

Professional Services Statement of Work

Chula Vista California SaaS Migration Services

June 30, 2025
Version 1.2

Accela, Inc.
2633 Camino Ramon
Suite 120
San Ramon, CA 94583
Tel: 925-659-3200

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DOCUMENT CONTROL

Date	Author	Version	Change Reference
6/2/2021	J. White	1.0	SOW Creation
4/10/2024	J. White	1.1	Scope, terms, and pricing brought current
4/16/2024	J. White	1.2	Revised based on customer feedback

INTRODUCTION

OVERVIEW

This Professional Services Statement of Work No. 1 (“**SOW**”), dated June 30, 2025 (“**SOW Effective Date**”), by and between Accela, Inc., a Delaware corporation (“**Accela**”) and the City of Chula Vista (“**Agency**” or “**Customer**”), is intended to set forth the scope of the professional services (collectively, the “**Services**”) to be provided by Accela in connection with Customer’s migration from Accela’s Civic Platform (which includes the current land development, building permits, planning, fire, right of way, code enforcement and licensing modules) (the “**On-Prem System**”) to the Accela Cloud-based Software as a Service (SaaS) platform (the “**SaaS Platform**”). Collectively, Accela and Customer are referred to herein as the “**Parties**” and each individually is a “**Party**”.

This SOW is issued pursuant to and governed by the terms and conditions of the City of Chula Vista Consultant Services Agreement, dated June 17, 2025, by and between the Parties (hereinafter, the “**Professional Services Agreement**”), to which this SOW is attached (as Exhibit A-1 thereof). Collectively, this SOW and the Professional Services Agreement each as may be further amended, modified, or supplemented, shall be referred to as the “**Contract**”. Capitalized but undefined terms herein shall have the meaning set forth in the Professional Services Agreement. In the event of a conflict or inconsistency between the terms in the Professional Services Agreement and this SOW, the Professional Services Agreement shall control the interpretation and enforcement of this SOW.

Notwithstanding anything to the contrary, Accela is not assigning or licensing any intellectual property to Customer under this SOW.

SCOPE OF SERVICES

Accela shall perform the Services based on the materials provided by the Agency in the SaaS Migration Questionnaire, which document is attached hereto and incorporated by reference in this SOW as **Appendix A**. Among other things, Customer expects Accela to do the following:

- Import/upgrade of MS SQL DBs (up to 3 environments: Support, Test, Production)
- Assist in migrating the following specific interfaces (collectively, the “Interfaces”):
 - GIS and XAPO
 - Credit Card Payment Adapter (PayPal)
 - Selectron IVR
 - Azure SSO (optional)
 - Electronic Plan Review (EPR) (EPlan Soft)
 - Velosimo’s Tyler Cashiering interface
 - Velosimo’s Laserfiche interface, Authorized.net
- Migrate all requested DSD reports not to exceed 200
 - Additional report migrations may be purchased if required
- Provide all current functionality of Agency’s current On-Premises System and ensure that there is no loss of any such functionality
- Provide up to 40 hours of issue resolution and testing assistance
- Provide Go live planning and cutover assistance, consistent with the sample plan previously provided by Accela (the actual plan will be created jointly by the Parties as described below)

Products

The following Accela products (collectively, the “**Products**”) are in scope for this Project:

- *Accela Automation*
- *Accela Citizen Access*

- *Accela GIS*
- *Accela Mobile*

WORK DESCRIPTION

Accela will perform a migration of Customer's On-Premises System using MS SQL (up to 3 environments: Support, Test, Production) to the SaaS Platform, pursuant to and in accordance with the migration steps outline, which document is attached hereto and incorporated by reference in this SOW as **Appendix B**.

For a commercially reasonable timeframe (not to exceed 4 weeks) after go-live, Accela shall provide Agency priority support consisting of direct access to a quick-response team (generally comprised of the project implementation team leads), dedicated to resolving any issues in a commercially reasonable time and manner.

Any additional services not specifically described in this SOW falls outside the scope of this SOW and will either be the subject of a Change Order or presumed to be the responsibility of Agency.

PROJECT ASSUMPTIONS

GENERAL PROJECT ASSUMPTIONS

- Subject to the timelines set forth in the Resource Plan (as defined below), Agency will make commercially reasonable efforts to cooperate with Accela's requests for documents or information (e.g., to provide database backups, copies of on-premise configurations or other) that may be necessary for Accela to perform the work described in this SOW within the timelines set forth in the Resource Plan. These items will be uploaded to secure Azure storage by the Agency. Failure to provide these items in a timely fashion will result in a project delay, which will result in a Change Order.
- Agency will ensure that Accela has access to a Dev or Test version of the 3rd party systems for interface development. All interfaces will be developed against one (1) agreed-upon version of the 3rd party system.
- Accela does not believe the Interfaces in the Scope of Services listed above utilizing standard Accela APIs will require any modification for compatibility with the SaaS Platform, but should it be required, Accela shall bear the burden of such costs, unless the Parties mutually agree otherwise.

