

Tabled

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 20-142**

**RESOLUTION AUTHORIZING ADMINISTRATOR TO EXECUTE CONTRACT WITH GOVPILOT
FOR THE IMPLEMENTATION OF IMPROVED ZONING AND WORKFLOW SOFTWARE
AT A TOTAL COST OF \$16,668.00.**

WHEREAS: The Administrator has indicated a need for new software to improve zoning and workflow process; and

WHEREAS: The new software is cross departmental, improves reporting capability and organization and will increase communication and accountability; and

WHEREAS: The software allows Fairfield Township to perform permitting and payments virtually which is an important tool for safety during COVID;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby approves the contract with GovPilot, at a total cost of \$16,668.00 for the implementation of improved zoning and workflow software.

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: October 14, 2020

Board of Trustees

Vote of Trustees

Shannon Hartkemeyer: _____

Joe McAbee: _____

Susan Berding _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 14th day of October, 2020.

ATTEST:



Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:



Lawrence E. Barbieri, Township Law Director



PROPOSAL / MASTER SUBSCRIPTION AGREEMENT

Prepared for:

Fairfield Township, OH

Primary Contact

Thomas Burton

thomas@govpilot.com

Proposal Valid Through 09/30/2020



Overview of Services

GovPilot is a cloud-based government management platform developed exclusively for local government. We unify fragmented data and communication between employees, department heads and their administrators, resulting in an environment in which information flows freely and subject matter knowledge can be obtained within seconds. With a clear view of how well a department is operating, administrators, and department heads alike can make more educated decisions on the best course of action.

Leveraging Best Government Practices (BGP) from subject matter experts, GovPilot has developed a catalog of over 120 standard template modules as well as 3 premium services. GovPilot regularly checks the pulse of local governments and incorporates their feedback into the product, benefiting all of our customers!

GovPilot accommodates unlimited users, which allows governments to manage and share critical data throughout their organization, at no additional cost. This information can be shared 24/7 from the office, the field, or the employee's home.

Wherever the Community,
Whatever the Problem,
GovPilot offers a Solution.





Benefits of GovPilot

Employee & Elected Officials Benefit

- Customizable Dashboards to see the data that's important to you
- Remove communication and data silos
- Cut-down on call volume, walk-ins and other distractions
- Learn one platform, replace single-purpose software systems, IT doesn't need to support 10+ systems
- Drastically improve productivity through automated modules

Constituent Benefits

- Convenience of E- Commerce functionality – submit application and pay online
- Communicate concerns via Mobile App
- Access information and data via website, eliminating need to submit OPRA

Unlimited Users

- All employees and Elected Officials are eligible for login credentials

Preloaded Data

- Assessment Records, Municipal and Parcel Boundaries
- Foreclosure Filings

Cloud Based

- Access, manage and edit data from the office and in the field
- No scaling limitations, local server installation, burdensome maintenance costs or time-consuming software updates
- Data updates occur in real time, enabling office-based employees to collaborate with colleagues in the field via mobile device

Fields & Forms

- GovPilot works closely with assigned divisions and departments to modify the platform based on your unique needs
- Deploy flexible modules and forms integrated with pre-loaded data
- User-friendly, drag-and-drop interface
- Merge and log external data, attach documents, calendars, files and notes to individual property records with ease

GovPilot's Templated Modules Consist of 5 Main Components



Dashboard

Whether you are a typist, department head, city manager or elected official, GovPilot's dashboard allows you to retrieve the answers you need, quickly. The dashboard is customizable, allowing users to create shortcuts to their data, called "tiles". These tiles are doorways to filtered and sorted data sets. When clicked, each tile opens a different view. Arrange and add an unlimited number of tiles with unparalleled ease.

GovPilot Dashboard

Property Address: Search...

Welcome GovPilot

Dashboard Tiles:

- GovPilot Employees: 31 All Employees
- Construction Permit: 2 All Construction Permits
- Landlord Registration: 0 All Landlord Registrations
- Business Registration: 3 Business Certifying Grouping
- CCO: 4 All CCO
- Processes: 550 Everything
- Report a Concern: 7 Concerns by Department
- PTO Request: 418 PTO Days Left
- Dog License: 9 Dogs by Breed
- Vacant Property Regs: 0 Open Violations
- Dog License: 9 All Dog Licenses
- Open Records Request: 1 Open OPRA

Recent Records

Property	Form	Record Type	Reference	Status	Other	Property Address	Last Modified
1A	2	Vacant Property Registration	VNVT-2019-00001	New		45 CHELSEA CT	3/31/2019 7:53:59 PM
1A	2	Report a Concern	RAC-2019-00005	Open	Abandonment of Small Bldg.	123 DISSTON AVE	3/31/2019 7:57:57 PM
1A	2	Rental Property Registration	RPR-2019-00001	Registered	EVANS, MICHAEL & THERESA	24 S MONTGOMERY AVE	3/31/2019 7:57:17 PM
1A	2	Dog License	DG-2019-0003	Active	Biggie	24 S MONTGOMERY AVE	3/31/2019 7:56:49 PM
1A	2	Construction Permit	GP-00305	Closed		24 S MONTGOMERY AVE	3/31/2019 7:55:05 PM
1A	2	Construction Permit	GP-0033	Paid Review		100 ATLANTIC AVE	3/31/2019 7:52:31 PM
1A	2	Dog License	DG-2019-0002	Active	DOGGY	101 S PALESH AVE	3/31/2019 6:24:12 PM



Property Profile

The cornerstone of our platform, this feature links all property-related data to a single property profile. See all building permits, violations and licenses associated with a property. Attach and take notes within the profile as well.

