



AGENDA –Monday, May 1, 2023

6:30 p.m. Workshop

7:00 p.m. City Council Meeting

In-Person and Zoom Webinar

Meeting ID: 829 2381 4826

Password: 123456

6:30 WORKSHOP

WS 23-07

Pacific County Housing Workgroup Recap – TAB A

7:00 p.m. CALL TO ORDER; PLEDGE OF ALLEGIANCE; AND ROLL CALL

Call to order	Mayor Phillips, Council Member Svendsen, Council Member Phelps,
And roll call	Council Member Murry, Council Member Reddy & Council Member Coleman

PUBLIC COMMENT

At this time, the Mayor will call for any comments from the public on any subject whether it is on the agenda for any item(s) the public may wish to bring forward and discuss. Preference will be given to those who must travel. **Please limit your comments to three minutes. The City Council does not take any action or make any decisions during public comment.** To request Council action during the Business portion of a Council meeting, contact the City Administrator at least one week in advance of a meeting.

CONSENT AGENDA – TAB B

All matters, which are listed within the consent section of the agenda, have been distributed to each member of the Long Beach City Council for reading and study. Items listed are considered routine by the Council and will be enacted with one motion unless a Council Member specifically requests it to be removed from the Consent Agenda to be considered separately. Staff recommends approval of the following items:

- Minutes, April 17, 2023, Regular Meeting
- Payment Approval List for Warrant Registers – 61500-61520 & 90864-90902 for \$261,383.76

- AB 23-17 – Flower Fairy goes to the Prom – Train Depot Request – TAB C
- AB 23-18 – Ordinance 1014 – Business License Fees Amendments – TAB D
- AB 23-19 – Resolution 2023-03 – Setting Fees for Inspection – TAB E
- AB 23-20 – Website Design and Hosting Proposal – TAB F

DEPARTMENT HEAD ORAL REPORTS CORRESPONDENCE AND WRITTEN REPORTS

- Sales Tax Collections
- Lodging Tax Collections
- Transportation Benefit District Collections

FUTURE CITY COUNCIL MEETING SCHEDULE

The Regular City Council meetings are held the 1st and 3rd Monday of each month at 7:00 PM and may be preceded by a workshop.
May 15, 2023, June 5, 2023 & June 19, 2023

ADJOURNMENT

American with Disabilities Act Notice: The City Council Meeting room is accessible to persons with disabilities. If you need assistance, contact the City Clerk at (360) 642-4421 or advise City Administrator at the meeting.

TAB - A



**CITY COUNCIL
WORKSHOP BILL
WS 23-07**

Meeting Date: May 1, 2023

AGENDA ITEM INFORMATION

SUBJECT: Pacific County Housing workgroup recap	Originator:	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Events Coordinator	
	Finance Director	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
COST: N/A		
SUMMARY STATEMENT: Staff update from the meeting Thursday, April 27th.		

Workshops are public meetings with the purpose of allowing the City Council to discuss topics. No formal decisions are made at workshops. While almost every meeting when a majority of the city council is present is considered a public meeting, that doesn't necessitate the Council allowing public comment. If the Mayor and Council request more information or clarification they may seek input from the audience.

TAB - B

LONG BEACH CITY COUNCIL MEETING

April 17, 2023

6:15 COUNCIL WORKSHOP

Mayor Phillips, C. Svendsen, C. Phelps, C. Murry, C. Reddy, and C. Coleman were all in attendance.

WS 23-04 Code Enforcement Position

David Glasson, City Administrator, presented the workshop bill. During 2023, the City had many meetings regarding regulations related to Vacation Rental standards, annual inspections and how they would be enforced. There was discussion during the 2023 budget workshops about annual fire inspections and other code enforcement that was hard to schedule with existing staff. The proposal outlines how staff intend to fund and provide the services.

- **No decisions or motions were made at this time.**

WS 23-05 Additional Budgeted Project List

David Glasson, City Administrator, presented the workshop bill. There are some additional projects that the city would like to accomplish in 2023 that weren't originally budgeted. These items will be included in the 2023 budget amendment that is done annually in December.

