

New Website and Automation with CivicPlus Workshop

July 28, 2026

10:00 AM



City of Cedar Key
Levy County, FL



Call to Order

Opening Remarks



City of Cedar Key
Levy County, FL

Project Background and History

Previously CivicPlus
Permitting Purchased by
Previous Clerk for Building
Department (Internal Use)

Current Website runs
through IT Services with
Reora

Two Projects to Consider:
Website and Automation -
Permitting and Others

Permits are submitted via
email and then tracked to
JPI

Financial Overview

Total Investment as of June 2026

\$49,825.75

CivicPlus (Website and Automation) \$46,000.00

James Moore \$2060.18

GIS Mapping \$800.00

CSG Forte \$875.58

Claude AI \$89.99



Financial Overview

Moving Forward

CivicPlus Yearly Renewal Fee (+5%):



2027: \$15,798.07

2028: \$16,587.97

2029: \$17,417.37

2030: 18,288.24

Current Project Status-Website Only

Contracted for Website Design & Content

Design is 100% Complete

Content is 90% Complete

Website was ready to launch in December 2025.

Content migration was pulled from existing website to new website at the end of November 2025.

Best practice from CivicPlus is to launch within 2-3 weeks of migration to limit managing two websites (old & new).

NEW

New Legislation Requirement

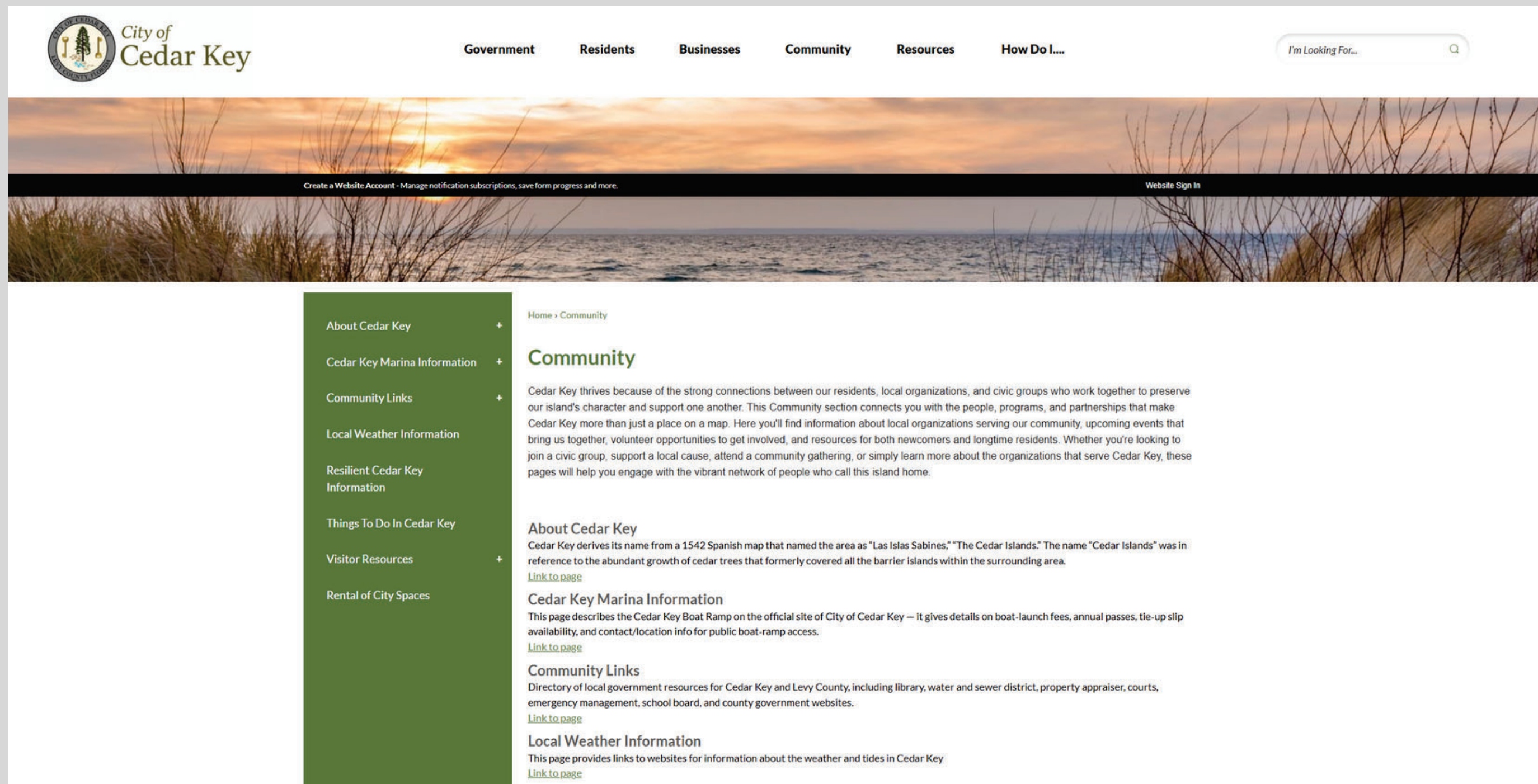
Electronic Payments Made to Units of Local
Government (Monitored)

CS/HB 967 requires units of local government to accept payments online by credit card, charge card, debit card, or other means of electronic funds transfer.



Effective Date: January 1, 2027.

Website and Automation Portal Review



Website and Automation Portal Review

CIVICPLUS Community Development

Search...

Dashboard

Good Day Nancy Sera

For user: All Inspectors Jump to date: mm/dd/yyyy

Completed Inspection Scheduled Inspection Past Due Inspection Meeting

Today < > July 27, 2026 day week month

Monday

all-day 7am 7:30am 8am 8:30am 9am 9:30am 10am 10:30am 11am 11:30am 12pm 12:30pm 1pm 1:30pm 2pm 2:30pm 3pm 3:30pm 4pm 4:30pm 5pm 5:30pm 6pm 6:30pm

2 Past Due Inspections Assigned to Me More info

2 Open Inspections Assigned to Me More info

0 Open Inspections Assigned to Me This Week More info

0 Open Inspection Assigned to Me Today More info

Click here open inspection record search

Refresh Calendar Commit Changes

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Search...

Permit Dashboard

Show My Dashboard

Good Day Nancy Sera

Routing

- A1. Permit : City Property Verification (D)
- A2. Permit : Application and Deposit Received - 5 Day Starts (D)
- A3. Permit : Zoning Review (City) (D)
- A4. Permit : City Review Complete (D)
- A5. Permit : Start Application Review (D)
- A6. Permit : Zoning Review (PT) (D)
- A7. Permit : Application Review

13 Applications Received Online More info

32 Pending, On Hold, In Appeal Permits More info

1 Open Permit Inspections More info

0 Permits Expiring in 30 Days More info

1 Past Due Inspections More info

1 Expired Permits More info

0 Permits with Expired Expected Completion Date More info

0 Pending Inspection Requests More info

0 Cancel Inspection Requests More info

2 Failed Inspections without Reinspection More info

0 Permits with Unread Messages from Portal More info

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Website and Automation Portal Review

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Community Development

Nancy Sera

Search...

Menu

- Main Dashboard
- My Dashboard
- Asset Management
- Licensing System
- Permitting System
- Code Enforcement
- Invoicing System
- Admin Tools
- My Account
 - Organizational Settings
 - Forms Customization
 - Database Management
 - Portal Admin
 - All Users
- Reporting
- Mapping System
- Scheduling Tool

Permit Details - A26-0019 (Parcel #3215130855600000)

PERMIT AMOUNT DUE: \$125.00

Display Property Data

Record #46 of 49

Applicant

Property

Structure

Contractors

Inspections

Insurance

Contacts

Affidavits

Certificates

Fees

Documents

Related permits

Status

Conditions

Forms

Additional Fields

Search Location

649 2 ST

Application #

26-0019

Permit #

Permit Type

Plumbing

Permit Use

Plumbing - Residential

Start Date

Expected Completion Date

Tax Parcel # / Asset Number

3215130855600000

Building/Suite ID

Temporary Child Lot

Project #

Select Project

Account Number #

Tax Map #

Lot #

Block #

0

Section #

Census Bldg

Select Census Bldg

Building / suite Name

Parent Permit #

Select One

Master Project #

Project Name

Parent Permit Numbering:

☐ Check this box if you want to use a subnumber of the parent permit.

Directions to Site

Zone Permit

Select One

Permit Date

File Date

05/26/2026

Expiration Date

Renew Date

Issuing User

Select Issuing Authority

Signature Title

Select Title

Applicant Information

Name

Jolie Davis

Address

809 6th Street

Applicant Care Of

Email

jodavis@cedarkeyfl.us

Phone

352-543-5132

Cell

Owner Information

Name

DAVIS JOUE AUDY

Address

PO BOX 6 CEDAR KEY FL 32025

Additional Owner

Email

Phone

Cell

Occupant Information

Name

Address

Occupant Care Of

Email

Phone

Contractor Information

Name

Address

Contractor Care Of

Email

Phone

Cell

Code Year

Code Book

Owner Approval - Approval from owner HAS NOT been obtained for this permit.

