

Municipal Scope Questionnaire

A focused scoping form for code enforcement, field operations, and municipal departments that want a private CodeFlow account configured with their official online codes, workflows, staff review gates, and review-ready packet process.

Questionnaire only

Setup + monthly pricing

Official online sources preferred

Use this first. The answers below give Kyber enough information to estimate the setup fee and monthly subscription range. After the questionnaire, the municipality sends official online links/PDFs and Kyber provides a final quote.

1. Municipality / department basics

MUNICIPALITY / COUNTY / DEPARTMENT

PRIMARY CONTACT

TITLE / ROLE

EMAIL / PHONE

POPULATION SERVED

CODE STAFF COUNT

EXPECTED USERS

DEPARTMENTS INCLUDED

- Code enforcement
- Building / permitting
- Planning / zoning
- Police / community service / field officers
- Public works / utilities / stormwater
- Other: _____

2. Current case volume and workflow

APPROX. COMPLAINTS PER MONTH

APPROX. ACTIVE/OPEN CASES

COMPLAINT INTAKE CHANNELS

- Phone
- Email
- Website / form
- 311 / citizen portal
- Walk-in / counter
- Officer-generated field observations

DESCRIBE THE CURRENT FIELD-TO-CASE WORKFLOW

3. Systems and official sources

List the official online systems and sources used today. If a system is login-only, name it without sharing credentials.

| SOURCE / SYSTEM | NAME OR LINK | PUBLIC, LOGIN-ONLY, OR INTERNAL? | USED FOR |
|------------------------------------|--------------|----------------------------------|----------|
| Municipal code / ordinances | | | |
| Code PDF / ordinance PDF library | | | |
| Zoning map / code map | | | |
| GIS / parcel / property source | | | |
| Permit / building system | | | |
| Current case management system | | | |
| Complaint portal / 311 system | | | |
| Notice / letter / packet templates | | | |

Preferred source format: official online links and PDFs. Physical documents should be scanned by the municipality or quoted separately as document conversion work.

4. Documents and links to send after questionnaire

- Required when available**
- Official code/ordinance links
 - Relevant code PDFs
 - Zoning/code maps
 - Parcel/property lookup links
 - Case packet examples/templates

- Helpful for accurate pricing**
- Workflow/process documents
 - Common violation categories
 - Field photo/document practices
 - Export/import requirements
 - Training/on-site expectations

5. Required outputs and pricing drivers

WHAT SHOULD CODEFLOW HELP PRODUCE?

- Review-ready case packets
- Possible issue / code-category suggestions for staff review
- Field note/photo organization
- Source-gap and missing-record flags
- Manual export to system of record
- Other: _____

REMOTE OR ON-SITE SETUP?

- Remote only
- Remote + on-site training
- On-site workshop required

INTEGRATION POSTURE

- Manual export is acceptable
- Need file/CSV export
- Need API/system integration review

SECURITY / RETENTION / PROCUREMENT NOTES

6. Internal pricing-range guide

| SCOPE | TYPICAL SETUP | TYPICAL MONTHLY |
|--------------------------------|---------------|-----------------|
| Micro / small town | \$3k-\$7.5k | \$1.5k-\$3k/mo |
| Small city / single department | \$7.5k-\$15k | \$3.5k-\$6k/mo |
| Mid-size / multi-department | \$15k-\$35k | \$7.5k-\$12k/mo |
| Large city / county | \$35k-\$100k+ | \$15k-\$30k+/mo |