CITY COUNCIL
May 3, 2021
7:00 P.M.

I.   CALL MEETING TO ORDER:

II.   ROLL CALL:

III.   PLEDGE TO FLAGS

    A. United States of America

    B. Texas Flag Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible

IV.   OPEN FORUM: The City Council invites persons with comments or observations related to city issues, projects, or policies to briefly address the City Council. Anyone wishing to speak should sign-in with the City Secretary before the beginning of the City Council Meeting. In order to expedite the flow of business and to provide all citizens the opportunity to speak, there is a three-minute limitation on any person addressing the City Council. State law prohibits the City Council from discussing or taking action on any item not listed on the posted agenda.

V.   CONSENT ITEMS: All matters listed as Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

VI.   NEW BUSINESS: All matters listed as New Business will be discussed and considered separately.

    A. Discuss, consider, and act to fill the Place 2 City Council seat vacated by the Mayor Pro-tem.

    B. Discuss, consider, and act to appoint a member of the Council to act as the Mayor Pro Tem.

    C. Discuss, consider, and act on a resolution of the City of New Fairview, Texas, authorizing the City Administrator to enter into an agreement to develop a new City website.

    D. Discuss, consider, and act on a resolution of the City of New Fairview, Texas, approving an amendment to the City's franchise agreement with Frontier Waste.

E. Discuss, consider, and act on a resolution of the City of New Fairview, Texas, authorizing the City Administrator to enter into an agreement for the repair of South County Line Road.

VII. **WORK SESSION:** No action will be taken during the work session; the work session provides the Council an opportunity to discuss consent items, receive and provide information regarding regular agenda items, and presentations from staff.

    A. Discuss with staff the City's Comprehensive Plan.

    B. Discuss with staff the City's website.

    C. Discuss with staff the City Council's participation in the Texas Rural Leadership Program.

    D. Discuss with staff the Strategic Partnership Agreement with Fairview Meadow.

    E. Discuss with staff a New Fairview Farmer's Market.

    F. Discuss with staff streets improvements.

    G. Discuss, consider, and act to fill the Place 2 City Council seat vacated by the Mayor Pro-tem.

    H. Discuss, consider, and act to fill the Place 2 City Council seat vacated by the Mayor Pro-tem.

VIII. **EXECUTIVE SESSION:** The Council will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:

    A. Section 551.071 Consultation with Attorney, authorizing a governmental body to consult with its attorney in an executive session to seek his or her advice on legal matters; it provides as follows: A governmental body may not conduct a private consultation with its attorney except: (1) when the governmental body seeks the advice of its attorney about: (A) pending or contemplated litigation; or (B) a settlement offer; or (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.

IX. **REPORT ITEMS:** These items are for informational purposes only. If the Council wishes to discuss, they can ask to add them to the workshop or new business section for discussion.

    A. Infrastructure update from Don Strange.

    B. Draft copy of newsletter that will be printed and mailed.

X. **CONSIDER/TAKE ACTION ON MATTERS DISCUSSED IN THE EXECUTIVE SESSION.**

XI. **ADJOURN**: I, the undersigned authority, do hereby certify the above notice of the meeting of the City Council of New Fairview, is a true and correct copy of the said notice that I posted on the official posting place at New Fairview City Hall, FM 407, New

Fairview, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 30th day of April 2021 at 7:00 PM at least 72 hours proceeding the meeting time.

_____
Monica Rodriguez, City Secretary   **SEAL:**

This facility is wheelchair accessible; parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at city hall 817-638-5366 or fax 817-638-5369 or by email at citysecretary@newfairview.org for further information.

City Council Agenda
May 3, 2021

Agenda Item: **(Discussion Item)**

Agenda Description:
Discuss with staff the City's Comprehensive Plan.

Background Information:
The comprehensive plan is a combination of a number of master plans and used as a guide for the future actions of a community. It presents a vision for the future, with long-range goals and objectives for all activities that affect the local government. This includes guidance on how to make decisions on public and private land development proposals, the expenditure of public funds, tax policy (tax incentives), cooperative efforts and issues of pressing concern.

Most plans are written to provide direction for future activities over a 10- to 20-year period after plan adoption. However, plans should receive a considered review and possible update every five years. The comprehensive plan, such as:

- Future Land Use (community survey)
- Master Thoroughfare Plan (in-progress with Pacheco Koch)
- Parks Master Plan (community survey)
- Economic Development Plan
- Housing and Neighborhood Priorities (community survey)
- Facilities
- Jobs and Workforce Development (education, elementary and higher education)
- Quality of Life Priorities (community survey)
- Community Priorities (community survey)
- Environmental Quality, Building and Site Efficiency
- Regional Partnerships

Financial Information:
There is currently no financial cost related to this item but comprehensive plans can range in cost from several thousand dollars, for something similar to the plan that we currently have, to hundreds of thousands of dollars for the plans that are included as attachments.

City Contact and Recommendation:
Ben Nibarger, City Administrator
Council direct staff to provide cost estimates and prioritization of master plans to be included as components of the comprehensive plan.

Attachments:
Link to access these files
Sample Plans (Argyle, Westlake, and Ennis)
Design / Brand Guide (Argyle and Ennis)

City Council Agenda
May 3, 2021

Agenda Item: **(Discussion Item)**

Agenda Description:
Discuss with staff the City's website.

Background Information:
The City approved and funded an upgrade to their website approximately one year ago. The new site went live in July 2020 and is an improvement over what was being used previously. Staff has made best efforts to keep the site information updated and add additional content as requested by the Council, community members, or when we are trying to proactively distribute information, forms, etc.

The Mayor and Council have expressed concerns over the ease of use as well as other limitations of the existing website and asked staff to search out for alternative solutions. Staff has reviewed several vendors and obtained quotes on the services requested below:

- Content Management System (CMS) that is easy to use and provides flexibility in how both the city staff and interested parties use the platform and similar services currently seen on our website. (Staff requirement)
- Migration of all current content (Staff requirement)
- Provide a Council Discussion Forum (Council requirement)
- Agenda Management Software. While the current website provides a page for agenda management, the development of the agenda is completed independent of the website and then documents are uploaded. Agenda Management Software allows for staff to collaborate on the development of the agenda, automatically creates the packet, builds the minutes of the meeting, and in some solutions, electronic voting on action items (Staff requirement)
- GIS integration (Staff requested)

The matrix below outlines the capabilities and initial setup costs of each of the vendors that provided an overview and walk through of their solutions and a quote was requested.

Vendor (Annual Cost)	CMS	Migration	Council Discussion Forum	Agenda Management Software	GIS Integration	Total Set Up Cost
CivicPlus ($7,047)	✔	✔	✖	✔	wrapper	$28,954
MuniCode ($6,000+)	✔	✔	✖	✔	wrapper	$12,800
Accoona ($4,800)	✔	✔	✔	✔	✔ ($1,950)	$11,850
EvoGov ($1,800)	✔	✔	✖	coming soon	wrapper	$4,800
Granicus (no quote)	✔	✔	✖	✔	wrapper	no quote provided

Financial Information:
Costs of the website solution can be seen in the matrix above.

City Contact and Recommendation:
Ben Nibarger, City Administrator

Attachments:
Proposals/Quotes

CIVICENGAGE®
WEBSITE REDESIGN SERVICES

CIVICCLERK®
AGENDA MANAGEMENT SYSTEM

New Fairview, Texas

MARCH 4, 2021

Jacen Clapp | CivicClerk Account Executive
jacen.clapp@civicplus.com | 785.222.4874

Richard Jones | CivicEngage Account Executive
rjones@civicplus.com | 785.323.4713

Project Cost

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing is valid for 60 days from March 4, 2021.

CivicEngage Project Cost

Features & Functionality

- CivicEngage CMS tools, widgets, and features
- One SSL certificate
- DNS setup and hosting for URL www.newfairview.org
- 100 GB of storage

Design & Content

- One website layout built using available flexible layout options
- One custom website design built using approved layout and up to one advanced design component
- 100 pages Content Development from URL www.newfairview.org
- Up to 200 meetings worth of Agendas and Minutes PDF/DOC Migration
- Four-year premium website redesign

Professional Services

- 20 hours virtual training (limit eight attendees/ session)

Annual Recurring Services

- Hosting and Security
- Software maintenance including service patches and system enhancements
- 24/7 Technical support and access to the CivicPlus Help Center
- Dedicated Client Success Enterprise Account Manager

IF CIVICENGAGE IS PURCHASED SEPARATELY:

Total Year 1 Investment	$28,954
Year 2 Annual Recurring Services	$7,047

Year 1 includes both one-time implementation/development fees & the first-year annual recurring services

CIVICPLUS

CivicClerk Project Cost

Development

- Agenda Management
  - Unlimited boards
  - System-generated staff reports
- Live Meeting Management (includes 1 hour of consulting and 1 hour of training)
  - Record minutes including motions, votes, speakers, and discussion
  - Display Pages
  - Electronic Voting
  - Record minutes including motions, votes, speakers, and discussion
- Analytics module access
  - Create and save custom individual views and organizational views
  - Export views as .XLS and .CSV files
- Unlimited users
- Unlimited storage
- Google Drive, OneDrive, and Dropbox integrations
- Public Portal and Accessibility Portal
- Board Portal
- CP Media™ with Unlimited Storage

Implementation

- Typical project timeline – eight to twelve weeks
- One hour CivicClerk consulting
- Access to On-Demand training materials

Annual Recurring Services

- Hosting and security
- Software maintenance including service patches and system enhancements
- 24/7 Technical support and access to the CivicPlus community
- Dedicated Client Success Manager

IF CIVICCLERK WITH CP MEDIA IS PURCHASED SEPARATELY:

Total Year 1 Investment	$13,560
Year 2 Annual Recurring Services	$11,183

Year 1 includes both one-time implementation/development fees & the first-year annual recurring services

Total Cost - When Purchased Together

Product Suite	One-Time Implementation & Development Fees	Year 1 Annual Fees
CivicEngage (Year 1)	$20,019	$6,040
CivicClerk (Year 1)	$2,619	$10,650
Total Discount (when purchased together)	($3,186)	
Total Year 1 Investment (One-Time Fees + Year 1 Annuals - Both products)	$39,328	
Year 2 Annual Recurring Services (Both products)	$17,525	

CIVICPLUS®

CivicPlus Project Pricing & Invoicing

CivicPlus prices on a per-project, all-inclusive basis (stated in US dollars). This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our clients. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

Standard Year 1 Invoicing

- **CivicEngage** – 30% of Year 1 fees due at contract signing – remaining 70% due at project completion or at the six-month mark in the implementation process – whichever date is earlier

- **CivicClerk** – Year 1 fees are due at contract signing

Annual Services

- The first-year Annual Services fee is included with your Year 1 cost

- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a five percent technology fee uplift each year starting Year 2 of your contract. First uplift is shown in the Year 2 Annual Recurring Services fee

Customized Billing/Invoicing

- We can discuss other billing options with you before contract signing and, if feasible, develop a plan that works for all parties

- Not available with all CivicPlus products – please contact your sales representatives for more details

Payment Gateway Account

- Your chosen Payment Gateway will collect and disburse all credit card monies

- If selected, any of our partner Payment Gateway Vendors will conduct a rate analysis upon discovery to provide the most competitive percentage + fee per transaction rate

- CivicPlus Pay integrates with several Payment Gateways to provide maximum flexibility to our clients' needs

CivicPlus wants our clients to succeed in delivering a viable, sustainable, and flexible technology solution to their communities. We will work with you before contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

Right to Negotiate

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with New Fairview.

CivicEngage CMS Features & Functionality
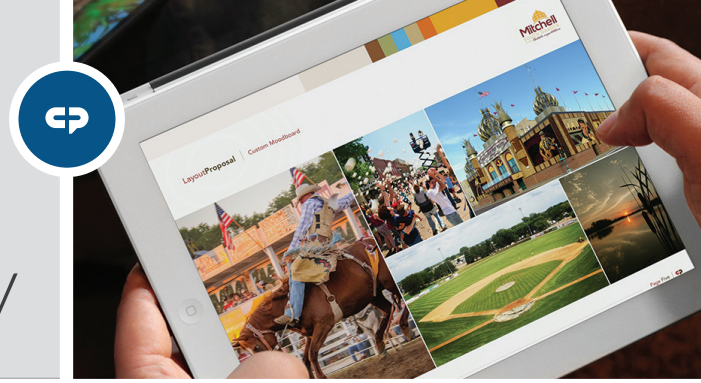
The CivicEngage CMS is robust and flexible with all the features and functionality you need today and in the future. Developed for organizations that need to update their site frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

CivicEngage Modules & Tools

Engagement

CivicEngage offers several effective and easy-to-use citizen engagement features. These tools easily integrate with the other key CMS features. Your staff can create dynamic and informative blog content as well as offer citizens a platform to connect with one another and share ideas. Allow citizens to subscribe to custom notifications, view multiple calendars and events, and easily report problems with a venue for communication. Inform citizens of breaking news and alerts. Each solution is tailored to the needs of local government and is simple to use—no coding skill necessary.

- Alert Center
- Blog
- Calendar
- Community Voice
- My Dashboard
- News Flash
- Notify Me®
- Citizen Request Tracker (up to 5 user licenses and 10 request types)

Document Management

The CivicEngage CMS comes fully-equipped with a robust set of document management tools. These solutions work with other key features of our CMS, making it easy for administrators to build dynamic content that is easy for citizens to navigate and access. Provide a directory of your staff so they are available for your citizens. Store various documents, agendas/minutes, and images, which make it easy retrieve and link to multiple modules and pages. Clerks can collaborate across departments and streamline workflows. Create custom, online forms with simple drag-and-top functionality. You can do all of this from a single platform.

- Agenda Center
- Archive Center
- Document Center
- Form Center
- Photo Gallery
- Staff Directory

CIVICPLUS®

Information & Navigation

Organize your content and pages to make it easy to locate the information you and your citizens need most with modules that help you update information quickly.

- Carousel Widget
- Custom HTML Widget
- Editor Widget
- Frequently Asked Questions (FAQs)
- Graphic Links
- Image Widget

- Info Advanced
- Quick Links
- Related Documents Widget
- Share Widget
- Slideshow Widget

Department-Specific

The CivicEngage CMS includes several function-specific features and modules for government departments. These tools are integrated into and offer the ability to complete multiple steps in one action. Adding a job or bid posting can automatically alert anyone who has requested notifications on those items. Connect activities created with the corresponding facilities. Even further, you can schedule a community event and reserve a location in a single step.

- Activities
- Facilities & Reservations

- Job Postings
- Bids

Administrative Features

The administration of your CivicEngage site is browser based, with no installation of software needed. You'll be able to update the site from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.

Admin View & Settings

From your Admin Dashboard, you can quickly access your recent activities and see time-sensitive action items such as pending approvals of new content and a list of content set to auto-expire. Permissions will be given to all staff members to limit access and authority to various pages and modules and you'll be able to see previously published pages, content and even unpublished drafts so you can track what changes have been made. To understand how your citizens use your site, you'll be able to view website statistics provided by Piwik or Google Analytics. And you can use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.
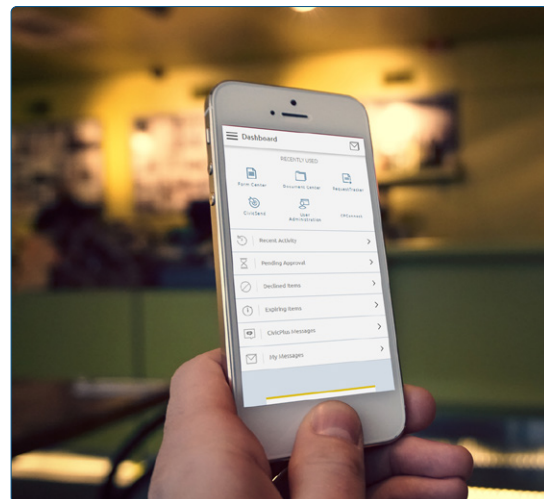
- Admin Dashboard
- Content Scheduling & Versioning
- History Log
- Intranet
- Levels of Permissions

- Pending Approval Items
- Website Statistics

Navigation & Layout

The best way to ensure your information is viewed by your citizens is to make sure it's easy to find. By providing a main navigation mega menu, using dynamic (auto-updating) navigation features such as breadcrumbs and site map, and a powerful, predictive site search of all pages, documents, and images, your citizens will be able to find what they need quickly and easily. Pages can be set up with dynamic modules such as Calendar, FAQs, and News Flash that will keep your information as up to date as possible. Third-party services can easily be embedded, put in an iframe, or set up with an API so you can provide a seamless viewing and working experience for your citizens. The CivicEngage CMS incorporates short, user-friendly link redirects to make it easy for citizens to get to what they need quickly and is printer friendly for citizens who need a paper copy of a page.

- Dynamic Breadcrumbs & Site Map
- Dynamic Page Components
- Link Redirects
- Maps
- Mega Menu
- Predictive Site Search & Log
- Printer Friendly
- Third-Party Access

User-Friendly Features

Not only is the CivicEngage CMS easy for your staff to use, various administrative features help your staff make a more attractive, engaging, and intuitive for your citizens. Your site will be viewable on all devices, including computer, tablet, and phones on any major browser. Use the Design Essentials tool to modify and manage your website's look within the design and structure parameters. Provide accessibility with ADA alt tags and integration with Google Translate. In addition, you can push out information directly to citizens who request information by utilizing RSS feeds. Incorporate social media to various modules so that content automatically post to your Facebook and/or Twitter feeds as well as positioning compatible social media feeds and widgets into your site.

- Automatic Alt Tags
- Design Essentials®
- Live Edit with WYSIWYG Drag & Drop Functionality
- Real Simple Syndication (RSS) Feeds
- Responsive Design
- Social Media
- Supported Browsers
- Translation

Accessibility Compliance

CivicEngage Tools & Services

CivicPlus provides highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. Our approach includes the following steps to provide you a compliant and accessible website:

- We will deliver a highly compliant site that meet Section 508 and WCAG 2.0 A and AA levels.

- Use CivicEngage's Accessibility Checker to scan content in the editor widget, News Flash, and FAQs for accessibility issues so you can correct them before publishing.

- Our trainers will teach your staff best practices to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards.

