



COUNTY OF HUMBOLDT

For the meeting of: 6/17/2025

File #: 25-564

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Authorization for the Director of Humboldt County Planning and Building Department to Execute an Amendment to the Professional Services Agreement Between the County of Humboldt and TruePoint Solutions LLC for Continued On-Call Support to Enhance the Accela Civic Platform in the total Amount of \$130,336

RECOMMENDATION(S):

That the Board of Supervisors:

1. Receive the staff report; and
2. Authorize the Director of Planning and Building to execute the attached amendment to the professional services agreement with TruePoint Solutions LLC for continued on-call Accela Automation support services in a total amount not to exceed \$130,336; and
3. Authorize the Director of Planning and Building, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with TruePoint Solutions LLC, after review and approval by County Counsel, Risk Management, and the County Administrative Office so long as any increase in compensation does not equal or exceed 10% of the maximum amount payable.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

The Planning and Building Department is requesting that the Board authorize and direct the Director of the Planning and Building Department to execute the first amendment to the professional services agreement between the County of Humboldt and TruePoint Solutions LLC (TruePoint) for the continued utilization of on-call support services to enhance the Accela Civic Platform.

On May 23, 2017, your Board authorized Planning and Building to execute a purchase order with Carahsoft Technology to subscribe to the Accela standard web-based permitting software (Accela). In September of 2018 via a pre-competed contract with Carahsoft Technology Corporation, a General Services Administration approved vendor, Planning and Building successfully migrated to the Accela permitting software. Unlike the previously used permitting software system used by the Planning and Building Department, the Accela web-based subscription service has seen consistent upgrades and improvements since the transition.

In early 2020, Planning and Building desired to retain a qualified professional to provide technical services to enhance the Accela Civic Platform by way of scripting for business process automation, fee configuration and enhancements, report development and

support, Accela GIS support and Accela Mobile support. The result of which was a pre-competed government contract with TruePoint, a General Services Administration approved vendor executed on Oct. 1, 2020. The amount of the contract was under the board threshold and did not require Board review and approval, however, County Counsel, Risk Management and Purchasing were involved in the process that resulted in the original contract (Attachment 3).

On Dec. 27, 2021, the first amendment to that contract was executed to extend the term of the agreement through June 30, 2023; no other changes were incorporated. The usual review and approvals steps were completed, and the contract was fully executed.

On July 5, 2023, the Department executed a new contract in the amount of \$70,336 for a term of 2 years for on-call support services provided by TruePoint (Attachment 2). The current contract is set to expire June 30, 2025, and Planning and Building desires to amend the current contract to extend the contract term 2 years, through June 30, 2027; and increase the maximum compensation by \$60,000, not to exceed \$130,336. The July 5, 2023, contract is being amended to add 2 years to the term and add \$60,000 for services to use over the next 2 years. The \$60,000 is a reduction of \$10,336 from the previous 2-year term but together with the 2023-2025 term brings the total contract to \$130,336. This amendment to the contract value would increase the maximum amount payable to the point which requires Board authorization.

Accordingly, staff recommends that the Board authorize the Director of Planning and Building to execute the professional services agreement amendment with TruePoint to continue to provide the department with on-call support services for the Accela Civic Platform (Attachment 1). Staff also recommends the Board authorize the Director, or designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with TruePoint, after review and approval by County Counsel, Risk Management, and the County Administrative Office, unless such amendment would increase the maximum compensation set forth in the contract and amendment by 10% or more.

SOURCE OF FUNDING:

Permit Fees from Current Planning (277).

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	FY24-25	FY25-26 Projected*	FY26-27 Projected*
Budgeted Expenses		<u>\$30,000.00</u>	<u>\$30,000.00</u>
Additional Appropriation Requested		<u>0</u>	<u>0</u>
Total Expenditures		<u>\$30,000.00</u>	<u>\$30,000.00</u>

*Projected amounts are estimates and are subject to change.

Funding Sources (Fund, Budget Unit)	FY24-25	FY25-26 Projected*	FY26-27 Projected*
General Fund			
State/Federal Funds			
Fees/Other		<u>\$30,000.00</u>	<u>\$30,000.00</u>
Use of Fund Balance			
Contingencies			
Total Funding Sources		<u>\$30,000.00</u>	<u>\$30,000.00</u>

*Projected amounts are estimates and are subject to change.

Narrative Explanation of Financial Impact:

The attached professional services agreement with TruePoint Solutions LLC has a maximum amount payable of \$130,336.00. However, in the event that local, state or federal funding is reduced or eliminated, the County of Humboldt may reduce the above-referenced maximum amount payable or terminate the attached professional services agreement with TruePoint Solutions LLC in its entirety. Expenditure appropriations related to the attached professional services agreement with TruePoint Solutions have been included in the fiscal year 2025-2026 budget for Current Planning budget unit 1100-277, made available through permit fee

revenues received by Planning and Building.

STAFFING IMPACT:

Approval of the attached professional services agreement will not impact current staffing levels.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached professional services agreement with TruePoint Solutions LLC for the continued Accela Civic Platform on-call support services. However, this alternative is not recommended as it could negatively impact the department's ability to troubleshoot and address the needs that arise.

ATTACHMENTS:

1. CM-1940 First Amendment True Point Solutions
2. Current Agreement Executed
3. Original Agreement and First Amendment

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A