



# DU PAGE COUNTY

## Development Committee

### Final Regular Meeting Agenda

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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Tuesday, June 3, 2025

10:30 AM

Room 3500B

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1. CALL TO ORDER

2. ROLL CALL

3. CHAIRMAN'S REMARKS- CHAIR TORNATORE

4. PUBLIC COMMENT

5. MINUTES APPROVAL

5.A. [25-1380](#)

Development Committee - Regular Meeting - May 20, 2025

6. INFORMATIONAL

6.A. [25-1422](#)

Presentation Title: Local Policy: Housing Delivery from the Bottom Up

The presentation outlines DuPage County's strategic efforts to increase affordable housing through zoning reforms, inclusionary policies, and financial incentives, addressing barriers such as high costs and limited land availability. Key achievements include regulatory amendments enabling historic lot development, accessory dwelling units, and two-unit conversions, with future plans focused on establishing a land bank, housing trust fund, and new residential zoning districts. The presentation was given at the Grounded Solutions Network's 2025 Housing Conference in Washington D.C.

6.B. [TE-P-0008-25](#)

Recommendation for the approval of a contract to Accela, Inc., for annual subscription service for Accela Velosimo Connect Enterprise for Bluebeam and Citizen Access and Civic Platform for Building & Zoning, Public Works, Stormwater, and Transportation, for the period of June 23, 2025 through June 22, 2029, for a contract total amount not to exceed \$1,144,575.00. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source - Proprietary Software Maintenance and Support)

7. REGULATORY SERVICES

7.A. [DC-R-0003-25](#)

Transfer of funds from unappropriated cash funds to the BUILDING, ZONING, & PLANNING FUND – COMPANY 1100, ACCOUNTING UNIT 2810, IN THE AMOUNT OF \$646,204, to pre-pay the first three years of a five-year renewal contract with Accela Inc. for permitting software. (Building & Zoning)

- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
- 10. ADJOURNMENT**



## Minutes

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #: 25-1380**

**Agenda Date: 6/3/2025**

**Agenda #: 5.A.**

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# DU PAGE COUNTY

## Development Committee

### Final Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**Tuesday, May 20, 2025**

**10:30 AM**

**Room 3500B**

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**1. CALL TO ORDER**

10:30 AM meeting was called to order by Vice-Chair Yeena Yoo at 10:30 AM.

**2. ROLL CALL**

<b>PRESENT</b>	Covert, Krajewski, Ozog, Rutledge, and Yoo
<b>ABSENT</b>	Tornatore

**3. CHAIRMAN'S REMARKS- CHAIR TORNATORE**

**4. PUBLIC COMMENT**

No public comments were offered.

Vice-Chair Yoo informed the Committee Members that Chair Tornatore was out of town and she was glad to Chair the Meeting in his absence.

**5. MINUTES APPROVAL**

**5.A. [25-1106](#)**

Development Committee - Regular Meeting - April 15, 2025

**Attachments:**     [Summary Minutes 4-15-2025.pdf](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Sadia Covert
<b>AYES:</b>	Covert, Krajewski, Ozog, Rutledge, and Yoo
<b>ABSENT:</b>	Tornatore

**6. REGULATORY SERVICES**

**6.A. [DC-O-0018-25](#)**

ZONING-25-000008 – ORDINANCE – Smiley: To approve the following zoning relief:

1. Variation to reduce the corner side setback for a new deck from required 30 feet to approximately 10 feet.
2. Variation to reduce the corner side setback for a new front porch from required 27 feet to approximately 20 feet. (Addison/District 1)

ZHO Recommendation to Approve

Development Committee VOTE (Motion to Approve): 5 Ayes, 0 Nays, 1 Absent

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**Attachments:**     [Z-25-000008 Smiley Cty. Bd. \(05-27-2025\).pdf](#)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Sadia Covert
<b>SECONDER:</b>	Mary Ozog
<b>AYES:</b>	Covert, Krajewski, Ozog, Rutledge, and Yoo
<b>ABSENT:</b>	Tornatore

6.B.     [DC-O-0019-25](#)

ZONING-25-000013 – ORDINANCE – Aspen Inc.: To approve the following zoning relief:

Conditional Use to allow an existing shed to remain less than 3 feet from the rear property line (approximately 2.6 feet), where the shed has existed for at least 5 years. (Bloomington/District 1)

ZHO Recommendation to Approve

Development Committee VOTE (Motion to Approve): 5 Ayes, 0 Nays, 1 Absent

**Attachments:**     [Z-25-000013 Aspen Inc. Cty. Bd. \(05-27-2025\).pdf](#)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Sadia Covert
<b>AYES:</b>	Covert, Krajewski, Ozog, Rutledge, and Yoo
<b>ABSENT:</b>	Tornatore

6.C.     [DC-O-0020-25](#)

ZONING-25-000014 – ORDINANCE – Trauth: To approve the following zoning relief:

Variation to reduce the interior side setback for a new deck from required 3 feet to approximately 2 feet, to replace an existing deck with a new deck in the same location. (Lisle/District 5)

ZHO Recommendation to Approve

Development Committee VOTE (Motion to Approve): 5 Ayes, 0 Nays, 1 Absent

**Attachments:**     [Z-25-000014 Trauth Cty. Bd. \(05-27-2025\).pdf](#)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Sadia Covert
<b>SECONDER:</b>	Mary Ozog
<b>AYES:</b>	Covert, Krajewski, Ozog, Rutledge, and Yoo
<b>ABSENT:</b>	Tornatore