- Any new regulations that require code changes are done automatically, at least quarterly.

- Best practices and regular updates are provided to clients via the Help Center, blog articles, webinars, and other publications.

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our clients. Additional details and a quote can be provided upon request.

Credit Card Processing

CivicPlus Pay ("Pay") is our secure, PCI-compliant, utility application integrated within the CivicPlus Platform. Local governments can use Pay within the CivicEngage, CivicRec®, and CivicOptimize® solutions to enable seamless payment capabilities.

Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. Pay offers integrations with several common payment gateways to provide flexible payment solutions. CivicPlus has partnered with several integrated gateways to enhance the client experience through a streamlined relationship between the CivicPlus solution and the gateway that processes the payments.

If a partner payment gateway is utilized by New Fairview, CivicPlus can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, on a more limited fashion, to assist you in developing a successful system. Contact your sales representative for more details on our approved partner network and other supported gateway providers.

To utilize any of the approved gateways, an agreement will need to be executed directly between New Fairview and the vendor, who will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to leverage any required devices directly from your selected gateway provider for either purchase or rent. We are happy to assist in your procurement of such devices.

Functionality Disclosure

As CivicPlus continues to evolve and improve our solution to support our clients' needs and goals, we reserve the right to upgrade, replace, modify, or terminate any of the features and functionality elements listed, at our sole discretion, and when feasible, providing reasonable notice to our clients of any changes. These features and functionality are offered on a gratuitous basis to our clients, with no monetary value per feature, and should any changes be enacted, will not affect any terms in a signed agreement with CivicPlus.
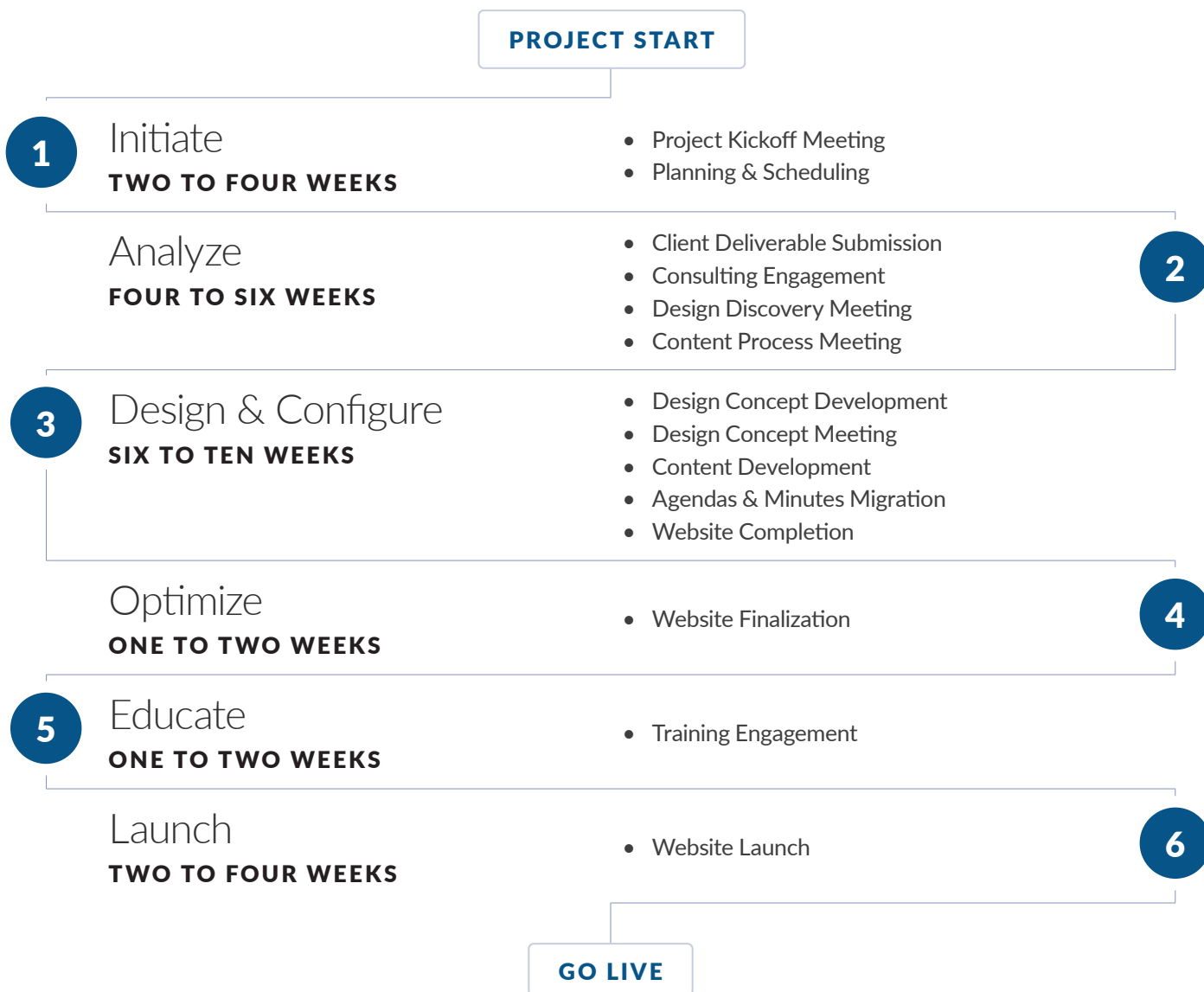
CivicEngage Implementation

A typical project timeline ranges from 16 – 28 weeks. New Fairview's exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors.

Your project timeline, tasks, due dates, and communication will be managed and available in real-time via Mavenlink project management software.

PROJECT START

1
Initiate
TWO TO FOUR WEEKS

- Project Kickoff Meeting
- Planning & Scheduling

Analyze
FOUR TO SIX WEEKS

- Client Deliverable Submission
- Consulting Engagement
- Design Discovery Meeting
- Content Process Meeting

2

3
Design & Configure
SIX TO TEN WEEKS

- Design Concept Development
- Design Concept Meeting
- Content Development
- Agendas & Minutes Migration
- Website Completion

Optimize
ONE TO TWO WEEKS

- Website Finalization

4

5
Educate
ONE TO TWO WEEKS

- Training Engagement

Launch
TWO TO FOUR WEEKS

- Website Launch

6

GO LIVE

CIVICPLUS®

Implementation

Design creation, content development, professional consulting, configuration for usability and accessibility, dedicated training – CivicPlus delivers all of this and more during the development of your new website.

Consulting Engagement

During your consulting sessions, your Consultant will meet with you to evaluate needs and make recommendations for implementation solutions. This consulting will help your organization facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. Further, we will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

Flexible Layout Design

You will meet with your Art Director to discuss your website vision based on the goals and needs of your users. This process involves selecting the order, placement, and format of your homepage content from a library of over 1,200 vetted layout configurations aimed at achieving your usability goals. This layout wireframe will provide the structural blueprint for the visual design application.

We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one advanced design component– a layout or design element that requires significant time to style and implement. Working with your Art Director, you'll identify the appropriate component to achieve or enhance the usability goals for your site.

Content Migration

Content Development

Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, CivicEngage website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

Agendas & Minutes Migration

The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

Training

Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your Trainer will deliver virtual training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will utilize your production website, so users are familiar with your specific configuration and you get real, hands-on learning opportunities.

Your Role

We will need your help to create the strongest possible website for your community. We will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website

- Provide website statistics to be utilized in reorganizing your website content, navigation, and design

- Complete the Design Form to communicate design preferences

- Provide technical information in the DNS form for the set-up of your website domain name(s)

- Perform reviews and provide official approvals throughout the project

- Update the content on your current website and delete any pages you no longer need

- Track website updates to be completed during your training session

- Ensure you have the most up-to-date web browsers installed on your organization's computers

- Compile a list of your website users and desired permission levels

- Reserve training location and necessary resources (computers, conference phone, etc.)

CIVICPLUS

Why CivicClerk?
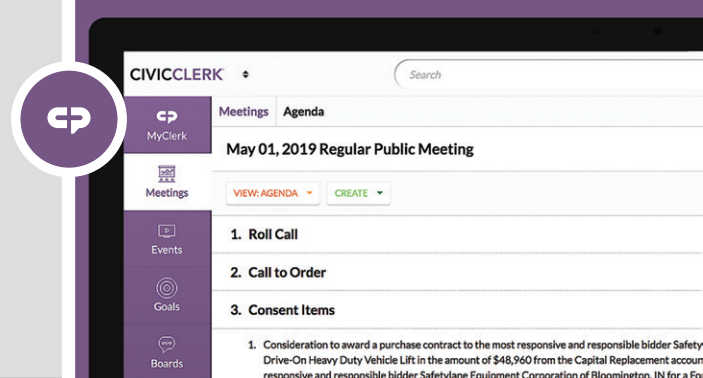
Clerks & Agenda Administrators

As the primary point of contact and documentation facilitator, clerks benefit from time-saving process automation without having to sacrifice control.

- Custom configurations based on business processes
- Total visibility into the agenda, meeting, and video content from one system
- Assign tasks to stakeholders
- Access to ongoing product education and industry-specific webinars, blog posts, and newsletters

Elected & Appointed Officials

Elected leaders benefit from a reliable and accessible interactive tool to prepare for and participate in public meetings.

- Secure, individual access to meeting materials with full-text search
- Pre- and during meeting annotation and note-taking functionality
- Device agnostic
- Electronic voting (additional fees apply)

Agenda Contributors

Item Submitters benefit from an easy-to-use interface that makes it faster to collaborate on agendas.

- Pre-formatted staff reports
- Versioning control
- A dashboard display for a quick review of outstanding task assignments
- In-application support

Managers & Administrators

As approvers, department managers and community administrators benefit from accessible collaboration tools and visibility into staff work.

- A user-friendly, intuitive system for all staff members
- Automated workflows
- Versioning control
- Customizable reporting

Information Technology Leaders

Internal IT stakeholders benefit from peace-of-mind and the near-elimination of system questions and complaints.

- Secure, cloud-based hosting
- Unlimited users and storage
- Automatic upgrades
- Built-in integrations with Dropbox, Microsoft's One Drive and Google Drive, and API availability
- 24/7/365 U.S.-based support

Citizens

Members of your community benefit from transparency and accessibility to public meeting content.

- PDF downloads of agendas, packets, minutes, notices, and other documents
- Dedicated citizen portal with email subscriptions and full-text search
- Side-by-side agenda and video display
- Accessibility portal designed to WCAG 2.0 A and AA standards

CIVICPLUS®

AGENDA AND MEETING MANAGEMENT

CivicClerk is a comprehensive, collaboration tool to help aggregate information, reports, approvals, and notes in a single, transparent, cloud-based repository. CivicClerk brings teams together, fosters dialogue, and expedites reviews and approvals, offering the critical functionality needed by every stakeholder at their crucial point in the review and approval process.

Meeting Preparation and Item Submission

- Create agenda items and draft staff reports
- Upload attachments
- Submit for approval

Review and Approval from Collaborators

- Receive, review, and revise agenda items
- Assign tasks with due dates
- Visually track item status

Agenda Generation and Publication

- Publish to web and send to board members and subscribed residents
- Easy last-minute additions and agenda revisions

Meeting Participant Preparation

- Board members and citizens view agenda and meeting packet on any device
- Board members create annotations
- Available accessibility portal designed to meet WCAG 2.0 A and AA requirements

Meeting Day

- Queue board members in the Board portal to give visibility to the current item
- Add and call speakers and run speaker timer
- Capture motions, votes, comments, and discussion from the meeting
- Create video bookmarks using CP Media
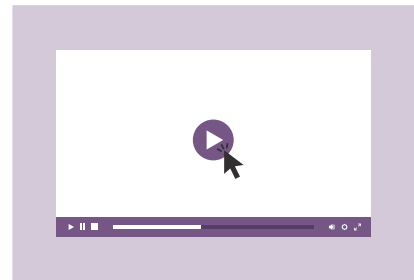
Post-Meeting

- Make any necessary revisions to meeting actions and discussion recorded during the meeting
- Generate and distribute or publish draft and final meeting minutes
- Use preformatted text snippets to populate your minutes document

CIVICPLUS

CivicClerk
Features & Functionality

CivicClerk is the fastest, most intuitive way to streamline the entire agenda management process — from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with CivicClerk is easy with customized workflows, version tracking, and built-in communication tools.

Our innovators designed CivicClerk to offer configuration flexibility so that the system can be scaled from the most simple agenda process to the most complex. Built-in integrations and a suite of APIs make working with other internal applications easy. CivicClerk's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

Fully Integrated, Cloud-Based Software Suite

- User-friendly, modern interface
- Unlimited users
- Unlimited storage
- Highly configurable to your agenda and meeting management processes
- Adaptable permission settings
- Confidential attachments
- Field-level versioning

- Built-in integrations with Dropbox, Microsoft's One Drive and Google Drive and API availability
- Single sign-on through the CivicPlus Platform
- Secure Cloud-Based Hosting
- Automatic Updates
- Customer-Defined Roadmap
- Enhanced Analytics for Data Visibility

Part of the Integrated CivicPlus Platform

Our powerful CivicPlus Platform is the foundation on which all our CivicPlus solutions are built, allowing them to work seamlessly and securely, leveraging existing data, and reducing information silos so your administrative staff can collaborate efficiently. Administrators can take advantage of authentication using our identity provider integrations to provide a single sign-on experience for internal users. The entire system is cloud-based, eliminating the need for internal application management. CivicClerk is hosted in Microsoft's Azure cloud service, providing a stable multi-user environment while ensuring high availability and uptime.

Agenda Management

Flexible, Customized Templates

Standardized templates throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

Efficiently Manage Agenda Packets of Any Size

CivicClerk compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.

Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

Convenient, Anytime Agenda Modifications

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically renumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.

Agenda Timeline

JUL 2019

JUL 22 — Christina Kim at 05:25PM
Sent to Folder **City Council Meeting** — SENT TO GOOGLEDRIVE

JUL 21 — Julie Wood at 05:00PM
Email Sent to MAYOR@CITY.GOV With Agenda Attached: **Final-AGENDA-7-27.docx** — EMAIL SENT WITH AGENDA ATTACHED

TB — Todd Bradley at 4:45PM
City Council Agenda — PUBLISHED AGENDA TO PUBLIC PORTAL

TB — Todd Bradley at 3:00PM
Council Packet — PUBLISHED AGENDA PACKET TO BOARD PORTAL

Christina Kim at 11:30AM
City Council Special Meeting — UPDATED AGENDA EVENT

## Create Agenda Items in Seconds

CivicClerk's easy-to-use item entry allows staff members to enter agenda items, upload attachments, and send through the workflow with a few clicks. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for CivicClerk to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

Automate Your Approvals Process

The workflow engine in CivicClerk streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

Item Fields

INFORMATION

Item Title
Agenda Title

Election of Chairperson and Vice-Chairperson

VERSION HISTORY 1

S

Election of Chairperson and Vice-Chairperson

Item ID

2019-608

Custom Tags to Group Like Agenda Items

CivicClerk allows administrators to set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.
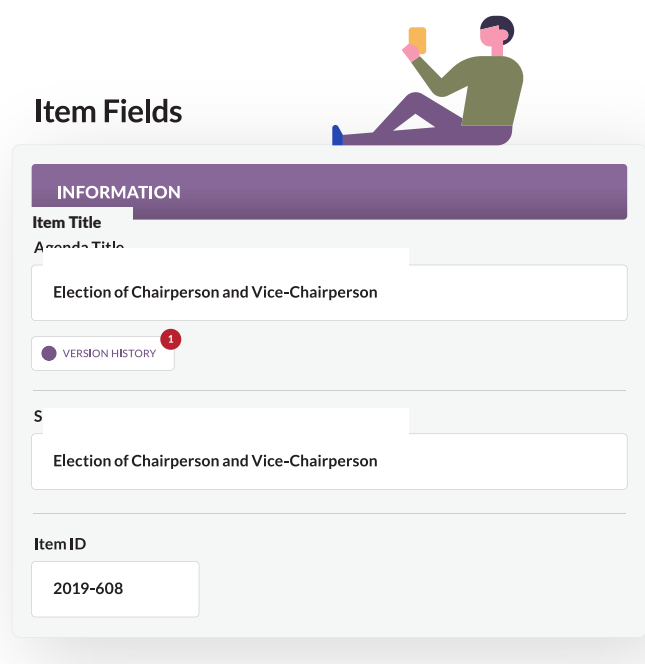
Agenda Management Features

- Custom-developed agenda and staff report templates

- Bulk and single item actions to easily copy, move, and initiate agenda items

- Pre-formatted text snippets to save time and provide consistency

- Flexible workflow and approvals engine with visual progress indicators

- Automated PDF file conversion

- In-app messaging

- Task assignment

- Full-text search functionality

- Tags to link together like agenda items for greater visibility and enhanced searching capability

Meeting Management

Automated Minutes Setup

CivicClerk's fully integrated Minutes module Live Meeting Manager will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the Live Meeting Manager module with a single click.

Keep Up with the Meeting Action

Meetings move fast. CivicClerk's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls. One-click control allows you to update your in-chamber display screens, set your video bookmarks, and queue items in the Board Portal for your elected and appointed officials.

Speaker Manager

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

Easy, Intuitive Minutes-Taking

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

Automatic Video Bookmarking

Automatically timestamp agenda items to their corresponding discussion in the meeting video so those watching the recording can quickly access topics of interest.

Display Pages

Keep meeting participants informed and engaged by displaying the current item, speaker, or vote results automatically to the constituents attending the meeting.

Flexible Voting

Minutes takers can record motions and votes instantly in Live Meeting Manager or initiate electronic voting when desired. Apply motions and votes to individual agenda items or multiple agenda items as a group.

