



## Legislation Text

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**File #:** 24-661, **Version:** 2

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*Report Prepared by: Jeff Bennyhoff, Director of Information Technology*

**SUBJECT: Approval to Authorize the City Manager to Execute an Agreement to Renew Software Subscription with Accela for Merced Connect Software for \$26,423 in Fiscal Year 24/25**

### REPORT IN BRIEF

Considers approving an agreement to renew a software subscription with Accela for Merced Connect Software for \$26,423 through waiving the competitive bidding requirement pursuant to Merced Municipal Code section 3.04.210.

### RECOMMENDATION

**City Council** - Adopt a motion:

- A. Approving to waive the competitive bidding requirements as stated in Section 3.04.210 of the Merced Municipal Code pursuant to annual service or supply agreement and purchases necessary for standardization on particular types of equipment; and,
- B. Approving a software subscription amendment with Accela for Merced Connect software of \$26,423 for fiscal year 24/25; and,
- C. Authorizing the City Manager to execute the necessary documents; and,
- D. Authorizing the Finance Officer to make the necessary budget adjustments.

### ALTERNATIVES

- 1. Approve as recommended by staff; or
- 2. Refer back to staff with direction; or
- 3. Deny

### AUTHORITY

Article II and III of Title 3, Chapter 3.04, of the Merced Municipal Code relating to purchases of equipment and services (Section 3.04.080 and 3.04.120) and waiving of the competitive bidding requirements (Section 3.04.210).

### CITY COUNCIL PRIORITIES

As provided for in the 2024-25 Adopted Budget.

### DISCUSSION

Effective 2015, the City of Merced authorized an agreement for a software program from Accela

called Merced Connect. This software app enables residents in the community to submit requests for services to all departments throughout the City. Examples of services requests that can be submitted through the app include reporting illegal fireworks usage, code enforcement issues, abandoned vehicle, transient encampment cleanups, illegal dumping, park maintenance, sprinkler concerns and more.

The City would like to continue utilizing Merced Connect app through Accela. Between 2015 to present the City has expended \$168,967 to Accela for software services. To continue to utilize these services for an additional one (1) year period requires a contract amendment for additional expenditure authority in the amount of \$26,423. As the total value of the contract, including the amendment, exceeds the bid threshold under municipal code section 3.04.120 this requires council approval. In addition to requiring the expenditure authority staff is seeking to waive the competitive bidding requirements as the City already utilizes the software from Accela. The municipal code allows for waiving the competitive bid for standardization on particular types of equipment. As Merced Connect is already utilized by residents in the community we would like to continue to offer this software to our residents.

The City is also seeking the authority to authorize the City Manager to execute future software renewals agreements with Accela for Merced Connect as long as each annual renewal is below the bid threshold as defined under municipal code section 3.04.120.

### **IMPACT ON CITY RESOURCES**

Funding is available in the 2024-2025 adopted budget in the Fund 7008-Support Services Information Technology Division for the Accela Software.

### **ATTACHMENTS**

1. Renewal Agreement