6.D. [DC-O-0021-25](#)

ZONING-25-000019 – ORDINANCE – Saiz: To approve the following zoning relief: Variation to reduce the corner side yard setback for a new house on existing foundation from required 20 feet to approximately 10 feet. (Lisle/District 2)

ZHO Recommendation to Approve

Development Committee VOTE (Motion to Approve): 5 Ayes, 0 Nays, 1 Absent

**Attachments:** [Z-25-000019 Saiz Cty. Bd. \(05-27-2025\) Redacted.pdf](#)

Member Rutledge inquired if the petitioner is building on the existing foundation why would zoning relief be needed? Paul Hoss, Planning & Zoning Administration Coordinator explained that the house is considered a new build under the building code and needs to meet the current zoning bulk requirements.

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Sadia Covert
<b>SECONDER:</b>	Mary Ozog
<b>AYES:</b>	Covert, Krajewski, Ozog, Rutledge, and Yoo
<b>ABSENT:</b>	Tornatore

6.E. [DC-R-0002-25](#)

To approve a Resolution of Declaration of Surplus Property located at 22W146 Hillcrest Terrace, Medinah. IL (PIN: 02-11-412-011)

Development Committee VOTE (Motion to Approve): 5 Ayes, 0 Nays, 1 Absent

Mr. Hoss informed the Committee that the property will be going up for auction. The money received for the property will go into the County's eventual housing trust. The lot is approximately 20k sq ft and is serviced by well and septic. He added that in the next few weeks there will be discussion brought to the Finance Committee and County Board about the next steps in housing solutions. This includes a resolution to create a land bank and a resolution to work with a not for profit to create a housing and land trust.

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Sheila Rutledge
<b>AYES:</b>	Covert, Krajewski, Ozog, Rutledge, and Yoo
<b>ABSENT:</b>	Tornatore

7. **OLD BUSINESS**

No old business was discussed.

**8. NEW BUSINESS**

No new business was discussed.

**9. ADJOURNMENT**

With no further business, the meeting was adjourned at 10:39 A.M.



## Informational

421 N. COUNTY FARM  
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**File #:** 25-1422

**Agenda Date:** 6/3/2025

**Agenda #:** 6.A.

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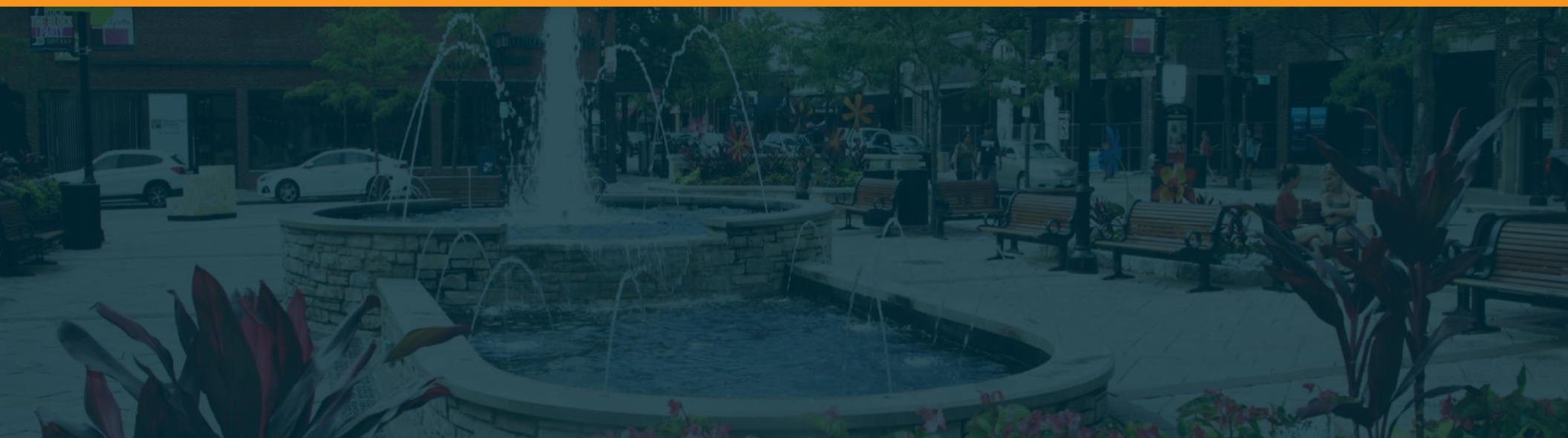




**POLICY.  
PRACTICE.  
POWER.**

# Local Policy: Housing Delivery from the Bottom Up

Paul J. Hoss, DuPage County, IL | May 27, 2025



# Agenda



1. Introduction to DuPage County
2. Our Journey: Context and Background
3. Key Milestones and Achievements
4. Looking Ahead: Vision and Next Steps
5. Closing Remarks

# Introduction to DuPage County



## ❑ Facts about DuPage County:

- ❑ As of 2020, DuPage County's population was 933,031
  - ❑ Second most populous county in Illinois, after Cook County
- ❑ DuPage County has a land area of approximately 336 square miles
- ❑ 39 municipalities are located wholly or partly within the County
- ❑ Located approximately 20 miles west of downtown Chicago





# Introduction to DuPage County



## □ Historical Overview:

- Affluent, commuter-based suburb
- Many residents traditionally traveled to Chicago for work