Live Meeting Management Features

- No prep work required – agenda content automatically pulls over into the Minutes module

- Single screen access to all meeting controls

- Record comments and discussion, roll call, motions and votes, speakers

- Bulk copy available to quickly apply motions and the associated votes to multiple agenda items

- Choice of pre-configured or custom-developed minutes templates

- Pre-formatted text snippets to save time formatting and entering data

- Integrated board portal with electronic voting (additional fees apply)

- In-chamber display pages show a welcome screen, current item name, current speaker with countdown timer, motion made on the item, vote count recorded for the item

- Integrated video bookmarking with CP Media live streaming and on-demand video service

- Multiple concurrent video streams with CP Media

- Integrated live and on-demand closed captioning services with optional CP Media
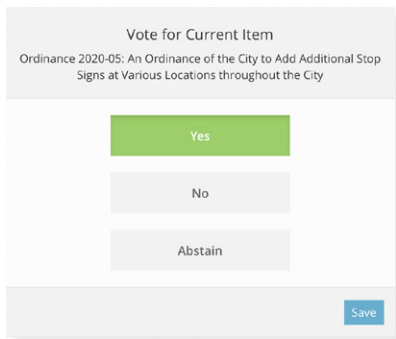

CIVICPLUS®

Board Portal

Flexible Access

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, OneDrive, Google Drive, or post to the Board Portal. CivicClerk is optimized for all devices, including desktops, laptops, tablets, and smartphones. No separate application required.

A Personal Meeting Repository

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.

Vote for Current Item
Ordinance 2020-05: An Ordinance of the City to Add Additional Stop Signs at Various Locations throughout the City

Yes

No

Abstain

Save

Interactive Meeting Tool

During live meetings, the Board Portal integrates with Live Meeting Manager to allow officials to refer to their review notes and annotations, capture notes within a dedicated field, receive visual cues as the agenda progresses from item to item, see speaker information instantly, and enter electronic votes (additional fees apply for electronic voting). Chair View can also be enabled to allow the meeting presider to call speakers and advance agenda items.

Find What You Need- Faster

CivicClerk automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate past items, attachments, minutes, and agendas by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.

Elected/Appointed Officials Board Portal Features

- Secure, individual access to meeting materials

- Annotation and note-taking ability that you can use in pre-meeting preparation as well as in-meeting note-taking

- Optimized for all devices, including desktops, laptops, tablets, and smartphones. No separate application required

- Live speaker name and countdown timer visible for each item

- Visual cues and one-touch access to the current discussion item

- Electronic voting from any device

- Chair View to allow the meeting chair to call speakers and advance agenda items

- Full-text search functionality provides visibility into past meeting content including notes made within the individual's private notes field

- Minutes summary view enables officials to see motions, votes, and any comment or discussion recorded in the meeting minutes for individual items

CIVICPLUS

Citizen Portal

Content Accessibility

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

CivicClerk has a dedicated accessibility portal that gives members of the public complete access to your meeting content. Closed captioning is also available with our CP Media service for live streaming and on-demand video.

Content Transparency

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping citizens engaged and informed.

Citizen Portal Features

- Citizen portal iframe to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications

- Social sharing
- Side-by-side agenda and video display with CP Media (additional fees apply)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow citizens to quickly see the final disposition of agenda items without having to read full minutes documents
- Accessibility portal designed to WCAG 2.0 A and AA standards

CIVICPLUS®

The CivicPlus Platform

CivicEngage and CivicClerk are both part of the CivicPlus Platform, the integrated technology platform for local government, which means local governments minimize the need to rely on various third-party providers for multiple technology solutions.

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- Easily access all purchased CivicPlus products and integrated solutions from one dashboard and toolbar
- Access to a continually growing and fully documented set of APIs in order to better connect your organization's processes and applications
- Centralized data store built on the HCMS with robust data automation and integration capabilities

Integration Hub

Your time is too valuable to be spent downloading finalized meeting documents and data to share across varied communication channels. With the new CivicPlus Integration Hub, you can create custom integrations to connect CivicEngage or CivicClerk with other products on the CivicPlus Platform to automate the delivery of that information just about anywhere.

With the easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus products or with third parties (for an additional fee) without the need for a developer. You can even easily create integrations using manual import, polling, and webhooks (for an additional cost).
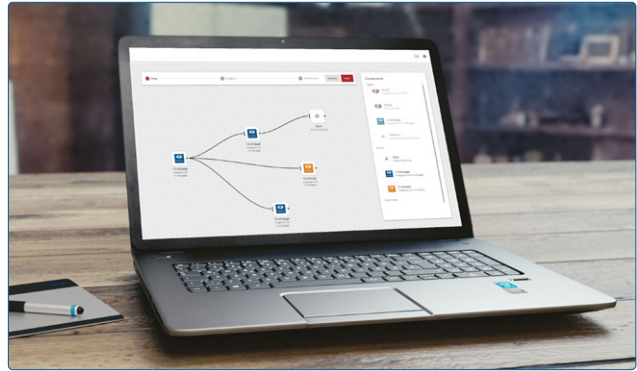
The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create today:

CivicEngage
- An integration that will take a News Flash update in a specific category and immediately post it to the Alert Center.
- An integration that will push a new Calendar Event to post directly in the News Flash module.

CivicClerk
- Automatically add agenda or minute files to the Document Center to be displayed on your CivicEngage website after they are published in CivicClerk.
- Set-up a workflow to post in News Flash once you've published your CivicClerk meeting documents.

Engage & Clerk
- Set-up a workflow to post in News Flash once you've published your CivicClerk® meeting documents.
- Automatically add agenda or minute files to the Document Center to be displayed on your CivicEngage website after they are published in CivicClerk.

Project Enhancement - CP Media™

CivicPlus offers a robust video experience with CP Media. Consumption of video is continuing to grow, and providing this option as part of your services to your community is a must have to drive engagement. With CP Media, New Fairview will be able to offer live video streams to your board and committee meetings, as well as on-demand access after adjournment.
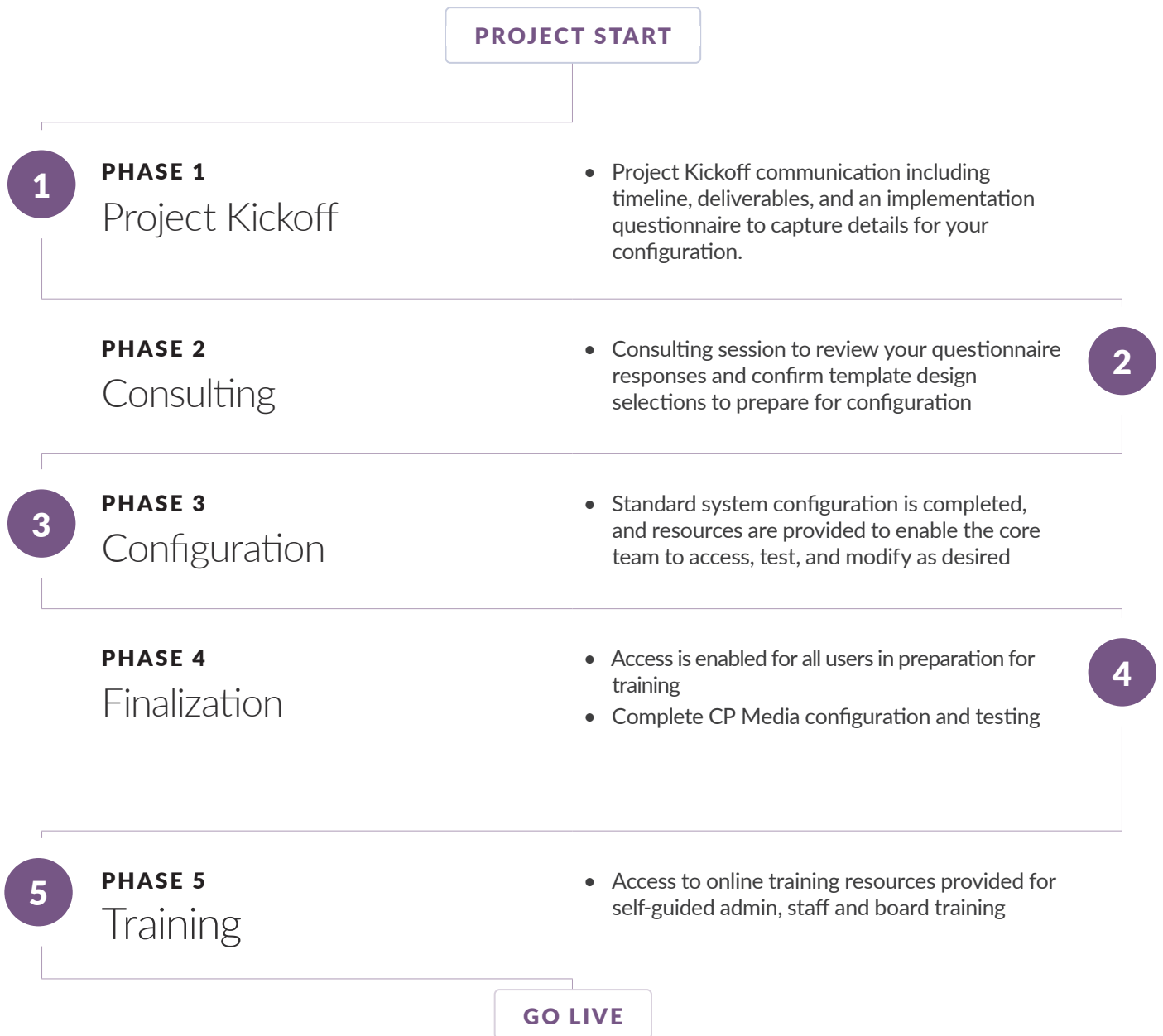
- Supports all browsers and mobile devices with H264
- Auto-recording of live streaming in the cloud
- Bookmarking with an Integrated agendas
- Auto-Import of the agenda for bookmarking
- Live Meeting Manager (live bookmarking)
- Agendas, Packets, Minutes and Supporting Document linking
- Motion and Votes results
- Closed Captioning Support
- Social Media Integration
- Pausing live stream with customer messages
- Matrox encoder integration

CivicClerk Project Timeline

Eight to Twelve Weeks

While every CivicClerk implementation is unique, the following timeline can provide you information about the different implementation stages and what you can expect at each stage.

PROJECT START

1 **PHASE 1**
Project Kickoff

- Project Kickoff communication including timeline, deliverables, and an implementation questionnaire to capture details for your configuration.

PHASE 2
Consulting

- Consulting session to review your questionnaire responses and confirm template design selections to prepare for configuration

2

3 **PHASE 3**
Configuration

- Standard system configuration is completed, and resources are provided to enable the core team to access, test, and modify as desired

PHASE 4
Finalization

- Access is enabled for all users in preparation for training
- Complete CP Media configuration and testing

4

5 **PHASE 5**
Training

- Access to online training resources provided for self-guided admin, staff and board training

GO LIVE

Implementation Plan

Implementation & Support Experience Designed for You

CivicClerk has the experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Standard Implementation Package offers the quickest way to get your team up and running with CivicClerk. It is designed for organizations with a simple Agenda and Meeting process, a small core user group, and a desire for a hands-on implementation experience. An Implementation Consultant will gather key details about your current process, implement Standard configuration and template options, and provide access to self-guided training resources. Key project staff will have online access to the timeline and all assigned deliverables for a fully transparent implementation process.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning CivicClerk Technical Support team.

Configuration

Our team will implement Standard configuration options to map your processes to CivicClerk. Additional custom configurations can be made by Administrative users at any time using OnDemand training and Help Center resources.

Design

Choose from pre-set Standard design templates for system-generated documents: Agendas, Item/Staff Report, Minutes, Agenda Script.

Consulting

Our team will implement Standard configuration options to map your processes to CivicClerk. Additional custom configurations can be made by Administrative users at any time using OnDemand training and Help Center resources.

Training

Train at your own pace with self-guided access to online training videos, in-app guides, and CivicClerk Help Center content.

Ongoing Services

Award-Winning Team

Over the past three years, CivicPlus' Technical Support Team has been recognized by the globally respected Stevie® Awards for Sales and Customer Service. CivicPlus has been honored with two Silver Stevie® Awards and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software - Up to 100 Employees, and Most Valuable Response by a Customer Service Team (COVID-19).

The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

Around-the-Clock Service & Support

Technical & Ongoing Support

- Live support personnel based in the U.S.
- Weekday business hours: 7 a.m. – 7 p.m. (CST)
- Contact via phone, email, and live chat
- 4-hour response during business hours
- 24/7 emergency support

Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades, fixes, enhancements, and OS patches

The CivicPlus Help Center

CivicPlus clients have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. The Help Center also provides our release notes to keep you in the loop on upcoming enhancements and maintenance. The Community Forum allows your staff to interact with each other, send CivicPlus feedback and suggestions for future system enhancements, and view trending topics.

Continuing Partnership

We won't disappear after your website is launched. You'll be assigned a dedicated Client Success Enterprise Account Manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your citizens.

CIVICPLUS®

Company Overview

At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the citizens they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their citizens through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients, including solutions for website design & content management, recreation management, mass communications, agenda & meeting management, employee management, 311 & citizen requests, and digital optimization.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a world leader in government web technology. We consider it a privilege to partner with our clients and provide them with solutions that will serve their needs today and well into the future.

20+
years of experience with a focus to help local governments

350+
employees, many with experience in local government

4,000+
local government clients across the United States and Canada

Inc. 5000
10-time Inc. 5000 Honoree

100 GOVTECH COMPANY 2021
www.govtech.com/100

CIVICPLUS®

Website Redesign, Hosting, and Support

Quote for New Fairview, Texas
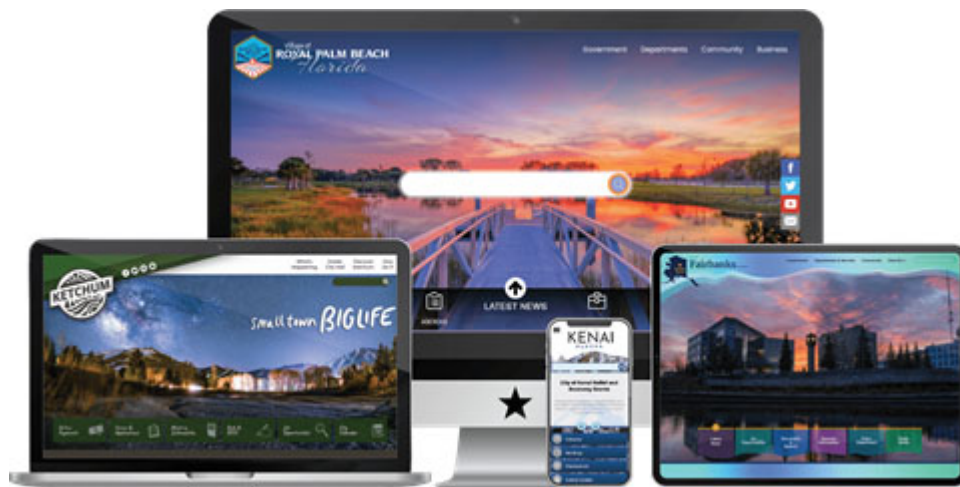
Chris Rogers

PO Box 2235 Tallahassee, FL 32316
850-701-0704 crogers@municode.com

LETTER OF INTEREST

2/17/2021

Dear Selection Team:

Thank you for the opportunity to present our quote for website redesign, hosting, and support services. It is our goal to deliver an accessible, mobile-friendly web presence that is professional, easy-to-use, and easy-to-maintain.

Municode has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties, and other local government agencies for over seventy years continually striving to make your job easier.

Our Municode Web content management system allows your community to find content by providing multiple navigation paths to each page. Our designs reinforce self-service to enable 24x7 online access to your organization's services. We create your website using Drupal, an industry-leading content management system.

Our ongoing Circle of Governance initiative to strengthen democracy includes seamless integrations that connect Municode Web with our suite of online municipal solutions including code of ordinance integration (Municode NEXT) and meeting management integration (Municode Meetings). These integrations include unified search (including PDFs) and cross-links across each platform.

We are thrilled at the opportunity to partner on such an important initiative.

Sincerely,

Brian Gilday
President, Website/Meetings Division

CONTENTS

GovTech Top 100 Innovators
2016-2020

municode
CONNECTING YOU & YOUR COMMUNITY

COMPANY PROFILE

History, Mission, and Team

With over 70 years of experience, Municode's mission is to strengthen democracy by connecting public sector organization with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, online payment portals, the legal codification process, and our robust suite of online legislative search tools.

Municode has been in business for over 70 years and partners with more than 4,000 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced, stable workforce.

Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is in Portland, Oregon. We also have individual team members working across the country.

Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish meetings to your Municode Web website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio
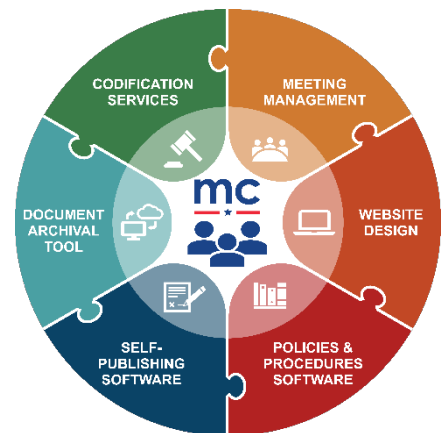
Legal name: Municipal Code Corporation
EIN: 59-0649026
Company headquarters / offices: Tallahassee, FL / Portland, OR
Support hours: 8AM-8PM Eastern

Project Team

We have a highly skilled team with a customer service focus.

Jarrod - Project Sponsorship / Project Management / Customer Service
Jarrod has a Bachelor of Science degree in Mathematics and Business Administration from the University of Oregon. Jarrod is the Director of Professional Services and leads all aspects of project development and customer support.

Dave - Project Management / User Experience
Dave has a Bachelor of Arts degree in Communications from California State University. In addition to project and design leadership, Dave will participate in various analytical, site configuration, content migration, and training activities.

Mary Joy – Project Management / User Experience
Mary Joy has that unique ability to put technical concepts into easy-to-understand terms with clients such as Dunkin Donuts, Gillette, Fidelity, and Osram Sylvania. A Bentley graduate with a Bachelor of Science in CIS, Mary Joy leads our customer support efforts and content migration.

Paul – Development / Systems Architecture / QA
Paul has been working on software systems for years and is a strong member of our team. We will turn to Paul for any custom development work that might be required. In addition, Paul has many years of experience in quality assurance testing, so he will be acting as Municode's lead tester for the engagement.
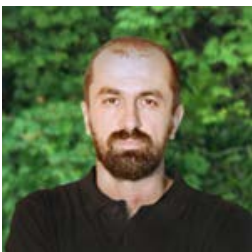
Drago - Graphic Design
Drago's work speaks for itself. He has the unique ability to capture the essence of your branding and communication requirements and transform them to stunning web designs.

