

## STAFF REPORT

---

**Date:** April 10, 2024

**To:** Mayor and City Council

**Through:** Doug Thornley, City Manager

**Subject:** Staff Report (For Possible Action): Approval of Contract for Professional Services for Accela support between the City of Reno and Truepoint Solutions, LLC in an amount not to exceed \$250,000 per fiscal year for up to five years for a total of \$1,250,000. (Building Enterprise Fund)

**From:** Chris Pingree, Director of Development Services

**Department:** Development Services - Building

---

**Summary:**

This contract allows for the continued support by Truepoint Solutions, LLC for consulting services to make improvements and changes to the Accela software. Changes include development modifications, technical support services and related tasks for the Development Services Department. Services include up to \$250,000 per year for a period of five years, resulting in a total of \$1,250,000. Funding for this contract is from the Building Enterprise Fund.

Consent Review	Yes	No
1. Is this item an annual or standard item that comes before Council for regular approval?		X
2. Is this item an agreement required based on an item previously approved by Council?		X
3. Is this item included in the current budget approved and adopted by Council?	X	
Other Considerations		
What percent of the total City budget does this item represent?	2.4%	

**Alignment with Strategic Plan:**

Economic and Community Development

**Previous Council Action:**

September 13, 2017 - Council approved a contract for Professional Services with Truepoint

Solutions, LLC to provide Accela support for a term of three years in an amount not to exceed \$50,000 per fiscal year.

**Background:**

The City of Reno has been using TruePoint Solutions, LLC since approximately 2008, when the city first started using Accela. More recently, the City of Reno and Truepoint Solutions, LLC executed an Agreement in 2021 for Accela modifications, including support, system changes, fee schedule configuration changes, and other duties as required. The term of the agreement was for three years and was subsequently extended. The city has utilized these consulting services continuously since that time. The reason this new agreement is coming before Council is because the cumulative value of services (\$1,250,000) rendered over the next 5 years exceeds administrative authorization.

**Discussion:**

The services to be performed by Truepoint Solutions, LLC shall be performed on an as-needed basis for the period of April 10, 2024, through June 30, 2029. This contract is exempt from the RFP process per NRS 332.115(1)(b).

Staff has relied on Truepoint Solutions, LLC as a reliable Accela consultant prior, during, and subsequent to the adoption of the Regional Permit System. Staff believes that Truepoint Solutions, LLC services are needed for the foreseeable future.

The contract calls for an hourly billing rate of \$165/hour for up to \$250,000/year with a cumulative value of up to \$1,250,000 over the five-year period.

**Financial Implications:**

Funds will be paid from the Development Services Building Permit budget (Building Enterprise Fund).

**Legal Implications:**

Legal review completed for compliance with City procedures and Nevada law.

**Recommendation:**

Staff recommends Council approve the Contract for Professional Services for Accela support between the City of Reno and Truepoint Solutions LLC and authorize the Mayor to sign the agreement.

**Proposed Motion:**

I move to approve staff recommendation.

**Attachments:**

Exhibit A – Contract for Professional Services with Truepoint Solutions LLC for Accela Support