



CITY OF MENIFEE

SUBJECT: Fiscal Year 2021/22 Contract Amendment for IK Consulting, LLC

MEETING DATE: June 16, 2021

TO: Mayor and City Council

PREPARED BY: Michelle Sarkissian, Information Technology Supervisor

REVIEWED BY: Ron Puccinelli, Information Technology Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve Amendment No. 2 to Professional Services Agreement with IK Consulting, LLC for Accela Configuration Consulting Services, extending the term of services through June 30, 2022; and
2. Authorize the City Manager to execute the amendment and necessary documents.

DISCUSSION

Accela Configuration Consulting Services: (IK Consulting, LLC)

In 2014, the City of Menifee went through a major system transition and implementation from Magnet to Accela Automation for development project processing. Due to budget constraints at the time of implementation, necessary enhancements and customizations to the new system were not included. With a focus on further streamlining the permitting process for applicants, the City contracted IK Consulting, LLC in October 2018 to work with key departments (Information Technology, Community Development, Engineering, Building & Safety and Fire) to complete a comprehensive system update and reconfiguration.

Efforts to complete this project have been well underway for the past two years and are nearly complete. However, the COVID pandemic caused the City to pause implementation in response to the financial uncertainty as well as to minimize the risk of staff and consultants contracting COVID. Now with the pandemic and restrictions winding down, and the continued need for completing the project staff has determined a need for extending the original term of services to facilitate completion.

Pursuant to the City's municipal code, contract extensions beyond sixty (60) days require City Council approval. The additional year extension is intended to provide time to finalize the final configurations as well as provide support as new system features become active.

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

There is no fiscal impact for this Contract Amendment.

ATTACHMENTS

1. FY2021-22 Amendment No 2 Professional Services Agreement with IKC
2. FY2020-21 Amendment No 1 Professional Services Agreement with IKC – Executed
3. FY2018-19 Professional Services Agreement with IKC – Executed