REFERENCES AND DESIGN EXAMPLES

Standard Designs

Our standard designs come as part of our base price and are a great option for those who want a professional, mobile friendly design without the added expense of custom graphic design work. You choose from one of our standard layouts and still get to customize the color palette and background photos.
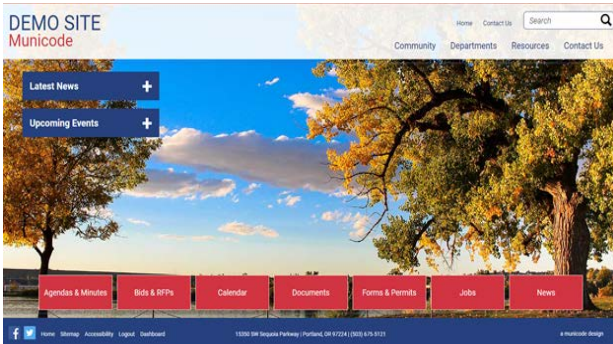
- ✪ Same features and systems as custom design.
- ✪ Customize your images.
- ✪ Your logo.
- ✪ Customize the header bar color.

- ✪ Customize your menus.
- ✪ Customize your quick links.
- ✪ Customize your button colors.
- ✪ Customize the footer bar color.

Del Rey Oaks California https://www.delreyoaks.org Population: 1,624 Kim Carvalho, Assistant to the City Manger/Deputy City Clerk (831) 394-8511 Ext. 110 kcarvalho@delreyoaks.org		
Mount Carmel Illinois https://cityofmtcarmel.com/ Population: 7,284 Mike Gidcumb, City Inspector 618-262-4822 mgidcumb@cityofmtcarmel.com		
St. Leo Florida https://www.townofstleo.org/ Population: 1,340 Andrea Calvert, Town Clerk 352-588-2622 townclerk@townofstleo.org		

municode
CONNECTING YOU & YOUR COMMUNITY

Custom Designs

There is a reason why we have loyal customers! It is because we have a great solution, we take care of our customers, and we are committed to working with you for the long haul. When you pick up the phone and call us, we answer! When you email, we respond quickly – usually within 30 minutes. When you need us, we will be there for you. **But don't take our word for it, ask our clients.**

Royal Palm Beach Florida https://www.royalpalmbeach.com Population: 34,140 Marina Quintero, IS Manager 561-791-7078 mquintero@royalpalmbeach.com **[CIVIC PLUS REPLACEMENT]**		
Addison Texas https://addisontexas.net Population: 13,056 Mary Rosenbleeth, Director of Public Communications, 972-450-7032 mrosenbleeth@addisontx.gov		
Kenai Alaska https://www.kenai.city Population: 7,100 Jamie Heinz, City Clerk (907) 283-8246, (907) 283-8231 jheinz@kenai.city **[3CMA AWARD WINNER]**		
Ketchum Idaho https://ketchumidaho.org Population: 2,689 Jake Losinski, Senior Management Analyst (208) 727-5081 jlosinski@ketchumidaho.org **[CIVIC PLUS REPLACEMENT]**		
Corvallis Oregon https://www.corvallisoregon.gov Population: 55,298 Patrick Rollens, Public Information Officer 541-766-6368 patrick.rollens@corvallisoregon.gov **[NAGW AWARD WINNER]**		

municode
CONNECTING YOU & YOUR COMMUNITY

Corinth Texas

https://www.cityofcorinth.com

Population: 19,935
Lee Ann Bunselmeyer, City Manager
(940) 498-3241
LeeAnn.Bunselmeyer@cityofcorinth.com
[CIVIC PLUS REPLACEMENT]

Leavenworth Kansas

https://www.leavenworthks.org

Population: 35,251
Melissa Bower, Public Information
Officer 913-680-2610
melissab@firstcity.org

Wilsonville Oregon

http://www.ci.wilsonville.or.us

Population: 19,509
Beth Wolf, Systems Analyst
503-570-1513
wolf@ci.wilsonville.or.us
[CIVIC PLUS REPLACEMENT]

Brookhaven Georgia

https://www.brookhavenga.gov

Population: 52,444
Ann Marie Quill, Communications
Manager
404-637-0508
annmarie.quill@brookhavenga.gov
**[GRANICUS (Vision Internet)
REPLACEMENT]**

Rexburg Idaho

https://www.rexburg.org/

Population: 25,484
Daniel Torres, Assistant Economic
Developer
208-372-2333
daniel.torres@rexburg.org

Marco Island Florida

https://www.cityofmarcoisland.com/

Population: 16,413
Jordan Turek, CIO, Director of IT
239-205-3434
jturek@cityofmarcoisland.com

municode
CONNECTING YOU & YOUR COMMUNITY

Specialty Sub-Site Graphic Designs

We also offer the option of having graphic designs for sub-sites that require specialized branding. We call these 'specialty sub-sites'. We leverage your main CMS and database, which allows us to offer these sub-sites with the same functionality as your main site yet with a completely different look and feel.

Economic Development
www.choosewoodstock.com
https://addisontexas.net/econ-dev

Parks & Recreation
www.cprdnewberg.org
https://www.wilsonvilleparksandrec.com/parksrec

Airports
https://www.cityofprineville.com/airport
https://addisontexas.net/airport
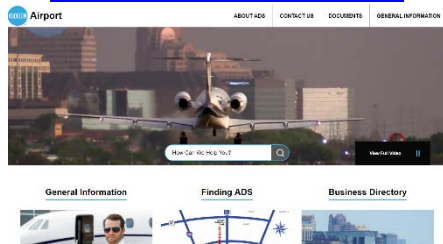
Libraries
www.woodstockpubliclibrary.org
https://www.hendersoncountync.gov/library

Police and Fire
www.quincypd.org
https://addisontexas.net/police

Event Centers / Cultural Centers
https://addisontexas.net/actc
www.woodstockoperahouse.com
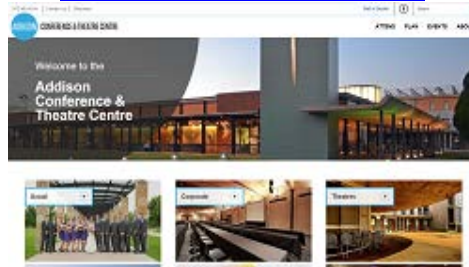
Golf Courses
www.meadowlakesgc.com
https://www.cottagegrove.org/golf

Tourism
www.gofruita.com
http://www.wrangell.com/visitorservices

WEBSITE CONTENT MANAGEMENT SYSTEM (CMS) FEATURES

Municode Web was designed for local governments by experts in local government. It utilizes Drupal, an open source platform, that powers millions of websites and is supported by an active, diverse, and global community. We are the Drupal experts for local government!

Key Project Deliverables

- ✪ WEBSITE DESIGN
- ✪ CONTENT MIGRATION
- ✪ TRAINING
- ✪ HOSTING
- ✪ SUPPORT

Standard Features

- ◉ Responsive Mobile Friendly Design
- ◉ Simple Page Editor
- ◉ Best-in-Class Search Engine
- ◉ Social Media Integration
- ◉ Web Page Categories - create a page once, have it show up in multiple places
- ◉ Department Micro-sites (sites-within-a-site)
- ◉ Rotating Banners and Headline Articles
- ◉ Online Job Postings
- ◉ Online Bid/RFP Postings
- ◉ Photo Album Slideshows
- ◉ Google Maps Integration
- ◉ Resource/Document Center
- ◉ Image auto-scaling and resizing
- ◉ Site Metrics (Google Analytics)
- ◉ Scheduled Publish On/Off Dates
- ◉ Unlimited User logins
- ◉ Unlimited Content
- ◉ Word-like WYSIWYG Editor
- ◉ Private Pages – staff view only

- ◉ Unlimited Online Fillable Forms
- ◉ Emergency Alerts
- ◉ Meeting Agendas/Minutes/Videos
- ◉ Event Calendar
- ◉ Page Versioning / Audit Trail
- ◉ Latest News / Press Releases
- ◉ Anti-spam controls
- ◉ Email Harvesting Protection
- ◉ Broken Link Finder
- ◉ Dynamic Sitemap
- ◉ Support for Windows, Mac, Linux
- ◉ Video integration (YouTube, Vimeo, etc.)
- ◉ Client owns rights to all data
- ◉ Organization/Staff Directory
- ◉ Frequently Asked Questions (FAQs)
- ◉ Share This Button (Facebook/Twitter)
- ◉ Secure Pages / SSL
- ◉ Printer Friendly Pages
- ◉ RSS Feeds Inbound/Outbound

Optional Features/Services

- ◉ Email Subscriptions / Notifications
- ◉ Projects Directory
- ◉ Parks and Trails Directory
- ◉ Property Directory (Commercial/Industrial)

- ◉ Business Directory
- ◉ Facility Reservations
- ◉ Specialty Sub-site Graphic Designs
- ◉ Board Management

MEETING AND AGENDA MANAGEMENT (OPTIONAL)

Municode Web includes a standard feature to post meeting agendas and minutes. Many organizations seek the additional features of an agenda management solution such as agenda item approval workflow, auto-generated PDF/Word agendas, live council voting/roll call, and audio/video integration.

Municode Meetings is the easiest-to-use and most modern agenda management system in the industry. It is a 100% cloud-based offering that will greatly reduce the staff time and effort required to create and publish online agendas and minutes.

Key Project Deliverables

- BOARD/COMMITTEE SETUP - configure as many boards as you need - no limit
- MEETING TEMPLATE DESIGN - design one or more meeting templates to your custom specifications
- TRAINING
- WORKFLOW - setup custom agenda item approval workflows

- USERS/ROLES/PERMISSIONS - create and configure unlimited user accounts
- ANNUAL SERVICE - 99.95% up-time guarantee, data backups, disaster recovery
- SUPPORT - 8AM to 8PM Eastern phone and email support; 24x7x365 emergency support

Standard Features

- Unlimited Meetings and Agenda Templates
- Unlimited Meeting Agenda Templates
- Unlimited Users
- Create Meetings
- Submit/Add Agenda Items
- Attach agenda item files
- Create Agendas
- Create Agenda Packets

- Create Meeting Minutes
- Approve Items with Approval Workflow
- Auto Publishing Agenda, Agenda Packet, Minutes to the web
- Self-service YouTube video time stamping
- Integration with Swagit Video (coming soon)
- Voting/Roll Call
- Integration with Municode Web calendar

Service and Support

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.

PROJECT TIMELINE AND APPROACH

Project Timeline Sample

The typical project takes 3-4 months (standard design) | 5-7 months (custom design). The high-level timeline below is an approximation. We will finalize the schedule once we meet with you.
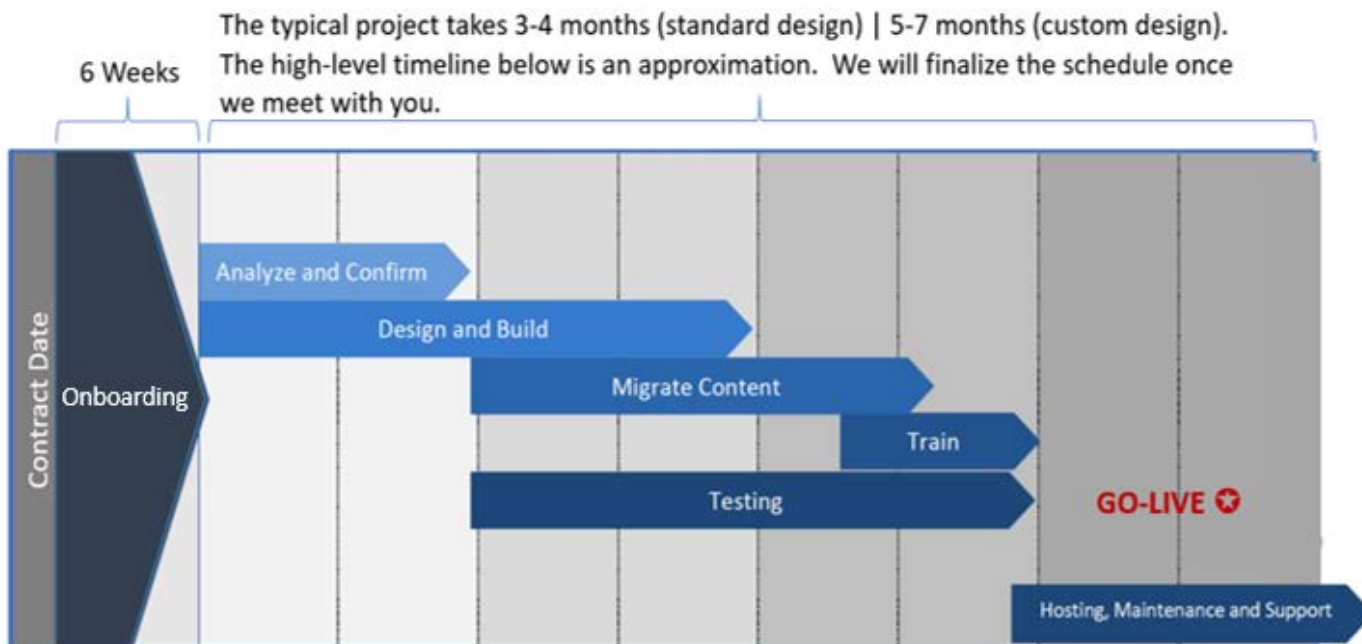
Client Responsibilities

The client's responsibility and the key to a smooth on-time deployment is providing the initial information and approving proofs quickly.

☑ The Client will make available to Municode relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort. The Client will create new content copy as needed.

☑ The Client will assign a single point of contact for Municode to interact with that will be responsible for coordinating the schedules of other project stakeholders.

☑ The Client will review any deliverables requiring formal approval within 5 business days and return all comments/issues at or before those 5 days have elapsed.

☑ The Client will assign one person who will act as the "ultimate decision maker" in the case where consensus among the team cannot be reached.

☑ The Client must agree to applicable terms of services for Google related services such as Google Analytics and Google Maps to access those features. Municode is not responsible for Google's decisions related to discontinuing services or changing current APIs.

Project Phase Descriptions

Phase 1: Analyze and Confirm Requirements	Deliverables
Website Assessment: Municode will complete an analysis of your current website(s) to assess the existing navigation, features/functions, and quality of content.	
Organizational Overview Inventory/Survey: Municode will provide an organizational overview document for you to complete as part of this assessment.	⊙ **Organization Survey**
Website Design Meeting: Municode will conduct a design meeting with a client-defined web advisory team. We recommend the advisory team be limited to a maximum of 6 members. This design meeting will allow the website advisory team to provide input regarding the overall design of the new website, including the site branding as well as high-level site navigation. This team will act as the initial review team for website design concepts. In addition, this team will act as the final review team for the website before it is approved for go-live.	⊙ **Website design specification sheet (graphic design and information / navigation design)**

Phase 2: Design and Build phase	Deliverables
Design Concept Creation and Approval (Custom Designs): Municode will complete home page design concepts for the Home Page and inner pages. These design concepts will incorporate all the graphical elements as well as the high-level sitemap. You will select a winning concept after going through a series of iterative design revision meetings. We allow for a total of 6 revisions.	⊙ **Design concepts** ⊙ **Finalized design (Sketch, Figma, or Photoshop)**
Website Setup, Configure, and Customization: Municode will create a fully functional website that includes the functional elements described in this proposal. As part of the website setup, Municode will finalize any remaining elements to the approved design and navigation.	⊙ **Functional beta website with approved design** ⊙ **Content migration**

GovTech 100
GovTech Top 100 Innovators
2016-2020

Page **13** of **20**

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Phase 3: Migrate Content

Deliverables

Content Finalization and Departmental Acceptance

Municode migrates initial content and your trained staff finalizes prior to go-live. See pricing section for specific number of included pages.

Meeting Agendas and Minutes: Client completes an excel template with information regarding each meeting plus corresponding files. Municode will then auto-import that content. Files must be provided with a standard naming convention to allow for auto parsing of date. (i.e. minutes_061516.pdf, etc.)

Standard Web Pages: A standard web page is defined as a page that contains a title, body text, and up to a total of 5 links, file attachments, or images. If you require migration of more complex pages, we can provide a custom quote.

Directory pages (Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/Resolutions): Client completes manually or may request a custom quote. For custom quotes, client completes an excel template with directory data and Municode auto-imports directory content.

- ⊙ **Content creation and migration**
- ⊙ **Departmental content 'signoff'**

Phase 4: Staff Training

Deliverables

Staff Training

Throughout the development and after launch, our customers have access to training, resources and educational opportunities that help them thrive. Our initial training is offered to administrators and content contributors.

- ⊙ **On-site (if applicable)**
- ⊙ **Web teleconference**
- ⊙ **Videos and User guides**

Phase 5: Testing

Deliverables

Municode Functional Testing

Municode will perform a series of tests across multiple browser and operating system versions to confirm site functionality. These tests will confirm proper functionality of all features documented in this proposal.

- ⊙ **Completing Testing Checklists**

Acceptance Testing

Staff will review the website for completeness. Municode will have completed functional testing and cross-browser compatibility testing.

- ⊙ **Site acceptance by client**

Go Live ✪

Deliverables

Go-Live

We will work with you to make the appropriate 'A' Record DNS entry changes to begin the process of propagating the new production web server IP address.

- ⊙ **Accepted Final Live Website**

HOSTING, MAINTENANCE, AND CUSTOMER SUPPORT

Hosting

We provide first-class hosting services in a secure data center. We take cyber security seriously. Your website will be secure from multiple perspectives:

🏗 Data Center

We host your website in a secure data center. The data center is manned 24x7x365. Your website is maintained using firewalls, load balancers, multiple web application servers, and a database server. We apply security updates to the entire web server stack on a regular basis.

⚡ Data transmission

We guarantee up to 1 Terabyte of data transfer per month.