## □ Current Trends:

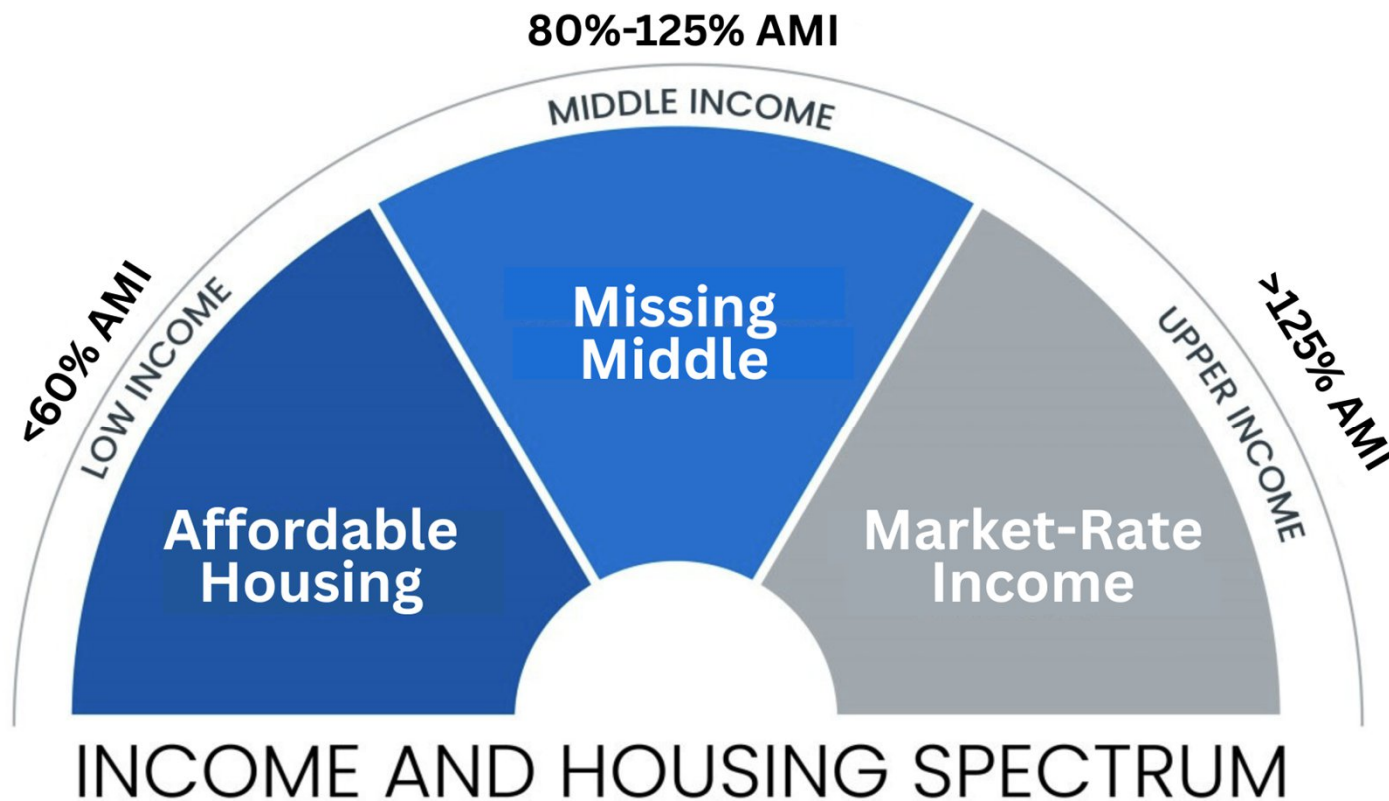
- High median income and strong economic standing still present
- Shift towards a local workforce as employers in DuPage seek highly educated professionals

## □ Opportunities & Challenges:

- Opportunities:
  - Increased potential for residents to live and work locally
  - Pathway to enduring economic prosperity
- Challenges:
  - Adapting to evolving job market needs and workforce demands
  - High cost of living limit accessibility for some residents to live and work in the county



# Introduction to DuPage County



# Introduction to DuPage County



## ❑ Inclusionary Housing Policies and Affordability:

- ❑ The future of DuPage County will require a greater number and wider range of housing types affordable to residents earning 80% to 125% of AMI.
- ❑ Inclusionary policies help balance the housing market by using market-rate housing prices to subsidize a percentage of affordable housing units, typically between 10% and 30%.<sup>8</sup>
- ❑ Incentive-based programs benefit the developer through a tax abatement or a fee-in-lieu that allows them to make more affordable projects that make sense financially. They benefit the community by creating more affordable units.

## Housing Affordability in DuPage County



### MEDIAN HOUSEHOLD INCOME: \$102,000

Highest in the seven-county Chicagoland region



### INCOME DISPARITIES ACROSS THE COUNTY

- Low: \$32,400 in parts of northeast DuPage
- High: \$168,000 in affluent areas like Naperville



### NEW HOME COSTS (2023): \$746,000

Households need to earn 191% of the median income to afford



### APARTMENT AFFORDABILITY

Only 1 in 3 new apartments are affordable to those earning less than 100% of Area Median Income (AMI)

# Introduction to DuPage County



“Recent migration statistics show DuPage County’s racial homeownership gap will also continue to grow. Due to insufficient production of low- and middle-income housing in the county and an average income for entering residents significantly lower than the countywide average and lower than residents who have left the county, the gap in homeownership is primed to keep growing.”

