



Integrated Parcel Management Software

Municipity™ Features and Benefits

TECHNICAL SUPPORT

Since 1983 SCA has been serving municipal clients with high quality software and the industry's leading customer service. SCA staff members are available to continue to answer your questions after installation via phone and internet support.

CUSTOMER ORIENTED DESIGN

SCA works with input from over 2,000 users to refine our products to best suit your needs.

SOLID BUT FLEXIBLE

Municipity™ offers excellent flexibility that allows for simple customizations to municipalities of all sizes to manage development projects more effectively. User profiles allow program access to be as limited or liberal as you require for each user.

For more information on Municipalities™ or any of our proven municipal products please visit us on the web at:

www.sca-corp.com

Software Consulting Associates (SCA) has created Municipalities to provide a complete solution to municipal Building, Planning & Zoning departments. Municipalities is designed to make departments more efficient and their employees' jobs easier. Municipalities software, with design contributions from our customers, addresses the day-to-day pressures and problems encountered by busy municipal offices. All information pertaining to applications, permits, complaints, variances, meetings and inspections is entered through a few simple steps and is clearly displayed on easy to navigate screens. Municipalities allows instant access to all the information related to a parcel including owner history, physical characteristics, restrictions, previous applications, permits, and much more.



Municipities supports Building, Code Enforcement, Planning, and Zoning Departments, allowing for coordinated activities between departments. The Municipalities program tracks building, planning and zoning activities including all paperwork that must be completed, required approvals, project contacts, licensing, inspections, expiration dates or timelines, and fees, bonds and escrow accounts.

Municipities™ Key Features

- **MS Office Integration** - Municipalities™ makes it easy to generate customizable letters with MS Word, synchronize data from your MS Outlook Calendar or send program documents via email.
- **Appointment Calendar** – Fully integrated appointment calendar for scheduling of tasks, meetings, etc. All items have the capability of being set as recurring and having reminders set. Click on inspections in the calendar to quickly record results.
- **Audit Trail** – Complete audit trail is maintained on all activities, including archiving of all deleted records, documents and pictures, and tracking of all SQL statements for ease of recreation if necessary.
- **Customized Printing** – Fully customizable printing for all documents and reports. Report creator allows you to create your own report parameters and save them as memorized reports. All printouts can also be automatically e-mailed or saved as part of the history of a project or application. Reports can also be schedule for printing on recurring dates, such as the end of each month and reminders sent.

SERVICES OFFERED

- **Portable Device Integration**
- **Web Interface**
- **Technical Support**
- **Installation and Setup**
- **Program Maintenance**
- **Remote Application Support**
- **Hands-on Training**



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Integrated Parcel Management Software

Municipity™ for Building/Code Enforcement

FEATURES

- Share project & contact data across departments
- Automatically generate task lists & inspection based on permit type
- Print documents to a printer, file or email recipient
- Document Management: attach any associated photos, emails, documents and files

OPTIONAL FEATURES

- ESRI GIS mapping integration.
- Portable integration, log data in the field via laptop or tablet pc.
- Integrate with Laserfiche® or similar document management system.
- Outlook Integration: integrate with all users' Outlook calendars.
- Parcel Updater: upload assessor data to update parcel & owner information.

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Coordinate all Building/Code Enforcement activities with the Municipity Integrated Parcel Management Solution. Municipity combines easy tracking of day-to-day activities with complete property information management capabilities. Excellent flexibility allows for simple customization to meet specific community needs.

- ✓ Permits – Municipity Building Module tracks building permits each step of the way from acceptance of an application through final Certificate.
- ✓ Complaints – Track all complaints from initial report through the court proceedings
- ✓ Fire/Safety – Track interval inspections, fire inventory and more on Parcels or Individual Businesses.