🔒 Web CMS software security

We apply security updates to your Drupal-based CMS whenever updates are posted. Your website is built on Drupal software that has the confidence of millions of websites in both the private sector and public sector, including whitehouse.gov, the City of Boston and the City of Los Angeles. Several built-in security mechanisms are in place to prevent cross-site scripting attacks.

🔒 Web transmission security

Your website is secured with SSL to encrypt transmission of data. We SSL-enable every page on your website for maximum security.

🔒 User authentication security

Our solution is configured with granular role-based permissions, and each user is required to login with a unique user id and password. We also offer a two-factor authentication option using Google Authenticate if that should be something you are interested in pursuing.

🏗 Data Backup

We back up your data in multiple geographic locations. Backups occur daily, weekly, monthly, and up to 7 years of annual data backups.

🏆 Guaranteed Uptime

Municode guarantee web server uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service

Maintenance and Customer Support

⛑ 24x7 Customer support:

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine website operation questions from staff.

🔒 Security upgrades:

Municode will apply security upgrades to your solution's core and contributed modules ensuring that your website stays secure. Municode will perform security upgrades and other web server and website optimizations during off-hours, typically between the hours of 9PM-3AM Pacific, if such work requires taking the website off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

❤ Site Monitoring and Site Recovery:

Municode will install auto-monitoring software routines that continually monitor website performance and alert us when problems occur. We will act as soon as possible and no later than two hours after problems are detected.

★ Free feature upgrades:

As we update our base Municode features, you receive those upgrades for FREE.

PROJECT COSTS

Design, Development, and Implementation Phase $4,800

- Fully functional Municode CMS with all base features
- Responsive mobile-friendly website with **standard** design
- Content migration; up to 100 pages; 5 years meetings migration
- Training: web teleconference, video, user guides

Annual Hosting, Maintenance, and Customer Support $2,100 / year

- 80GB disk space and up to 1 terabyte data transfer per month
- 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- Email support with one-hour response time during working hours
- Emergency 24x7 support
- Up to 3 hours' webinar refresher trainings per year

Total Year 1 Costs $6,900

Select Additional Website Options

Option	Price
☐ Custom website design	$3,500 one-time
☐ Email Subscriptions / Notifications	$600 per year
☐ Projects Directory	$200 per year
☐ Parks and Trails Directory	$200 per year
☐ Property Listings (Commercial/Industrial)	$200 per year
☐ Facility Reservations	$1500 setup + $900 per year
☐ Business Directory	$750 setup + $600 per year
☐ Microsite color/logo customization	$500 one-time (per microsite)
☐ Specialty sub-site graphic designs	$3500 + $600 per year (per design)
☐ Site graphic redesign every 4th year	$600 per year (per design)
☐ Additional on-site visits (training, consultation, etc.)	$1500 day 1, $1000 per day (days 2+)
☐ Custom Feature Development	$150 per hour or fixed bid quote
☐ Meeting and Agenda Management (Municode Meetings)	$2,400 per year
☐ Board Management	$1,000 per year

PAYMENT SCHEDULE

Option A: Standard Payment Schedule

Year 1

Sign contract	50% of one-time costs ($2,400)
Implement design and features	50% of one-time costs ($2,400)
Conduct training (site moved to production / annual support begins)	annual hosting and support ($2,100)

Notes
- No long-term commitments required. We will earn your trust. You may cancel service at any time.
- Guaranteed pricing. Hosting and Support fees will not increase for first three years.
- Payment schedule will be adjusted accordingly based on selected optional features.
- Annual hosting and support fees starting year four will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers.*

Option B: 4-year Interest-free Payment Schedule

- Year 1
    - o   at time of contract signature
        - ▪ Project payment 1 of 4 $1,200
        - ▪ Annual website hosting/support $2,100
        - ▪ **Total year 1**   **$3,300**
- Year 2
    - o   one year from contract signature
        - ▪ Project payment 2 of 4 $1,200
        - ▪ Annual website hosting/support $2,100
        - ▪ **Total year 2**   **$3,300**
- Year 3
    - o   two years from contract signature
        - ▪ Project payment 3 of 4 $1,200
        - ▪ Annual website hosting/support $2,100
        - ▪ **Total year 3**   **$3,300**
- Year 4
    - o   three years from contract signature
        - ▪ Project payment 4 of 4 $1,200
        - ▪ Annual website hosting/support $2,100
        - ▪ **Total year 4**   **$3,300**

Notes
- Four-year commitment required.
- Guaranteed pricing. Hosting and Support fees will not increase for first four years.
- Payment schedule will be adjusted accordingly based on selected optional features.
- Annual hosting and support fees starting year five will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers.*

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SERVICES AGREEMENT

This agreement ("AGREEMENT") is entered between New Fairview, Texas ("CLIENT") and Municipal Code Corporation ("CONSULTANT").

1. Term of AGREEMENT. This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually.   This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice.

2. Compensation. It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked "Payment Schedule". Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.

3. Scope of Services. CONSULTANT's services under this AGREEMENT shall consist of services as detailed in the attached proposal including appendices ("SERVICES"). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.

4. Integration. This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

5. Warranty. CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.

6. Liability. CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.

7. Termination. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.

8. Independent Contractor. CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

9. Confidentiality.   (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.

 (b) Obligation of Confidentiality. During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or

otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

10. Assignment.   Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of its assets.

11. Cooperative Purchasing.   CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

12. Governing Law. This AGREEMENT shall be governed and construed in accordance with the laws of the State of Florida without resort to any jurisdiction's conflicts of law, rules, or doctrines.

Submitted by:

Municipal Code Corporation

By: _____

Title: Brian Gilday - President, Website Division

Accepted by:

By: _____

Title:

Date:

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Re: Request a Quote/Proposal from EvoGov - New Form Submission for EvoGov

John McKown <jmckown@evogov.com>   Mon, Feb 22, 2021 at 1:18 PM
To: ben@newfairview.org

Hi Ben,

Thank you for completing our online quote form for your municipality.
You opted for the "Simple Price and Timeline", so my goal is to include all of the information that you are looking for within this email. We took a look at your website, and we made some educated assumptions regarding the amount of work required for your project so that we can give you a straightforward price right now. Due to your small size, we have quoted your project at a bit below our standard rates to save you money and make choosing us an easier decision.

We see that your current website is currently built using Wordpress, so moving the website to EvoGov's platform will provide you with a system and applications that are more custom-built for municipalities.
In the age of Covid-19, the needs of a website have expanded to become more of a "digital city hall" so that more services may move to the website and become touchless to protect residents and your staff.
You can see our latest design best practices for covid-19 and home page design by clicking here.

One-Time Development Costs:
Our quote for the one-time redevelopment of your website is $4800. This fee includes; project management meetings with your departments, complete website content migration, all-new custom graphic design, mobile-first CSS Grids mobile framework, training meetings for each department, and all of our hosted applications. The applications part is a nice value, because for the one hosting fee you will get all of our applications that are purpose-built for cities. Since this is less than $10,000, we would invoice this in two installments - one after the kickoff meeting and one when the site goes live.

Applications Included:
- · EvoCloud Content Management System on Amazon AWS.
- · Evo311^{tm} - 311 Request Tracking System
- · EvoBids^{tm} – Electronic Bid and RFP management system.
- · EvoAgendas^{tm} (Electronic Agenda Management System) – Coming spring 2021.
- · Facility booking
- · Mapping with GIS functionality
- · Dynamic Department Content
- · Email Newsletters
- · Unlimited Everything; Users, Storage, Content, Domain Names, Calendars, News Areas, SSL, etc.

We invoice for projects after we meet these milestones:

1. Kickoff Meeting.
2. Design Approval.
3. Content Migration and Training.
4. Site Launch.

Time to Build:
Our goal is for the project to be completed after about 90 days. This is a reasonable goal, but It may take longer depending on how quickly we receive content updates and data from your team. It does not need to take six months to build the new website, as most companies in our industry quote.

Project Guides: You can see exactly how we organize projects and data with this online guide: https://www.evogov.com/welcome.
The guides outline the involvement that we need from your team, with checklists and strategies to create a much better website for your city.

Recurring Monthly Fee:
Hosting, support, automatic application updates, are capped at $150 for smaller municipalities. That includes unlimited support and all of our applications and tools for municipalities. We believe in simple flat-rate fees. Most of our competitors

will up-sell professional services and add-on features, while we do not. The only additional fees that you may incur would be for sending mass emails, and those are reasonable at $1 per 1000 emails sent, after 30,000 are sent.

Work Examples:
Columbia County Oregon - https://www.columbiacountyor.gov
Phillips County Kansas – www.phillipscountyks.org
Ventnor City, New Jersey – ventnorcity.org Coral Gables Florida - coralgables.com Kinnelon New Jersey - kinnelonboro.org
Riverside County, California Clerk Recorder - asrclkrec.com
Ketchikan, Alaska - ktn-ak.us
Cassia County Idaho - https://www.cassiacounty.org/wheeling

Why Choose Us:

- Straightforward all-inclusive pricing with all applications included with hosting.
- 30% (or higher) savings on cost of ownership compared with CivicPlus, Granicus/Vision, and other companies.
- mass messaging, Bids/RFPs, much more.
- All new applications we release are included free.
- Up to 6 live training meetings included. Unlimited support.
- 100% Uptime Guarantee on Amazon AWS.
- Multiple websites and domain names supported, with free SSL security for each. Restrictions apply.
- Nothing outsourced overseas - our team in Colorado performs all work.
- Server integration that other providers don't offer: Tax Assessment Lookups, ESRI GIS, Sheriff Office data, Human Resources portals, more.
- Secure Staff Intranets available (quoted separately).
- Unlimited storage, users, more.

Please let me know if we can provide you with a formal written proposal or a live demo.

Thank you again for reaching out to us.

John McKown
President

EvoGov, Inc.
PO Box 3614
Parker, CO 80134
Office: (303) 557-0168 x100
Cell: 720-900-9969
Email: jmckown@evogov.com
Web: www.evogov.com
Schedule a Meeting

[Quoted text hidden]

ACCOONA GLOBAL PROPOSAL

FOR THE CITY OF NEW FAIRVIEW

|| WEBSITE AND HOSTING

ACCOONA GLOBAL
PROPOSAL FOR SERVICES
For Website and Hosting

OVERVIEW

Accoona Global is pleased to submit this proposal to the City of New Fairview for a website redesign and hosting services. A easy-to-use and mobile friendly web presence is an important part of your communication channel to the community

The focus of any Accoona team member, and any product we provide starts with quality first. There are no shortcuts, and your service levels will reflect that.

With the wide range of technology services that Accoona can offer, we will support the immediate needs to get your website online.

The Objective

- Develop a accessible, professional, and mobile-friendly Web Presence
- Customize the design to fit your specific needs
- Provide a customer tailored set of features

The Solution

- Accoona – Web Design and Hosting
    - o Full Design and Engineering Team.
    - o We will provide several designs, and you will have unlimited revisions for changes
    - o We will host, update, and maintain security on your new website.
    - o Highest level of service, quality, and attention to detail.

FEATURES AND MODULES

Content Management

- Generate, Share, and Maintain all forms of Content
- Simplicity and Flexibility
- Search Engine Optimized
- Multilingual
- User Management
- Media Management
- Menu Management

Agenda Management

- Create and display multiple Agendas
- Create multiple style templates for different meeting types
- Control styling for individual sessions within each agenda
- Show/Hide 'More' link for detailed information on session
- Automatically link venue name to details
- Front End Print Option (print friendly version)

Community Bulletin and Discussion Board

- Custom User permissions
- Forums for community discussion
- Forums for community "Read Only"
- Quickly share discussion content with the community

Optional: GIS Mapping Module

- WebView for Local GIS Mapping Files
- Allow community members to cut, slice, and download specific maps and attributes
- Integrated with GIS software for quick updates

Accoona – Web Design and Hosting

Our design team will work with you to develop a professional look-and-feel that best represents your brand. When customers find you online, your new website will communicate who you are, and what you do best.

Accoona will design your website to provide a smooth experience for your customer regardless of their device. Both from desktop and mobile, your customers will find the information they need.

All architecture and planning we do now, will be in preparation for future features.

Accoona – Web Design and Hosting - Examples

Here are some recent examples of Websites designed, engineered, and hosted by Accoona. We did the logo design for most of the examples below as well.

J Molina Law Firm

https://jmolinalawfirm.com

Supply Online

https://supplyonline.com/

nFLXn Group

http://www.nflxn.com/

Accoona Global

http://accoona.it/

HREPC Law Firm

http://www.hrepc.com/

Cavnar Insurance Agency

https://cavnarinsurance.com/

Winston Kitchen and Batch

http://www.winstonkb.com/

Oberkampf Supply

http://www.oberkampfsupply.com/

PRICING – DESIGN AND IMPLEMENTATION

Design and Implementation pricing is one-time project based.

Website - Design and Implementation	Count	Unit	Price
Theme Design, Tweak, and Build	1	$4,950.00	$4,950.00
Content Management	1	$1,650.00	$1,650.00
Agenda Manager	1	$1,650.00	$1,650.00
Community Bulletin and Discussion Board	1	$1,650.00	$1,650.00
Total			$9,900.00

Optional GIS Mapping Module	Count	Unit	Price
GIS Map Integration	1	$1,950.00	$1,950.00
Total			$1,950.00

PRICING – HOSTING AND MAINTENANCE

Service pricing proposed below are yearly recurring.

Website - Hosting and Maintenance	Count	Yearly Unit	Yearly Price
Web Hosting and Security Updates	1	$4,800.00	$4,800.00
Total			$4,800.00

CONCLUSION

We look forward to working with the City of New Fairview and supporting your new online website. We are confident that we can meet the challenges ahead and stand ready to partner with you in delivering an effective IT support solution.

If you have questions on this proposal, feel free to contact Bo Fisher at your convenience by email bfisher@accoonaglobal.com or by phone at 469-225-3030.

Bo Fisher
CEO

City Council Agenda
May 3, 2021

Agenda Item: **(Discussion Item)**

Agenda Description:
Discuss with staff the City Council's participation in the Texas Rural Leadership Program.

Background Information:
The Texas Rural Leadership Program is a Texas A&M AgriLife Extension Service and provides rural communities with leadership development, relationship building, strategic planning, visioning, etc. This series of three workshops was first presented to the Council in November and we were unsuccessful in setting dates for the session.

As the available dates approached the May election, staff determined that the best use of the resource was to wait until after the election and include the newly elected Council members and the Planning and Zoning Commissioners.

Staff needs to obtain best dates and times for scheduling these workshops.

Financial Information:
N/A

City Contact and Recommendation:
Ben Nibarger, City Administrator

Attachments:
TRLP Program & Brochure

LEADERSHIP MUST COME FROM WITHIN; IT'S THE HEART OF THE FUTURE IN RURAL TEXAS.

Our Leaders-In-Action Workshop Series processes are top of the line, and stimulate creativity at a local level.
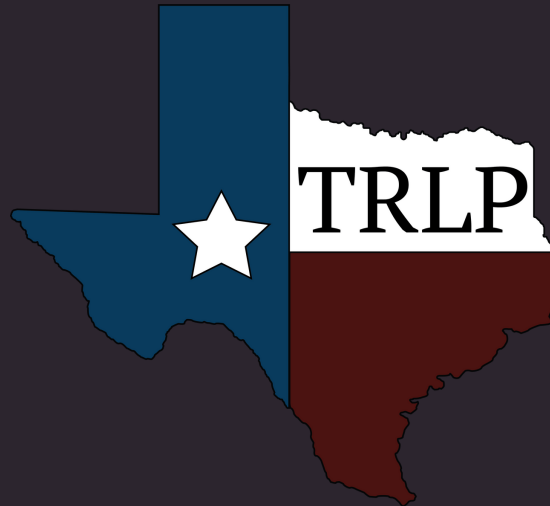
Texas Rural Leadership Program
Texas A&M AgriLife Extension Service
College Station, Texas

TRLP can make a difference in your community/county.

TRLP.tamu.edu
trlp@ag.tamu.edu
f @txruralleadership
⧉ @txruralleadership

TEXAS RURAL LEADERSHIP PROGRAM
TEXAS A&M AGRILIFE EXTENSION

Develop Leaders ● Build Networks ● Cultivate Community ●
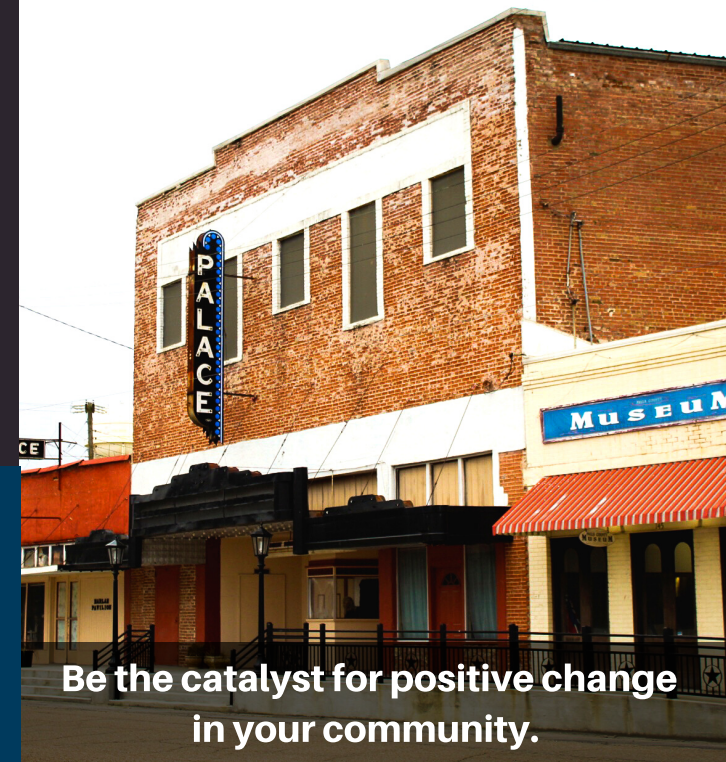
Be the catalyst for positive change in your community.

Our Purpose:

TRLP strives to create and deliver engaging, effective leadership development opportunities for rural Texas.

Building relationships with partners that share the vision of enhancing rural communities through inclusive and diverse leadership.

Showcasing success stories in different aspects of rural life creates models for others. Each community has something unique to its history and future.