PROJECT TIMELINE

The project is estimated to take 20 weeks. The projected start date for the Project is forty-five (45) calendar days after mutual acceptance and signature of this SOW. Accela understand that time is of the essence and will endeavor, subject to Agency's respective timely cooperation and responsiveness to Accela's requests for information, to complete the Services in a timely fashion, as close to this estimated project timeline as possible, and in compliance with Accela's resource plan commitments, which shall be mutually agreed upon by the Parties upon project kick-off (the "**Resource Plan**").

PROJECT COMPLETION

Upon completion of the work defined above, this SOW will be deemed complete.

PROJECTS PUT ON HOLD

It is understood that sometimes Agency priorities are revised requiring the Agency to place the Accela implementation on hold. The Agency must send written notice to Accela to put the project on hold; provided, however, that an Agency-based delay of sixty (60) days or more that will have a material impact on the Resource Plan may require the Parties to enter into a Change Order. If an Agency-based delay puts the project on hold for more than 90 days, Accela reserves the right to terminate this SOW. As used in this SOW, an "**Agency-based delay**" excludes force majeure events beyond the Agency's reasonable control (as described in the Professional Services Agreement).

PAYMENT TERMS

Based on the information available at time of signing and the assumptions stated herein, the total expected cost of the Services payable under this SOW is \$84,000.

PAYMENT SCHEDULE

- 50% invoiced upon full execution of this SOW (\$42,000)
- 50% invoiced upon completion \$42,000, subject to 10% hold-back

ADDITIONAL REPORT MIGRATIONS

Should Agency need more than 200 SSRS reports migrated under this SOW, migrations for such additional SSRS reports are sold in packages of 25 reports for a cost of \$11,000.

EXPENSES

There is no provision for travel expenses or travel time in this SOW because Agency does not need any onsite resources. Travel to the Agency will not be conducted unless a Change Order, inclusive of travel expense terms and conditions, is signed prior to travel commencing to cover the cost of the travel.

ADMINISTRATION

CHANGE ORDERS

Except in the event of a force majeure event (as described in the Professional Services Agreement), and/or delays caused by Accela (including Accela's failure to review and plan resource availability in accordance with the Resource Plan), Agency will be responsible for any increased costs associated with a material change in the scope of the Services set forth in this SOW, which changes will first require Agency to submit a written change order, specifying the proposed changes in detail; upon receipt of Agency's request, Accela will provide Agency with an estimate of the charges and anticipated changes in the delivery schedule that will result from such proposed changes in a change order, in the form attached hereto as **Appendix C ("Change Order")**. Notwithstanding the foregoing, except as otherwise provided herein, Accela will continue performing the Services in accordance with the terms of this SOW (including the price and schedule as previously mutually agreed to by the Parties), unless or until the Parties mutually execute a Change Order. If Accela's effort changes due to changes in timing, roles, responsibilities, assumptions, scope, etc. or if additional support hours are required, a Change Order will be created that details these changes, and impact to project and cost (if any). Any Change Order will be agreed to and signed by both Accela and Agency prior to implementation or commencing of any activities described in the Change Order. The standard blended rate for Accela resources is \$250 per hour.

EXPIRATION

If Agency fails to execute this SOW within sixty (60) calendar days of Accela's execution of the Professional Services Agreement and SOW, the current scope and price terms may be subject to change.

DISCLAIMERS

Any configuration of or modification to the Products that can be consistently supported by Accela via APIs, and does not require direct database changes, and is capable of being tested and maintained by Accela, will be considered a **"Supported Modification"**. Accela's obligations and warranties in respect of the Services set forth in this SOW does not extend outside the Supported Modifications or to any Agency manipulation of implemented scripts, reports, interfaces and adaptors. Accela makes no warranties in respect of the Professional Services described in this SOW except as set forth herein and in the Professional Services Agreement.

[Signature Page Follows]

SIGNATURES

This Statement of Work is agreed to by the Parties and made effective as of the date first set forth above.

ACCELA, INC.

City of Chula Vista

Authorized Signature

Authorized Signature

Name - Type or Print

Name - Type or Print

Title

Title

APPENDIX A: SAAS MIGRATION QUESTIONNAIRE

[See Attached]

Note! Make sure you have “View Comments” turned on for this document.

SaaS Migration Automated Discovery Document

This pre-filled Discovery document has been provided to help your review of your current implementation.

Report Type = Condensed

Please review for accuracy paying attention to any items highlighted in yellow.

Note this document may have anywhere from a few to well over 1000 pages. The majority is only for your record keeping and does not need to be reviewed. On average all pages needing review will be within the first 20. Only highlighted items will need to be reviewed.

After completing this form, please return your answers. The responses will then be reviewed and there may be some follow-up questions based on your answers. Once this document and any following questions have been answered, next steps will be provided.