-ForEveryoneHome Housing Action Plan



# Our Journey: Context and Background



## ❑ Housing Solutions Committee

- ❑ The DuPage County Board has committed \$5 million to support affordable housing, aligning with the strategic plan's goal of fostering a thriving economy.

## ❑ Grounded Solutions Partnership

- ❑ In the fall of 2023, DuPage County partnered with Grounded Solutions for an 18-month technical assistance, peer learning, and community engagement program to help localities chart a path to inclusive housing production and preservation through lasting affordability.



# Our Journey: Context and Background



## ❑ Barriers to Attainable Housing Development in DuPage County

- ❑ Attainable housing development in DuPage County is hindered by limited land availability, high acquisition costs, complex zoning regulations, and lengthy approval processes that discourage developer interest.
- ❑ Additional barriers such as high permitting and impact fees make projects financially unfeasible, emphasizing the need for policy and procedural reforms to support sustainable housing development.



### **Limited & Costly Land**

Scarce land availability and rising property prices make development difficult



### **Complex Zoning & Plat Entitlements**

Lengthy and confusing approval processes delay projects



### **Regulatory Burden**

Local and regional regulations add layers of complexity



### **High Fees & Entitlement Costs**

Upfront expenses for approvals may deter development

# Key Milestones and Achievements



- ❑ **Milestone #1: Streamlined Regulations:** Text amendments reduce regulatory barriers, simplifying the development process for both homeowners and developers.
- ❑ **Milestone #2: Expanded Housing Options:**
  - ❑ Historic lots now buildable as of right, offering new opportunities in established neighborhoods
  - ❑ Accessory Dwelling Units (ADUs) provide flexible housing solutions for homeowners and expand rental opportunities
  - ❑ Conversion of single-family homes into two units increases density along Principal Arterial roads, contributing to more affordable and diverse housing options
- ❑ **Milestone #3: Increased Homeownership & Rental Opportunities:** Over 30 property owners actively pursuing development under new amendments.
- ❑ **Milestone #4: Cross-Department Collaboration:** Partnerships with the Health Department lead to improved policies, allowing up to 14 units on a community well.

# Key Milestones and Achievements



## ❑ Achievement #1: Text Amendment T-1-2024 – Historic Lots of Record Minimum Lot Size (Approved June 25, 2024)

- ❑ Allows Historic Lots of Record (platted pre-1957) that are at least 50 feet wide to be buildable—regardless of water/sewer service type.
- ❑ Previous minimum width for lots on well/septic was 66 feet—now reduced to 50 feet for greater flexibility.
- ❑ Streamlines the entitlement process and reduces regulatory burdens—avoids case-by-case zoning relief often denied due to municipal objections.
- ❑ Impacts ~1,000 lots now considered buildable as of right.
- ❑ Already, 20+ property owners have acted or are preparing to build—expanding homeownership opportunities.

# Key Milestones and Achievements



## ❑ Achievement #2: Accessory Housing Amendments (Approved August 27, 2024)

- ❑ Permits Accessory Dwelling Units (ADUs) within existing homes or detached buildings in R-1 to R-4 zones via Conditional Use.
- ❑ Key regulations:
  - ❑ Max floor area: 1,000 sq ft
  - ❑ Must meet yard/bulk standards
  - ❑ Owner occupancy required in either main or ADU unit
  - ❑ No short-term rentals (<6 months)
- ❑ Prior code only allowed ADUs within/attached to the home, and only for occupants 62+ and family-related
- ❑ Expanded eligibility increases flexibility for homeowners and broadens rental housing stock
- ❑ 10+ homeowners are already moving forward under the new rules



# Key Milestones and Achievements



- ❑ Achievement #3: Text Amendment T-3-2024 – Two-Unit Conversions on Principal Arterials (Approved January 28, 2025)
  - ❑ Allows conversion of single-family homes into two units in R-3 and R-4 zones if located on a Principal Arterial Road
  - ❑ Subject to existing bulk regulations—no rezoning needed
  - ❑ 483 properties eligible under this amendment
  - ❑ Responds to withdrawn zoning relief applications due to neighbor/municipal opposition—offers a by-right path to gentle density
  - ❑ Reduces costs and regulatory delays, encouraging more diverse housing
  - ❑ Health Department support: now allows 14 units on a single community well, removing the requirement for sewer/water connections

# Looking Ahead: Vision and Next Steps



❑ Through the recommendations of the ForEveryoneHome Housing Action Plan, DuPage County is moving forward with the following:

❑ 1. Establish Land Bank & Land Trust

- ❑ Goal: Secure and preserve land for long-term affordable housing
- ❑ Action: Explore partnership with local land banks/land trusts to:
  - ❑ Form a County Land Bank for strategic property acquisition
  - ❑ Create a County Land Trust model to maintain long-term affordability

