



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 21, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to enter into a Software Services Agreement with Camino Inc. for permit and licensing processes.

BACKGROUND/SUMMARY:

This proposed contract with Camino will enhance our online permitting process we currently have with the My Government Online platform by providing guides for each permit application so residents and anyone using the MGO system can more accurately and efficiently provide the correct information on their permits without having to email or the call the office. It works by providing personalized check lists for each application, so a user would select the project(s) they are wanting to do, then they system will ask them a series of questions to determine the scope of the project and if that application is correct or if other applications are needed, then it would provide them a list of documents that would be required for that permit, and an estimated total cost for the permit(s). We can also provide additional support documents like city standard details or city code references that are applicable to the specific permit being applied for so the user only sees relevant information to what they're trying to do. There would then be a link to the MGO site for them to apply.

The term of the contract is 5-years and \$9,999/year. The fee would come from Technology Fees that we already assess on each application. Last fiscal year we collected \$40,630 in Technology Fees and this FY to date we've collected \$22,696.

LEGAL REVIEW: Yes – Deron Henry
FISCAL IMPACT: No – included in current Technology Fees
PRESENTATION: Yes
ATTACHMENTS: Yes

- Presentation
- Contract

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve a Software Services Agreement with Camino Inc. for permit and licensing processes.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**