The Process

This is the process for all discoveries.

1. Agency runs the reports from the Visual Studio zip file and sends the requested information to whomever on the SaaS team will be reviewing.
2. Accela reviewer converts the pdf outputs to editable MS Word .docx files.
3. An initial review is completed.
4. Initial review is sent in an email to the Agency with comments and request for any missing data.
5. The Agency returns the document with any requested information.
6. The Agency and the reviewer go back and forth in email or via zoom meeting until all needed info is provided.
7. The Accela reviewer establishes the LOE .
8. Once the LOE is established the VP of SaaS Migrations determines the SaaS migration price.
9. The Accela Account AE then determines the SaaS costs.
10. The pricing package can then be delivered to the Agency.

Agency Login ID/Code: CHULAVISTA

Agency Name: City of Chula Vista

Production Version of Accela: 21.2.0

Production Version Patch Level: 21.2.0_11

Accela Investigative Review

Note! Make sure you have “View Comments” turned on for this document.

- Make sure Show/Comments is on when reviewing this document.
- Items in **YELLOW** need to be reviewed and confirmed by you.
- Items in **GREEN** have been reviewed with no apparent adverse implications uncovered.
- Items in **BLUE** appear to be opportunities for engaging Accela professional services or your preferred Accela Partner.
- In addition to comments, Items/sections of note or concern are highlighted in **ORANGE** and may have an associated comment. Please review and provide feedback as needed.
- Items flagged as needing to be further analyzed would be looked at during a business analysis phase as part of the migration project.
- Send your responses back for additional review.

Accela Products

Please identify the ***Civic Platform*** products installed for your installation.

Y/N	Accela Product	Additional Information
Y	Citizen Access	https://permits.chulavistaca.gov/CitizenAccess/Admin/default.aspx
Y	GIS - Silverlight	https://pip.chulavistaca.gov/agisprodv20/ (obsolete – no longer used)
Y	GIS - JavaScript	https://permits.chulavistaca.gov/agisprodjs/api
N	Accela Civic Pay	PayPal43_Live
Y	EDMS - ADS	1.12 TB
EDMS_VENDOR=ADS;EDMS_DOCUMENT_SIZE_MAX=600MB;ADS_SERVER_URL=http://ads.chulavistaca.gov/documentservice/index.cfm;ADS_SERVER_SECURITY_KEY=ACCELAAUTOPROD12345;ADS_SERV_PROV_CODE=CHULAVISTA;ADS_CLEARANCE_KEY=ZXO11MWEMPOH92LCD32D9G6GS4H5PK;ADS_SECURITY_KEY=U1G0HQYIGT7VC690V8OSWP74681AA3;DEFAULT=YES;		
Y	EDMS - Accela	0GB
EDMS_VENDOR=ACCELA;EDMS_DOCUMENT_SIZE_MAX=30MB;ACA_EDMS_DOCUMENT_SIZE_MAX=30MB;DEFAULT=NO;		

Accela Field Products

What Accela apps, form factor and operating system platforms are in use by your inspectors in the field?

** Note! Regarding the Accela Mobile Office (AMO) - **Windows only** application. **This is not to be confused with Accela Mobile which is an App that runs on your phone or other smart device.** As the smart device apps mature, AMO will eventually be End of Life. No EOL date has been established. As part of the upgrade to Azure we are trying to gauge the current usage of AMO. Does your staff utilize the Accela Mobile Office Windows only application?

Y/N	Accela Product	Device Profile: Smartphone, Tablet, Laptop	Platform (Windows, iOS, Android)	Approximate Count of Field Users
Y	** Accela Mobile Office (AMO)		Windows Only	46 Count increased from 20 in 2021 (obsolete – not used)
N	Mobile Apps - Inspector			
N	Mobile Apps - Code Officer			
N	Mobile Apps - Contractor Central			
Y	Mobile Apps - Accela Mobile	IPAD		46

User Interface

Please list the **non-admin** interfaces in use by **back-office** users at your agency

Y/N	User (Non-Admin) Interface
N	V360 (available in versions as of 6x)
Y	“New UI” available as of version 8. Renamed to “Oxygen” (available in versions 10 and higher)

Consoles - SHARED

Listing provided of the defined SHARED/TEMPLATE consoles at your agency.

Suggestion:

This is a suggestion only. It is not required that you make this suggested change. Consoles are still required for access to pages in Accela. However, the need for multiple consoles is largely deprecated within the new user interface starting with version 8.0. Once your users are fully in the newer interface, it is no longer necessary to have multiple consoles with all the portlets duplicated in each.

Every console a user or group has access to defines the “pages” available to them in the new UI (User Interface). The following are suggestions only:

- a. Remove self-consoles
- b. Create a basic console consisting of all pages that every user need.
- c. Create role specific consoles like Cashier, Inspector, Admin and only add the pages those groups need in addition to the base.

