



Board of County Commissioners • Escambia County, Florida

Donald R. Mayo
Building Official/Department Director

Building Services Department

DATE: October 10, 2015

RE: ACCELA HOSTED FEE

Presented by: DONALD R. MAYO, Building Services Department Director
SHAWN FLETCHER, Information Technology Department Director

The Board of County Commissioners (“Board”) purchased the Land Records Management System from Accela, Inc. on October, 2006. Prior to the Board’s vote to purchase this system, three (3) applicants responded to a properly advertised RFP. Accela, Inc. was selected and the Building Inspections Division (“BID”), Development Services Department (“DSD”) and Environmental Code Enforcement (“CE”) went live with Accela Modules in September 2008, as a self-hosted entity, reporting software issues with Escambia County’s Information Technology Department (“IT”), and contracting annually with Accela, Inc. for maintenance. BID and IT each pay 50% of the annual maintenance fees, (i.e., BID pays from its Fund 406 and IT is responsible for DSD and CE).

Accela is the sole source provider of technical support, software updates and maintenance for the same per correspondence received from Colin M. Samuels, General Counsel and Assistant Corporate Secretary for Accela, Inc.

It has been determined that it is in the best interest of the citizens of Escambia County to change from a self-hosted environment to an Accela hosted environment wherein BID, DSD and CE will move toward enhancement in information technology maintenance and upgrades; automation of customer service improvements and building permit services, including but not limited to: apply and pay for permits online, at any time; pay for re-inspection fees online, at any time, apply for and pay for contractor licensing renewals online, schedule inspections, check project’s status, and print permits online, at any time.

Additionally, moving forward, Escambia County will be able to better manage building and planning processes, build a stronger connection with the developers, contractors and citizens of Escambia County, and most importantly, get things done in less time.

FUNDING

There will be an increase in annual costs associated with moving to Accela hosted versus the County as host and paying Accela for annual maintenance costs.

Escambia County's current annual Maintenance Fee Agreement is \$136,465.00, with both BID and IT each budgeted for their responsible 50% on behalf of BID, DSD and CE. The Maintenance Fee Agreement provides for an annual 3% fee increase each year.

The initial costs for transitioning to Accela hosted are:

A. Accela Civic Platform Subscription Fee:	\$222,536.82
B. Accela IVR Hosting and Maintenance Fee:	22,693.70
C. Accela Professional Services (fixed price for system migration) ¹	42,365.00
D. Accela Professional Services (Time & Materials Hours for Report Migration) ²	<u>48,000.00</u>
Total for initial migration to Accela Hosted:	\$335,595.52 (BID/IT 50% each)

¹ The Professional Services – Fixed Price for System Migration, a one-time fee to move Land Record Management Data from Escambia County Servers and databases to the “cloud” and to complete stabilization of the system from the upgrade performed back in March 2015.

² The Professional Services – Time & Materials Hours for Report Migration, a one-time fee to correct Reports, (i.e., permit forms, Certificate of Occupancy, Management Reports, Citations, Notices of Violation, etc.) that are required for tracking purposes, financial updates, and all other forms/reports used by BID, DSD and CE.

In keeping the transition cost neutral, the following funding sources are available:

- Funding:
- Fund 406, Building Inspection Fund - \$167,797.76
 - Maintenance - \$77,732.50 (currently budgeted)
 - Implementation of \$5 Construction Technology Fee – \$98,500.00

 - Fund 001, General Fund - \$167,797.76
 - Maintenance - \$77,732.50 (currently budgeted)
 - Subscription – \$42,846.62
 - Subscription - \$31,000.00
 - Implementation of \$5 Construction Technology Fee - \$20,000.00

Implementation of a \$5 Construction Technology Fee Surcharge for all permits issued by BID and DSD will provide for a “cost neutral” transition based on 19,700 total permits issued by BID and 4000 applications/permits issued by DSD in FY2013-14. The Fee Surcharge has been discussed with the local Homebuilders Association and has been recommended by the Building Inspections Division Investment Fund Advisory Board (“IFAB”). IT will realize an annual savings of \$42,846.62 by no longer paying maintenance subscription fees for Oracle servers that provide data assistance to Accela.

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