

**RESOLUTION NO. \_\_\_\_-2025**

**ADOPT CITY COUNCIL RESOLUTION APPROVING BUDGET AMENDMENT  
BA 2025/26-3 AND CONTRACT AMENDMENT FOR FIVE ADDITIONAL  
LICENSES WITH ACCELA CIVIC APPLICATIONS FOR WEB-BASED  
BUILDING, PLANNING, AND ENGINEERING PERMIT SOFTWARE (AMOUNT  
NOT TO EXCEED \$109,208)**

**WHEREAS**, in July 2024, the City Council authorized Resolution 4824-2024 to begin implementation of Accela Permitting Software using Truepoint as the implementation partner; and

**WHEREAS**, Accela Inc., provides the City with improved customer service via their web-based permitting application, where customers can apply for permits, make payments, and monitor the status of their project, 24 hours a day, seven days a week; and

**WHEREAS**, Accela provides a centralized platform for permit applications, reviews, and approvals, offers features such as online permit applications, real-time tracking, automated workflows, and comprehensive reporting, which can significantly reduce processing times and operational costs, providing a more user-friendly experience for residents and developers; and

**WHEREAS**, initially the City entered into a three-year contract with Accela, purchasing ten (10) licenses for staff with a cost of \$20,000 for year one (1), \$28,800 for year two (2), and \$30,672 for year three (3); and

**WHEREAS**, we need additional licenses (Exhibit B) to ensure that we have a sufficient number of “seats” to include the building inspectors [our partners with Mendocino County Planning and Building, and 4LEAF], and thus additional licenses are required to fully centralize the services; and

**WHEREAS**, licenses are sold in batches of five (5), resulting in an additional cost for year two (2) of \$14,400, and \$15,336 for year three (3), bringing the total increased costs to \$29,736, and the three-year total to \$109,208; and

**WHEREAS**, a budget amendment, BA # 2025/26-3 (Exhibit A) is necessary to ensure sufficient funds are available to cover these additional costs; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Fort Bragg does hereby approve the budget amendment and Contract amendment with Accella software and authorize the City Manager to execute necessary amendment and supporting documents to accomplish the same (Amount Not to Exceed \$109,208).

**The above and foregoing Resolution was introduced by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_ and passed and adopted at a regular meeting of the**

**City Council of the City of Fort Bragg held on the 11<sup>th</sup> day of August 2025, by the following vote:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**RECUSED:**

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**Jason Godeke**  
**Mayor**

**ATTEST:**

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**Diana Paoli**  
**City Clerk**