

**Stanislaus County
Public Facilities Fees Committee
Meeting Minutes**

March 21, 2024
2:00 p.m.

1010 10th Street, Room 2005 (2nd floor conference room)

Voting Members Present:

Chris Barnes (Auditor/Controller); Denny Ferreira (Planning/**Building**); Tracie Madison (Public Works - Alternate); Al Valencia (GSA-Capital Facilities – Alternate); Angela Freitas (**Planning**/Building – Alternate); Lori Sicard (County Counsel); Kamryn Bylsma (Auditor/Controller – Alternate)

Absent:

Angelina Souther (Auditor/Controller – Alternate); Kristin Doud (**Planning**/Building); Andy Johnson (GSA-Capital Facilities); Erica Inacio (Chief Executive Office); Patrick Cavanah (Chief Executive Office – Alternate)

Also Present:

Will Shirley (Recorder)

Meeting called to order at 2:00 p.m. by Chair, Chris Barnes

Public Comment – No public comments.

Roll call: A quorum of membership was established.

A. Action Items:

1. Approval of Minutes from the PFF Committee Meeting on **January 18, 2024**

Minutes may be voted on by those Members in attendance.

A Motion was made to approve the PFF Committee Meeting Minutes of **January 18, 2024**.

Motion: Ferreira | Second: Valencia | Unanimous (6 | 0) | Abstain: None

2. Presentation, discussion, and possible action regarding a PFF waiver request from Valley Milk, LLC, at 400 N. Washington Road, Turlock.

Representatives for this project were not available for comment, therefore, this item has been tabled and will be revisited at a future PFF Committee meeting.

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3. Presentation, discussion, and possible action regarding a request from the Planning Department to use PFF administrative fees for costs of migration to Accella Cloud and ongoing licensing costs.

Denny Ferreira, Chief Building Official, presented on behalf of the Planning Department. Building Permit Services oversees the One Stop Shop process, and administers the PFF program, including calculation and collection of PFF fees for the unincorporated areas, and has 5 staff members. In March 2010, the PFF Committee approved a methodology to determine the proportional share of the costs for Accella to assist in administering the PFF program. In September 2011, the Board of Supervisors (BOS) approved the purchase of the Accella Software system for \$650,998.

Since July 2012, Building Permit Services has collected nearly \$48,000,000 in PFF within the unincorporated areas. As of January 1, 2024, Accella maintains nearly 26,000 PFF cases within the system. Accella is used by all one stop shop partners to process building permits and other business needs. Since July 2012, Building Permit Services has expended over \$900,000 supporting the system and the one stop shop, which includes annual licensing packages, maintenance upgrades, server systems, and on call support.

The current Accella system is an “on premise” system, with servers maintained by the County. In 2022, Building Permit Services began exploring a migration to the cloud, due to the increasing cost of new servers, maintenance, functionality, and dependability. Accella notified Building Permit Services that they would no longer support and maintain the on premise system as of June 30, 2025.

The Accella Cloud system utilizes a “per user” licensing structure, which is more expensive but eliminates costs of updates, servers, maintenance, on-call services, and constant work disruptions. Accella provides 3, 5, and 10-year contract options. A 10-year term with two years paid upfront is a total cost of \$2,287,544, with a two-year up front cost of \$363,055, and overall savings of \$327,000 from other contract options. Accella implementation costs are \$60,000 and \$15,000 for a third-party consultant.

The department is requesting PFF Committee approval to utilize PFF administrative funds to cover a portion of the one-time migration costs and the two-year up front licensing costs. The current ratio of PFF to building permit services is a 20% to 80% split in overall case numbers. Utilizing that split, the requested PFF funds, in the amount of \$92,374.50 would be used to cover the costs with the remaining to be covered by the department.

Alternate member Valencia motioned to approve the use of PFF administrative funds to cover \$92,374.50 of the cost of the migration to the Accella Cloud platform.

Motion: Valencia | Second: Sicard | Unanimous (6 | 0) | Abstain: None

B. Discussion Items

1. Auditor’s Report

Unobligated Cash Balance - \$11,780,764.46

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C. Next Regular Meeting:

- Thursday, April 18, 2024 @ 2-3:30 p.m. Meetings will be held in-person at Tenth Street Place, Room 2005 (2nd floor) or TBD.

Meeting adjourned at 2:13 p.m.

Submitted by: Will Shirley, Confidential Assistant IV