



# Administrative Report

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H.14., File # 25-0762

Meeting Date: 6/3/2025

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**To: MAYOR AND CITY COUNCIL**

**From: MARC WIENER, COMMUNITY DEVELOPMENT DIRECTOR**

## **TITLE**

APPROVE AN AMENDMENT TO THE AGREEMENT WITH IWORQ SYSTEMS INC. TO IMPLEMENT AN ENGINEERING MODULE TO PRODUCE AND ISSUE ENCROACHMENT AND RIGHT-OF-WAY WORK PERMITS, INCREASING THE ANNUAL COST BY \$10,000 FOR A NEW NOT-TO-EXCEED CONTRACT TOTAL OF \$75,000

## **EXECUTIVE SUMMARY**

The Community Development and Public Works Departments are committed to enhancing customer service by making the City's construction permitting processes easier and more efficient for applicants. To meet these goals, the Departments have explored innovative solutions that leverage technology to streamline operations and improve efficiency.

Accordingly, the City recently implemented the iWorQ permit management system which supports submittal of online applications and coordinates project reviews performed by staff in various Departments. The Public Works Engineering Services Division currently utilizes the Building and Safety Division's permitting module. This solution has improved services, however, establishing a separate and additional permitting module exclusively for the Engineering Services Division will allow staff to customize the work flows and issue encroachment and right-of-way permits that are processed in the most efficient way possible. Utilizing the iWorQ platform will allow staff across Departments to collaborate seamlessly and track the progress of various applications more effectively.

Staff recommends the City Council approve the proposed amendment to add a permit module for the Public Works Department Engineering Division. The module would increase the annual value of the iWorQ Agreement by compensation \$10,000, bringing the total not-to-exceed amount to \$75,000 annually.

## **COORDINATION**

This item was coordinated with the Community Development, Public Works, and Information Technology Departments. The City Attorney's Office prepared the proposed amendment.

## **FISCAL IMPACT**

The proposed amendment would increase the annual cost of the iWorQ software from \$65,000 to \$75,000. Funding for the agreement is available in the respective Department's annual operating budgets.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Agmt - First Amendment to the Agreement with iWorQ Systems Inc.
- Agmt - iWorQ Systems Inc.
- Insurance - iWorQ Systems Inc.