COUNCIL AGENDA STATEMENT

Meeting Date: September 10, 2019

To: Honorable Mayor & Members of the City Council

From: Doug Lewis, Building Official

Through: Chuck Lindsey, City Manager

Agenda Item: **Resolution 2019-89,** Approving a contract with Viewpoint for Software in the amount of $37,100, plus $20,300 in Annual Fees;   Authorizing the City Manager to Appropriate and Expend Budgeted Funds; Authorizing The City Manager To Execute All Necessary Documents On Behalf Of The City; And Providing An Effective Date.

BACKGROUND & JUSTIFICATION:
City staff has been reviewing different options to replace our current permitting and tracking software. Viewpoint is the software package that best meets the needs of the Building, Code and Planning Departments while remaining cost effective. The software allows for electronic permit submission and plan review with real time updates for inspections. Pricing can be done at intake which will significantly increase turnaround time for issuing permits. Viewpoint is mobile friendly allowing Building Inspectors and Code Officers to search permit information, view plans and enter inspections while in the field. It is entirely cloud based and has an excellent portal for the public to view permits and inspections in real time. Approved builders will be able to apply, pay and print permits without coming to the building department in person. Viewpoint has the ability to grow as the City grows and incorporate other departments such as Parks and Recreation or the Marina if necessary.

The initial startup costs are $37,100.00 which includes historical data migration and ESRI ArcGIS server integration. The annual fees are $20,300.00 for maintenance, management and support. We have included these expenses in our next year's budget, but we are requesting that council approve the expenditure in FY 2019, so that we can start the training and data transfer as soon as possible with the goal of being live on January 1, 2020.

CONSISTENCY CHECKLIST: Yes   No

1. Comprehensive Plan   ____   ____
2. Other –Sewer Mandate   ____   ____

FISCAL NOTE:
If approved, funding for any expenditure incurred prior to September 30, 2019 will be appropriated. The proposed FY20 building department budget includes appropriations of $165,000 for the software purchase, data conversion, implementation and training.

RECOMMENDATION: Approval of Resolution

#196481 v1

CITY OF MARATHON, FLORIDA
RESOLUTION 2019-89

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA APPROVING A CONTRACT WITH VIEWPOINT FOR SOFTWARE IN THE AMOUNT OF $37,100, PLUS $20,300 IN ANNUAL FEES; AUTHORIZING THE CITY MANAGER TO APPROPRIATE AND EXPEND BUDGETED FUNDS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS ON BEHALF OF THE CITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Marathon (the "City") has been searching for software that best meets the needs of the Building, Code and Planning Departments while remaining cost effective; and

WHEREAS, City staff determined Viewpoint software meets the current and future needs of the City staff, residents and contractors; and

WHEREAS, the City finds that entering into a contract with the Viewpoint Software is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, THAT:

Section 1.   The above recitals are true and correct and incorporated herein.

Section 2.   The Contract between the City and the Viewpoint, a copy of which is attached as Exhibit "A," together with such non-material changes as may be acceptable to the City Manager and approved as to form by the City Attorney, is hereby approved. The City Manager is authorized to execute the Contract and expend budgeted funds on behalf of the City.

Section 3.   This resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, THIS 10th DAY OF SEPTEMBER, 2019

THE CITY OF MARATHON, FLORIDA

_____
Mayor John Bartus

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

_____
Diane Clavier, City Clerk

(City Seal)

**APPROVED AS TO FORM AND LEGALITY FOR THE USE
AND RELIANCE OF THE CITY OF MARATHON, FLORIDA ONLY:**

_____
David Migut, City Attorney

viewpoint

Proposal Information

Created Date	7/18/2019	Contract Start Date	8/14/2019
Quote Number	201907-768	Contract End Date	9/14/2020

Municipal Information

Account Name	City of Marathon	Name	Doug Lewis
Billing Address	9805 Overseas Highway Marathon, Florida 33050	Phone	+13052894135
		Email	lewisd@ci.marathon.fl.us

Investment Line Items

Product	Product Description	Product Code	Total Price
ViewPoint Cloud	For Up to Three Departments to start Accept online requests, route through workflows, manage approvals, collect payments, and issue permits. Allows for public inspection requests, inspection scheduling, mobile field inspections, and inspection reporting. Also you will be able to create renewal campaigns on any record type that is currently active in ViewPoint Cloud. • Unlimited Users • Support & Maintenance • All Hosting & Storage • All Updates & Upgrades Unlimited usage annually for the Department(s) and/or record types listed.	Annual Recurring	$15,500.00
Implementation & Deployment Services	ViewPoint will train administrative staff and provide implementation services for the first department of the City's choosing. This service spans the duration of department deployment from beginning to go-live, during which time ViewPoint will set up your records as we collaborate on tailoring the system to suit your community. Intended for 1-3 administrators and/or your Project Manager. ViewPoint Cloud will provide professional services consulting and best practice recommendations, delivered remotely. This involves interacting with your project manager and at times department(s) staff for setting up record types for the department(s) and covers forms, fees, attachments, workflows, access rights & document outputs. Additional sample curriculum includes: • Defining citizen service goals • Developing an online permitting strategy • How to customize forms and workflows • Testing & Training best practices	One Time	$7,800.00
Historical Data Migration	For one system (MIS) to start.	One Time	$5,000.00
ESRI ArcGIS Server Integration	Integrate ViewPoint Cloud with your ArcGIS Server. This will replace all Google Maps views with your published ESRI map.	One Time	$1,000.00
ESRI Integration Support	ArcGIS Server 10.x web service accessible outside of the community's local intranet.	Annual Recurring	$1,200.00
Master Address Table One Time Import	Import all of your location information from your Master Address Table into ViewPointCloud. This will replace the automated Google Maps Address Search. Requirements: A clean master address table including all of the community's location information and must contain the parcel properties latitude/longitude coordinates, as well as at least 1 unique ID field. ViewPoint does not take responsibility for 'dirty' data.	One Time	$2,000.00

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Master Address Table Annual Support	Integrate your Master Address Table into ViewPoint Cloud for a weekly import of all location information. This will replace the automated Google Maps Address Search. It will be the municipalities responsibility to provide ViewPoint with the file initially and ongoing for any updates. Requirements: Same as 1 time import, plus (at least) read-only any-time access to the MAT database which must contain the parcel properties latitude/longitude coordinates.	Annual Recurring	$2,400.00
Flag integration (per system)	Import a list of flags into ViewPoint Cloud. (per system/dataset)	One Time	$1,000.00
Flag integration (per system) Ongoing Updates	Import a list of flags into ViewPoint Cloud.	Annual Recurring	$1,200.00

Total Investment from Items Above

Total Price	$37,100.00

Notes For Up to Three Departments to Start

- At any time, City may opt to upgrade to a Community-Wide license for Unlimited Department usage

ViewPoint Contact

Prepared By Tom Crosby

Expiration Date 8/16/2019

By signing below, you hereby agree to the ViewPoint Cloud Terms of Service and will be billed according to the terms therein. The terms of service can be found here - http://viewpointcloud.com/terms-of-service/. ViewPoint's Privacy Policy may be found here - http://viewpointcloud.com/privacy-policy/. Annual recurring costs not to exceed 7% increase per year.

Signed   **Date**

_____   _____

Printed Name _____   **Title**_____

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