- **No decisions or motions were made at this time.**

WS 23-06 Timberland Library Update

Timberland Library staff gave a presentation on the upcoming changes happening at the libraries.

- **No decisions or motions were made at this time.**

7:00 CALL TO ORDER

Mayor Phillips called the meeting to order.

ROLL CALL

David Glasson, City Administrator, called roll with C. Svendsen, C. Phelps, C. Murry, C. Reddy, and C. Coleman all in attendance.

PROCLAMATION- MENTAL HEALTH PROCLAMATION

Mayor, Jerry Phillips, proclaimed the month of May 2023 as Mental Health Month.

PUBLIC COMMENT

- Kyle Rutherford commented on not wanting to ban fireworks.
- Travis Miller commented on water quality.

CONSENT AGENDA

Minutes, April 3, 2023, Regular Meeting

Payment Approval List for Warrant Registers – 61470-61499 & 90795-90863 for \$258,011.23

C. Svendsen made the motion to approve the Consent Agenda. C. Reddy seconded the motion; 5 Ayes, motion passed.

BUSINESS

AB 23-15 – Shoe Boxes of Joy

David Glasson, City Administrator, presented the agenda bill. Shoe Boxes of Joy is requesting that the city council reduce or waive the fees associated with the rental of the Train Depot. They are asking for Memorial Day weekend, May 26th – May 29th, 2023.

C. Coleman made the motion to approve waiving the fee for Shoeboxes of Joy for the dates listed in their request. C. Reddy seconded the motion; 5 Ayes, motion passed.

AB 23-16 – Gray & Osborne Contract for Boardwalk Project Management

Ariel Smith, Community Development Director, presented the agenda bill. The contract authorizes Gray and Osborne to bill for administrative work related to the project and construction management of the boardwalk.

C. Svendsen made the motion to authorize Mayor Phillips to sign the contract. C. Reddy seconded the motion; 5 Ayes, motion passed.

DEPARTMENT HEAD ORAL REPORTS

CORRESPONDENCE AND WRITTEN REPORTS

- Police Chief's Report for March 2023
- Sales Tax Collections
- Lodging Tax Collections
- Transportation Benefit District Collections

ADJOURNMENT

Mayor Phillips adjourned the meeting at 7:20 p.m.

Mayor

City Clerk



Warrant Register

Check Periods: 2023 - April - Second

I, THE UNDERSIGNED DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF LONG BEACH, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

Council Member	Council Member	Council Member	Clerk/Treasurer
61500	Bell, Helen S	4/20/2023	\$392.93
61501	Binion, Jacob M	4/20/2023	\$2,289.61
61502	Brown, Kaine E	4/20/2023	\$1,225.23
61503	Cox, Mallory E	4/20/2023	\$367.44
61504	Cutting, Griffen G	4/20/2023	\$1,225.31
61505	Goulter, John R	4/20/2023	\$2,462.44
61506	Huff, Timothy M	4/20/2023	\$2,186.54
61507	Kemmer, Larry L	4/20/2023	\$1,969.77
61508	McCord, Brendon M	4/20/2023	\$1,523.45
61509	Padgett, Timothy J	4/20/2023	\$2,229.99
61510	Wright, Flint R	4/20/2023	\$3,400.57
61511	AFLAC	4/24/2023	\$378.35
61512	Awc - ST & Life	4/24/2023	\$802.68
61513	City of Long Beach - Fica	4/24/2023	\$14,870.62
61514	City of Long Beach - FWH	4/24/2023	\$11,399.27
61515	Dept of Labor & Industries	4/24/2023	\$2,310.64
61516	Dept of Retirement Systems	4/24/2023	\$15,626.36
61517	Dept of Retirement Systems Def Comp	4/24/2023	\$2,540.00
61518	Employment Security Dept	4/24/2023	\$428.14
61519	Employment Security Dept - Unemployment	4/24/2023	\$194.93
61520	WEX Health, Inc.	4/24/2023	\$250.00
90864	Tangly Cottage Garden	4/19/2023	\$764.87
90865	Allen, Jordan	4/21/2023	\$578.50
90866	Coastal AG LLC	4/21/2023	\$1,662.61
90867	Whitney Equipment Co. Inc	4/21/2023	\$29,383.47
90868	Sporting Systems	4/21/2023	\$236.94
90869	Brown Dodge	4/21/2023	\$57,130.00
90870	Glasson, David	4/25/2023	\$525.66
90871	Loos, Brian	4/25/2023	\$133.00

