



Agenda Item Report

Meeting Type: City Council

Meeting Date: December 3, 2024

Item Title: Permitting Module by Civic Plus

Submitted By: Mike Kornmann, Director of Community and Economic Development

Detailed Description of Subject Matter: This module would be an addition to our existing web site to provide a front end online permitting system (for building permits and zoning) and provide a permit management system that would provide better communication and coordination internally between contractors, city utilities, public works, and community development staff. Any applicant/property owner would be able to log in and check the status of their permit in addition to applying and paying online. The module would be a key component in providing better customer service to external and internal customers. The module also includes a mapping component.

The annual cost of the module is \$5,300 with a one-time set up fee of \$2,900. The module would be paid for through an increase in building permit and zoning permit fees. Our fees should reflect our current costs related to development. By covering the cost through development permits, it ties the cost directly to development and not the general taxpayer.

Prices increase January 1, 2025

List all Supporting Documentation Attached:

- Civic Plus Permitting Module Contract/Invoice (Permitting, Zoning, GIS)

Action Requested of Council: Approval of the Civic Plus contract/invoice.