreation	10
TOTAL	536

additional 136 licenses is \$130,888.00, bringing the overall contract total to \$1,379,887.00 for the first year. Maintenance costs for future years will include the additional 136 licenses. M&C 22-0728 authorized four additional annual renewals for City Secretary Contract 58142, using General Services Administration Schedule 47QSWA18D008F.

Funding for this project was not included in the FY2023-2027 Capital Improvement Program due to the fact it was not identified until after the budget was approved. The action in this M&C will amend the FY2023-2027 Capital Improvement Program as approved in connection with Ordinance 25773-09-2022.

Funding is available in the Developer Tech Improvements Project within the Special Purpose Fund for the purpose of transferring to the General Capital Project Fund for the ARPA for its ITS Initiatives Project.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are currently available in the Developer Tech Improvements Project within the Special Purpose Fund and upon approval of the above recommendations and adoption of the attached appropriation ordinances, funds will be available in the General Capital Projects Fund for the ARPA for ITS Initiatives Project related to Accela Cloud. Prior to expenditures being incurred, the Development Services and Information Technology Systems Departments have the responsibility of verifying the availability of funds.

Submitted for City Manager's Office by: Valerie Washington 6192

Originating Business Unit Head: Kevin Gunn 2015

Additional Information Contact: Mark Deboer 8598

Expedited