Resolution No. 11, 2023

Council Member _Heyner_ presented the following Resolution and moved for its adoption:

AUTHORIZE AN AGREEMENT WITH CIVICPLUS TO PROVIDE COMMUNITY DEVELOPMENT SOFTWARE FOR THE CODE ENFOCEMENT OFFICE

WHEREAS, the City of Johnstown is looking to provide a more accurate and efficient way to handle operations in the Code Enforcement Office; and

WHEREAS, implementing a software program will reduce time, costs, and errors associated with permit processing, code enforcement, and inspections by tracking and managing processes in a unified, user-friendly system, while increasing resident trust and engagement; and

WHEREAS, the Code Enforcement Officer and City Clerk have received a proposal from CivicPlus in the amount of $12,805.00 for the first year and $8,930.00 for the second year, to be renewed annually thereafter. This pricing is being offered to the City at considerable cost savings for purchasing additional software from CivicPlus; and

WHEREAS, it is the recommendation of the Code Enforcement Officer to accept the proposal and enter in to an Agreement with CivicPlus.

NOW, THEREFORE, BE IT

RESOLVED, that the Common Council does hereby authorize the Mayor to execute an Agreement, a copy of which is annexed hereto, with CivicPlus for the purchase of Community Development Software.

Seconded by Council Member _____

Adopted by the following vote:

	YES	NO	ABSTAIN	ABSENT
Ward 1 – Council Member Hayner	☐	☐	☐	☐
Ward 2 – Council Member Miller	☐	☐	☐	☐
Ward 3 – Council Member Parker	☐	☐	☐	☐
Ward 4 – Council Member Spritzer	☐	☐	☐	☐
Council Member-at-Large Jeffers	☐	☐	☐	☐
TOTALS				
RESULT	Passed / Failed			

Adopted by the Common Council on December 18, 2023	Resolution # , 2023 is hereby approved
Carrie M. Allen, City Clerk	Amy Praught, Mayor

![CivicPlus logo]

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Client:
JOHNSTOWN, NEW YORK

Bill To:
JOHNSTOWN, NEW YORK

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Ross Wells		ross.wells@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Community Development Pay Annual Fee - Forte	Community Development Pay - Forte	Renewable
1.00	Community Development Pay Setup Fee - Forte	Community Development Pay Setup Fee - Forte	One-time
1.00	Community Development Core Setup	Community Development Core Setup	One-time
1.00	Community Development Code Enforcement Annual	Community Development Code Enforcement Annual	Renewable
1.00	Community Development Code Enforcement Setup	Community Development Code Enforcement Setup	One-time
1.00	Community Development Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable
1.00	Community Development Premium GIS (ESRI) Mapping Integration Annual	Community Development Premium GIS (ESRI) Mapping Integration Annual. This requires the client to provide an ArcGIS restful endpoint for each layer consumed.	Renewable
1.00	Community Development Premium GIS (ESRI) Mapping Integration Setup	Community Development Premium GIS (ESRI) Mapping Integration Setup. This requires the client to provide an ArcGIS restful endpoint for each layer consumed.	One-time
1.00	Community Development Permitting Annual	Community Development Permitting Annual	Renewable
1.00	Community Development Permitting Setup	Community Development Permitting Setup	One-time
1.00	Community Development ICC Code Integration (population based) Annual	Unlimited Users up to 9 Titles	Renewable

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Community Development ICC Code Integration (population based) Setup	Community Development ICC Code Integration (population based) Setup	One-time
1.00	Community Development Mobile App (Offline Inspections) Annual	Community Development Mobile App (Offline Inspections) Annual	Renewable
1.00	Community Development Mobile App (Offline Inspections) Setup	Community Development Mobile App (Offline Inspections) Setup	One-time

~~List Price - Year 1 Total~~	~~USD 21,500.00~~
Total Investment - Initial Term	USD 12,805.00
Annual Recurring Services - Year 2	USD 8,930.00

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	30% invoiced on signature date and 70% invoiced 6 months from signature date or completion of implementation, if earlier
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 4

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature   CivicPlus

By: By:

_____   _____
Name: Name:

_____   _____
Title: Title:

_____   _____
Date: Date:

_____   _____

Organization Legal Name:

_____
Billing Contact:

_____
Title:

_____
Billing Phone Number:

_____
Billing Email:

_____
Billing Address:

_____

_____
Mailing Address: (If different from above)

_____

_____
PO Number: (Info needed on Invoice (PO or Job#) if required)

_____

Modules

Permitting

Create Unlimited Permit Applications
- Customize types and sub-types (commercial, residential, etc.)
- Upload and track application documents and photos
- Track standard fields and/or customer-defined additional fields

Manage Properties, Buildings, & Occupants
- Populate system with tax parcels, buildings, and suites
- Track permits related to properties, property owners, contractors, business owners, and occupants

