



## Legislation Text

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**File #:** O-533-22, **Version:** 1

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OpenCounter  
Department of Economic Development  
Sandy Spang (x1614)  
Revised

**Authorizing the Mayor to enter into an amended agreement with Open Counter Enterprises, Inc. for the OpenCounter Business Portal, Residential Portal and ZoningCheck Platform and an Applications Platform for business and special events applications; waiving competitive bidding requirements of TMC Chapter 187; authorizing the expenditure of an amount not to exceed \$112,000 from the Information and Communications Technology Fund; and declaring an emergency.**

### SUMMARY & BACKGROUND:

This ordinance authorizes an amended agreement with OpenCounter Business Portal, Residential Portal and ZoningCheck, which together comprise Permit Planner. The Business Portal demonstrates to entrepreneurs the costs and requirements of starting a business or completing a development project. The Residential Portal Shows homeowners how to comply with code and permit requirements for home improvement projects. ZoningCheck aids applicants in understanding how the zoning code will impact site selection and project requirements. Permit Planner launched April 20, 2022. In the first five months, 1,343 individuals have scoped projects, and 3,843 zoning look-ups were conducted, with the goal of improving permitting compliance while freeing City staff for other tasks.

The addition of OpenCounter's Application platform will enable online application, document upload and payment for business registrations, permits and licenses, including Convenience Store Licensing, Mobile Food Vendor Registration, Home Occupation, and Short-Term Rental Permits. The platform will also allow citizens to apply and pay online for Special Event Permits.

The amount requested includes Business Portal, Residential Portal and ZoningCheck annual subscription cost of \$96,450, and \$15,550 for the implementation and annual subscription of an online Applications Platform. Funds were included in the 2022 amended budget for this purpose.

NOW, THEREFORE, Be it ordained by the Council of the City of Toledo:

SECTION 1. That the Mayor is authorized to enter into an amended agreement with Open Counter Enterprises, Inc. for the OpenCounter Business Portal, Residential Portal and ZoningCheck and an Applications Platform, upon such terms and conditions as approved by the Directors of Economic Development, Information & Communication Technology and Law.

SECTION 2. That this Council finds it is in the best interest of the City to waive the competitive procurement requirements of TMC Chapter 187 for the reason that Open Counter Enterprises, Inc. is currently the sole source provider of a location aware scoping tool commercially available to local governments and it

integrates with the City's existing permitting and licensing platforms.

SECTION 3. That the expenditure of an amount not to exceed \$112,000 annually over the term of the agreement is authorized from the Information and Communications Technology Fund Account Code 7084-17500-1144007ITSAAS.

SECTION 4. That the Finance Director is authorized to draw warrant or warrants against the above account code in amounts not to exceed those authorized above in payment of the above authorized obligations upon presentation of the proper voucher or vouchers.

SECTION 5. That this Ordinance is declared to be an emergency measure and shall take effect and be in force from and after its passage. The reason for the emergency lies in the fact that this ordinance is necessary for the immediate preservation of the public peace, health, safety and property, and for the further reason that this ordinance must be immediately effective in order to timely implement OpenCounter and improve permitting services city-wide.

Vote on emergency clause: yeas \_\_\_\_\_, nays \_\_\_\_\_.

Passed: \_\_\_\_\_, as an emergency measure: yeas \_\_\_\_\_, nays \_\_\_\_\_.

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
President of Council

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor

I hereby certify that the above is a true and correct copy of an Ordinance passed by Council

\_\_\_\_\_.

Attest: \_\_\_\_\_  
Clerk of Council