Console Name	Incorporates a Custom Portlet Y/N	Description/Usage
Agency Default	N	Default Console
Agency Admin	N	Admin Console
Inspection	N	Inspector's Console
Enforcement	N	Code Enforcement
LOU Console	N	template console
Admin Staff	N	Minimum admin rights for DSD admin staff
Cont/Prof/PubUser	N	To register online users
Emily console	N	template console
CB Licensing	N	Cannabis Business Licensing

Consoles - SELF

Listing provided of the defined SELF/INDIVIDUAL consoles at your agency.

Suggestion:

This is a suggestion only. It is not required that you make this suggested change. "Self" consoles have long term maintenance concerns as when new features are added each console would have to be edited before the user sees them as available.

Console Name	Incorporates a Custom Portlet Y/N
JOHNG	N
DANP	N
BRIANC	N
SHAYNEW	N
NOEMIS	N
MICHELLEG	N
MARISOLA	N
EMILYN	N
KARENW	N
FERNANDOF	N
DARING	N
MAGGIEG	N
JOANNEH	N
ADMIN	N
LOUE	N
SUSANG	N
CONNIEH	N

Installation

Licensed Solutions IN USE

Agency may have licenses for additional solutions not currently in use.

ex. Land Management, Service Requests
LandMgt
LicenseCaseMgt

Modules

Please list the modules that have been enabled. If the module has been renamed with an alias, please mark it below:

- *Ex. Building, Licenses, Fire, Business Licensing*
- *Example: Special Districts (alias of Building), Cannabis (alias of Licensing)*

Module Name	Alias of
Building	Building
Cannabis	Building
CannabisPermit	Building
Fire	Building
LandDevelopment	Building
Permits	Building
Planning	Building
PlanReview	Building
PublicWorks	Building
RightOfWay	Building
Enforcement	Enforcement
Licenses	Licenses

Accela Master Script Events

Count of master scripts by version

Master Script Version	Count
MASTER SCRIPT - 21.1.2	19
MASTER SCRIPT - 9.2.1	2
UNDEFINED PRE-3.x SCRIPTING	9

Source Control

List of agency utilized script source control

Script Source Control	URL
Script source control <i>Example: GitHub for repository of scripts</i>	https://github.com/ChulaVistaCa/AccelaScriptRepository.git

EMSE Execute Options

Active EMSE execute options

Flag	Script Method
Y	SCRIPT

Database Platform & Version

Please specify your database Platform Vendor & Version (ex: SQL Server 2019)

Does your implementation contain the Accela Multi-Language packs? No

Database names and associated information

Database Name	Logical Name	File Type	File Physical Name	Size (GB)
CV-AA	accela	Data File	X:\Databases\SQL\CVData\DATA\CV-AA.mdf	86
CV-AA	accela_log	Log File	X:\Databases\SQL\CVData\DATA\CV-AA_log.LDF	0
CV-JS	jetspeed	Data File	X:\Databases\SQL\CVData\DATA\CV-JS.mdf	0
CV-JS	jetspeed_log	Log File	X:\Databases\SQL\CVData\DATA\CV-JS_log.LDF	0

Authentication

Please identify your current methods for user login authentication. Indicate if each method authenticates to the Accela Back-Office or Citizen Access or Both by placing a “Y” in the proper columns.

Y/N	Method	Additional Info	Accela Back-Office Authentication Y/N	Citizen Access Authentication Y/N
N	Custom SSO Adapter		N	N
Y	Native Civic Platform Authentication (Stand-Alone user accounts in Accela)		Y	Y

Methods available for authentication

Method	Discussion Points
Accela Internal account management	<ul style="list-style-type: none"> Requires account management directly inside the Accela UI so would not be connected to domain accounts.
SLDAP (Secure LDAP)	<ul style="list-style-type: none"> Would have to be external facing. Usually not allowed by most CISO's Requires the agency to purchase a secure certificate from a well-known authority. Self-Signed certificates are not supported.
SSO Azure AD	<ul style="list-style-type: none"> Azure AD (Public Only) Missing support for Azure Government and Azure Government DoD
SSO Okta	<ul style="list-style-type: none"> Agency ID's utilizing underscores will not authenticate. Ex: My_Agency
Custom SAML2 api	<p>** Coming in a future release</p> <ul style="list-style-type: none"> Agencies can build their own api using SAML2 protocols
AD Domain Services in Azure	<ul style="list-style-type: none"> Agency would need to provision a Domain Controller in their Azure tenant at a cost to the agency. Maybe limit sync group to Accela users only

