



AGENDA ITEM SUMMARY FORM

MEETING DATE: May 24, 2022

PREPARED BY: Lindsay Koskiniemi, CPM, CGFO, Assistant Director of Development Services

AGENDA CONTENT: Discussion and possible action on the approval and execution of an interlocal agreement between the City of Angleton and South Central Planning and Development Commission (SCPDC) through its agent, The Capital Area Council of Governments (CAPCOG), for the provision of My Government Online software for the Development Services Department.

AGENDA ITEM SECTION: Consent Agenda

BUDGETED AMOUNT:

FUNDS REQUESTED: \$20,000

FUND: General Fund, Administration, Professional Services 01-500-417

EXECUTIVE SUMMARY:

This item is a request for approval to allow the City Manager to execute an interlocal agreement with South Central Planning and Development Commission (SCPDC) through its agent, The Capital Area Council of Governments (CAPCOG) for the provision of My Government Online software for the Development Services Department.

Development Services staff researched several different types of software providers and software capabilities and identified the My Government Online software to be the most compatible with the department's needs and most capable of supporting the breadth of all areas of work within the Development Services Department which include, but are not limited to, short term responsibilities such as permitting and inspections, code enforcement, health inspections, etc. as well as long term responsibilities such as zoning change requests, variance requests, and plan reviews.

My Government Online software will not only support the dynamic areas of departmental responsibilities, but also offers end-user interfacing and workflow management that can be fully operated via software application, thus we anticipate will increase output and reduce process times for staff and end users by providing notification when processes are complete (for example, notification to applicant of inspection outcome).

Future steps that will need to be in place to offer the highest tier of service, will include a user kiosk for public use at City Hall that will promote paperless work processes. Additionally, staff will need an additional 3 field tablets to enable field operation in real time. Some of the additional support devices will be included in the Fiscal Year 2022 – 2023 budget request.

Per the City of Angleton City Charter, Part I – Home Rule Charter Angleton, Texas, Chapter 2 – Administration, Division 2 – Purchasing, Section 2-146(c), the City Manager may authorize purchases up to

\$50,000. The anticipated cost associated with software procurement and implementation is anticipated to cost no more than \$26,000, conservatively. There is no start-up cost, but the City would be responsible for reimbursing the technicians for travel costs associated with installation and training and a one-time fee for ACH transaction integration. The anticipated cost includes travel reimbursement for SCPDC technicians. After software is installed, the monthly cost for all modules is anticipated to be approximately \$1,150.00 based on the tier of issued permits, for an annual cost of approximately \$13,800.

The proposed interlocal agreement for My Government Online software has been amended by staff and reviewed by legal.

RECOMMENDATION:

Staff recommends approval.