



Honorable Mayor and Members of the Hermosa Beach City Council

**APPROVE FOURTH AMENDMENT TO AGREEMENT WITH IK CONSULTING, LLC
TO PROVIDE TECHNICAL ASSISTANCE WITH THE ACCELA CIVIC PLATFORM
SOFTWARE**

(Community Development Director Alison Becker)

Recommended Action:

Staff recommends City Council:

1. Approve the proposed fourth amendment to an agreement with IK Consulting, LLC to provide ongoing technical assistance with the Accela Civic platform to increase the not-to-exceed amount by \$23,000, resulting in a total not-to-exceed amount of \$82,725 (**Attachment 1**);
2. Appropriate \$23,000 from Records Technology Fees reserved in the Equipment Replacement Fund for the fourth amendment; and
3. Authorize the City Manager to execute and the City Clerk to attest the attached fourth amendment (or similar in substance), subject to modification and approval by the City Attorney.

Executive Summary:

The Community Development Department utilizes the technical assistance of a third-party firm to support the Accela Civic Platform. On May 13, 2021, the City entered into an agreement with IK Consulting LLC to provide configuration service needed to support implementation of the new permitting software (**Attachment 2**). The City has processed three amendments to the agreement to extend the expiration date resulting in an amended expiration date of June 30, 2026 (**Attachments 3, 4, and 5**).

In order to continue to configure the digital permitting platform to meet operational needs, staff recommends approval of the fourth amendment to an agreement with IK Consulting LLC. The proposed fourth amendment would increase the not-to-exceed compensation by \$23,000 for a total not-to-exceed amount of \$82,725. The existing contract with IK Consulting is set to expire in June 2026.

Background:

The Accela Civic Platform is a digital permitting system designed to streamline the permitting process. Since 2021, the City has contracted with IK Consulting, LLC for services related to configuring and improving the Accela Civic Platform. IK Consulting,

LLC specializes in configuration for the Accela Civic Platform Software and assists many public agencies throughout the country. Like many smaller jurisdictions, the City does not have the personnel to perform the services required to manage and configure a digital permitting platform.

Discussion:

To continue improving the City’s permitting software, which serves residents, businesses, and the development community, the City must ensure that sufficient technology expertise is available. The services provided by IK Consulting, LLC ensure the successful configuration of the Accela Civic Platform Software. IK Consulting, LLC’s services would continue to include the design, development, data conversion, reporting, training, system integrations, ongoing support, and administration of the permitting software.

Professional services to provide technical assistance with the Accela Civic Platform is an ongoing need and IK Consulting, LLC has demonstrated the technical expertise, available staffing, and competitive pricing to continue to assist the City.

The proposed increase to the not-to-exceed limit would provide the necessary resources to continue the ongoing configuration of the Accela Civic Platform. As the effort is at a crucial point in development, additional funding is needed to avoid halting the project because the last funding allocation has been exhausted.

Staff requests the proposed fourth amendment to an agreement with IK Consulting, LLC to increase the not-to-exceed compensation by \$23,000, resulting in a total not-to-exceed amount of \$82,725. At the current service utilization rate, the requested contract augmentation would allow the department to utilize IK Consulting, LLC’s professional services for the remaining term of the contract, which would expire on June 30, 2026.

Options for Council Consideration:

Option 1: Approve staff’s recommended action and increase contract funding for IK Consulting, LLC in support of the Accela Civic Platform development, or

Option 2: Do not approve staff’s recommended action and decline additional funding for the Accela Civic Platform.

Fiscal Impact:

If approved, the proposed fourth amendment to this agreement would increase the not-to-exceed limit for IK Consulting, LLC by \$23,000 for a revised total of \$82,725 for the remainder of the extended contract term ending June 30, 2026.

The Department has available Records Technology Fees reserved in the Equipment Replacement Fund to fund the agreement amendment.

Agreement Modification Request				
Agreement	Current Authorized Amount	Modified Request Amount	FY 2025-2026 Budget Dept. Account #	Total Revised Contract Amount
IK Consulting, LLC	\$59,725	\$23,000	715-4201-4201	\$82,725

Attachments:

1. Proposed Fourth Amendment to Agreement with IK Consulting, LLC
2. Agreement with IK Consulting, LLC
3. First Amendment to Agreement with IK Consulting, LLC
4. Second Amendment to Agreement with IK Consulting, LLC
5. Third Amendment to Agreement with IK Consulting, LLC

Respectfully Submitted by: Alison Becker, Community Development Director

Noted for Fiscal Impact: Henry Chao, Finance Manager

Reviewed by: Brandon Walker, Administrative Services Director

Legal Review: Jason Baltimore, Interim City Attorney

Approved: Steve Napolitano, City Manager