TRLP is more than consulting. It puts power in the hands of local citizens through new knowledge, changed attitudes, and dedicated skills.
The future is yours with TRLP.

Our Impact:

TRLP utilizes its network of rural service providers to assist local communities with strategic planning, vision mapping, and project funding proposals.

TRLP communities change their self-view, creating a positive outlook toward what is possible rather then the status quo. They change their language and focus on what can be over what has been.

A larger sense of empowerment and inclusion grows through the work of TRLP, engaging the greater community instead of resting the future in the hands of a powerful few. Community engagement is a key to success. TRLP supplies methods toward a brighter future.

Our Services:

TRLP Provides leadership development opportunities in under-served areas of rural Texas.

Our primary resource is our Leaders - In - Action Workshop Series, focused on training local citizens to facilitate leadership development workshops for their peers.

Our topics include:
- Identifying local assets
- Recognizing dynamics and strengths of the group
- Building trust and a shared vision
- Expanding the ability to communicate within the community
- Designing and implementing community projects.

Our secondary resource is our customized programs. TRLP delivers needs - specific facilitation to help communities work through obstacles and achieve progress on set goals.

TRLP *Leaders in Action* Workshops Guide and Client Agreement

What is the Texas Rural Leadership Program (TRLP)?

Originally formed in 1989, Texas Rural Leadership Program (TRLP) is a program through Texas A&M AgriLife Extension Service (also has maintained a 501c3 non-profit status). Our mission is to create positive change through the delivery of engaging and effective adult leadership and community development programs in rural Texas and for underserved communities. Our intent is to be the leadership development resource of choice for rural Texas and to build capacity for long-term growth and sustainability of our programs and services through effective partnerships and collaborations. Our unique brand of inclusive leadership development facilitation and training focuses upon individuals interested in making a positive difference, regardless of titled position. TRLP's philosophy is that anyone can lead in their communities, provide value to the collective well-being, and deepen their understanding of communal and personal capitals (assets) as well as the need for human capacity building.

Our Texas Rural Leadership Program Story

Moving into the 1990's, a group of Texas residents from a variety of backgrounds joined forces to create leadership development opportunities for individuals in rural and marginalized communities where access to such services were not always readily available. Collective engagement through facilitated leadership development activities would improve the quality of life and expand the potential for a greater future, at a local level. TRLP has been in operation for over 30 years, thanks to the commitment of local TRLP participants, utilizing their experiences, learned expertise, hope, and a deep commitment to a better future.

What is TRLP *Leaders in Action*?

TRLP *Leaders in Action* workshops are our longest standing program, rooted in principles of Asset Based Community Development (ABCD) and Appreciative Inquiry. By engaging the personal stories of community members, aspirations, and identifiable assets within communities, TRLP *Leaders in Action* serves as an inclusive approach to preparing leaders to best serve their communities, and to achieve new possibilities for both individuals and the collective good.

Our facilitated workshops, face to face and online, act as a guiding toolkit for community members to develop a more inclusive style of leadership and promote participation in community development efforts.

This is a skill-building curriculum that facilitates "learning together". Though learning may occur as individuals, participants learn how to bring about community ownership through a collective educational experience, with intent of demonstrating what has been learned through our TRLP *Leaders in Action* processes.

Available topic areas include the following:

- Appreciative inquiry
- Asset-based community development
- Building trust and shared vision
- Characteristics of change leaders
- Clear and open communication
- Community branding and community values
- Community engagement
- Deliberative dialogue and difficult conversations in a time of change
- Design and implementation of asset-based projects
- Group dynamics
- Intersection of personal identity and sensitivity to who we are
- Leadership competencies
- Management functions
- Social Change and inclusion
- Strategy-on-a-page (strategic planning with ease)
- Systems thinking

What do typical TRLP Leaders in Action workshops look like?

Each workshop session involves dialogue and engaging exercises that encourage participants to implement the concepts presented. These are not classes, they are workshops. Whether in person or online, participants are expected to "be active and engage" in each session and demonstrate competencies gained as a group.

Who can participate in TRLP *Leaders in Action* trainings?

Our typical TRLP *Leaders-In-Action* participants often consist of individuals (adults) desiring to learn and expand their leadership potential and the synergy of a group.

Most often, but not always, participants are from the following groups:

- Local businesses
- Charitable groups/organizations
- Citizens from a wide assortment of neighborhoods/local areas
- Civic organizations
- Emergency services/hospital districts
- Faith-based organizations
- Government agencies
- More than one community in a county
- People everyone knows in the community
- People wanting to bring positive change who may not hold formal leadership positions
- School
- Texas A&M AgriLife Extension Service county agent (local)

How does a community implement the TRLP *Leaders in Action* program?

The first step is to form a local TRLP Core Team, including the local Texas A&M AgriLife Extension Service county agent, when available. Core team members are individuals who have the interest, skills, resources, and time to implement, support, and manage TRLP *Leaders in Action*. Ideally, the local TRLP Core Team should represent the diversity that exists in the community/county, with as representative of a cross-section of community members as can be gathered.

One or two TRLP Core Team members is/are identified as the TRLP Core Team Coordinator(s) who will serve as the primary point of contact and communicate directly with the TRLP Training Team. Our TRLP Training Team will provide supportive knowledge and coaching as the local TRLP Core Team plans, coordinates, and builds local interest for the TRLP *Leaders in Action* experience.
In brainstorming membership of the TRLP Core Team, consider people from a wide-assortment of neighborhoods/affiliations, more than one community in the county, faith-based organizations, schools, businesses, people everyone knows in the community, civic

Leading in Rural Texas

organizations, emergency services/hospital districts, charitable groups/agencies, and government agencies.

What financial costs are associated with bringing TRLP *Leaders in Action* to my community/county? How do I identify and communicate with potential sponsors to offset costs?

There is an upfront cost for our services. We take our reputation and relationships seriously. Costs depend on the selected facets of training and cover preparation and facilitation time, training materials, facilitator travel, lodging, and average administrative expenses necessary to maintain our program across the vast State of Texas.

Local businesses, government offices, civic organizations, and engaged community leaders may have an interest in sponsoring individuals as participants and covering or sharing the costs across organizations, community/communities, or the county/region.

Our TRLP Training Team will provide experiential assistance to the TRLP Core Team in developing strategies for increasing interest, participation, and financial support for TRLP Leaders in Action in your community/county/region. TRLP can acknowledge TRLP *Leaders in Action* sponsors on the TRLP website, TRLP.tamu.edu.

What are next steps for delivering TRLP Leaders in Action in your community?

- Contact Dr. Craig Rotter, TRLP Executive Director, to discuss needs, areas to be addressed, goals, and the local environment/history.

- Identify local TRLP Core Team members and leader(s).

- Review Texas A&M AgriLife Extension Service and Texas A&M University System policies and guidelines for programs and meetings while in COVID-19 restricted status. Review local policies, rules, and restrictions for programs and meetings. Complete prescribed Texas A&M AgriLife Extension Service program approval processes, as required.

- Determine if program will be virtual (online) or face-to-face (more likely virtual in 2020)

Texas Rural Leadership Program
TEXAS A&M AgriLife Extension Service
2137 TAMU | College Station, TX 77843-2137
ph: 979.845.2035 | mobile: 979.587.1992 | email: craig.rotter@agnet.tamu.edu
- -
TRLP.tamu.edu | agrilifeextension.tamu.edu

Leading in Rural Texas

- Secure program sponsors to cover all costs.

- Sign TRLP agreement and receive TRLP invoice for work to be completed.

- Set the logistics (date, location, supplies, etc.) for facilitation, including online or face-to-face, depending on status.

- Plan and coordinate designated workshop(s): Create formal schedule, meeting set up, and if face-to-face: organize sanitation and clean-up of facilities, equipment, and utilized work spaces/surfaces for each session, coordinate social distancing and health practices (including PPE needs for facilitators and participants).

TRLP *Leaders in Action* Workshops Client Agreement

Texas Rural Leadership Program (TRLP) is a program through Texas A&M AgriLife Extension Service (and has maintained a 501c3 non-profit organization status). Our missions statement reads: Our mission is to create positive change through the delivery of engaging and effective adult leadership and community development programs in rural Texas and for underserved communities.

The signing of this agreement between City of New Fairview (Texas) and Texas Rural Leadership Program commits the named parties to preparation and delivery of Texas Rural Leadership Program Leaders in Action workshops in the manner, scope, scale and price named in the subsequent invoice provided to City of New Fairview (Texas) by Texas Rural Leadership Program. Signature represents your TRLP Core Team's commitment to completing the work and payment to Texas Rural Leadership Program by City of New Fairview (Texas) for work outlined in the subsequent TRLP invoice. Any adjustments or changes to this agreement need to be addressed as a written request to and then authorized by Dr. Craig Rotter, TRLP Executive Director. All actions, including workshop preparation and management, will adhere to and follow policies and procedures of Texas A&M AgriLife Extension Service and Texas A&M University System and will be in accordance with executive orders and laws of the State of Texas to the extent allowed and/or required.

_____

Designated Representative (Client)   Date:____/____/20_____
on behalf of City of New Fairview (Texas)

_____

Craig Rotter, Executive Director, Texas Rural Leadership Program   Date:____/____/20_____

Texas Rural Leadership Program
TEXAS A&M AgriLife Extension Service
2137 TAMU | College Station, TX 77843-2137
ph: 979.845.2035 | mobile: 979.587.1992 | email: craig.rotter@agnet.tamu.edu
- -
TRLP.tamu.edu | agrilifeextension.tamu.edu

Leading in Rural Texas

City Council Agenda
May 3, 2021

Agenda Item: **(Discussion Item)**

Agenda Description:
Discuss with staff the Strategic Partnership Agreement with Fairview Meadow.

Background Information:
The City Council approved the inclusion of the final phases of the Fairview Meadows project, which is within the city limits, into the New Fairview MUD #1 and an increase in the dollar amount of bonds available for infrastructure, in exchange for an amendment to the development agreement that provides the following:

- At the City's choice and within a defined timeframe Fairview Meadows will enter into a strategic partnership agreement with the City that will provide for annexation and dedication of infrastructure
- Infrastructure includes the water, wastewater, streets, and other municipal services
- The MUD property tax and the water / wastewater system revenues will continue to fund the cost of maintenance and operations

Financial Information:
N/A

City Contact and Recommendation:
Ben Nibarger, City Administrator

Attachments:
Development Agreement

SECOND AMENDMENT TO DEVELOPMENT AGREEMENT
FOR FAIRVIEW MEADOWS

THIS SECOND AMENDMENT TO DEVELOPMENT AGREEMENT FOR FAIRVIEW MEADOWS ("First Amendment") is made and entered into by and between **Lackland Fairview, LLC, a Texas limited liability company** ("Owner"), the **New Fairview Municipal Utility District No. 1** (the "District"), and the **City of New Fairview, Texas** (the "City"), to be effective on the Effective Date.

RECITALS

WHEREAS, Owner, the District, and the City previously entered into the Development Agreement for Fairview Meadows (the "Development Agreement"), approved by Council on December 3, 2018, establishing the rules and regulations for the development of approximately 634.507 acres in the City's extraterritorial jurisdiction described in Exhibit B to the Development Agreement; and

WHEREAS, the Development Agreement is recorded as Instrument No. 201902242 in the Wise County Real Property Records; and

WHEREAS, the parties previously entered into the First Amendment to Development Agreement for Fairview Meadows on _____; and

WHEREAS, the parties with to pursue a revision to the Development Agreement; and

WHEREAS, the parties wish to memorialize the revision by amending the Development Agreement accordingly.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and agreements reached between Owner, the District, and the City, all of which are expressly set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is also hereby acknowledged, the parties agree as follows:

1.   The Development Agreement is amended to add paragraphs 10.04, 10.05, 10.06, and 10.07 to read as follows:

10.04   <u>City Consent to Addition of Land to District</u>. The City consents to the annexation of the Additional Property by the District, subject to the conditions contained in the consent resolution, Resolution No. _____, approved by the City Council of the City on November 2, 2020.

10.05   <u>Limitation of Obligations</u>. The District agrees that the limitation on the issuance of Obligations in Paragraph 9.08 of this Agreement includes any Obligations for the costs of infrastructure within the Additional Property.

10.06 <u>Strategic Partnership Agreement</u>.   Owner agress that it is not entitled to reimbursement for the costs of any infrastructure within the Additional Property and the District agrees that it shall not reimburse Owner for the costs of any infrastructure within the Additional Property, unless and until the District has entered into a strategic partnership agreement with the City setting forth the terms for the existence and operation of the District within the City's corporate limits.

10.07 <u>Termination of Conditions</u>.   If within 4 years of the date hereof the City does not provide the District with written notice of its intent to negotiate or its desire to assume operations of the District's water, sewer, parks, streets, and other general municipal government services, then the conditions and limitations in paragraphs 10.05 and 10.06 shall terminate. If the City has not assumed operations of the District's water and sewer system within 6 years of the date hereof, the conditions and limitations in paragraphs 10.05 and 10.06 shall terminate.

2.   Owner, the District, and the City further agree that all other terms and provisions of the Development Agreement that are not modified hereby shall remain in full force and effect.

EXECUTED to be effective as of the latest date of the signatures below ("<u>Effective Date</u>").

[Signature Page to Follow]

CITY OF NEW FAIRVIEW, TEXAS:

By: _Scott G Johnson for Mayor Pro Tem_
Title: Joe Wilson, Mayor
Date: _November 2, 2020_

ATTEST:

By: _Monica Rodriguez_
Name: Monica Rodriguez
Title: City Secretary

APPROVED AS TO FORM:

By: _____
Name: Bradley A. Anderle
Title: City Attorney

THE STATE OF TEXAS	§
	§
COUNTY OF _____	§

This instrument was acknowledged before me on the ___ day of _____, 2020, by Joe Wilson, Mayor of the City of New Fairview, Texas, on behalf of such city.

_____
Notary Public, State of Texas

NEW FAIRVIEW MUNICIPAL UTILITY DISTRICT NO. 1:

_____, President
Date: _____

ATTEST:

_____, Secretary

(DISTRICT SEAL)

THE STATE OF TEXAS   §
                                §
COUNTY OF _____   §

       This instrument was acknowledged before me on the ___ day of _____, 2020, by _____, the President of the Board of Directors of New Fairview Municipal Utility District No. 1, on behalf of such district.

                                       _____
                                       Notary Public, State of Texas

LACKLAND FAIRVIEW, LLC,
a Texas limited liability company

By: _____

Name: _____

Title: _____

Date: _____

THE STATE OF TEXAS   §

                                      §

COUNTY OF _____   §

      This instrument was acknowledged before me on the ___ day of _____, 2020, by _____, the _____ of Lackland Fairview, LLC, a Texas limited liability company on behalf of such limited liability company.

_____

Notary Public, State of Texas

City Council Agenda
May 3, 2021

Agenda Item: **(Discussion Item)**

Agenda Description:
Discuss with staff a New Fairview Farmer's Market.

Background Information:
This item was requested by a Council Member for discussion of holding a monthly farmer's market at City Hall. I've included some resources regarding the regulation of farmer's markets. There are a number of municipalities that have initiated, sponsored, or financially support local farmer's markets within their community.

Resources:
https://www.dshs.texas.gov/foodestablishments/farmersmarkets/faq.aspx
https://comptroller.texas.gov/taxes/publications/96-211.php
https://comptroller.texas.gov/taxes/publications/96-280.php

Financial Information:
Staff time related to organization and use of facilities.

City Contact and Recommendation:
Ben Nibarger, City Administrator

Attachments:

City Council Agenda
May 3, 2021

Agenda Item: **(Discussion Item)**

Agenda Description:
Discuss with staff streets improvements.

Background Information:
There was a washout behind the bridge/culvert along S. County Line at the south side of its intersection with B. Judge Lane. A pothole appeared in the road noted on April 22, 2021 and upon further inspection the same day, there was a void space found approximately 3'-7' deep spanning the width of the roadway (24'). The failure or washout area appeared to be 4-5' from the culvert. The solution was proposed to excavate out the existing fill to the bottom of the bridge/culvert and fill that area in with excavatable flowable fill. Flowable fill is a cement mixture which helps keep fines from washing away. It is similar to unreinforced concrete and would provide stabilization and would not washout like fill or dirt which was previously used. The photos below show the pothole and illustrate how far gone the existing fill is below the road, a temporary plate was placed on top to allow passage but it is an extremely temporary solution.

The flowable fill should provide a more permanent solution and should last as long as the bridge/culvert which would be replaced at any road widening in the future.

It is likely that similar damage to the road has occurred on the opposite side of the bridge.

Financial Information:

Vendors	Mobilization	Type "D" DGHMA	Excavation	Flowable Fill	Total Cost
ANA Site Construction	$10,660	$358.10/yrd $8,952.50	$181.20/yrd $10,872.00	$266.55/yrd $15,993.00	$46,477.50
Reytech Construction	$4,036.00	$55.27/yrd $1,381.75	$49.45/yrd $2,967.00	$220.00/yrd $13,200.00	$21,584.75
Lane Construction	$3,500.00	$265.00/yrd $6,625	$105.00/yrd $6,300.00	$325.00/yrd $19,500.00	$35,925.00

The total price is dependent upon the total quantities used upon completion.

Staff is recommending that during the repair of the washed out section that the Council approve a not-to-exceed amount of $40,000 to complete all potential repairs, if it is determined that repairs are necessary on the other side of the bridge.