COMMUNITY

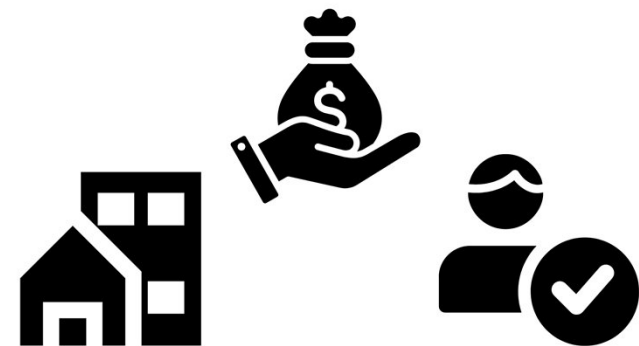


❑ 2. Develop County Housing Trust Fund

- ❑ Goal: Provide flexible, local funding for housing initiatives
  - ❑ Grants for first-time homebuyer programs
  - ❑ Support for affordable housing developments
- ❑ Next Step: Define structure, funding sources, and eligibility criteria

❑ 3. Creation of Two New Zoning Districts, R-3.A and R-4.A

- ❑ Goal: Create two new zoning districts to rezone County-owned property for expanded residential development, including attached and detached dwellings.
- ❑ Next Step: Hold a public hearing before the ZBA and seek final approval of text amendments from the County Board.





# Closing Remarks



**POLICY.  
PRACTICE.  
POWER.**







## Technology Requisition \$30,000 and Over

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**File #:** TE-P-0008-25

**Agenda Date:** 6/3/2025

**Agenda #:** 6.B.

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AWARDING RESOLUTION TO  
ACCELA, INC.  
FOR THE ANNUAL SUBSCRIPTION FOR  
VELOSIMO CONNECT ENTERPRISE FOR BLUEBEAM AND  
ACCELA CITIZEN ACCESS AND CIVIC PLATFORM  
FOR BUILDING AND ZONING, STORMWATER MANAGEMENT,  
DIVISION OF TRANSPORTATION AND PUBLIC WORKS  
(CONTRACT AMOUNT: \$1,144,575.00)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Technology Committee recommends County Board approval for the issuance of a contract purchase order to Accela, Inc., for the annual subscription service for Accela Velosimo Connect Enterprise for Bluebeam and Citizen Access and Civic Platform, for Building & Zoning, Stormwater, Division of Transportation, and Public Works.

NOW, THEREFORE, BE IT RESOLVED, that County contract covering said, for the annual subscription service for Accela Velosimo Connect Enterprise for Bluebeam and Citizen Access and Civic Platform, for the period June 23, 2025 through June 22, 2029, for Building & Zoning, Stormwater, Division of Transportation, and Public Works, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Department to Accela, Inc., 2633 Camino Ramon, Suite 500, San Ramon, CA 94583, for a contract total amount not to exceed \$1,144,575.00.

Enacted and approved this 10<sup>th</sup> of June, 2025 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist  
Procurement Services Division  
This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-1109	RFP, BID, QUOTE OR RENEWAL #: Q-35144 & Q-36554	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$1,144,575.00
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 06/03/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,144,575.00
	CURRENT TERM TOTAL COST: \$1,144,575.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Accela Inc.	VENDOR #: 23818	DEPT: Building & Zoning	DEPT CONTACT NAME: Jim Stran
VENDOR CONTACT: Caitlin Carter	VENDOR CONTACT PHONE: 925-359-3411	DEPT CONTACT PHONE #: 630-407-6700	DEPT CONTACT EMAIL: Jim.Stran@dupagecounty.gov
VENDOR CONTACT EMAIL: ccarter@accela.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). One (1) year subscription service for Velosimo Connect Enterprise for Bluebeam and five (5) year subscription service for Accela Citizen Access and Civic Platform for Building & Zoning, Public Works, Stormwater, and Transportation.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This software will provide the necessary bridge to allow plans to be submitted, reviewed and approved by applicants and County Staff, including concurrent reviews by multiple departments.			

### SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

### SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.  Accela is the sole provider for this software.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.  Accela is a proprietary system.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.  Accela is a proprietary system.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Accela Inc.	Vendor#: 23818	Dept: IT	Division:
Attn: Caitlin Carter	Email: ccarter@accela.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 2633 Camino Ramon, Suite 500	City: San Ramon	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 75320-8298	State: IL	Zip: 60187
Phone: 925-359-3411	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Accela Inc.	Vendor#: 23818	Dept: Building & Zoning	Division:
Attn:	Email:	Attn: Jim Stran	Email: Jim.Stran@dupagecounty.gov
Address: PO VBox 208298	City: Dallas	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 75320-8298	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6700	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 23, 2025	Contract End Date (PO25): Jun 22, 2029

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Accela Velosimo Connect Enterprise for Bluebeam (FY25)	FY25	1100	2810	53807		34,720.81	34,720.81
2	1	EA		Accela Citizen Access and Civic Platform SaaS (FY25, FY26, FY27)	FY25	1100	2810	53807		646,203.30	646,203.30
3	1	EA		Accela Citizen Access and Civic Platform SaaS (FY28)	FY28	1100	2810	53807		226,171.16	226,171.16
4	1	EA		Accela Citizen Access and Civic Platform SaaS (FY29)	FY29	1100	2810	53807		237,479.73	237,479.73
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 1,144,575.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Five (5) year subscription service for Accela Citizen Access and Civic Platform for Building & Zoning, Public Works, Stormwater, and Transportation.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



9110 Alcosta Blvd, Suite H #3030  
San Ramon, CA, 94583

Proposed by: Caitlin Carter  
Contact Phone: (925) 359 - 3411  
Contact Email: ccarter@accela.com  
Quote ID: Q-35144  
Valid Through: 3/04/2025  
Currency: USD