Users

The current Accela **PRODUCTION** environment contains

143	BACK OFFICE USERS
6108	PUBLIC USERS
61	INSPECTORS

EDMS Details

Non-Accela EDMS (Electronic Doc Mgmt Sys)	EDMS URL	Size of all attachments in GB
Database	EDMS_VENDOR=ACCELA;EDMS_DOCUMENT_SIZE_MAX=30MB;ACA_EDMS_DOCUMENT_SIZE_MAX=30MB;DEFAULT=NO;	0.005
Fileshare	EDMS_VENDOR=ADS;EDMS_DOCUMENT_SIZE_MAX=600MB;ADS_SERVER_URL=http://ads.chulavistaca.gov/documentservice/index.cfm;ADS_SERVER_SECURITY_KEY=ACCELAUTOPROD12345;ADS_SERV_PROV_CODE=CHULAVISTA;ADS_CLEARANCE_KEY=ZXO11MWEMPOH92LCD32D9G6GS4H5PK;ADS_SECURITY_KEY=U1G0HQYIGT7VC690V8OSWP74681AA3;DEFAULT=YES;	1.14 TB

Reference Data Loads

Please identify any reference data and periodic loads into the Civic Platform along with frequency.

(Add additional rows as needed)

Y/N	Item	Management (I)nternal to Accela (E)xternal Data Load (X)APO - Accela external APO (N/A) Not Utilized in Accela	Frequency of External Loads	Source
Y	Address, Parcel , Owner and Genealogy	X		XAPO
Y	Licensed Professionals			CSLB
N	Contacts			
N	Assets			

Integrations

Please identify any implemented system integrations.

Please identify the **NON-Civic Platform** products installed that interact with the Civic Platform. List other implemented system integrations. Please include a high-level description and relevant details like: communication protocols, any relevant diagrams for the integration, one-way or two-way, real-time vs data extract or load, Civic Platform integration points (i.e. GovXML, REST API, Generic Query Service, EMSE Web Service, av.biz web services, direct database.)

Examples: Non-Accela IVR like Selectron, EDMS systems like Laserfiche or OnBase, SAP, etc....

EPaymentAdapter

Description	Details	Comments
ACAAdapterType	PayPal43_Live	

Integration Points

Please indicate if any of the following methods are in use: (Add rows as needed)

Y/N	Integration Point	Daily Calls Average & Peak	Vendor	Description of Functionality
N	Civic Data			
Y	Direct Database Query	50 Avg, 100 Peak	In-House	In-house reporting and ad-hoc data queries
N	Direct Database Insert/Update			
N	GovXML			
Y	REST API		XAPO	
N	Generic Query Web Service			
Y	EMSE Web Service		CSLB	
??	Financial/Cap Web Service			Tyler Cashiering integration. Currently starting integration work with vendor so number of calls is unknown at this point
Y	Contract State Licensing Board web services		CSLB	
??	Third Party Electronic Document Management System (EDMS)		Laserfiche	Electronic document management. Currently starting integration work with vendor so number of calls is unknown at this point.
??	Electronic Plan Review		E-Plan Soft	Electronic Plan Review. Currently starting integration work with vendor so number of calls is unknown at this point.
N	Accela Custom Portlets in consoles			
N	Civic Insight			
Y	IVR		SELECTRON	
Y	GIS		ESRI	
Y	Cashiering Adapter		Velosimo	Construct

GIS

Please describe how your agency GIS services can/will be consumed by Accela GIS from Accela's cloud.

Item	Answer
Who is your GIS vendor and what version	ESRI 10.9.1
On-premise or Cloud	On Premise
Do you have a dedicated map service for Accela	Yes
Are your GIS map services consumed by Accela products accessible from the internet	Yes
If your map service is internet accessible is it password secured	Currently not password secured. For some strange reason, we can't get Accela GIS to work with a password. It works fine without.

Agency Information

Agency ID's located in Database

CHULAVISTA	City of Chula Vista
PUBLICUSER	Generic Account for PUBLICUSER Creation

Distinct Agency ID's with Records

CHULAVISTA

Bandwith & PII

Item	Answer
What is your agency bandwidth to the Internet?	2 GB bandwidth
What is your peak usage percentage of available bandwidth?	Peak percentage 50%,
What are the estimated maximum simultaneous back-office users of the Civic Platform?	We have 146 licenses, 140 in use and I estimate 50 – 55 maximum simultaneous users. Many of our users use Accela intermittently to research permit info, update a workflow status, etc.
How would you rate the reliability of your connection to the internet? Excellent, Ok, Poor	Excellent
Identify all sensitive personal information stored in the Civic Platform ex: social security numbers, EINs, credit card info, etc	We do not store EIN's, SSN's or credit card info except maybe the last 4 digits of a card number.

Preferred Partner

If your agency has a preferred partner for this engagement, please list below so that we can keep them up to date with the project schedule.

Partner Name	Contact Name	Phone Number	Email

Civic Platform Enhancement Requests

Please provide a listing of new functionality you would like Accela to consider in a future release of the Civic Platform

Description of Needs

Customizations

Citizens Access

Please identify if any of the following are in use:

Y/N	Item	Description
Y	Custom ACA wrapper/skin	
N	Brand Builder	

Citizens Access Custom Components

Are you using Custom components in Citizen Access? Please describe custom components and usage. Add rows as needed.

