



## AGENDA MEMORANDUM

Action item for the City Council Meeting of August 20, 2019

**DATE:** August 20, 2019

**TO:** Peter Zaroni, City Manager

**FROM:** Nina Nixon-Mendez, Director of Development Services  
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### Amendment to enCodePlus Software License Service Agreement

#### **CAPTION:**

Resolution authorizing amendment No. 1 to enCodePlus Software License service agreement for a five-year extension with enCodePlus, LLC of Sugar Land, Texas, to host the content of the Unified Development Code for a not to exceed total amount of \$44,400.00 and a revised service agreement value not to exceed \$93,600.00; amendment effective October 1, 2019, with first-year funding of \$8,880.00 through the Development Services Fund.

#### **PURPOSE:**

The resolution is to approve amendment No. 1 to enCodePlus Software License service agreement.

#### **BACKGROUND AND FINDINGS:**

On October 1, 2016, Development Services and the City entered into an agreement with enCodePlus, LLC for use of enCodePlus software, an Internet-based document presentation and content management system, which allowed for improved search function, updating, amending, archiving, publishing ordinances, codes, and standards for the Unified Development Code. The code and all subsequent amendments made in 2016-2018 were entered and tested in the software platform, which went live in March 2019 ([www.cctexas.com/udc](http://www.cctexas.com/udc)). The original contract term was October 1, 2016 to September 30, 2019. The reason for the amendment is to extend the license for 5 years and build in calculator feature after Unified Development Code amendments. The amended term will end September 30, 2024.

The enCodePlus software provides a use-friendly format to search the code, and provides pop up definitions, cross references to code sections. The enCodePlus software also features an archiving component for recalling ordinances by number, date or keyword. The enCodePlus review process allows the emailing of ordinances to City Staff, Commission and Council for review within the program by date stamping and archiving changes while maintaining a running record of the ordinance that was in effect on any preceding date. The five-year extension will facilitate future amendments and updates to the Unified Development Code. Amendment drafts can be created and shared with multiple staff members for review. Upon City Council approval, the amendments can go live immediately after certification of the ordinance. The Advanced 180° license will provide calculators for parking, landscaping, and buffer yards to facilitate site plan submissions to Development Services. The Advanced 180° is requested to enable phasing in of calculators after the UDC provisions have been amended. The software allows developers and businesses to conduct a word search and to look up zoning districts for a particular land use.

Development Services is seeking Council's approval for the renewal and replacement of the Premium 360° license with an Advanced 180° license, due to the number of upgrade features included in the license.

**ALTERNATIVES:**

Not applicable.

**OTHER CONSIDERATIONS:**

Not applicable.

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency

**DEPARTMENTAL CLEARANCES:**

Development Services

**FINANCIAL IMPACT:**

X Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2018-2019</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$514,404.08	\$35,520.00	\$549,924.08
Encumbered / Expended Amount	\$453,345.33	\$0.00	\$453,345.33
This item	\$8,880.00	\$35,520.00	\$44,400.00
<b>BALANCE</b>	<b>\$52,178.75</b>	<b>\$0.00</b>	<b>\$52,178.75</b>

**Funding Detail:**

Fund: 4670 – Development Services Fund  
Organization/Activity: 11300 – Business Support Services  
Mission Element: 284 – Oversight of land development and public infrastructure process  
Project # (CIP Only): N/A  
Account: 530000 – Professional Services

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Amendment No. 1  
Service Agreement