

RESOLUTION NO. 2020-30

RESOLUTION AUTHORIZING THE VILLAGE OF CALEDONIA TO ENTER INTO AN AGREEMENT WITH CIVIC WEBWARE TO PROVIDE PLANNING & ZONING SOFTWARE

WHEREAS, the Village of Caledonia has identified a need to digitally manage development projects, and zoning regulations, and provide an internet accessible zoning map; and

WHEREAS, the software, Zoning Hub, provided by Civic Webware has been reviewed and tested for function by the Village's Planning & Zoning Department and planning consultant, Foth, and has been determined to meet the Village's needs; and

WHEREAS, Civic Webware pricing model is based upon annual agreements. Civic Webware's proposal to build the planning and zoning website not to exceed \$3,500 and bill a subscription fee of \$900 for the first year and \$1,200 annually for subsequent years; and

WHEREAS, The Planning & Zoning Department will implement the program in September of 2020;and

WHEREAS, funds for the website build and the 2020 subscription fee are available in account number 100-60-61000 in the 2020 budget as shown in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Caledonia Village Board that the Village accept the proposal with Civic Webware to provide a web-based planning and zoning management software as described in Exhibit B, which is attached hereto and incorporated herein, and the Village Administrator is authorized to execute said agreement.

6/24 Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this day of April, 2020.

VILLAGE OF CALEDONIA

By: James R. Dobbs
James R. Dobbs, President

Attest: Karie Pope
Karie Pope, Clerk

FISCAL NOTE RESOLUTION NO: 2020-XX

Exhibit "A"

Fiscal Year: 2020

Account Name	Account Number	Current Budget	Current Balance	Remaining Budget
Professional Services	100-60-61000	16,500.00	-	16,500.00
Totals:		16,500.00	-	16,500.00



Civic Webware
610 S Ferry Drive
Lake Mills, Wisconsin 53551
p: 920.728.2814
FEIN: 47-2894708

March 25, 2020

Peter Wagner, Development Director
Village of Caledonia
5043 Chester Lane
Racine, WI 53402

Subject: Agreement for Initial Build of a ZoningHub Site

Dear Mr. Wagner,

Civic Webware is pleased to submit this agreement to build a ZoningHub site for the Village of Caledonia as set forth in the Scope of Services, attached.

The Village agrees to compensate Civic Webware a not-to-exceed fee of \$3,500. Civic Webware will submit two invoices; the first at 50 percent complete and the second at 100 percent complete.

ZoningHub will bill the Village separately for the annual subscription fee of \$900 for the first year (discounted to nine months). The first day of the annual subscription will coincide with the date the site goes live. The subscription includes on-going support.

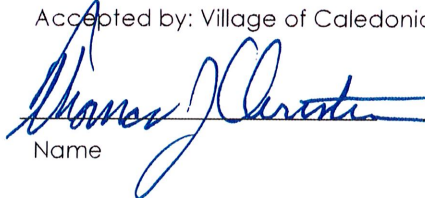
As previously discussed, and at your direction, we will roll out functionality over the course of the initial build process; first zoning map, second zoning details, and remaining elements.

To accept this agreement, please sign, date, and return. Upon receipt of the signed agreement, Civic Webware will commence work and provide the Village with a list of required materials.

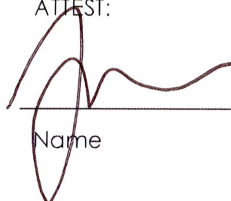
Sincerely,

Tim Schwecke, AICP

Accepted by: Village of Caledonia

 4-21-2020
Name Date

ATTEST:

 4-21-2020
Name Date

Scope of Services

Task 1. Contractor will implement an initial build as described below.

Page/Element	Description
Header logo	Upload municipal logo, if any. The digital file must be in a format acceptable to the Contractor.
Home page	Configured - no special content is required
Interactive Zoning Map	Configured and populated with content from the zoning code Municipality is responsible for providing digital map files (e.g., shapefiles) in a format acceptable to the contractor.
General Definitions	Configured and populated with content from the zoning code
Land Uses	Configured and populated with content from the zoning code
Procedures	Configured and populated with content from the zoning code
Dimensional Standards	Configured and populated with content from the zoning code
Zoning Districts	Configured and populated with content from the zoning code
Pending and Closed Applications	Configured Contractor will upload any records supplied by municipality in a digital format acceptable to contractor. Municipality is responsible for adding and managing content after the initial upload.
Nonconformities	Configured Contractor will upload any records supplied by municipality in a digital format acceptable to contractor. Municipality is responsible for adding and managing content after the initial upload.
Sample Documents	Configured with standard language Municipality to provide digital files of any documents to be posted on the page.
Application Forms	Configured with standard language Municipality to provide digital files of any forms to be posted on the page.
FAQs	Configured The Contractor will not create content for this page but will upload content created by the municipality. The contractor can, if requested, provide stock content for editing.
Parcel Search	Configured - no special content is required
eAlerts	Configured - no special content is required
Project Comment	Configured - no special content is required
Follow a Project	Configured - no special content is required
Submit an Application	Configured Contractor will add basic instructions for each of the application types.
Contact Us	Configured - no special content is required
Terms of Use	Configured with standard language Municipality will need to review and approve content.

Task 2. Link on Municipal Website

Since ZoningHub is a standalone site, the municipality will want to put a link on the municipal website to the zoning code website. Contractor will provide a stock image (available through ZoningHub site) along with proposed narrative.

Task 3. Public Outreach Plan

Contractor will prepare a public outreach plan that describes the ways in which the municipality can promote the site by reaching out to residents, business owners, realtors, and others.

Task 4. Staff Training

Contractor will provide 4 hours of training related to the site's content management system (CMS). Training will be conducted onsite or via a web-based service such as GoTo Meeting. The municipality will work with Contractor to schedule two, 2-hour training sessions. The first session will be held before the soft launch. The second can be scheduled after the launch.

Task 5. Opportunity Sites

ZoningHub is currently adding functionality to the platform to post information on "Opportunity Sites" including infill development, brownfield sites, and under-utilized properties. When this functionality become available, Contractor will configure the page and populate with content provided by the municipality. Such information will include location, parcel number, status, ownership, and general description.

Additional Provisions

1. **Additional work.** Additional tasks requested by the Village must be approved in writing by the Village and Civic Webware before the start of such work, along with the price of the additional work.
2. **Images supplied by municipality.** If the municipality submits any images to the Consultant that are to be uploaded to the municipality's site, the municipality will provide the name of the copyright holder, if any. The consultant will then include such name, if any, in the municipality's site.
3. **Staff review.** The municipality will review content added to the site and submit any comments/questions to the Contractor in a timely manner.