Component	Description

Reporting

Reporting Platform	Reporting Vender Version	Number of Reports	
ADHOC	ADHOC	11	
SSRS	MSSQL2016	178	

Count of Direct Print Reports: 0

Report Source Files

Provide a compressed file with all ***non-accela*** (Adhoc & ARW) report source files. *Example: RTF source files SSRS uses .rdl files Crystal Reports uses .rpt files.*

All reporting information contained within this document only reflects what is currently linked with the Civic Platform - Report Manager.

Custom Objects List

<p>Custom Objects are not allowed in the SaaS database. As part of the migration these objects will need to be removed and any items depending on them remediated.</p> <p>This list is provided as a beta a work in progress and may provide a few false positives. The list will need to be completely reviewed as part of an approved project for valid custom objects that need to be removed.</p> <p>As a rule, objects incorporating the following into the object name are orphaned back-up objects that can be removed after review.</p> <ul style="list-style-type: none"> • bkup_ or _BAK_ or _bak • objects incorporating dates in the name • RXXX where XXX corresponds to an upgrade version. Ex: BCUSTOMIZED_CONTENT_R720 						
- Object Name - Name of custom object						
- Schema - Database owner of Object						
- Type - Abbreviated Object Type						
- Object Type - Table, View, Function, Procedure, Trigger, Index, etc.						
- Status of Object : Accela Base, Custom, Orphan (Upgrade, Conversion, Discovery), SQL Server Base Object						
- Agency Purpose - Description provided by Agency of the Purpose/Need for this functionality. ex: Reporting, Data Cleansing, Data Loading, etc.						
- Manipulates Data - Is this custom object used to Add, Edit, or Delete data within the Civic Platform						
OBJECT NAME	SCHEMA NAME	TYPE	OBJECT TYPE	STATUS Accela Base Custom Orphan - Upgrade Orphan - Conversion Orphan - Discovery SQL Server Base Object	Agency Purpose/Need	Data (M)anipulate (R)ead-Only
GetSessionID	dbo	PC	CLR_STORED_PROCEDURE	Custom	Current cashiering interface	R
GetInvoices	dbo	FT	CLR_TABLE_VALUED_FUNCTION	Custom	Current cashiering interface	R
GetInvoicesV2	dbo	FT	CLR_TABLE_VALUED_FUNCTION	Custom	Current cashiering interface	R
MakePartialPayment	dbo	FT	CLR_TABLE_VALUED_FUNCTION	Custom	Current cashiering interface	M
MakePayment	dbo	FT	CLR_TABLE_VALUED_FUNCTION	Custom	Current cashiering interface	M
MakePaymentV2	dbo	FT	CLR_TABLE_VALUED_FUNCTION	Custom	Current cashiering interface	M
VoidPayment	dbo	FT	CLR_TABLE_VALUED_FUNCTION	Custom	Current cashiering interface	M

CalcWorkDays	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
CV_ASMT_FmtAddress	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
CV_ASMT_FmtAPNToBPIS	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
CV_ASMT_FmtApplicantAddress	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
CV_ASMT_FmtBedroomCount	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
CV_ASMT_FmtDateMMDDYY	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
CV_ASMT_FmtHouseCount	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
CV_ASMT_FmtPermitNo	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
CV_ASMT_FmtPhone	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
CV_FmtPhoneNo	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
CV_GetDateOnly	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
CV_PadString	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
FN_CVFormatAddress	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
FN_CVGetPermitPriParcel	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
FN_GET_ADDRESS_INFO_V2	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
FN_GetQuadrantCashier	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
FN_GetQuadrantCashierV2	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
GISLookupCity	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
LastIndexOf	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
PadString	dbo	FN	SQL_SCALAR_FUNCTION	Custom	Reporting & ad-hoc data queries	R
CEMonthlyStatisticsReport	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
CEMonthlyStatisticsReportV2	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R

CV_ASMT_ExtractAssessorWeekly	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
cv_ASMT_GetExportParams	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
cv_ASMT_UpdateDateRange	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
CV_EngGetContacts	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
CV_EngGetPlanTypesWeb	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
CV_ExtractDataSDFA	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
CV_find_columns	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
CV_FixCircularRef	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
CV_GetSwitchSettings	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
CV_PlanProjDetailRpt	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
CV_PlanProjDetailSubRpt	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
CV_PlanProjStatusSummaryReport	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
CV_StageDocument	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
CV404Report	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
CV404SubReport	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
CVPermitActivityDataReport	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
ENGR_PlansInProgressWeb	dbo	P	SQL_STORED_PROCEDURE	Custom	Reporting & ad-hoc data queries	R
GetCashieringPermitData	dbo	P	SQL_STORED_PROCEDURE	Custom	Current cashiering interface	R
GetQuadrantPermitData	dbo	P	SQL_STORED_PROCEDURE	Custom	Current cashiering interface	R
GetQuadrantPostPayment	dbo	P	SQL_STORED_PROCEDURE	Custom	Current cashiering interface	R
PostCashieringPartialPayment	dbo	P	SQL_STORED_PROCEDURE	Custom	Current cashiering interface	M
PostCashieringPayment	dbo	P	SQL_STORED_PROCEDURE	Custom	Current cashiering interface	M

