



TO: Linda Gorton, Mayor
Honorable Members, Urban County Council

FROM: Liz Rodgers, Chief Information Officer

DATE: June 17, 2025

SUBJECT: Accela Renewal and Expanded Scope

Request:

Authorize the Mayor, on behalf of the Lexington-Fayette Urban County Government, to execute the necessary documents to amend existing contract and order form with Accela to expand scope to include the migration of the current on-premise instance of Accela for the Division of Water Quality to the cloud and include an enterprise reporting database to provide direct access to data, attached hereto and incorporated herein by reference, and further authorize the Mayor or the Chief Information Officer as her designee to execute any future documents, including annual renewals, necessary for the implementation, operation, support, or maintenance of the same, subject to the appropriation of sufficient funds.

Purpose:

Planning, Building Inspection, Engineering and Waste Management currently utilize a hosted instance of Accela to process permits, inspections, and applications for building permits or other services provided by those divisions. Accela hosted also has a public facing portal that allows constituents to directly track status of their requests and make payments for permits and fees. Water Quality currently utilizes an on-premises instance of Accela for asset management, inspections and work orders. Amended agreement enables migration of Water Quality to a hosted instance and provides access to an enterprise reporting database for direct data access and reporting requirements for both WQ and PBI.

Term and Termination:

Renewal of an existing long-term agreement with expanded scope for an additional five-year term. First Amendment to current agreement includes a Termination for Convenience clause - Notwithstanding anything to the contrary, County may terminate this First Amendment for convenience provided ACCELA is provided with 30 days' notice. In the event of termination of



this First Amendment, ACCELA shall be paid all fees up to the date of termination. Notwithstanding anything to the contrary, prepaid fees are not subject to refund.

Budgetary Implication:

Cost for FY26 projected at \$618,500 Renewals to increase by 5% annually.

Are the funds budgeted? Yes

1101-202505-0001-71307: \$284,510.00

1115-202505-0001-71307: \$92,775.00

4002-202505-0001-71307: \$142,255.00

4201-202505-0001-71307: \$98,960.00

File Number: 0632-25

Director/Commissioner: Stewart/Rodgers

