



**State of the Township
January 22, 2013**

1. **Opening of Meeting 5:30 pm**

2. **Executive Session**

3. **General Business**
Administration
Approval of Transfer from General Fund to Zoning Action
Appointment of FAC Members Action

Zoning
Approval of Accela Software ProgramAction

4. **State of the Township**

5. **Adjournment**

Resolution #11 -13



GENERAL BUSINESS

Administration

Approval of December 2012 Transfer from General Fund to Zoning Action
\$50,000 from account 1000-910-910-0000
to account 2181-931-0000

Appointment of FAC Members Action
Appointment by Dennis Deters -Dennis Mason
Appointment by Jeff Ritter -John Kerr
Appointment by Board -Doug Michel

Zoning

Approval of Accela Software ProgramAction

OLD BUSINESS

Department: Building, Planning & Zoning

Department Head: Geoffrey Milz

1. Action (Include rationale)

a. Personnel

b. Policy

c. Other

- i. **Approval of Accela Software for Workflow Management:** At the January 8, 2013 meeting of the Trustees, I provided background information related to the need for a new workflow management strategy within the Department of Building, Planning and Zoning under the new shared services model of service delivery. Following extensive vetting of software vendors, I am prepared to recommend Accela Automation as the software solution best suited to meet our needs now and into the future.

I propose the purchase of three subscription licenses and the basic software implementation package. Accela Government Software provided a proposal that quoted an annual subscription cost of \$1,776.00 for each license and implementation services at a cost of \$12,800.00. Further, I recommend the purchase of the Accela Citizen Access subscription module, allowing residents and businesses to engage with us by sharing their complaints online and allowing us to automate the complaint-investigation process. The cost of this module subscription was quoted to us at \$1,754.97 annually.

In the future, we will be able to move from the annual subscription service to enterprise software owned by Hamilton County's CAGIS. They are beginning an intensive implementation process that will likely take 18 months or more. When CAGIS has fully implemented Accela Automation on a countywide basis, we will be able to migrate all of our data to their system and be a part of their regional permitting architecture. Our annual costs will decrease when Hamilton County's CAGIS is ready for us to join them.

The bottom line impact of this purchase is \$19,882.97 for the first year and \$7,082.97 for each year after until we are able to join with CAGIS at which point those costs will decrease. I am hopeful that we can make this work with only three licenses, however, we may find during our implementation that one or two additional licenses are required to allow for full participation of the Public Services, Police and Fire departments. Should that be the case, I will come back to the board for additional funds .



November 28, 2012

BILL TO: Geoff Milz
Colerain Township
4300 Springdale Rd
Cincinnati, Ohio 45251-1421

RE: Quote Number - **SFDC-06580** **Accela Subscription**

Attached please find a quote for the products and services you requested.

Please refer to the Notes section for detailed information regarding this quote. It includes information on submitting a purchase order, payment terms, costs for on-site assistance, hardware, or other equipment, and requirements for developing a final Statement of Work.

If you have any questions regarding this quote, please feel free to contact me at 202-549-8368 or via e-mail at dbalmelle@accela.com.

Regards,

Danielle Balmelle
Business Development Executive
Accela, Inc.



Quote Number: SFDC-06580 Date: November 28, 2012 Valid Until: January 31, 2013 Colerain Township, OH

Prices note the quantity will change to 5

Part Number	Products and Description	Number of Named User Licenses	QTY	Unit Price	Net Price
SS10AAAASSAS0001	Accela Automation - Subscription User		5	\$1,188.00	\$5,940.00
SS10AACAPOP0001	Accela Citizen Access - Subscription Population		58499	\$0.03	\$1,754.97
SS10AAMOSAS0001	Accela Mobile - Subscription User		5	\$588.00	\$2,940.00
	Accela Subscription SaaS Total				
	Total License				\$10,634.97
	Total Annual Maintenance and Support				\$0.00
	Total Services Cost				\$12,800.00
	TOTAL				\$23,434.97

Accela Automation SaaS Pricing is subscription-based service which includes Accela Land Management, Accela Licensing and Case Management, Accela Asset Management and Accela GIS. Accela Automation SaaS subscriptions are hosted by Accela and require a minimum 1 year agreement which is reflected in the above pricing.

Accela Mobile is a subscription based mobile user which requires a subscription to Accela Automation for use.

Customer may opt-out from said automatic renewal of subscription services by providing written notice to Accela not less than sixty (60) calendar days prior to the Service Date anniversary which begins the renewal term.

Total Annual Cost Years 1 through 5

Task	Total Cost Year 1	Total Cost Year 2	Total Cost Year 3	Total Cost Year 4	Total Cost Year 5
Accela Subscription	\$10,634.97	\$10,634.97	\$10,634.97	\$10,634.97	\$10,634.97
Implementation Services	\$12,800.00	N/A	N/A	N/A	N/A
Total Costs – Hosted Option	\$23,434.97	\$10,634.97	\$10,634.97	\$10,634.97	\$10,634.97



Implementation Services Pricing Includes 80 hours for the following:

Training (24 hours)

Admin Training (12 hours) – Training for designated administrators on system admin features, focusing on configuration and management of the standard configuration.

End User Training (12 hours) – Training on key components of record creation and management, including workflow, fees and payments, conditions, and APO and LP data usage and validation.

User Setup using Existing Roles (4 hours)

Fees Setup (16 hours)

Configuration of agency-specific fee schedules in support of the standard configuration record types.

APO Data Load (4 hours)

Loading and validation of address/parcel/owner data provided by agency in Accela-specified format. Subsequent quarterly loads of APO data provided at no additional charge as long as data is provided in the original data format specified.

LP Data Load (4 hours)

Loading and validation of licensed professional data provided by agency in Accela-specified format. Assumed that agency will maintain LP data going forward in Accela Automation and that no additional LP data loads will be required.

ACA Minor Configuration (8 hours)

Citizen Access configuration in support of record lookup and inspection scheduling only, including agency branding and minor label configuration.

Configuration Workshop for Miscellaneous Configuration (8 hours)

of potential configuration topics, including workflow modifications, inspection modifications, conditions setup, quick queries configuration, custom masks, custom sequence numbers, and alerts configuration.

Testing and Acceptance (12 hours)

Review and familiarization of final configuration (4 hours)

Testing by Accela (8 hours) – Additional testing required by agency resources in addition to this testing effort.