GovPilot Property Profile

Property Address: Search...

Welcome GovPilot

Property Profile: 24 S MONTGOMERY AVE ATLANTIC CITY NJ 08401

Units: [Dropdown]

RESI-1 TO 4 FAM ATLANTIC COUNTY BLOCK 1: 213 LOT 1: 9

Property AVI **View in Map** **Tax Map**

Property AVI **New Record** **Foreclosure**

Tax Assessment Information

Owner Complete Name	City Value	Assessment Building	Assessment Land	Assessment Total	Taxes	Tax Year	Year Built	Last Sale Date	Last Sale Price	Block	Lot	Building Description	Property & Mailing Address Same	Property Mailing Address	Land Description	Lot Size	Lot Depth	Lot Width	Property Area (Acres)	Building Area (Sq Ft)	Total Units	Property Address	Multiple Units	Sale Document	Zoning
EVANS, MICHAEL & THERESA	\$397231.40	\$106300.00	\$261000.00	\$397400.00	\$13559.03	2019	1925	6/20/1997	\$110000.00	213	9	P25	Y	24 S MONTGOMERY AVE ATLANTIC CITY, NJ 08401	43X75	3223	75	45	0.074	1776	1	24 S MONTGOMERY AVE	N	0519000200	R-2

All Records | Layers | Sales History | Assessment History | Attachments | Notes

Form	Record Type	Reference	Status	Other	Last Modified
Construction Permit (1)	Construction Permit		Closed		03/31/2019 07:54:45 PM
Dog License (1)	Dog License	DG-2019-0003	Active	Biggie	03/31/2019 07:56:49 PM
Rental Property Registration (1)	Rental Property Registration	RPR-2019-00001	Registered	EVANS, MICHAEL & THERESA	03/31/2019 07:57:17 PM



Digital Forms E-commerce Functionality

GovPilot's digital forms can significantly reduce the time your staff spends on data entry. Form data is routed directly into the GovPilot system, eliminating the redundant process of a government employee transferring constituent information from a PDF to the database. Constituents access, complete and submit digital forms through your government website. Form logic blocks submission until all required fields have been populated, which guarantees that your departments receive properly completed forms, every time.



Automated Workflows

GovPilot's workflow engine reads data, calendar and user activity as triggers to automate the completion of a multitude of tasks, including the processing of public requests, licenses, applications, e-commerce transactions and internal administrative functions. Automated alerts notify employees of changes in project status and streamline post-submission correspondence with applicants. Workflows improve operational efficiency while promoting transparency and accountability among employees and departments.



Geographic Information System (GIS)

A picture is worth a thousand words. From cave paintings to emojis, graphic depiction is an integral part of how humans communicate and make sense of the world. When trying to identify patterns and otherwise understand your data—which could include thousands or even millions of variables—the ability to visualize that data is essential. GovPilot's user-friendly map grants ALL government employees the ability to harness the power of a geographic information system (GIS).





Service Order

Customer Name:	Fairfield Township, OH	Billing Contact	Julie Vonderhaar
Billing Address:	6032 Morris Road	Phone	513-204-4441
City, State, Zip:	Fairfield Township, OH 45011	Email	jvonderhaar@fairfieldtwp.org

Prepared By:	Thomas Burton	Date:	Sep 04, 2020
Valid Through:	09/30/2020	Term:	36 Months
Bill Date:	11/01/2020	Effective Date:	10/01/2020

Annual Subscription

Subscription Level	List Price	Extended Price
Professional - Unlimited Users - Cloud-Based Platform; NoSoftware to Install - Fully EncryptedTransactions - ISO 27001:2013 Compliant -Top Rated On-Shore Support - SeamlessIntegration with Top Tier Payment Portals - GIS& GovAlert App; - Free Annual Retraining - Semi-Annual Business Review - 6 Standard TemplatedModules - Weekly Engagement Reporting - Dedicated Account Manager	\$16,668.00	\$16,668.00
		\$16,668.00