Status

Portal Submitted

Code Enforcement :

☐ This record was created due to a Code Enforcement Action.

Edit

Print Menu

Record #46 of 49

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Workflow and Routing Report

Department: Permit : Inspection - Plumbing

Show 10 entries

Search:

Permit Containers	Permit Application Number	Department Review Status	Location	Permit Application Status	Deadline Date
FI Cedarkey	26-0019	In Progress	649 2 ST	Pending	

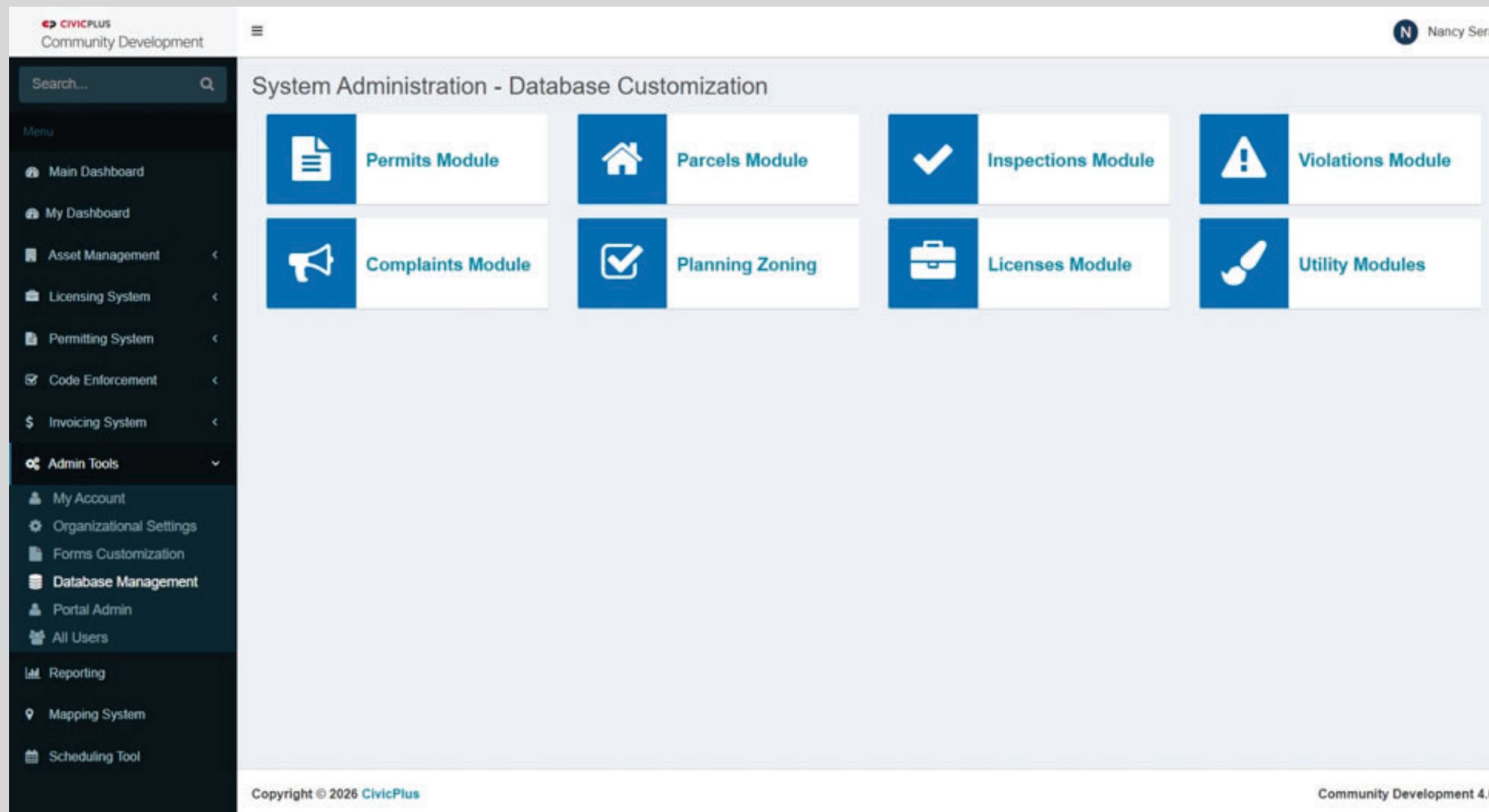
Showing 1 to 1 of 1 entries

Previous1Next

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Website and Automation Portal Review



Website and Automation Portal Review

CivicPlus
Community Development

Search...