VoidCashieringPayment	dbo	P	SQL_STORED_PROCEDURE	Custom	Current cashiering interface	M
agency	dbo	U	USER_TABLE		??	
BBMessages	dbo	U	USER_TABLE		??	
BulkTransfer	dbo	U	USER_TABLE		??	
CV_AddrImport	dbo	U	USER_TABLE	Custom	Not needed – to be removed	
CV_ASMT_ExtractParams	dbo	U	USER_TABLE	Custom	Reporting & ad-hoc data queries	R
CV_ASMT_PermitCodesXRef	dbo	U	USER_TABLE	Custom	Reporting & ad-hoc data queries	R
CV_ClassMaster	dbo	U	USER_TABLE	Custom	Reporting & ad-hoc data queries	R
CV_DeferredFeeCodes_JUNK	dbo	U	USER_TABLE	Custom	Not needed – to be removed	R
CV_FeeltemImport	dbo	U	USER_TABLE	Custom	Reporting & ad-hoc data queries	R
CV_QuadrantTylerXRef	dbo	U	USER_TABLE	Custom	Reporting & ad-hoc data queries	R
CV_TranCodes	dbo	U	USER_TABLE	Custom	Reporting & ad-hoc data queries	R
CV_XRefPPPlusAAUser	dbo	U	USER_TABLE	Custom	Reporting & ad-hoc data queries	R
default_preferences	dbo	U	USER_TABLE		??	
errorMsgs	dbo	U	USER_TABLE		??	
G1_B1_CONTACT_NBR_MISMATCH	dbo	U	USER_TABLE		??	
G1_CONTACT_MAP	dbo	U	USER_TABLE		??	
G1_XP_CONTACT_NBR_MISMATCH	dbo	U	USER_TABLE		??	
preferences	dbo	U	USER_TABLE		??	
proxy_settings	dbo	U	USER_TABLE		??	
RLAUNCHPAD_PAGES_R2120	dbo	U	USER_TABLE		??	
CV_DevProjPermitList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
CV_Documents	dbo	V	VIEW		Custom document view we created for the EDMS to ADS migration. Not needed at this point	R

CV_MasterFeeSchedule	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
CV_VForm5551	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
CV_VLinkedRecords	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
CV_VReceipt	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
CV_vwGIS_PermitActivity	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
CV_vwPermitDateTypeList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
CV_vwPermitStatusList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
CV_vwPermitTimeInProcess	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
CV_vwProjDtlOrderList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CEGarageSale	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CELnopVehicles	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CEInspection	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CEViolation	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CEWorkflow	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CV404Report	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CV404ReportV2	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVBldRecTypes	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVCertOfCompliance	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVCodeEnfRecord	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVCodeEnfStatsRecord	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVCodeOfficerList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVDevelopmentList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R

V_CVDevListWithDescription	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVDevProjPermitList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVEngFees	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVEngPlansInProcess	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVEngTaxRollLevy	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVFee	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVFEE_PAYMENT_HISTORY	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVFEE_PAYMENT_HISTORY_WithSplits	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVFeeItems	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVFeeNoPmtMethod	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVFeeSchedules	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVFeeV2	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVFeeV3	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVFeeWithSplits	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVINSPECTION	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVInspectionV2	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVMajorProjectStatus	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVMajorProjStatusDtl	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVMeterClearanceReport	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVMFFRecord	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitActivityData	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitAddresses	dbo	V	VIEW	Custom	Reporting & ad-hoc	R

					data queries	
V_CVPermitFeeDetail	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitFeeDetailDevList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitFeeDetailNoPmtMethod	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitFeeDetailNoPmtMethodV3	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitFeeDetailV2	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitFeeDetailV3	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitFeeTracking	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitFeeTrackingFeeItemDetailInvoiced	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitFeeTrackingValuationItemDetail	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitProjDevDtl	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitsApplied	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitsFinalDateByAPN	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitsIssued	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitsIssuedDateByAPN	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitsPendingDateByAPN	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPermitsSDFA	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPlannningCases	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPlanProjStatusSummary	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVPlanRecTypes	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVProjectList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVProjRevRouting	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R

