



STAFF REPORT

DATE: December 7, 2021

TO: Kent Cagle, City Manager

FROM: Willie Resto, Executive Director of Information Technology

SUBJECT: Authorize an Interlocal Agreement with South Central Planning and Development Commission (SCPDC) to procure the software MyPermitNow

BACKGROUND AND FINDINGS:

The City of Killeen lacks a centralized development process. Data for Permits, Code Enforcement, and Planning and Zoning resides in different folders in different drives. This makes it difficult for staff to gain a complete perspective on a property when permitting or code enforcement questions arise.

The South Central Planning and Development Commission (SCPDC), a regional planning commission and political subdivision of the State of Louisiana, developed an online permitting software, MyPermitNow. The software standardizes the process flows, improves efficiency, communicates with the public, and creates a standard set of metrics for reporting and management. The software allows customers to check workflows, timelines and status of submitted permits, pay online, schedule inspections and receive letters of approval/disapproval, etc. It is essentially a no-boundary permitting software allowing a contractor one registration log-in, but the ability to view multiple projects in multiple jurisdictions.

MyPermitNow software is used by multiple cities and counties across the United States. A host of cities in our region, including Copperas Cove, Harker Heights, and Leander use the software.

An Interlocal Agreement with the SCPDC to utilize MyPermitNow will assist staff in improving permitting coordination, communication with contractors and developers, and transparency for the public on items that have been permitted, where code violations exist, or where variances were granted. From a staffing perspective, it brings a level of project management and tracking that is currently missing from the process, as well as a geospatial review of the information by address. The geospatial view is important when considering rezoning or variances so that a clear 10,000-foot view of the affected surroundings is accurately depicted. The proposed Interlocal Agreement includes an initial two year term which will automatically renew for subsequent twelve month terms unless either party notifies the other of its intention not to renew at least thirty days in advance.

THE ALTERNATIVES CONSIDERED:

1. Do not approve the Interlocal Agreement with the South Central Planning and Development Commission

2. Approve the Interlocal Agreement with the South Central Planning and Development Commission

Which alternative is recommended? Why?

Approve the Interlocal Agreement with the South Central Planning and Development Commission for the utilization of MyPermitNow.

CONFORMITY TO CITY POLICY:

The Interlocal Agreement between the City of Killeen and South Central Planning and Development Commission conforms to City policy and Texas Government Code, chapter 791.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

The cost of MyPermitNow is based on the number of permits issued. Based on the number of permits issued from FY21, the annual estimated cost is \$55,635. Development Service intends to begin using MyPermitNow by March 2022, which makes the estimated FY22 cost \$35,000.

Is this a one-time or recurring expenditure?

This is a recurring expenditure.

Is this expenditure budgeted?

Funds are available in the General Fund account 010-4051-450.42-43.

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

Yes

RECOMMENDATION:

Staff recommends that City Council approve the Interlocal Agreement with SCPDC for the procurement of MyPermitNow software in the amount of \$35,000 for Fiscal Year 2022 and that the City Manager, or designee, be authorized to execute any and all change orders as permitted by state and local law.

DEPARTMENTAL CLEARANCES:

Finance

Legal

ATTACHED SUPPORTING DOCUMENTS:

Interlocal Agreement