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Nancy Sera

Manage Permit Types

Current List

Deleted Flag	Value	Value ID	Zoning Flag	Portal Flag
☒		16	Non-Zoning Permit Type	Show On Portal
☒		18	Non-Zoning Permit Type	Show On Portal
☒		31	Non-Zoning Permit Type	Show On Portal
☐	Administrative Permits	15	Non-Zoning Permit Type	Show On Portal
☐	Aquaculture Permit Exempt	22	Non-Zoning Permit Type	Show On Portal
☐	Building Relocation	17	Non-Zoning Permit Type	Show On Portal
☐	Burial Permit	35	Non-Zoning Permit Type	Show On Portal
☐	Commercial	2	Non-Zoning Permit Type	Show On Portal
☐	Demolition	6	Non-Zoning Permit Type	Show On Portal
☒	Docks	26	Non-Zoning Permit Type	Show On Portal
☐	Electrical	9	Non-Zoning Permit Type	Show On Portal
☐	Fence	23	Non-Zoning Permit Type	Show On Portal
☐	Fire Prevention	36	Non-Zoning Permit Type	Show On Portal
☐	Foundation	29	Non-Zoning Permit Type	Show On Portal
☐	Generator	30	Non-Zoning Permit Type	Show On Portal
☐	Grading, Drainage, Erosion, ...	5	Non-Zoning Permit Type	Show On Portal
☐	Manufactured Home / Trailer	25	Non-Zoning Permit Type	Show On Portal
☐	Marine / Dock	32	Non-Zoning Permit Type	Show On Portal
☐	Mechanical/Gas	7	Non-Zoning Permit Type	Show On Portal
☐	Mechanical/Gas - Bulk Gas	21	Non-Zoning Permit Type	Show On Portal
☐	Mobile Home / Trailers	37	Non-Zoning Permit Type	Show On Portal
☐	Multi-Family Residential	20	Non-Zoning Permit Type	Show On Portal
☐	Plumbing	8	Non-Zoning Permit Type	Show On Portal
☐	Re-Roof / Roof-over / Struct.	24	Non-Zoning Permit Type	Show On Portal
☐	Residential	1	Non-Zoning Permit Type	Show On Portal
☐	Right-of Way	13	Non-Zoning Permit Type	Show On Portal
☐	Sea Walls / Retaining Walls	27	Non-Zoning Permit Type	Show On Portal
☒	Seawall	33	Non-Zoning Permit Type	Show On Portal
☐	Shed	39	Non-Zoning Permit Type	Show On Portal
☐	Sign	11	Non-Zoning Permit Type	Show On Portal
☐	Solar	12	Non-Zoning Permit Type	Show On Portal
☐	Swimming Pools	14	Non-Zoning Permit Type	Show On Portal
☐	Temporary Housing Unit	38	Non-Zoning Permit Type	Show On Portal
☐	Tree Removal Permit	19	Non-Zoning Permit Type	Show On Portal
☐	Use Permits - City Spaces	28	Non-Zoning Permit Type	Show On Portal
☐	Window / Door	34	Non-Zoning Permit Type	Show On Portal
☐	Zoning	10	Zoning Permit Type	Show On Portal

Add New Entries To List

Non-Zoning Permit Type

Show On Portal

Non-Zoning Permit Type

Show On Portal

Non-Zoning Permit Type

Show On Portal

Save List

DB Setup

Permit Types

Permit Type Use Relation

Certificate Types

Foundation Types

Foundation Materials

Construction Classification

Applicant Types

Contact Types

Insurance Types

Zone Struct Types

Zone Permit Types

Occupancy Classification

Current Zoning Types

Census Codes

Census BOC

Census BOC Include

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Community Development 4.0

Staff Training and Implementation Needs

Project Schedule

Schedule Overview

1. Overview of website with CivicPlus
2. Training as necessary for all
3. Select testing Start Date
4. Review completed permits and select only Building and Planning permits for Testing
5. Determine when best time to conduct testing on a weekly basis
6. Divide workload amongst staff
7. Upload historical information ?
8. Establish swim lanes for three groups verifying (Staff, JPI, JP Moore)
9. Begin Testing
10. Test data for accuracy within CivicPlus and proper display
11. Review data after input and before it goes to Forte Review data from Forte to Quick Books
12. Document testing results
13. Modify screens or rules as needed
14. Close out testing screen (1).
15. Repeat process starting with 10.

Integration with JPI & Permitting Software

Fee Schedule Coordination
Documentation and Form Revamp
Tiered Building Approach



Public Comment



Project Timeline and Next Steps

Training → Testing → Roll Out → Full Implementation
Direction from Commission

Workshop Adjourned

