



MEMORANDUM

Date: November 14, 2024

To: The City Commission for the City of Key West

From: Raj Ramsingh, Chief Building Official

Subject: Purchase of GovBuilt Software Platform for Building Permit Processing

Sponsors: Interim City Manager Todd Stoughton

ACTION STATEMENT:

The Chief Building Official, through the Interim City Manager Respectfully requests that the City Commission considers the purchase of a new software platform from MCCi GOVBUILT, in the amount of \$348,452.50, pursuant to Section 2-797 (3) Purchases and Acquisitions Under Governmental Purchasing Cooperative Purchasing Programs via the governmental discount through an existing OMNIA-NCPA 01-162 contract (5% and 10% discounts for software and services).

BACKGROUND:

The City of Key West currently uses the Central Square Community Development applications suite (TraKiT) for Building, Code Compliance, Licensing, and Planning to provide services to the citizens of Key West. The city relies heavily on the system for day-to-day operations and online payments for the Building Department. The system was implemented in 2016, and Central Square has not made any improvements to modernize the system to accommodate current technology.

The current system is antiquated and not equipped to handle the growing needs of the above departments. Its weaknesses include the inability to automate annual license renewals, accept online payments for license renewals or Planning projects, provide a seamless online experience during checkout, limited reporting, and it does not allow customers to print their licenses and/or permits.

The city started its search for a comprehensive replacement solution approximately 18 months ago. After extensive communications and Zoom meetings with three software vendors, GovBuilt, Oracle, and SmartGov, the Directors narrowed their search to one vendor.

After further communications and program pilot testing by Building, Code, Licensing, and I.T., a decision was made to move forward with the MCCi Govbuilt software platform, which incorporates the needs of each department at a competitive price. The search considered key items, such as recurring subscription costs, data migration and compatibility with the existing financial system, the ability to provide core services for each department, and a robust online experience. Other providers were considered, however it is the belief of staff that MCCi GovBuilt met all of the criteria required by the city departments.

FINANCIAL IMPACT:

The total for the purchase is \$348,452.50, which is being allocated to both the Building and Planning Departments. Per Florida Statute 553.80, building permit funds collected must only be used to enforce the Florida Building Code, and software technology upgrades is a permissible use of these funds.

The FY2024-2025 budget allocated \$250,000 to the Building Department for operational support for the online application startup program and is funded under General Fund account number 001-2401-524-6400. The Building Department allocation of the purchase is \$268,534 and will require a budget transfer from General Fund reserve account 001-1900-519-9803 in the amount of \$18,534.00.

The Planning/Zoning allocation for year 1 is \$79,919 and will be transferred from General Fund reserve account 001-1900-519-9803.

OPTIONS:

1. Approve the proposed Resolution to purchase the MCCi GovBuilt operating software system. The Building, Planning, Licensing and Code Department operations will migrate to a more seamless platform; especially in light of new legislative changes take effect on January 1, 2025, requiring a more efficient and timely processing of building permits.
2. Deny the proposed Resolution. The TraKit system will continue to be the operating platform, which staff believes is an inferior and inefficient operating platform.

RECOMMENDATION:

Staff recommends authorizing the purchase of the GOVBUILT Platform Services, for a total of \$348,452.50, without formal competitive procurement under Sect 2-797 (3) Purchases and Acquisitions Under Governmental Purchasing Cooperative Purchasing Programs via the governmental discount through an existing OMNIA-NCPA 01-162 contract.