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## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** February 10, 2025

**TOPIC** GOGov Permitting and Licensing Software

### BACKGROUND BRIEF:

Administration is requesting that Village Council approve a contract with GOGov, Inc., for its permitting and licensing software unlimited subscription service. Currently, the Village utilizes Microsoft Excel spreadsheets to record and track all of its permits and licenses. Spreadsheets are very limited their functionality to search, retrieve, report, and follow up. The GOGov system is a robust and powerful web based system that is accessible from anywhere for any user with an account. The system would allow the Village to consolidate all permits and licenses into a single system, would offer online applications and payment of fees, enhance information sharing between departments and agencies, improve permit follow up and enforcement, facilitate permit renewal processes, generate activity reports as needed, reduce workload, and eliminate reliance on local servers and electricity to ensure operability. The system also integrates with the GOGov GoEnforce code enforcement module which is already in use by the Village, thereby flagging properties that are subject to current code enforcement actions when considering permits or licenses.

Building permits would continue to be processed through the Township's BS&A building inspections and permitting module.

Attached please find the request from Planning and Zoning Coordinator Belko and the proposal from GOGov for the information of Council. Village Attorney Kucharek is recommending a supplemental contract to ensure compliance with federal law and other requirements.

### SUMMARY OF PREVIOUS COUNCIL ACTION:

None

### FINANCIAL IMPACT:

The total annual cost for the GOGov permitting and licensing software unlimited subscription is \$6,240.00. A budget amendment is necessary for this project and is also attached.

**RECOMMENDED MOTION:**

#1 – To approve Budget Amendment BA-2025-101-228-03 to provide a supplemental appropriation in the amount of \$6,240.00 for the GOGov permitting and licensing unlimited annual subscription service.

#2 – To approve the contract with GOGov, Inc., in the amount of \$6,240.00 in accordance with the firm's proposal dated December 10, 2024, for the GOGov permitting and licensing software unlimited annual subscription service and authorize the Village Manager to execute all necessary documents on behalf of the Village relating to this contract.