90872	Active Enterprises, Inc.	4/28/2023	\$684.28
90873	Alco-American Linen Div.	4/28/2023	\$259.88
90874	Astoria Janitor & Paper Supply	4/28/2023	\$495.36
90875	Backflow Management Inc	4/28/2023	\$1,500.00
90876	Cartomation, Inc	4/28/2023	\$500.00
90877	Cashmere Valley Bank	4/28/2023	\$43,698.00
90878	Chinook Observer	4/28/2023	\$58.20
90879	City of Long Beach	4/28/2023	\$1,986.26
90880	Columbia Steel & Welding Supply	4/28/2023	\$83.46
90881	Evergreen Septic Inc	4/28/2023	\$3,300.00
90882	Fastenal Company	4/28/2023	\$464.65
90883	Flukinger, Ashley	4/28/2023	\$1,700.00
90884	Ford Electric	4/28/2023	\$379.06
90885	L.N. Curtis & Sons	4/28/2023	\$76.93
90886	Meling, Casey	4/28/2023	\$75.51
90887	MONTAGE ENTERPRISES INC	4/28/2023	\$864.66
90888	Motion Industries	4/28/2023	\$4,950.73
90889	Pacific County Auditor	4/28/2023	\$18.00
90890	PagerFreezer Software, Inc.	4/28/2023	\$0.00
90891	Pollardwater	4/28/2023	\$147.18
90892	Postmaster	4/28/2023	\$907.20
90893	Public Utility District 2	4/28/2023	\$14,131.94
90894	Quill Corporation	4/28/2023	\$75.77
90895	Solitest Farm Consultants, Inc.	4/28/2023	\$300.00
90896	Solutions Yes	4/28/2023	\$217.20
90897	Story, Chris	4/28/2023	\$100.00
90898	Systems Interface Inc.	4/28/2023	\$19,445.27
90899	Traffic Safety Supply Co.	4/28/2023	\$1,852.47
90900	Verizon Wireless	4/28/2023	\$1,091.57
90901	Visa	4/28/2023	\$480.40
90902	Wex Bank	4/28/2023	\$3,050.46
Total			\$261,383.76
Grand Total			\$261,383.76

TAB - C



**CITY COUNCIL
AGENDA BILL
AB 23-17**

Meeting Date: May 1, 2023

AGENDA ITEM INFORMATION		
SUBJECT: Flower Fairy Goes to Prom – Train Depot Use	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Police Chief	
	Public Works Director	
COST: NA		
SUMMARY STATEMENT: Nansen Malin of Nansen Florals is requesting that the city council reduce or waive the fees associated with the rental of the train depot. Nansen is hosting an event that provides all students with prom corsages and boutonnieres with the purchase of their prom ticket. She is requesting the use of the Depot on May 17 th and 18 th . Please see the attached request for details.		
RECOMMENDED ACTION: Approve/Deny the fee waiver/reduction for the Nansen Florals for May 17 th and 18 th 2023.		

Ariel Smith

From: Nansen Florals <nansenflorals@gmail.com>
Sent: Wednesday, April 19, 2023 10:37 PM
To: Ariel Smith
Cc: Jerry Phillips; David Glasson
Subject: Re: Request for use of Depot

[External Email]

I meant to mention.. we will be making 150 corsages/boutonnieres!