## Renewal Order Form

### Address Information

#### Bill To:

DuPage County  
421 N. County Farm Road  
Wheaton, Illinois, 60187  
United States

#### Ship To:

DuPage County  
421 N. County Farm Road  
Wheaton, Illinois 60187  
United States

Billing Name: Jim Stran  
Billing Phone: 6304076700  
Billing Email: jim.stran@dupageco.org

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Velosimo Connect Enterprise for Bluebeam	Year 1	06/23/2025	06/22/2026	12	\$34,720.81	1	\$34,720.81
TOTAL:							\$34,720.81

#### Pricing Summary

Period	Net Total
Year 1	\$34,720.81
Total	\$34,720.81

#### Renewal Terms/Information:

1. This Order Form, including any OnPrem Licenses, Maintenance and Support, Subscription Services, Enhanced Reporting Database and Managed Application Services will be governed by the applicable terms and conditions. If those terms and conditions are non-existent, have expired, do not apply or have otherwise been terminated, the following terms at [AccelaTerms](#) will govern as applicable, based on the Customer's purchase.
2. No additional or conflicting terms or conditions stated in Customer's order documentation, including, without limitation, purchase orders, will be incorporated into or form any part of this Order Form or the governing agreement, and all such terms or conditions will be null and void.
3. For Software Licenses, Accela may terminate this Order Form in the event the Software is phased out across Accela's customer base. In such event, Accela will provide Customer sufficient advance notice and the parties will mutually agree to a migration plan for converting Customer to another Accela generally-available offering with comparable functionality.
4. Subscriptions continue from the Order Start Date through the number of months listed in this Order Form (or if not

listed, twelve (12) months). Thereafter Subscriptions automatically renew annually as calculated from Order Start Date of Customer’s first Subscription purchase.

- 5. All Software Licenses, Maintenance, and Subscription purchases are non-cancelable and non-refundable.
- 6. Pricing is based upon payment by ACH and check. Payment by credit card (including Purchase Cards) for product and services in this Order Form will be subject to a service charge of 3%. There is no service charge for ACH or check payment.
- 7. Customer may purchase additional licenses at the same price and for the same term as the licenses in this Order Form. Additional licenses purchased in this way will have the same annual price applicable for the purchase period and will have the same uplift and term dates as Customer’s existing licenses.
- 8. Use of Velosimo products is subject to the applicable terms and conditions provided at [Velosimo](#).
- 9. The necessary access URL and credentials will be provided to allow the Customer and its Authorized Users access to the subscription service.

Signatures	
Accela, Inc.	Customer
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:



9110 Alcosta Blvd, Suite H #3030  
San Ramon, CA, 94583

Proposed by: Caitlin Carter  
Contact Phone: (925) 359 - 3411  
Contact Email: ccarter@accela.com  
Quote ID: Q-36554  
Valid Through: 06/01/2025  
Currency: USD

## Renewal Order Form

### Address Information

#### Bill To:

DuPage County  
421 N. County Farm Road  
Wheaton, Illinois, 60187  
United States

#### Ship To:

DuPage County  
421 N. County Farm Road  
Wheaton, Illinois 60187  
United States

Billing Name: Jim Stran  
Billing Phone: 6304076700  
Billing Email: jim.stran@dupageco.org

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Accela Citizen Access - Subscription Population (All Depts) (935,126 Population)	Year 1	06/23/2025	06/22/2026	12	\$31,252.27	1	\$31,252.27
Accela Civic Platform - Subscription User - Stormwater	Year 1	06/23/2025	06/22/2026	12	\$2,668.82	22	\$58,714.12
Accela Civic Platform - Subscription User - Transportation	Year 1	06/23/2025	06/22/2026	12	\$2,668.82	8	\$21,350.59
Multi-User Subscription - Building & Zoning	Year 1	06/23/2025	06/22/2026	12	\$2,668.82	33	\$88,071.18
> Accela Building - SaaS	Year 1	06/23/2025	06/22/2026	12	\$0.00	33	\$0.00
> Accela Planning - SaaS	Year 1	06/23/2025	06/22/2026	12	\$0.00	33	\$0.00
Multi-User Subscription - Public Works	Year 1	06/23/2025	06/22/2026	12	\$2,668.82	6	\$16,012.94
> Accela Building - SaaS	Year 1	06/23/2025	06/22/2026	12	\$0.00	6	\$0.00
> Accela Planning - SaaS	Year 1	06/23/2025	06/22/2026	12	\$0.00	6	\$0.00
TOTAL:							\$215,401.10

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Accela Citizen Access - Subscription Population (All Depts) (935,126 Population)	Year 2	06/23/2026	06/22/2027	12	\$31,252.27	1	\$31,252.27
Accela Civic Platform - Subscription User - Stormwater	Year 2	06/23/2026	06/22/2027	12	\$2,668.82	22	\$58,714.12
Accela Civic Platform - Subscription User -	Year 2	06/23/2026	06/22/2027	12	\$2,668.82	8	\$21,350.59