Subtotal **\$16,668.00**

Annual Subscription \$16,668.00

Package Options

	ESSENTIALS 1 Templated Module	PROFESSIONAL 5 6 Templated Modules	ENTERPRISE 10 Templated + 1 Premium Modules	UNLIMITED 125 Templated + 4 Premium Modules
GIS Map	✓	✓	✓	✓
Report a Concern App	✓	✓	✓	✓
Unlimited Users & Support	✓	✓	✓	✓
Weekly Engagement Reporting	✗	✗ ✓	✓	✓
Dedicated Account Manager	✗	✗ ✓	✓	✓
Free Legacy Data Importing	✗	✗	✗	✓
4 Days In Person Training	✗	✗	✗	✓
	\$ 833 per month (billed annually)	\$ 1,389 per month (billed annually)	\$ 2,222 per month (billed annually)	\$ 3,556 per month (billed annually)

*Premium Modules Include: Construction Permitting, Health, Fire and Tax Assessment

Initial Modules Selected

1. Report a Concern
2. Zoning
3. Asset Management
4. Vehicle Maintenance
5. tbd
6. tbd

The [Master Subscription Agreement](#) between Client and PropertyPilot, LLC dba GovPilot (the "MSA"), as they each may be amended from time to time pursuant to the [MSA](#), are incorporated by reference in this Service Order. Capitalized terms not defined in this Service Order have the meaning given them in the [MSA](#).

The person signing below represents that he or she is authorized to sign this Service Order on behalf of Client and that Client accepts this Service Order subject to the terms in the [MSA](#).

<https://www.govpilot.com/master-subscription-agreement>

PropertyPilot, LLC dba GovPilot		Fairfield Township, OH	
Signature:	<i>James Delmonico</i>	Signature:	
Name:	James Delmonico	Name:	Julie Vonderhaar
Title:	Chief Product Officer	Title:	Township Administrator

Date:

09/04/2020

Date:

On-boarding and Implementation Process

Our on-boarding team is here to help you implement & launch GovPilot.

1. Kick-off Call

Your Account Manager & Onboarding Project Manager will coordinate a call with you to learn about how you will be leveraging GovPilot to gain further transparency into your day to day processes.

2. Variable Validation

To get started on your new GovPilot deployment, we need to confirm the information you've provided us during the sales process. This will also be a great opportunity for us to collect any additional information to ensure a successful on-boarding experience.

3. Variable Implementation**

During this time, our On-boarding team will be building out the modules you signed for. While this process typically takes 30-45 Days, there are times we need additional clarification. Please be sure to respond to any inquiries in a timely fashion so we can ensure a timely delivery of your services.

4. Team Training

We'll provide 1 hour live training and Q&A focused on your end-user team members. We'll deliver the training using your modules so that the users know exactly how to work with GovPilot.

We'll also provide access to our premier knowledge-base so your team can get the answers to their questions instantly!

**Variable Validation is subject to the terms stated within the On-Boarding Statement of Work

On-boarding Statement of Work

Objectives

The objective of GovPilot's on-boarding engagement is to collect and implement the necessary information to configure the purchased Modules and their corresponding template variables. This engagement also includes the training of the software in accordance to the pricing table of this document.

Scope of Work

Work will include the modification of variables as specified on the **Service Order** under **Initial Modules Selected** on a per module basis. While the variables we will modify differ on a per module basis, variables are generally inclusive but not limited to the following.

- Fees
- Licenses
- Permits
- Ordinances
- Pick-list Fields
- Employees
- Workflow Routing

Any additional work asked beyond the specified variables on a per module basis would require additional approval, scoping, and subject to a professional services rate of **\$250/hour**.

Deliverables

GovPilot will deliver the following deliverables as part of your on-boarding:

- Selected Modules stated on the **Service Order** under **Initial Modules Selected** with fully implemented variables as provided by the Customer
- Live training of the modules

Tasks and Responsibilities

Our ability to provide a successful on-boarding experience for our customers is a shared effort. It is crucial that all parties provide timely responses to any inquiries pertaining to the On-boarding.

Task	Responsibility
Provide Variable Gathering Tool(s) for completion	GovPilot
Completion of the Variable Gathering Tool	Fairfield Township, OH

Host Review of Collected Variables with Customer	GovPilot
Responses to any additional follow ups for clarification of provided variable data	Fairfield Township, OH
Delivery of Completed Modules	GovPilot
Host and Attendance of Training	Fairfield Township, OH
Provide Live Training to Customer	GovPilot

Timeline for Completion of Work

Upon receipt and review of complete set of variable information collected from the customer, GovPilot's anticipated deployment time of a module is 45 days. GovPilot assumes a 24-48 hour response time from the customer upon any requests for clarification. Failure to respond in a timely response will result in a delay of your module deployment.

Data Import Restrictions

Please note that data will be imported **AS IS**. Any errors included in the data set will be compiled and provided back to the customer for correction. It is the responsibility of the customer to correct the data and resubmit it to GovPilot should they want it included in their data set.

Such errors may include, but are not limited to:

- Incorrect data type for the field
 - E.g., Email addresses in phone number fields / symbols in text and or number fields
- **For importing of data that is property related.** If there is no existing block and lot or parcel ID to link the record to, those records will not be imported.
 - The client can update those unique parcel identifiers and provide back to GovPilot should they wish to have those records in the system.