Best price for known damage(contractor recommended by Denton County) = $21,584.75
Contingency to repair potential damage on other side of bridge = $17,584

City Contact and Recommendation:
Ben Nibarger, City Administrator

Attachments:
Resolution
Quotes

ITEM NO.	ESTIMATED QUANTITY	ITEM DESCRIPTION (SPECIFICATION NO.) PRICES TO BE WRITTEN IN WORDS	UNIT PRICE	TOTAL PRICE
1	1 LS	Emergency Mobilization (Spec No. 01 29 10) Ten Thousand Six Hundred Sixty DOLLARS AND Zero CENTS PER LS	$ 10,660.00	$ 10,660.00
2	25 SY	3" Type "D" DGHMA (Method PG 64-22) (Spec No. TxDOT 340) Three Hundred Fifty Eight DOLLARS AND Ten CENTS PER SY	$ 358.10	$ 8,952.50
3	60 CY	Excavation (Spec No. 203.2) One Hundred Eighty One DOLLARS AND Twenty CENTS PER CY	$ 181.20	$ 10,872.00
4	60 CY	Flowable Fill Embedment and Backfill (Spec No. 504.2.3.4) Two Hundred Sixty Six DOLLARS AND Fifty Five CENTS PER CY	$ 266.55	$ 15,993.00
			TOTAL BID $	46,477.50

ANA Site Construction, LLC

Prepared by: Adam Darrach

PROPOSAL:New Fairview-Emergency Street Repair-S County Line Rd.
Est.:1
Date:4-22-21
To:Chris Cha

P.O. Box 540252
Grand Prairie, Tx 75054
(817) 343-4792

REYTECH CONSTRUCTION SERVICES

Desc. Of Work:Utilities

Engineer:Pacheco Koch

Location:New Fairview, Tx

Specs:City of New Fairview

Job No.:1

ITEM	DESCRIPTION	QTY	UNIT	PRICE	TOTAL
	BASE BID				
1	Emergency Mobilization	1	LS	$ 4,036.00	$ 4,036.00
2	3" Type D DGHMA	25	SY	$ 55.27	$ 1,381.75
3	Excavation	60	CY	$ 49.45	$ 2,967.00
4	Flowable Fill Embedment and Backfill	60	CY	$ 220.00	$ 13,200.00
				Total	**$ 21,584.75**

PROVISIONS

INCLUSIONS:
* WATER AND SEWER LINES TO PROPERTY LINE
* ON-SITE AND OFF-SITE DISPOSAL OF EXCESS MATERIALS.

EXCLUSIONS:
* ANY PERMITS, BONDS, 3-WAY CONTRACT, INSPECTION FEES AND IMPACT FEES
TRAFFIC CONTROL
MATERIALS TESTING
* ENGINEERING/LAYOUT/DESIGN
NOTES:
* QUANTITIES ARE ESTIMATES ONLY. FINAL PAYMENT TO BE MADE ON MEASURED QUANTITIES UPON
  COMPLETION.
* QUOTE BASED ON ALL ENGINEERING, GRADES, AND ALIGNMENTS BEING FURNISHED BY THE OWNER.
* THIS QUOTATION IS EFFECTIVE FOR THIRTY (30) DAYS FROM THE EFFECTIVE DATE OF THIS QUOTATION.
* SUBJECT TO CANCELLATION IF NATIONAL EMERGENCY SHOULD CAUSE MATERIAL TO BECOME
  UNAVAILABLE.
* THIS PROPOSAL MAY BECOME INCORPORATED AS AN AMENDEMENT INTO A SUB-CONTRACTOR WITH
  REYTECH CONSTRUCTION SERVICES LLC AS THE GENERAL CONTRACT

Submitted By,

Chase Patterson
Project Manager

Accepted By:

_____   _____
Name & Title   Date

UNIT PRICE BID FORM

ITEM NO.	ESTIMATED QUANTITY	ITEM DESCRIPTION (SPECIFICATION NO.) PRICES TO BE WRITTEN IN WORDS	UNIT PRICE	TOTAL PRICE
1	1 LS	Emergency Mobilization (Spec No. 01 29 10) THIRTY FIVE HUNDRED DOLLARS AND NO CENTS PER LS	$ 3500⁰⁰	$ 3,500⁰⁰
2	25 SY	3" Type "D" DGHMA (Method PG 64-22) (Spec No. TxDOT 340) TWO HUNDRED SIXTY FIVE DOLLARS AND NO CENTS PER SY	$ 265⁰⁰	$ 6625⁰⁰
3	60 CY	Excavation (Spec No. 203.2) ONE HUNDRED FIVE DOLLARS AND NO CENTS PER CY	$ 105.⁰⁰	$ 6,300⁰⁰
4	60 CY	Flowable Fill Embedment and Backfill (Spec No. 504.2.3.4) THREE HUNDRED TWENTY FIVE DOLLARS AND NO CENTS PER CY	$ 325.⁰⁰	$ 19,500.⁰⁰
			TOTAL BID $	35,925⁰⁰

Section 00 42 10
Unit Price Bid Form
\\nasuniftw.pkce.com\dwg\DWG-32\3204-11.130\04-22-2021_ South County Line Road Washout\OPCC

1 of 1

City Council Agenda
May 3, 2021

Agenda Item: **Minute Order**   **(Action Item)**

Agenda Description:
Discuss, consider, and act to fill the Place 2 City Council vacancy.

Background Information:
The Place 2 Council seat was vacated with the resignation of Patrick Gunter in the April 19, 2021 meeting. This appointment will fill the vacant position until the next regularly scheduled election in May of 2022.

Financial Information:
N/A

City Contact and Recommendation:
Ben Nibarger, City Administrator

Attachments:
Applications to be delivered at the meeting.

City Council Agenda
May 3, 2021

Agenda Item: **Minute Order** **(Action Item)**

Agenda Description:
Discuss, consider, and act to appoint a member of the Council to act as the Mayor Pro Tem.

Background Information:
The Place 2 Council seat was vacated with the resignation of Patrick Gunter in the April 19, 2021 meeting. Patrick was serving as the Mayor Pro Tem for one year.

Financial Information:
N/A

City Contact and Recommendation:
Ben Nibarger, City Administrator

Attachments:
N/A

City Council Agenda
May 3, 2021

Agenda Item: **Resolution**   **(Action Item)**

Agenda Description:
Discuss with staff the City's website.

Background Information:
The City approved and funded an upgrade to their website approximately one year ago. The new site went live in July 2020 and is an improvement over what was being used previously. Staff has made best efforts to keep the site information updated and add additional content as requested by the Council, community members, or when we are trying to proactively distribute information, forms, etc.

The Mayor and Council have expressed concerns over the ease of use as well as other limitations of the existing website and asked staff to search out for alternative solutions. Staff has reviewed several vendors and obtained quotes on the services requested below:

- Content Management System (CMS) that is easy to use and provides flexibility in how both the city staff and interested parties use the platform and similar services currently seen on our website. (Staff requirement)
- Migration of all current content (Staff requirement)
- Provide a Council Discussion Forum (Council requirement)
- Agenda Management Software. While the current website provides a page for agenda management, the development of the agenda is completed independent of the website and then documents are uploaded. Agenda Management Software allows for staff to collaborate on the development of the agenda, automatically creates the packet, builds the minutes of the meeting, and in some solutions, electronic voting on action items (Staff requirement)
- GIS integration (Staff requested)

The matrix below outlines the capabilities and initial setup costs of each of the vendors that provided an overview and walk through of their solutions and a quote was requested.

Vendor (Annual Cost)	CMS	Migration	Council Discussion Forum	Agenda Management Software	GIS Integration	Total Set Up Cost
CivicPlus ($7,047)	✔	✔	✘	✔	wrapper	$28,954
MuniCode ($6,000+)	✔	✔	✘	✔	wrapper	$12,800
Accoona ($4,800)	✔	✔	✔	✔	✔ ($1,950)	$11,850
EvoGov ($1,800)	✔	✔	✘	coming soon	wrapper	$4,800
Granicus (no quote)	✔	✔	✘	✔	wrapper	no quote provided

Financial Information:
Costs of the website solution can be seen in the matrix above.

City Contact and Recommendation:
Ben Nibarger, City Administrator
Approve agreement with Accoona.

Attachments:
Resolution
Proposals/Quotes

City of New Fairview, Texas
Resolution No. 202105-09-168

A RESOLUTION OF THE CITY OF NEW FAIRVIEW, TX SELECTING THE PROPOSAL FROM ACCOONA GLOBAL TO DEVELOP THE CITY'S WEBSITE AND AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH ACCOONA GLOBAL.

WHEREAS, the City of Fairview is an incorporated city in the State of Texas; and

WHEREAS, the City of New Fairview is a General Law city as classified by the Texas Municipal Code; and

WHEREAS, the City desires to develop a new website that provides the necessary functions and features to satisfy the needs of the Council and staff; and

WHEREAS, the Council has reviewed proposals from four vendors that provide these types of services, Accoona Global was the only vendor that met all requirements outlined in the request for proposals.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
NEW FAIRVIEW:

1. That, all matters stated in the recitals herein above are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

2. That the City Council does hereby select Accoona Global and authorize the City Administrator to enter into an agreement for the development of a new City website as described in their proposal.

3. That, if any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determined that it would have adopted this Resolution without the invalid provision.

4. That this Resolution shall become effective from and after its date of passage.

PRESENTED AND PASSED on this **3rd day of May, 2021**, at a meeting of the New Fairview City Council.

APPROVED: ATTESTED:

_____   _____
Joe Max Wilson   Monica Rodriguez
Mayor   City Secretary

ACCOONA GLOBAL PROPOSAL

FOR THE CITY OF NEW FAIRVIEW

|| **WEBSITE AND HOSTING**

ACCOONA GLOBAL
PROPOSAL FOR SERVICES
For Website and Hosting

OVERVIEW

Accoona Global is pleased to submit this proposal to the City of New Fairview for a website redesign and hosting services. A easy-to-use and mobile friendly web presence is an important part of your communication channel to the community

The focus of any Accoona team member, and any product we provide starts with quality first. There are no shortcuts, and your service levels will reflect that.

With the wide range of technology services that Accoona can offer, we will support the immediate needs to get your website online.

The Objective

- Develop a accessible, professional, and mobile-friendly Web Presence
- Customize the design to fit your specific needs
- Provide a customer tailored set of features

The Solution

- Accoona – Web Design and Hosting
    - o Full Design and Engineering Team.
    - o We will provide several designs, and you will have unlimited revisions for changes
    - o We will host, update, and maintain security on your new website.
    - o Highest level of service, quality, and attention to detail.

FEATURES AND MODULES

Content Management

- Generate, Share, and Maintain all forms of Content
- Simplicity and Flexibility
- Search Engine Optimized
- Multilingual
- User Management
- Media Management
- Menu Management

Agenda Management

- Create and display multiple Agendas
- Create multiple style templates for different meeting types
- Control styling for individual sessions within each agenda
- Show/Hide 'More' link for detailed information on session
- Automatically link venue name to details
- Front End Print Option (print friendly version)

Community Bulletin and Discussion Board

- Custom User permissions
- Forums for community discussion
- Forums for community "Read Only"
- Quickly share discussion content with the community

Optional: GIS Mapping Module

- WebView for Local GIS Mapping Files
- Allow community members to cut, slice, and download specific maps and attributes
- Integrated with GIS software for quick updates

Accoona – Web Design and Hosting

Our design team will work with you to develop a professional look-and-feel that best represents your brand. When customers find you online, your new website will communicate who you are, and what you do best.

Accoona will design your website to provide a smooth experience for your customer regardless of their device. Both from desktop and mobile, your customers will find the information they need.

All architecture and planning we do now, will be in preparation for future features.

Accoona – Web Design and Hosting - Examples

Here are some recent examples of Websites designed, engineered, and hosted by Accoona. We did the logo design for most of the examples below as well.

J Molina Law Firm

https://jmolinalawfirm.com

Supply Online

https://supplyonline.com/

nFLXn Group

http://www.nflxn.com/

Accoona Global

http://accoona.it/

HREPC Law Firm

http://www.hrepc.com/

Cavnar Insurance Agency

https://cavnarinsurance.com/

Winston Kitchen and Batch

http://www.winstonkb.com/

Oberkampf Supply

http://www.oberkampfsupply.com/

PRICING – DESIGN AND IMPLEMENTATION

Design and Implementation pricing is one-time project based.

Website - Design and Implementation	Count	Unit	Price
Theme Design, Tweak, and Build	1	$4,950.00	$4,950.00
Content Management	1	$1,650.00	$1,650.00
Agenda Manager	1	$1,650.00	$1,650.00
Community Bulletin and Discussion Board	1	$1,650.00	$1,650.00
Total			$9,900.00

Optional GIS Mapping Module	Count	Unit	Price
GIS Map Integration	1	$1,950.00	$1,950.00
Total			$1,950.00

PRICING – HOSTING AND MAINTENANCE

Service pricing proposed below are yearly recurring.

Website - Hosting and Maintenance	Count	Yearly Unit	Yearly Price
Web Hosting and Security Updates	1	$4,800.00	$4,800.00
Total			$4,800.00

CONCLUSION

We look forward to working with the City of New Fairview and supporting your new online website. We are confident that we can meet the challenges ahead and stand ready to partner with you in delivering an effective IT support solution.

If you have questions on this proposal, feel free to contact Bo Fisher at your convenience by email bfisher@accoonaglobal.com or by phone at 469-225-3030.

Bo Fisher
CEO

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City Council Agenda
May 3, 2021

Agenda Item: **Resolution**   **(Action Item)**

Agenda Description:
Discuss, consider, and act on a resolution of the City of New Fairview, Texas, approving an amendment to the City's franchise agreement with Frontier Waste.

Background Information:
The Solid Waste Franchise Agreement with Frontier Waste is coming up for renewal. Staff has been working with Frontier to provide additional city-wide clean-up days. Frontier has agreed to increase from two-to-four annual city-wide clean-up days. This does not impact the rates that our residents are currently paying.

Staff has also asked Frontier to provide a quote for adding hazardous waste disposal services. Frontier has proposed adding this service for the following:

- Monthly Front Porch Pickup $1.16 per home per month
- Quarterly Front Porch Pickup $1.03 per home per month

Financial Information:
Serve as dispatch center for all Denton and Wise County locations; initial estimates are based upon four locations and should generate approximately $600,000 annually in sales tax.

City Contact and Recommendation:
Ben Nibarger, City Administrator

Attachments:
Agreement

City of New Fairview, Texas
Resolution No. 202105-02-169

**A RESOLUTION OF THE CITY OF NEW FAIRVIEW, TX APPROVING AN
AMENDMENT TO THE FRANCHISE AGREEMENT WITH FRONTIER WASTE FOR
SOLID WASTE COLLECTION SERVICES.**

WHEREAS, the City of Fairview is an incorporated city in the State of Texas; and

WHEREAS, the City of New Fairview is a General Law city as classified by the Texas Municipal Code; and

WHEREAS, the City requires solid waste collection and disposal services and the franchise agreement is set to renew in December 2021; and

WHEREAS, the City Council has requested a total of four community-wide clean-up days; and

WHEREAS, Frontier Waste has been serving New Fairview successfully and agrees to provide the additional community-wide clean-up days.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
NEW FAIRVIEW:**

1. That, all matters stated in the recitals herein above are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

2. That the City Council does hereby approve the amendment to the solid waste franchise agreement with Frontier Waste and agree to a renewal of five years as outlined in the agreement.

3. That, if any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determined that it would have adopted this Resolution

without the invalid provision.

4. That this Resolution shall become effective from and after its date of passage.

PRESENTED AND PASSED on this **3rd day of May, 2021**, at a meeting of the New Fairview City Council.

APPROVED: ATTESTED:

_____   _____
Joe Max Wilson   Monica Rodriguez
Mayor   City Secretary

AMENDMENT AND RENEWAL AGREEMENT FOR THE CITY OF NEW FAIRVIEW, TEXAS

This Amendment and Renewal Agreement to the Exclusive Franchise Agreement for the Collection, Hauling and Disposal of Municipal Solid Waste and Construction and Demolition Waste and Recycling in the City of New Fairview, Texas ("Amendment") is made and entered into and is effective as of the _____ day of _____ _____, 2021, by and between the City of New Fairview, Texas (the "City"), and Frontier Access, LLC ("Service Provider").

RECITALS:

WHEREAS, the City and Midwest Waste Services, LLC entered into an Exclusive Franchise Agreement for the Collection, Hauling and Disposal of Municipal Solid Waste and Construction and Demolition Waste and Recycling in the City of New Fairview, Texas with an effective date of February 1, 2017 (the "Agreement"); and

WHEREAS, Frontier (or its affiliated companies) acquired the assets of Midwest Waste Services, LLC as of September 13, 2019, including the Agreement, which was assigned to Frontier; and

WHEREAS, the City and Service Provider desire to amend and renew the Agreement as more fully described herein.

AGREEMENT:

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein and in the Agreement, the parties hereto hereby agree as follows:

1.   Term. Pursuant to Section 3 of the Agreement, the parties hereby agree that the Agreement is automatically renewed for an additional five-year period beginning on February 1, 2022 and concluding on January 31, 2027. All other provisions of Section 3 of the Agreement shall remain unchanged and in full force and effect.

2.   Free Services. Section 5.F. of the Agreement is hereby deleted in its entirety and replaced with the following:

"For no charge, Service Provider shall furnish City with (i) two (2) Roll-Outs at City Hall to be serviced weekly and (ii) four (4) thirty-yard Roll-Offs for four (4) City-wide cleanups to be held in March, June, September, and December, at a place designated by the City."

3.   Recycling Center. Section 8 of the Agreement is hereby deleted in its entirety.

4.   Rates and Fees. The rates and fees on Attachment 1 (that was attached to the Agreement) are hereby deleted in their entirety and replaced with the rates and fees on

Attachment 1, attached hereto. The rates and fees on Attachment 1 (attached hereto) are the rates and fees that are currently in effect and were effective as of February 1, 2021.

5. The City and Service Provider hereby reaffirm their agreement to be bound by all of the terms and provisions of the Agreement, as amended hereby.

6. This Amendment may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

The parties hereto have executed this Amendment date first written above.

Frontier Access, LLC

By:_____
          John Gustafson, President

THE CITY OF NEW FAIRVIEW, TEXAS,
a Texas municipality

By:_____
Name:_____
Title:_____

ATTESTED:

_____
Name:_____
Title: City Secretary

Attachment 1

Prices below are monthly base prices including the City's ten percent (10%) franchise fee

Rates (Effective February 1, 2021)
A. Residential Services

Curbside waste collection provided once per week from 1-95 gallon cart	$ 22.33
Each additional cart	$ 4.90

B. Commercial Services

Curbside waste collection provided once per week from 1-95 gallon cart	$ 27.23
Each additional cart (3 maximum)	$ 13.62
2 yard dumpster serviced once per week	$ 75.17
2 yard dumpster serviced twice per week	$ 136.17
3 yard dumpster serviced once per week	$ 91.51
3 yard dumpster serviced twice per week	$ 161.23
4 yard dumpster serviced once per week	$ 107.85
4 yard dumpster serviced twice per week	$ 195.00
6 yard dumpster serviced once per week	$ 125.28
6 yard dumpster serviced twice per week	$ 216.79
8 yard dumpster serviced once per week	$ 141.62
8 yard dumpster serviced twice per week	$ 238.58

City Council Agenda
May 3, 2021

Agenda Item: **Resolution** **(Action Item)**

Agenda Description:
Discuss, consider, and act on a resolution of the City of New Fairview, Texas, authorizing the City Administrator to execute an agreement for the repair of South County Line Road, not to exceed $40,000.