Transportation							
Multi-User Subscription - Building & Zoning	Year 2	06/23/2026	06/22/2027	12	\$2,668.82	33	\$88,071.18
> Accela Building - SaaS	Year 2	06/23/2026	06/22/2027	12	\$0.00	33	\$0.00
> Accela Planning - SaaS	Year 2	06/23/2026	06/22/2027	12	\$0.00	33	\$0.00
Multi-User Subscription - Public Works	Year 2	06/23/2026	06/22/2027	12	\$2,668.82	6	\$16,012.94
> Accela Building - SaaS	Year 2	06/23/2026	06/22/2027	12	\$0.00	6	\$0.00
> Accela Planning - SaaS	Year 2	06/23/2026	06/22/2027	12	\$0.00	6	\$0.00
<b>TOTAL:</b>							\$215,401.10

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Accela Citizen Access - Subscription Population (All Depts) (935,126 Population)	Year 3	06/23/2027	06/22/2028	12	\$31,252.27	1	\$31,252.27
Accela Civic Platform - Subscription User - Stormwater	Year 3	06/23/2027	06/22/2028	12	\$2,668.82	22	\$58,714.12
Accela Civic Platform - Subscription User - Transportation	Year 3	06/23/2027	06/22/2028	12	\$2,668.82	8	\$21,350.59
Multi-User Subscription - Building & Zoning	Year 3	06/23/2027	06/22/2028	12	\$2,668.82	33	\$88,071.18
> Accela Building - SaaS	Year 3	06/23/2027	06/22/2028	12	\$0.00	33	\$0.00
> Accela Planning - SaaS	Year 3	06/23/2027	06/22/2028	12	\$0.00	33	\$0.00
Multi-User Subscription - Public Works	Year 3	06/23/2027	06/22/2028	12	\$2,668.82	6	\$16,012.94
> Accela Building - SaaS	Year 3	06/23/2027	06/22/2028	12	\$0.00	6	\$0.00
> Accela Planning - SaaS	Year 3	06/23/2027	06/22/2028	12	\$0.00	6	\$0.00
<b>TOTAL:</b>							\$215,401.10

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Accela Citizen Access - Subscription Population (All Depts) (935,126 Population)	Year 4	06/23/2028	06/22/2029	12	\$32,814.88	1	\$32,814.88
Accela Civic Platform - Subscription User - Stormwater	Year 4	06/23/2028	06/22/2029	12	\$2,802.26	22	\$61,649.83
Accela Civic Platform - Subscription User - Transportation	Year 4	06/23/2028	06/22/2029	12	\$2,802.26	8	\$22,418.12
Multi-User Subscription - Building & Zoning	Year 4	06/23/2028	06/22/2029	12	\$2,802.26	33	\$92,474.74
> Accela Building - SaaS	Year 4	06/23/2028	06/22/2029	12	\$0.00	33	\$0.00
> Accela Planning - SaaS	Year 4	06/23/2028	06/22/2029	12	\$0.00	33	\$0.00
Multi-User Subscription - Public Works	Year 4	06/23/2028	06/22/2029	12	\$2,802.26	6	\$16,813.59
> Accela Building - SaaS	Year 4	06/23/2028	06/22/2029	12	\$0.00	6	\$0.00
> Accela Planning - SaaS	Year 4	06/23/2028	06/22/2029	12	\$0.00	6	\$0.00



<b>TOTAL:</b>	\$226,171.16
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Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Accela Citizen Access - Subscription Population (All Depts) (935,126 Population)	Year 5	06/23/2029	06/22/2030	12	\$34,455.63	1	\$34,455.63
Accela Civic Platform - Subscription User - Stormwater	Year 5	06/23/2029	06/22/2030	12	\$2,942.38	22	\$64,732.32
Accela Civic Platform - Subscription User - Transportation	Year 5	06/23/2029	06/22/2030	12	\$2,942.38	8	\$23,539.03
Multi-User Subscription - Building & Zoning	Year 5	06/23/2029	06/22/2030	12	\$2,942.38	33	\$97,098.48
> Accela Building - SaaS	Year 5	06/23/2029	06/22/2030	12	\$0.00	33	\$0.00
> Accela Planning - SaaS	Year 5	06/23/2029	06/22/2030	12	\$0.00	33	\$0.00
Multi-User Subscription - Public Works	Year 5	06/23/2029	06/22/2030	12	\$2,942.38	6	\$17,654.27
> Accela Building - SaaS	Year 5	06/23/2029	06/22/2030	12	\$0.00	6	\$0.00
> Accela Planning - SaaS	Year 5	06/23/2029	06/22/2030	12	\$0.00	6	\$0.00
<b>TOTAL:</b>							\$237,479.73

#### Pricing Summary

Period	Net Total
Year 1	\$215,401.10
Year 2	\$215,401.10
Year 3	\$215,401.10
Year 4	\$226,171.16
Year 5	\$237,479.73
<b>Total</b>	<b>\$1,109,854.19</b>

#### Renewal Terms/Information:

1. This Order Form, including any OnPrem Licenses, Maintenance and Support, Subscription Services, Enhanced Reporting Database and Managed Application Services will be governed by the applicable terms and conditions. If those terms and conditions are non-existent, have expired, do not apply or have otherwise been terminated, the following terms at [AccelaTerms](#) will govern as applicable, based on the Customer's purchase.
2. No additional or conflicting terms or conditions stated in Customer's order documentation, including, without limitation, purchase orders, will be incorporated into or form any part of this Order Form or the governing agreement, and all such terms or conditions will be null and void.
3. For Software Licenses, Accela may terminate this Order Form in the event the Software is phased out across Accela's customer base. In such event, Accela will provide Customer sufficient advance notice and the parties will mutually agree to a migration plan for converting Customer to another Accela generally-available offering with comparable functionality.
4. Subscriptions continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months). Thereafter Subscriptions automatically renew annually as calculated from Order Start Date of Customer's first Subscription purchase.

