MAYOR LINDA GORTON

LEXINGTON

LIZ RODGERS
CHIEF INFORMATION OFFICER

TO: Linda Gorton, Mayor

Honorable Members, Urban County Council

FROM: Liz Rodgers, Chief Information Officer

DATE: September 1, 2026

SUBJECT: Accela Software License Expanded Scope and Implementation

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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 addition of e Permit Hub software for improved tracking, notifications, and automated submission checks and enter into professional services agreement for implementation of software extension, both 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. The e Permit Hub (ePH) software integrates with the existing Accela hosted implementation to deliver increased automation by providing automated notifications, digital plan review, AI-enabled completeness checks, and integrated pathways between Accela, e Permit Hub and the OneStop portal.

Term and Termination:

Expansion of an existing long-term software licensing agreement with expanded capabilities for automated plan review and notifications aligned with remaining four-years on original five-year term executed in FY26. 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:

Addition software license cost for FY27 is $78,750

Renewals to increase by 5% annually.

Professional services for implementation in FY27 is $89,000

Are the funds budgeted? Yes

Software license:

$48,825.00 1001-202505-0001-71307

$11,812.50 1115-202505-0001-71307

$18,112.50 4002-202505-0001-71307

First year software license $78,750

Professional services for

implementation: $89,000.00

1101-210101-001-71208

File Number: 0778-26

Director/Commissioner: Stewart/Rodgers