Background Information:
There was a washout behind the bridge/culvert along S. County Line at the south side of its intersection with B. Judge Lane. A pothole appeared in the road noted on April 22, 2021 and upon further inspection the same day, there was a void space found approximately 3'-7' deep spanning the width of the roadway (24'). The failure or washout area appeared to be 4-5' from the culvert. The solution was proposed to excavate out the existing fill to the bottom of the bridge/culvert and fill that area in with excavatable flowable fill. Flowable fill is a cement mixture which helps keep fines from washing away. It is similar to unreinforced concrete and would provide stabilization and would not washout like fill or dirt which was previously used. The photos below show the pothole and illustrate how far gone the existing fill is below the road, a temporary plate was placed on top to allow passage but it is an extremely temporary solution.

The flowable fill should provide a more permanent solution and should last as long as the bridge/culvert which would be replaced at any road widening in the future.

It is likely that similar damage to the road has occurred on the opposite side of the bridge.

Financial Information:

Vendors	Mobilization	Type "D" DGHMA	Excavation	Flowable Fill	Total Cost
ANA Site Construction	$10,660	$358.10/yrd $8,952.50	$181.20/yrd $10,872.00	$266.55/yrd $15,993.00	$46,477.50
Reytech Construction	$4,036.00	$55.27/yrd $1,381.75	$49.45/yrd $2,967.00	$220.00/yrd $13,200.00	$21,584.75
Lane Construction	$3,500.00	$265.00/yrd $6,625	$105.00/yrd $6,300.00	$325.00/yrd $19,500.00	$35,925.00

The total price is dependent upon the total quantities used upon completion.

Staff is recommending that during the repair of the washed out section that the Council approve a not-to-exceed amount of $40,000 to complete all potential repairs, if it is determined that repairs are necessary on the other side of the bridge.

Best price for known damage(contractor recommended by Denton County) = $21,584.75
Contingency to repair potential damage on other side of bridge = $17,584

City Contact and Recommendation:
Ben Nibarger, City Administrator

Attachments:
Agreement

City of New Fairview, Texas
Resolution No. 202105-03-170

A RESOLUTION OF THE CITY OF NEW FAIRVIEW, TX APPROVING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT TO REPAIR THE WASHOUT OF SOUTH COUNTY LINE ROAD (NORTH) AND B JUDGE LANE.

WHEREAS, the City of Fairview is an incorporated city in the State of Texas; and

WHEREAS, the City of New Fairview is a General Law city as classified by the Texas Municipal Code; and

WHEREAS, the City desires to maintain the streets within the city limits at a minimum level; and

WHEREAS, the City Administrator has obtained quotes for the repair of the streets.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
NEW FAIRVIEW:

1. That, all matters stated in the recitals herein above are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

2. That the City Council does hereby authorize the City Administrator to execute the agreement for the repair of the street, not to exceed $40,000.

3. That, if any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determined that it would have adopted this Resolution without the invalid provision.

4. That this Resolution shall become effective from and after its date of passage.

PRESENTED AND PASSED on this **3rd day of May, 2021**, at a meeting of the New Fairview City Council.

APPROVED: ATTESTED:

_____   _____
Joe Max Wilson   Monica Rodriguez
Mayor   City Secretary

PROPOSAL:New Fairview-Emergency Street Repair-S County Line Rd.
Est.:1
Date:4-22-21
To:Chris Cha

P.O. Box 540252
Grand Prairie, Tx 75054
(817) 343-4792

REYTECH CONSTRUCTION SERVICES

Desc. Of Work:Utilities

Engineer:Pacheco Koch

Location:New Fairview, Tx

Specs:City of New Fairview

Job No.:1

ITEM	DESCRIPTION	QTY	UNIT	PRICE	TOTAL
	BASE BID				
1	Emergency Mobilization	1	LS	$ 4,036.00	$ 4,036.00
2	3" Type D DGHMA	25	SY	$ 55.27	$ 1,381.75
3	Excavation	60	CY	$ 49.45	$ 2,967.00
4	Flowable Fill Embedment and Backfill	60	CY	$ 220.00	$ 13,200.00
				Total	**$ 21,584.75**

PROVISIONS

INCLUSIONS:
* WATER AND SEWER LINES TO PROPERTY LINE
* ON-SITE AND OFF-SITE DISPOSAL OF EXCESS MATERIALS.

EXCLUSIONS:
* ANY PERMITS, BONDS, 3-WAY CONTRACT, INSPECTION FEES AND IMPACT FEES
TRAFFIC CONTROL
MATERIALS TESTING
* ENGINEERING/LAYOUT/DESIGN
NOTES:
* QUANTITIES ARE ESTIMATES ONLY. FINAL PAYMENT TO BE MADE ON MEASURED QUANTITIES UPON
  COMPLETION.
* QUOTE BASED ON ALL ENGINEERING, GRADES, AND ALIGNMENTS BEING FURNISHED BY THE OWNER.
* THIS QUOTATION IS EFFECTIVE FOR THIRTY (30) DAYS FROM THE EFFECTIVE DATE OF THIS QUOTATION.
* SUBJECT TO CANCELLATION IF NATIONAL EMERGENCY SHOULD CAUSE MATERIAL TO BECOME
  UNAVAILABLE.
* THIS PROPOSAL MAY BECOME INCORPORATED AS AN AMENDEMENT INTO A SUB-CONTRACTOR WITH
  REYTECH CONSTRUCTION SERVICES LLC AS THE GENERAL CONTRACT

Submitted By,

Chase Patterson
Project Manager

Accepted By:

_____   _____
Name & Title   Date

City Council Agenda
May 3, 2021

Agenda Item: **(Reports)**

Agenda Description:
Staff reports.

Background Information:
The Council directed staff to provide information that does not require discussion or immediate feedback in a written report format. As we continue to fine tune this medium, we will standardize the reports and provide executive summaries of the information provided.

Financial Information:
N/A

City Contact and Recommendation:
Ben Nibarger, City Administrator
N/A

Attachments:
A: Infrastructure update
B: Draft of Printed Newsletter (to be mailed in May)

City of New Fairview Project update

Don Strange

April 18, 2021

Falcon Ridge

All paving is complete. The developer has an agreement with A SWPPP company to check all elements of their plan, and to sweep the streets once a month. We continue to inspect drive approaches as they are installed on new builds. A few customers have requested curb cuts to lower the elevation of the mountable curb. These too are inspected for proper tie into the street. We have worked closely with the building inspector to keep job sites clean.

Fairview Meadows PH I

Paving complete but there is a failure at the entrance near the flower bed being watered by a drip system. (See attached photos). We continue to inspect SWPPP elements, culvert and drive approaches. The developer has an agreement with a SWPPP company and sweeps the streets when necessary.

Fairview Meadows Phase II

Venus is wrapping up the water and sewer installs, and the drainage infrastructure installations have begun as well.

Sunset Mesa

All subgrade and paving work is complete, core samples taken. SWPPP elements are still in place, and one driveway culvert has been installed.

SW 3P

SMALL CONSTRUCTION SITE NOTICE

FOR THE
Texas Commission on Environmental Quality (TCEQ)
Stormwater Program
TPDES GENERAL PERMIT TXR150000

The following information is posted in compliance with Part II.E.2. of the TCEQ General Permit Number TXR150000, for discharges of stormwater runoff from small construction sites. Additional information regarding the TCEQ stormwater permit program may be found on the internet at:

https://www.tceq.texas.gov/permitting/stormwater/construction

Operator Name:	Taylor & Norvell, LLC.
Contact Name and Phone Number:	Robert Taylor 940-654-3066
Project Description: *Physical address or description of the site's location, estimated start date and projected end date, or date that disturbed soils will be stabilized*	Sunset Mesa 2268 CR 4221 Rhome, TX Start: 10-26-20 End: 11-30-20
Location of Stormwater Pollution Prevention Plan:	Entry to subdivision

For Small Construction Activities Authorized Under Part II.E.2. (Obtaining Authorization to Discharge) the following certification must be completed:

Robert Taylor

Signature and Title _____ Date 10-15-20
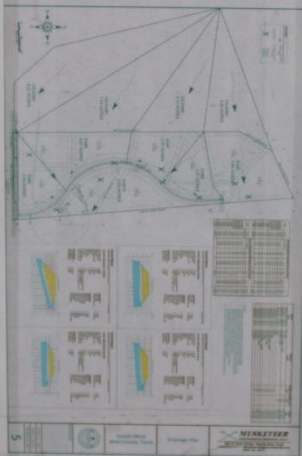
IT'S GOOD TO KNOW WHAT'S GOING ON

2021 Second Quarter

JUNE 2021 STREET MAINTENANCE BEGINS

The City Council heard from Pacheco Koch, the City's engineering firm, that the plans for the streets improvement project are near completion and should be ready for a construction start date in June.

We have obtained enough resident surveys to apply for the $350,000 Community Development Block Grant (CDBG) and identified several street section in the Hilltop Trails area that qualify. We really appreciate all of you that took the time to complete the survey so that we can potentially access the additional money.

CITY COUNCIL APPROVES A QUARTERLY NEWSLETTER

The City Council has placed a focus on communication and transparency and tasked City Hall staff with producing and delivering a quarterly newsletter to your home. The newsletters will focus on what has been happening in the City as well as providing a preview of upcoming events that you may be interested in. If there are items that you would like to see covered in this newsletter, please reach out to City Hall at 817-638-5366 or email Brooke at brooke@newfairview.org.

TRANSPORTATION IMPACT FEE STUDY TO BE INITIATED

The City Council approved and funded this study updating the capital plan for transportation improvements, establishing costs, and assessing a proportional fee to those developing within a defined geographic area. This will take approximately three-to-four months to complete and will cost approximately $15,000.

These fees are charged up-front and paid by developers for the burden their new development will place on City infrastructure. These generate revenue for funding or recouping the costs of capital improvements or facility expansions required by and attributed to the new development.

Chapter 395 of the Local Government Code allows cities to impose these fees and there are specific guidelines that must be followed when working with developers and administering impact fees. Impact fees may also be imposed in the ETJ with some exceptions outlined in Chapter 395.

> *"The Shoop Ranch, a master planned community, will help to develop a water and wastewater system... as well as provide $16.5 million in funding for streets improvements and public safety capital needs."*

SHOOP RANCH AND PUBLIC IMPROVEMENT DISTRICTS

The Shoop Ranch is an 1,807-acre property located on the eastern most edge of the city limits, crossing from Wise into Denton County. The property is almost a mile wide and three miles deep, ending at AA Bumgarner Road to the north and FM 407 to the south.

In the April 19th, 2021 City Council meeting two Public Improvement Districts (PIDs - read more on page 3) were formed. Further, the ranch was rezoned from agricultural to Planned District (PD) which allows for construction of single family dwelling units as well as a variety of, mixed use development living spaces within commercially zoned tracts. Figure 1 is a concept plant that was presented to the council and community over the last several months.

Figure 1 - Shoop Ranch Concept Plan

SHOOP RANCH - NEW FAIRVIEW, TX
CONCEPTUAL PLAN

The Shoop Ranch master planned community will help to develop a water and wastewater system, bring high-speed fiber optic internet, around 700 acres of open space, parks, sports fields, miles of trails, as well as provide $16.5 million in funding for streets improvements and public safety capital needs. Upon completion, the development will add an estimated $1.3 billion to the City's tax base, generating $4 million in annual revenue.

WATER & WASTEWATER IN NEW FAIRVIEW

Schaumberg & Polk, Inc. (SPI) is working on the engineering and preparation of the City's application for its Certificate of Convenience and Necessity (CCN). This is the first step in starting a water and wastewater system within the City. Funding for the engineering and application were provided by the local developers.

The Shoop Ranch project infrastructure PID will provide, with other developments in the area, the vast majority of funding to bring surface water to New Fairview. Shoop Ranch has agreed to design, construct, and dedicate the system to the City, as well as provide operating funds until the system revenues are sufficient to cover the costs of operation.

We anticipate the process to take from three to six months to complete, depending upon how quickly the state processes the application. During this intervening time the City will be working with area wholesale water providers to identify the best possible paths for the future transmission lines and prepare contractual agreements for the line extensions and ongoing service.

If everything goes perfectly, from the day we sign the agreement with the wholesale water provider, we could expect to see the transmission line completed to New Fairview within three-to-five years. This is a large, long-term project that will cost tens of millions of dollars to complete and require partnerships with many other entities.

BOND RATINGS AND STREETS FUNDING

City Council held a Special Meeting to discuss and amend the previously adopted financial policies to include a provision regarding a minimum reserve or savings in the city's general fund of 25% of the general fund's annual operating expenditures. This is a best practice for municipalities and adding this provision to our financial policy is simply putting our current system down on paper. Further, this will reduce our cost of borrowing money for fixing the roads.

The city's bond rating of A+ allowed the bond issue to obtain bond insurance, granting an overall rating of AA. The total interest cost, that the city will see on these bonds,

is approximately 1.3%, which is a fantastic rate for the first issue of any city and keeps the debt services payments in the range of what has already been budgeted by the City.

COMMERCIAL SAFETY INSPECTIONS

Municipalities are granted regulatory authority to ensure public health and safety. Certain business and commercial operations in the City, due to the nature of the operation, carry with them the risk for the occurrence of dangerous incidents, including fire, explosion, nuisance or other catastrophe, and for that reason present a threat to the health and safety of the city.

The city was not enforcing safety inspections to ensure that commercial entities within the city limits are in compliance with applicable federal, state and local regulations to protect the health, safety, and welfare of the city.

The Council approved an ordinance that provides staff the authority to implement an Annual Safety Inspection Program to ensure that business and commercial operations within the City are operating in compliance with these regulations. Staff will be bringing back the updated fee schedule to the Council for approval in an upcoming meeting. It is anticipated that the fees will generate around $250,000 annually once implemented.

PLANNING & ZONING COMMISSION

The Planning and Zoning Commission has recently been reinstated and will serve as an advisory body that holds public meetings and recommends the boundaries of zoning, enforces the the appropriate regulations, and provides recommendations to the City Council on zoning applications. Further, the Planning and Zoning Commission will be deeply involved in the review and update of the city's ordinances regarding development in New Fairview. These updates will be recommended to the City Council as amendments to the current city ordinances.

SUNRISE READYMIX CONCRETE PLANT

The city has been approached by a group that is looking to place a concrete plant and dispatch center in New Fairview. The property is located just behind the Dollar General and would be accessed from Graham Road. The group has agreed to improve Graham Road to the end of their property in a concrete road that would handle the weight and traffic of their trucks.

The plant would also be looking to employee between 18 and 20 people in the New Fairview area as both office/clerical staff and CDL drivers. The dispatch facility would be operating all facilities in Wise and Denton County, which means all sales tax generated from these plants would come to the city. They anticipate between $40-50 million in annual revenues per plant, which would equate to around $600,000 in new sales tax revenue for the city.

PUBLIC SAFETY IN NEW FAIRVIEW

One of the primary reasons that city's exist is to provide services that may otherwise not be provided, such as police, fire, and emergency medical services. The City of New Fairview has been discussing what this looks like for many years, the city hall multi-purpose building was initially designed and constructed as a fire station and we are now seeing some of the benefits with an average reduced response time of around 50%.

With the city's existing and new housing, it is becoming even more important to look at what the city can do to build scaffolding for future services, including ensuring the safety of structures located in close proximity to the many oil/gas wells we see in our community. Currently, homes and other occupied structures may be constructed within 200 feet of these oil/gas well sites and in an emergency, our volunteer firefighters are going to be the ones showing up to any incident.

PUBLIC IMPROVEMENT DISTRICTS (PIDS)

A PID is a defined geographical area established to provide specific types of improvements or maintenance within the area which are financed by assessments against the property owners within the area. Using the Shoop Ranch as an example, the infrastructure PID estimates around $300 million in improvements to the Shoop Ranch. The individuals that purchase the homes in the ranch will be assessed an additional rate, estimated at $1.00 per $100 of assessed valuation to repay the bonds that will be issued to reimburse the the developer for the cost associated with the infrastructure improvements. The maintenance and operations PID is an additional $0.15 per $100 of valuation that is utilized for the maintenance of the parks, open space, streets, trails, amenities, and the operating costs of the water and wastewater system until rates cover the costs.

Brooke Boller – City Clerk

Contact Us

City of New Fairview
999 Illinois Lane
New Fairview, Texas 76078
817-683-5366
info@newfairview.org
www.newfairview.org

NEW FAIRVIEW CITY EMPLOYEE SPOTLIGHT

Since 2019, the City of New Fairview has benefited from the skills and competency of Ms. Brooke Boller, who currently serves as the Court and City Clerk.

When asked what she most enjoys about her job, Brooke is quick to express her appreciation for her coworkers and the people with whom she interacts. "I love the people I work with," she said. "I like the small town feel of the city. Everyone knows everyone, and the commute is very convenient!" The City of New Fairview feels fortunate to have Brooke on staff and appreciates her work for New Fairview and its people.

IMPORTANT DATES

Council Meetings – 7 pm on the first and third Monday of each month at City Hall: May 17, June 7 and 21, July 19, and August 2 and 16,
Planning & Zoning – 7 pm on the second and fourth Monday of each month at City Hall: May 10 and 24, June 14 and 28, July 12 and 26, and August 9 and 23
Community Clean-up Day – May 15 8 am until 5 pm; or the dumpsters are full

CITY OF NEW FAIRVIEW

999 Illinois Lane
New Fairview, Texas 76078

Recipient Name
Street Address
City, ST ZIP Code