Nansen Florals
@nansenmalin on Instagram
NansenFlorals.com
"Make Your Day Beautiful!"
360-244-3294

On Apr 19, 2023, at 10:31 PM, Nansen Florals <nansenflorals@gmail.com> wrote:

Ariel,

This is to formally request the use of Long Beach Depot on Wed, May 17 and Thur, May 18. We anticipate use during midafternoon and early evening hours.

The purpose is to gather community members, parents and students to create Prom corsages and boutonnieres. This year for the Ilwaco High School Prom (Friday, May 19), we have a program to provide FREE flowers to each and every Prom ticket holder. With the purchase of their prom ticket - students will receive FREE flowers to wear to the Prom. I am donating materials and fundraising for flowers and other packaging. My wholesale flower sources are also participating with donations.

I am working with Mrs. Rachel Lake (Music Teacher) who is heading up the prom this year. We will also be making decorations for the event. Due to the weather, evening hours and potential size of the volunteer group, we need a space big enough with tables and chairs... We anticipate needing at least 8 tables and 25 chairs. If we could also please use those - it would be greatly appreciated. Using the Depot will allow us to work evening hours too. Being able to spread out and work safely.. and quickly will be very helpful.

I am personally experienced with using the Depot building and will be responsible. We will leave it in perfect condition. I will be bringing the flowers back to my cooler each evening.

I would like to add - the value of the smiles and self esteem that comes with students (all students) wearing flowers - many for the first time is priceless! Many cannot afford the expenses associated with attending a school dance and we want to gift this floral experience to them. Last school dance - because of similar donations on a small scale - I was able to provide corsages and bouts to some students for the Winter Ball - the reaction to having the extra joy of dressing up - with flowers too- is amazing and does much to help our students feel appreciated, encouraged and loved. Having free flowers for everyone also levels the field for those who have vs have not.

We would very much appreciate your support and encourage any of you to contact me if you would like to show up to help us with this project or donate to the cause. The project name is "Flower Fairy goes to the Prom!"

Thank you for your consideration.
~Nansen Malin

Nansen Florals
@nansenmalin on Instagram
NansenFlorals.com
"Make Your Day Beautiful!"
360-244-3294

TAB - D



**CITY COUNCIL
AGENDA BILL
AB 23-18**

Meeting Date: May 1, 2023

AGENDA ITEM INFORMATION

SUBJECT: Ordinance
1014 Amending the fees
for a general business
license

Originator:

Mayor

City Council

City Administrator

City Attorney

City Clerk

City Engineer

Community Development Director

Police Chief

Public Works Director

DG

COST: NA

SUMMARY STATEMENT: This topic was discussed at the last council workshop. This ordinance amends the fee for a Long Beach general business license (endorsement) from \$125 to \$150 per year. This fee has not been altered since the late 80's. This additional revenue will fund the code enforcement/inspector position.

RECOMMENDED ACTION: Approve Ordinance 1014 amending the fees for general business licenses.

ORDINANCE No. 1014

AN ORDINANCE OF THE CITY OF LONG BEACH, WASHINGTON TO AMEND A PORTION OF CITY OF LONG BEACH CODE, TITLE 4 BUSINESS AND LICENSE REGULATIONS: CHAPTER 1, SECTION 4-1-3, SUB-SECTION A.

WHEREAS, there is a need to modify the fee associated with general business licenses; and

WHEREAS, the City of Long Beach wishes to conduct inspections for fire, life and safety and these fees help support that staff time;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LONG BEACH , WASHINGTON, TO AMEND THE BUSINESS LICENSE FEE AS FOLLOWS:

Section 1. Business License fees amended with additions:

4-1-3: BUSINESS LICENSE FEES:

- A. Permanently Located Businesses: The annual business fee for operating any business at one location shall be one hundred ~~twenty-five~~fifty dollars (\$~~150~~25.00).
- B. Delivery Services: Delivery services shall be fifty dollars (\$50.00) annually.
- C. Itinerant Vendors:
 - 1. Itinerant vendor's fee shall be two hundred fifty dollars (\$250.00) per festival or special event approved by the city council; or fifty dollars (\$50.00) each day.
 - 2. The itinerant vendor business license fee shall be ten dollars (\$10.00) per day for all groups during the off-season for special events approved by the city council.
- D. Not For Profit Groups: For groups identified in subsection 4-1-4A of this chapter, the itinerant vendors fee shall be ten dollars (\$10.00) per day, with the exception of the International Kite Festival, during which the fee shall be as described in subsection C of this section.

E. Monthly Rentals: The fee for monthly rentals, commercial or residential, shall be as follows:

1 unit	\$ 20 .00
2 - 5 units	40 .00
6 units and up	100 .00

F. City sponsored Farmer's Market business license fee is one hundred and fifty dollars (\$150) per year or twenty dollars (\$20) per day paid directly to the City of Long Beach.

Section 2. Effective Date

Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

Section 3. Adoption Date

ADOPTED by the City Council of the City of Long Beach, Pacific County, Washington at a regular open public meeting held the 1st day of May 2023

AYES

NAYS

ABSENT

ABSTENTIONS

Jerry Phillips, Mayor

ATTEST:

Jessie Hermens, City Clerk

TAB - E



**CITY COUNCIL
AGENDA BILL
AB 23-19**

Meeting Date: May 1, 2023

AGENDA ITEM INFORMATION

SUBJECT: Resolution
2023-03 Establishing
fees for Inspections

Originator:

Mayor

City Council

City Administrator

City Attorney

City Clerk

City Engineer

Community Development Director

Police Chief

Public Works Director

DG

COST: NA

SUMMARY STATEMENT: This topic was discussed at the last council workshop. After the zoning code amendment requiring inspections for vacation rentals was passed in late 2022 a fee associated with that action has yet to be assigned. This resolution establishes the fees related to a vacation rental inspection (\$600) annually and for an hourly inspection (\$60), now required at all local businesses.

RECOMMENDED ACTION: Approve Resolution 2023-03 establishing inspection fees.

RESOLUTION NO. 2023-03

**A RESOLUTION SETTING FEES FOR INSPECTION FOR FIRE, LIFE AND
SAFETY AND VACATION RENTALS**

WHEREAS, the listing of such fees for fire, life and safety inspections and annual vacation rentals inspections; and

WHEREAS, the City of Long Beach would like to begin to list such fees by resolution; and

WHEREAS, the City will continue to update the fees through resolution as needed;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF LONG BEACH, WASHINGTON, THAT THE FOLLOWING FEES BE
SET:**

- A. Hourly inspection for a business, to include fire, life, and safety regulations. This will be charged by the hour at a rate of \$60 per hour.
- B. Vacation rentals will be charged \$600 for an annual inspection.

Passed this 1st day of May, 2023

AYES

NAYS

ABSENT

ABSTAIN

Jerry Phillips, MAYOR

ATTEST:

Jessie Hermens, City Clerk

TAB — F



**CITY COUNCIL
AGENDA BILL
AB 23-20**

Meeting Date: May 1, 2023

AGENDA ITEM INFORMATION

SUBJECT: Website Design and Hosting Proposal	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Police Chief	
	Public Works Director	
COST: \$4,645		
SUMMARY STATEMENT: The city has recently struggled with website support and sought out a company that specializes in municipal websites. The proposal attached outlines the features included in the website design and annual hosting. City staff met with the CivicPlus representative and had a presentation on how the site works. Staff also reached out to others who currently have this service, the feedback was all positive.		
RECOMMENDED ACTION: Authorize the Mayor to enter into an agreement with CivicPlus for website redesign and annual hosting.		