Key Module Features

- **Parcel Summary:** view information & history on one screen.
- **Occupancy:** track contacts, permits, complaints, recurring inspections and fees on individual businesses.
- **Inspections Templates:** automatically generate inspections by permit type.
- **Clickable Calendar Entries:** easily assign inspectors, print schedule & enter inspection results.
- **Reinspections:** automatically schedule follow-ups for failed inspections.
- **Inspection Check Lists:** automatically generate & log check list items.
- **Violations:** track multiple violations on one complaint. Issue Notices & Summons directly from the program. Upload photos onto complaint, violation or parcel.
- **Contacts:** track all contractors, engineers, lawyers, architects, etc (including license data), in one, easily searchable and updatable integrated database.
- **Fees:** automatically calculate & collect fees, print invoices or receipts.
- **Charges & Payments:** view all monetary transactions on one screen.
- **Customizable Recurring Reports:** include reminders to generate weekly, monthly, quarterly or annual reports.
- **Zones & Rules:** track parcel zones, zones rules and setbacks.
- **Fire/Safety Inventory:** track knock boxes, sprinklers, alarms and more.
- **Task Lists & Reminders:** track your paperwork, send internal reminders & emails right from the program.
- **Customize Program Options** to suit your work style.
- **User Control:** granular access control & full audit trail.



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Municipity™ for Planning & Zoning

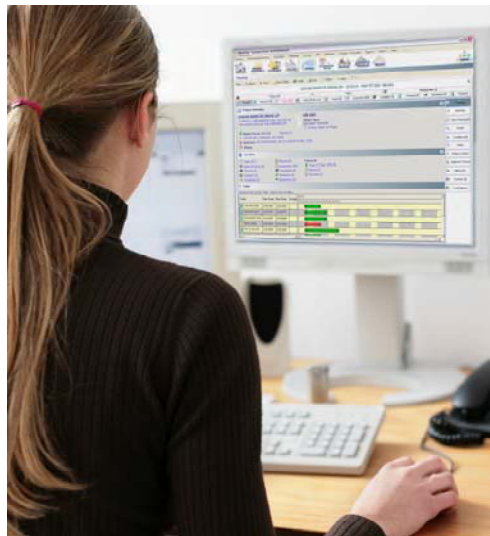
FEATURES

- Share project & contact data across departments
- Automatically generate task lists based on project type
- Print documents to a printer, file or email recipient
- Document Management - catalog any associated project photos, emails, documents and files

OPTIONAL FEATURES

- Additional Section to track Wetland, Conservation District, Architectural Review or whatever projects you choose.
- ESRI GIS mapping integration.
- Portable integration, log data during a meeting via laptop or tablet pc.

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Municipity simplifies the application and approval process for variances, subdivisions, ARB, site plans and more. Municipalty will track scheduled board meetings, bonds, escrow accounts, and fees, document board decisions, arrange inspections and issue permits to new lots. In short, Municipalty will document all the vital information in one easy to search, easy to read SQL database that can be accessed by multiple departments.

- ✓ Provide detailed tracking of the approval process with an easy to view chronology.
- ✓ Manage schedules, meetings, staff tasks, applicant conditions and important documents.
- ✓ Alert or stop permit or certificate issuance until conditions are met.

Financial Management – Track fees, bonds, and escrow accounts. Each Planning or Zoning project can have multiple escrow accounts and each one can be managed separately with reminders for when the accounts fall below a pre-defined threshold.

Meeting Management – Track Board meetings, including tasks that must be completed prior to meetings (i.e., public notices, neighbor notifications, etc.). Integrate with MS Word to print & record agendas, legal notices and meeting minutes. Easily print all meeting minutes pertaining to a single project.

Municipity™ Planning & Zoning Features

- Integrated Escrow, Bonds or Fees tracking and billing. Track accounts, print invoices and receipts from within the program.
- Track multiple parcels on one project; view all permits and complaints on effected parcels.
- Task Lists: track your paperwork, send reminders internally; send emails directly from the program.
- Task List Timeline – keep your workflow on schedule.
- Attach documents, plans, photos and more to projects within Municipalty or integrate with Laserfiche or similar document management package.
- Track Staff Time Investment: built-in time tracking and invoicing.
- Customize program labels and tabs to suit your work style.
- Track Meetings, Agendas, Minutes and Decisions; generate Agendas, Legal Notices & Minutes w/MS Word integration.
- Granular access control by user & full audit trail.

SERVICES AVAILABLE

- Portable Device Integration
- Web Interface
- Technical Support
- Installation and Setup
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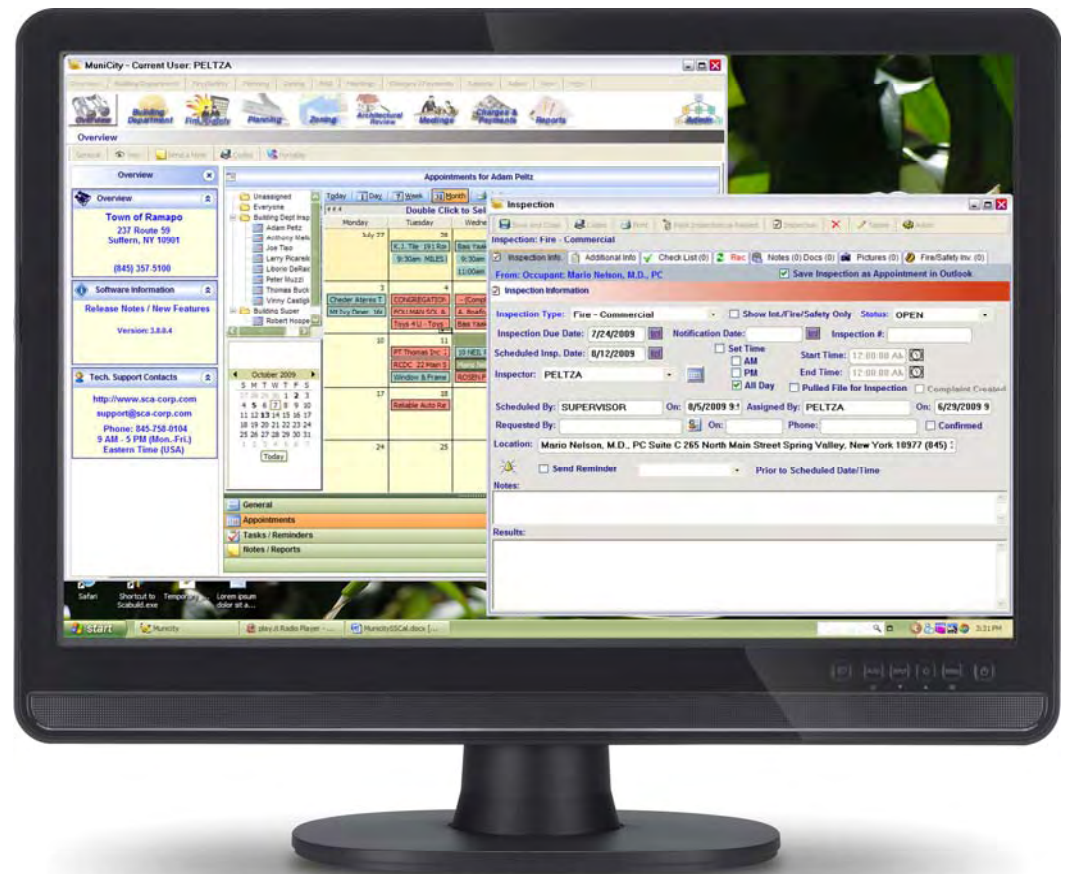
Municipality™ Appointment Calendar Features

Using your Appointment Calendar in Municipality you can:

AUTOMATICALLY SYNCHRONIZE WITH MS OUTLOOK

The Outlook Sync Module for Municipality will synchronize your Municipality Appointments Calendar with your MS Outlook Calendar.

The module runs independently of the main program so you synchronize your calendars automatically, any time you are logged into your computer.



- Reschedule appointments & inspections by dragging and dropping.
- Open your inspection data with one click.
- Record your inspection results without leaving the calendar.
- See what you already have arranged for that day when scheduling an inspection.
- Assign or reassign inspectors with a right click.
- Easily distinguish incomplete inspections with color coding.
- Print your schedule for the day, week or month.
- Review other users' calendars with one click.
- Email your schedule.

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Municipity™ Building Permit Features

Municipity gives you the ability to:

**AUTOMATICALLY
CREATE INSPECTIONS,
TASKS & CHECKLISTS**

Municipity gives you the ability to create custom templates based on permit type.

Automatically populate your inspections lists, paperwork task lists each time you enter a permit application.

Automatically populate checklists based on inspection types. Print checklists for yourself or your client with the click of a button.

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- Generate custom Permits, Renewal Letters and more based on Permit Type.
- Record permit renewals or amendments without overwriting data.
- Add contractors from a contact list – expired licenses are flagged.
- Automatically create permits from approved applications.
- Automatically create COs/CCs from closed permits.
- Store documents, photos & emails with permits or inspections.
- Automatically calculate & record fees for each permit type.
- Easily schedule, pass or delete open inspections.
- Record initial and final cost of construction.



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Municipality™ Complaint Recording Features

Municipality gives you the ability to:

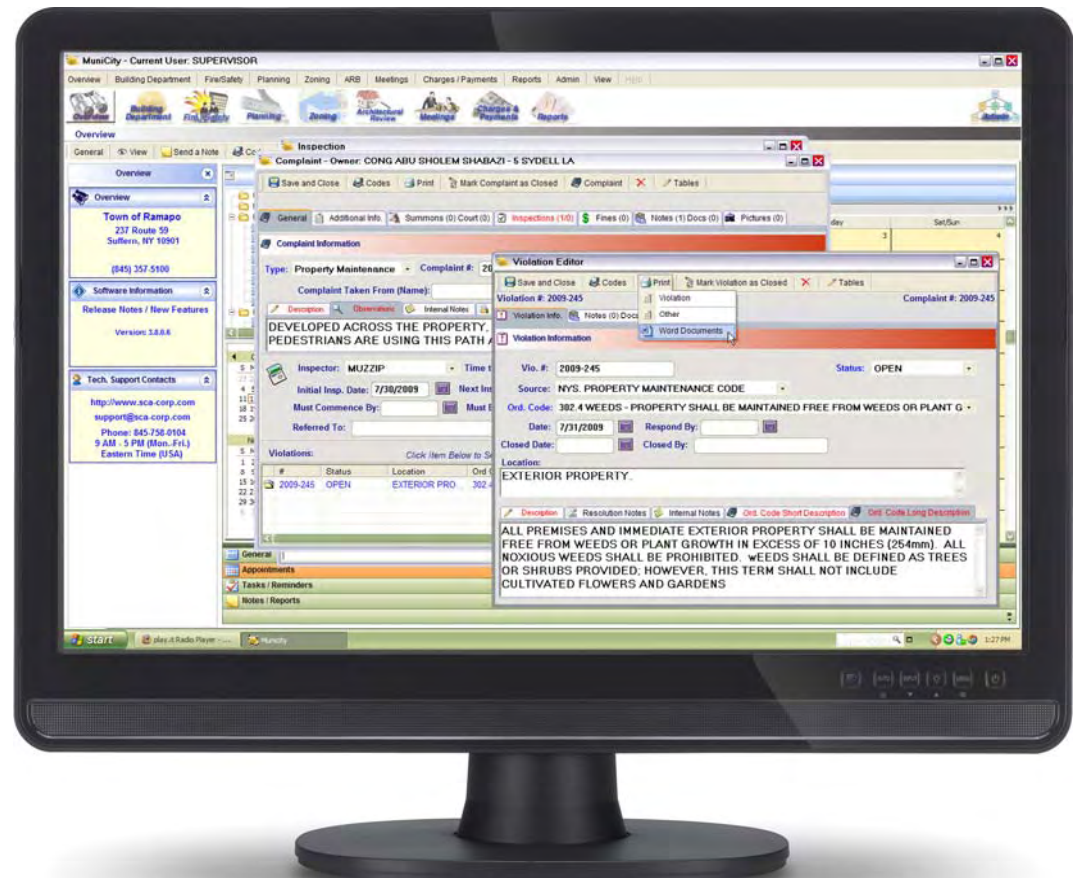
SHARE INFORMATION WITH MICROSOFT INTEGRATION

Integrating Microsoft Office with your Municipality program gives you the ability to coordinate your Outlook Calendar with the Municipality Appointments Calendar, export Reports to Excel, create custom letters from templates using Word, send emails directly from Municipality and more.

With the optional Office Live feature, you can easily share Office documents, via the web, with Board Members, Consultants, Coordinating Municipal Departments and others.

Municipality gives you the option of printing any Report or Document as an email PDF file attachment (Adobe Acrobat not needed).

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- Track Complaints from initial report through court proceedings.
- Reference ordinance databases in the program, on your desktop, or online.
- Print a custom Memorandum of Violation, Initial Notice, Affidavit, Summons and more.
- Record information about complaints referred to other Departments.
- Create occupant specific complaints on the parcel.
- Track multiple violations on the same complaint.
- Store documents, photos & emails with complaints.
- Easily record & schedule complaint inspections.
- Automatically track Violation points.



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Municipity™ Planning & Zoning Features

Municipity gives you the ability to:

**TRACK MEETINGS &
MEETING RESULTS
EASILY & EFFICIENTLY**

Municipity gives you the ability to create meetings far in advance.

Automatically generate and store public notices, agendas & meeting minutes as MS Word documents.

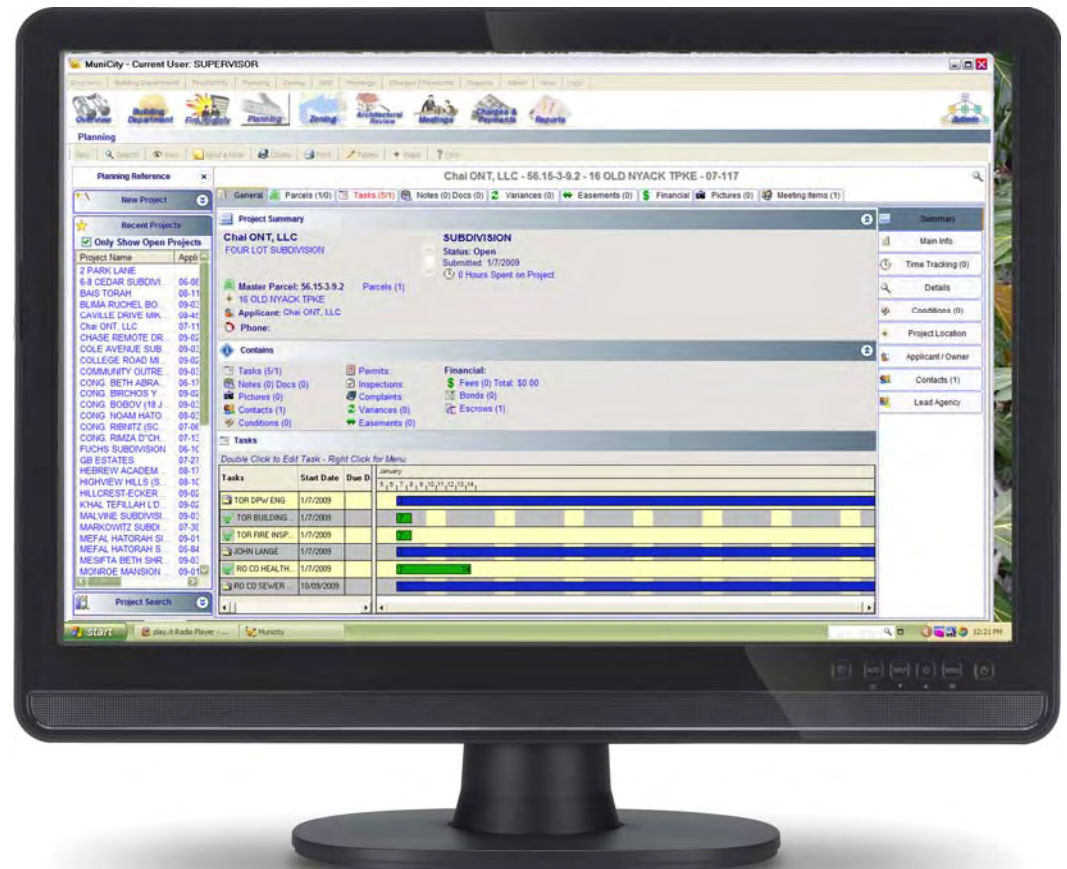
Record minutes, votes, motions/decisions and public comments on agenda items.

Easily attach documents or images to a meeting.

Quickly reference upcoming or closed meetings.

With Municipal integration, you can enter agenda item meeting results in real time.

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- Automatically create Variance Applications from denied building permit applications.
- Stop a Permit or Certificate from being issued until Project Conditions are met.
- Generate Task Lists automatically; record Task completion dates
- Easily add Applications to upcoming Meetings.
- Track fees, bonds and escrow accounts.
- Create custom names for data fields.
- Easily add Project Documents and Photos.
- Schedule Task reminders for yourself or someone else.
- Track staff time spent on a project and generate invoices.



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