- 5. All Software Licenses, Maintenance, and Subscription purchases are non-cancelable and non-refundable.
- 6. Pricing is based upon payment by ACH and check. Payment by credit card (including Purchase Cards) for product and services in this Order Form will be subject to a service charge of 3%. There is no service charge for ACH or check payment.
- 7. Customer may purchase additional licenses at the same price and for the same term as the licenses in this Order Form. Additional licenses purchased in this way will have the same annual price applicable for the purchase period and will have the same uplift and term dates as Customer’s existing licenses.
- 8. The prepayment amount for Years 1 through 3 of the order is \$646,203.30. Years 4 and 5 will be billed annually thereafter.

Signatures	
Accela, Inc.	Customer
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:

5/22/2025

DuPage County, IL  
421 N County Farm Road  
Wheaton, IL 60187

Re: Sole Source Status

Dear Sarah Godzicki:

Please allow me to offer the following information to clarify the source status of Accela, Inc.'s ("Accela") products and services. Accela, as owner and software manufacturer of Accela software products and services, is the sole source provider of technical support and maintenance for all Accela software products and services licensed to DuPage County, IL , including Accela Citizen Access, Accela Civic Platform Users, and Multi-User Subscription (Building & Planning). No third-party vendor, company, or entity is authorized to develop new features for, provide development services for, or to maintain these products and services.

If you have any questions or concerns, please contact Madina Sharifi via email at [msharifi@accela.com](mailto:msharifi@accela.com).

Sincerely,

**Signature on File**

Michael E. Gigliello  
Controller



## Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: Apr 22, 2025

Bid/Contract/PO #:

Company Name: Accela, Inc.	Company Contact: Contracts Admin
Contact Phone: (925) 659-3200	Contact Email: contractsadmin@accela.com

### The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

☒ **NONE (check here) - If no contributions have been made**

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

☒ **NONE (check here) - If no contacts have been made**

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

### Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

### The full text for the county's ethics and procurement policies and ordinances are available at:

[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

### I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature Signature on File

Printed Name Michael E. Gigliello

Title Controller

Date Apr-24-2025

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)



## Development Resolution

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**File #:** DC-R-0003-25

**Agenda Date:** 6/3/2025

**Agenda #:** 7.A.

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ADDITIONAL APPROPRIATION FOR  
THE BUILDING, ZONING & PLANNING FUND  
COMPANY 1100, ACCOUNTING UNIT 2810  
\$646,204

WHEREAS, appropriations for the BUILDING, ZONING & PLANNING FUND for Fiscal Year 2025 were adopted by the County Board pursuant to Ordinance FI-O-0010-24; and

WHEREAS, due to the need to renew the permitting software, Accela, there is a need for an additional appropriation in the BUILDING, ZONING & PLANNING FUND - COMPANY 1100, ACCOUNTING UNIT 2810 in the amount of \$646,204 (SIX HUNDRED FOURTY-SIX THOUSAND, TWO HUNDRED FOUR, AND NO/100 DOLLARS); and

WHEREAS, the additional appropriation of \$646,204 in the BUILDING, ZONING & PLANNING FUND - COMPANY 1100, ACCOUNTING UNIT 2810 towards renewing the County's Accela permitting software is necessary in order for the County to make an up-front pre-payment to Accela for use of its software over the next three (3) years of their five (5) year Contract at a negotiated and beneficial flat rate, pursuant to Resolution No.TE-P-0008-25; and

WHEREAS, there is sufficient unappropriated cash in the BUILDING, ZONING & PLANNING FUND - COMPANY 1100, ACCOUNTING UNIT 2810 to support an additional appropriation of \$646,204 (SIX HUNDRED FOURTY-SIX THOUSAND, TWO HUNDRED FOUR, AND NO/100 DOLLARS); and

WHEREAS, the need to provide an additional appropriation in the amount of \$646,204 (SIX HUNDRED FOURTY-SIX THOUSAND, TWO HUNDRED FOUR, AND NO/100 DOLLARS); in the BUILDING, ZONING & PLANNING FUND - COMPANY 1100, ACCOUNTING UNIT 2810 creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED, by the DuPage County Board that an additional appropriation (Attachment) in the amount of \$646,204 (SIX HUNDRED FOURTY-SIX THOUSAND, TWO HUNDRED FOUR, AND NO/100 DOLLARS); in the BUILDING, ZONING & PLANNING FUND - COMPANY 1100, ACCOUNTING UNIT 2810 is hereby approved and added to the Fiscal Year 2025 Appropriation Ordinance.

Enacted and approved this 10<sup>th</sup> day of June, 2025 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK

ADDITIONAL APPROPRIATION FOR  
THE BUILDING, ZONING & PLANNING FUND  
COMPANY 1100, ACCOUNTING UNIT 2810  
\$646,204

FUNDING SOURCE

30000-0000 – Fund Balance – Unassigned	\$646,204
TOTAL FUNDING SOURCE	<u>\$646,204</u>

EXPENDITURES

CONTRACTUAL SERVICES

53807-0000 – Subscription IT Arrangements	\$646,204
TOTAL CONTRACTUAL SERVICES	<u>\$646,204</u>
TOTAL ADDITIONAL APPROPRIATION	<u>\$646,204</u>