V_CVReceipt	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVReceiptPymt	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVRecord	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVRecordCannabis	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVRecordCannabisPolice	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVRelatedRecord	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVSelectronContactList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVTrustAccounting	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVUsers	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVWeeklyAssessorPermits	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVWirelessTelecomm	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVWorkflow	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVWorkFlowAnalysis	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVWorkflowGroupList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVWorkflowGroupMemberList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVWorkflowMaster	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVWorkflowPermitCategoryList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVWorkflowPermitStatusList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_CVWorkflowStatusList	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_XRefCVInspPPTtoAA	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_XRefCVInspPPTtoAA2	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
V_XRefCVInspPPTtoAA3	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R

vwGIS_CodeCases	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R
vwGIS_PermitActivity	dbo	V	VIEW	Custom	Reporting & ad-hoc data queries	R

APPENDIX B: MIGRATION STEPS

MIGRATION STEPS (Estimated Duration)	LEAD/RESOURCE
1. Kickoff (10 Days – Week 0)	
Build and baseline Project Plan for Upgrade and Migration	Customer Project Manager
Status Report	Customer Project Manager
Sharepoint Site	Accela Project Manager
Provision environments - Nonprod1/Nonprod2/Production	Customer Project Manager
Kickoff meeting	Customer Project Manager
2. Analysis (10 Days – Week 2)	
Provide database backups to Accela	Customer DBA
Provide report files and report priorities to Accela	Customer Developer
Provide ACA customization files to Accela	Customer Developer
Provide interface information to Accela	Customer Developer
Load databases to conversion environment; perform initial review	Accela DBA
Database issues identified (if any)	Accela DBA
Load database to Nonprod1 environment	Accela DBA
Reports analysis and triage	Accela Cloud Architect
Interface analysis	Accela Cloud Architect
3. Remediation and Import (68 Days – Week 3)	
Adjust firewall rules and network topologies as necessary	Customer Network Engineer
Customer to minimize on-prem development or customization	Customer Developer
Accela smoke test of Nonprod1	Accela Cloud Architect
Report remediation and unit testing	Accela Report Developer
Interface remediation and unit testing	Accela Cloud Architect
Configure GIS and APO load	Cloud Architect / City GIS
Update master scripts and update API calls	Accela Cloud Architect
Load ACA Customizations to Nonprod1	Accela Cloud Architect
Migrate and test integrations	Cloud Architect / Customer Accela Admin
Accela report testing	Accela Project Manager
Customer report testing	Customer Accela Admin
Remediate any report issues	Accela Cloud Architect
Customer reporting retest	Customer Accela Admin
4. Non-Prod Deploy - Prepare Environment for Testing (7 Days – Week 12)	
Provide database backups to Accela	Customer DBA
Export configuration changes from Nonprod1	Accela Cloud Architect
Load database to Accela conversion environment	Accela DBA
Load database to Nonprod1 environment	Accela DBA
Import configuration changes to Nonprod1	Accela Cloud Operations
Final preparation of non-prod environments for testing	Customer Accela Admin
5. User Testing (75 Days – Week 13)	
Develop Test Plan	Customer Project Manager
User Testing (UAT)	Customer SMEs
Issue Resolution	Accela Cloud Architect
Validate issue resolution	Customer SMEs
6. Deploy (17 Days – Week 24)	
Create Go-Live Checklist	Customer Accela Admin
Develop a Communication Plan	Customer Accela Admin
Prepare Production environment	Customer Project Manager
Test interface, integrations, and reporting	Accela DBA / Cloud Arch / Cust Admin
Go/No-Go decision	Accela DBA / Cloud Arch / Cust Admin
Implement Go-Live Checklist	Accela DBA / Cloud Arch / Cust Admin

APPENDIX C: CHANGE ORDER FORM

Agency:
Project Code:
Contract ID:
Initiating Department:
Initiated By:

CO #:
Date:

A. PROJECT CHANGE DESCRIPTION/TASK SUMMARY:

1. [Description of Change #1 – Issue details/scope impact, add as many as needed]

- Schedule impact:
- Resource impact:
- Cost impact:

2. Etc.

Total Project Schedule Impact: [Enter]

Total Project Resource Impact: [Enter]

Total Project Cost Impact: [Enter]

B. BILLING TERMS:

Please describe the method by which Accela may bill the customer. Typically for CO's this is T&M.

C. EXPIRATION:

If this is a CO for a bucket of T&M hours there needs to be an expiration date

SIGNATURE AND ACCEPTANCE

The above services will be performed in accordance with this Change Order Form and the provisions of the Contract (as such term is defined in that certain Professional Services Statement of Work No. 1, dated June 30, 2025, by and between the undersigned parties (the “SOW”). The approval of this Change Order Form will act as an authorization for Accela and/or Agency to perform work in accordance with this Change Order Form, including any new payment terms identified in this Change Order. This Change Order Form takes precedence (and supersedes anything to the contrary) in the SOW.

Accepted By:	Accepted By: Accela, Inc.
By:	By:
Print Name:	Print Name:
Title:	Title:
Date:	Date: