



CITY OF MENIFEE

SUBJECT: EnCodePlus Software Agreement Amendment

MEETING DATE: July 7, 2021

TO: Mayor and City Council

PREPARED BY: Margarita Cornejo, Financial Services Manager

REVIEWED BY: Cheryl Kitzerow, Community Development Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute Amendment No. 1 to Software as a Service Agreement with EnCodePlus, LLC for the Standard90 EnCode Plus software extending the license term through August 12, 2026 and adding Permit Streamlining features for a revised aggregate total contract of \$130,500.

DISCUSSION

As part of the Community Development Department's comprehensive Development Code update and efforts to provide a more engaged/interactive interface to the Development Code, the City has used the EnCodePlus software solution beginning 2018. EnCodePlus, LLC's solution provides an online content-management platform that streamlines planning and zoning practices and municipal code management with a fully integrated suite of tools that support collaboration, real-time self-publishing, interactivity and user engagement.

During the Fiscal Year 2020/21 the Community Development Department was successful in securing grant funding from the State of California's Local Action Planning Grants ("LEAP") program which provides over-the-counter grants complemented with technical assistance to local governments for the preparation and adoption of planning documents, and process improvements that:

1. Accelerate housing production
2. Facilitate compliance to implement the sixth-cycle Regional Housing Needs Assessment.

Part of the City's LEAP funds are dedicated to permit streamlining efforts. In reviewing the EnCodePlus solution's additional features, staff had identified several valuable features which can be added to the current system to achieve permit streamlining. Such features will include, but are not limited to:

- Floor Area Ratio Calculator
- Parking Calculator
- Signage Calculator
- GeoLocator (GIS integration)
- GeoZone 3D (GIS integration)
- Custom Indexing
- eReader tool

Staff recommends using LEAP funds awarded to the City to fund the addition of these new features. The addition of these new features will include a one-time cost of \$31,700 and Year 1 (FY2021/22) annual fee of \$6,500 and \$4,250 for the existing Standard90 EnCode Plus License for a total of \$42,450. Beginning with Year 2, FY2022/23, the annual licensing costs will increase from \$4,250 to \$17,950. With the extension of the agreement through August 2026, the estimated total revised contract from the original contract will total \$130,500 including the one-time costs. By leveraging grant funds, the City will be able to significantly upgrade and expand the capacity of the EnCode solution, and thereby further streamline processes for the public.

STRATEGIC PLAN OBJECTIVE

Responsive and Transparent Community Government

FISCAL IMPACT

The overall fiscal impact of the proposed Amendment No. 1 to the EnCode Plus agreement will be \$110,000, increasing the original agreement from \$20,500 to \$130,500. The fiscal impact to Fiscal Year 2021/22 will be \$42,450 which includes one-time costs of \$31,700 and annual licensing fees of \$6,500 and \$4,250 for the existing license. The \$42,450 will be funded as follows:

Account #	Amount (\$)
301-4330-52840 (Permit Streamlining- LEAP)*	\$31,700
110-4330-51353 (Cloud Based Subscriptions/Licenses)	10,750
TOTAL	\$42,450

* Will be funded by existing LEAP grant funds eligible to be carried forward (rolled over) into Fiscal Year 2021/22.

Funding for future year annual licensing costs, estimated at \$17,950, will be budgeted as part of the annual budget process. No additional budget appropriation action(s) is required. However, as noted above, existing grant funds (LEAP) will be carried forward into the Fiscal Year 2021/22 budget to cover the one time set up costs of \$31,700.

ATTACHMENTS

1. Amendment No. 1 to EnCode Plus Service Agreement
2. Executed Service Agreement with EnCode Plus