**Allow Online Submission of Permit Applications**
- Enable/disable online submittal on a per-permit basis
- Standardized online template and document upload capability

Enable End-to-End Review & Approval (Case Management)
- Application reviews for one or more departments
- Inspections, financial reviews, and board reviews
- Override routing and final approval authority

Schedule & Conduct Inspections
- Select inspection type, track status, and assign inspectors
- Take and store photos of inspection results
- Attach codes (local municipal codes, state, federal)
- Personalized "Today's Inspections" area for each inspector
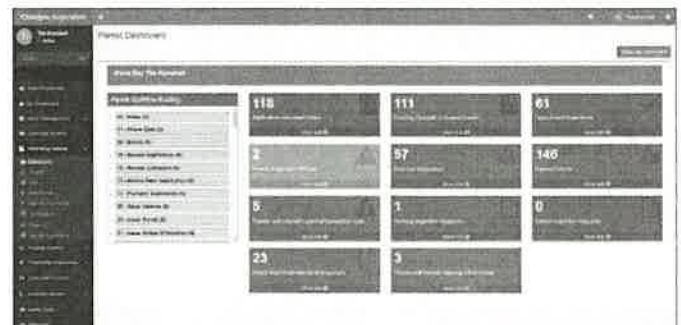
Create Digital Checklists
- Customize checklists based on type and sub-type

Collect Permit Fees
- Assign fees, generate invoices, complete transactions, issue receipts
- Complete credit card transactions using a CivicPlus Pay authorized payment gateway
- Export transaction details to be imported to financial software

Generate Permits & Certificates
- Permits, temporary certificates, certificates of occupancy and inspection reports

Track Contractors, Insurance Requirements, & Contacts
- Ensure contractor insurance requirements are met for a given permit application
- Track multiple permit-related points of contact

Track Related Projects

Generate Reports (CSV, PDF, HTML)

Integrates with Our Planning & Zoning and Code Enforcement Modules

Code Enforcement

Track Detailed Complaint & Violation Records
- Customize complaint/violation types and sub-types
- Upload and track application documents and photos
- Track complaints/violations via standard data fields or customer-defined additional fields

Manage Properties, Buildings, & Occupants
- Populate system with tax parcels, buildings, and suites
- Track complaints and violations related to properties, property owners, contractors, business owners, and occupants

Submit Online or Manual Complaints & Violations
- Online public submission
- Manual staff submission (walk-ins, phone, email requests)

Schedule & Conduct Inspections
- Select inspection type, track status, and assign inspectors
- Take and store photos of inspection results
- Attach codes (local municipal codes, state, federal)
- Personalized "Today's Inspections" area for each inspector
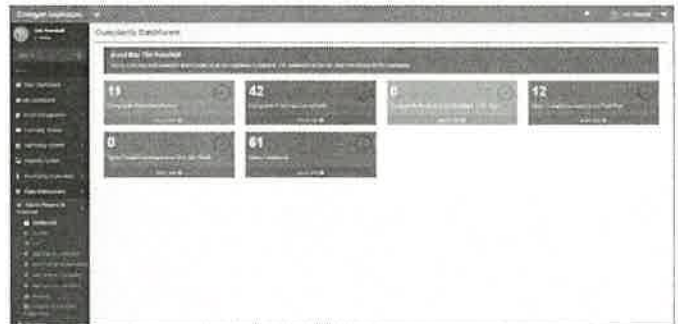
Track Court Hearings
- Hearing date/time, ticket/docket number, judge, notes

Issue Fines & Collect Payment
- Assign fees, generate invoice, complete transaction, issue receipt
- Complete credit card transactions using a CivicPlus Pay authorized payment gateway
- Export transaction details to be imported to financial software
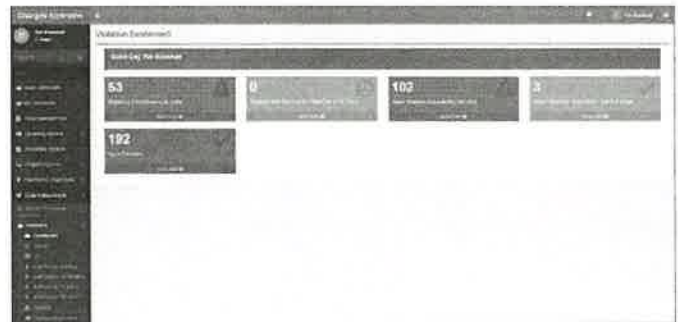
Enable End-to-End Review & Approval (Case Management)
- Track from initial inspection, notice of violation, re-inspection, citation processing, court proceedings, and final resolution

Generate Citation Notices of Violation/Citation Letters
- Send via email or certified mail

Generate Reports (CSV, PDF, HTML)

Integrates with Our Business License Module

civicplus.com