

**TOWN**  
*Of*  
**PARADISE VALLEY**



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**STAFF REPORT**

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**TO:** Mayor Bien-Willner and Town Council Members

**FROM:** Brent Skoglund, Acting Town Manager  
James Bailey, Chief Information Officer  
Lisa Collins, Community Development Director

**DATE:** May 25, 2023

**DEPARTMENT:** Community Development and Information Technology  
Lisa Collins, 480-348-3522; James Bailey, 480-348-3672

**AGENDA TITLE:**

Approve renewal of contract CON 16-006-CMD with Accela SaaS Civic Land Management providing an on-line Community Development Transparency Portal.

**RECOMMENDATION:**

Staff recommends Town Council approve renewal of contract CON-16-006-CMD with Accela SaaS Civic Land Management and to authorize the Town Manager to execute in the amount not to exceed \$443,570.61 over a 5 year period and to waive the 14-day wait period to sign the contract renewal.

**SUMMARY STATEMENT:**

This request to renew the Accela SaaS Platform Land Management Software for a period of 5 years will allow the Town to continue and more fully utilize the software features. When plan submittals and reviews became almost exclusively electronic during the COVID pandemic, the Town's customers became more fluent in electronic processes that the Town continues to use because of the multiple benefits.

Electronic reviews:

- increase efficiencies for customers and Town staff by eliminating travel time and allowing 24-hour access,
- result in better use of valuable office space because paper plans are not being stored, and
- provide the Town with the ability to improve transparency by providing electronic access to development information through an on-line Community Development Transparency Portal.

An on-line Community Development Transparency Portal will provide residents with an additional option to stay involved and up to date. This does not take the place of the personalized service our staff provides, but it does allow options and general information for residents that want to check on development occurring in their neighborhood or anywhere in Town any time of the day or night.

**BACKGROUND:**

In 2016 the Town purchased Accela SaaS Civic Land Management software for Community Development processes to track building permits and inspections. Over the years since 2016, the contract has been renewed annually. This renewal for 5 years will allow continued and full utilization of the software.

**NEXT STEPS:**

An action item to authorize the Town Manager to execute the contract renewal including the Community Development Transparency Portal is on tonight's agenda.

**BUDGETARY IMPACT:**

Total funding in the amount of \$443,570.61 will have a portion budgeted in each of the 5 years beginning with \$80,275.10 in the first year, \$84,288.86 in the second year, \$88,503.30 in the third year, \$92,928.46 in the fourth year and \$97,574.89 in the fifth year.

**ATTACHMENT(S):**

- A. Staff Report
- B. Contract CON 16-006-CMD
- C. 5-year renewal of CON 16-006-CMD
- D. Presentation