municipal websites

OPEN

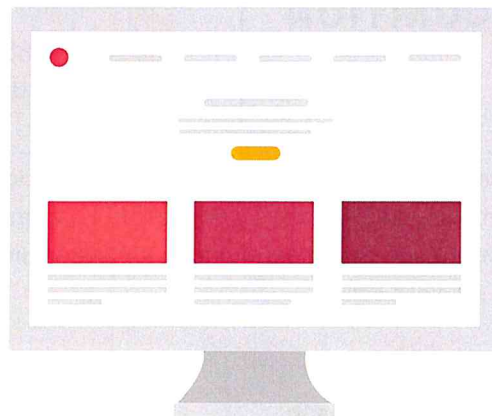
City of Long Beach, Washington

Website Design & Hosting Solution

Proposal Valid Through March 31, 2023

Prepared by:

Jordan Cairns
P: 785.370.7764
cairns@civicplus.com



Powering and Empowering
Government

PS02142023

CivicPlus Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

20+ Years
12,000+ Customers
900+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2023 Top 100 Company
Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street Suite 500
Manhattan, KS 66502

Toll Free: 888.228.2233 | Fax: 785.587.8951

civicplus.com



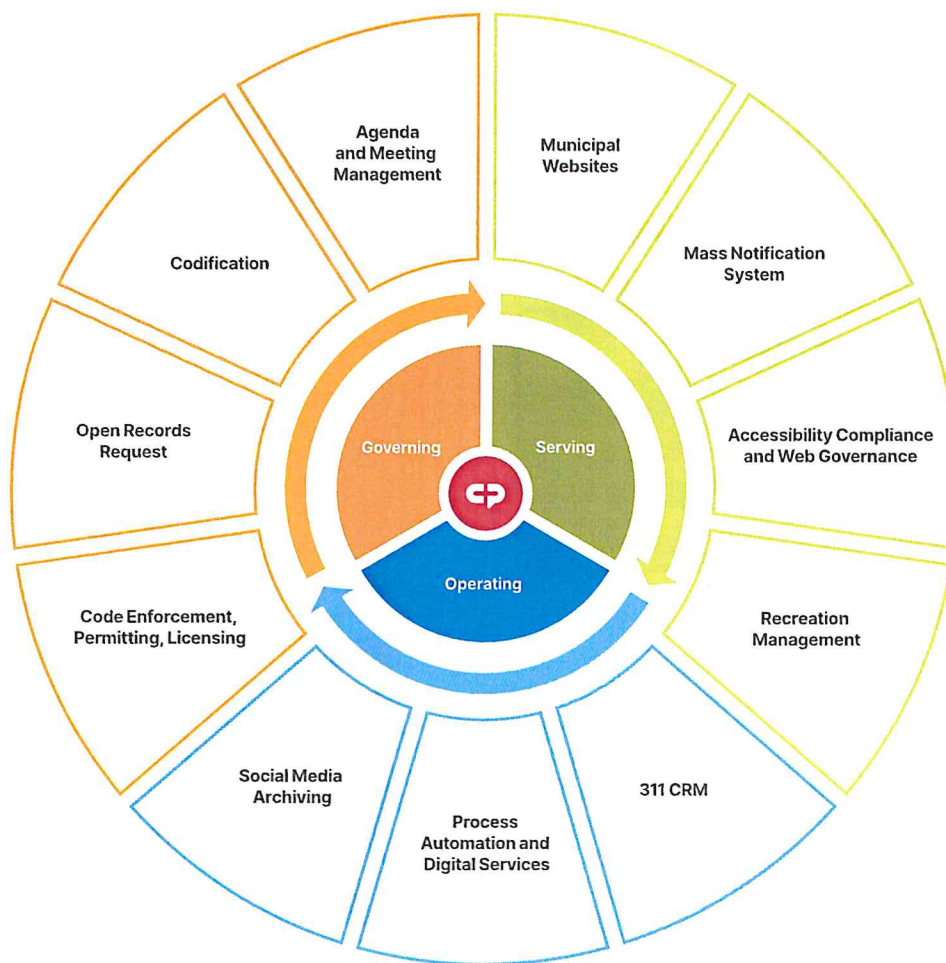
civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



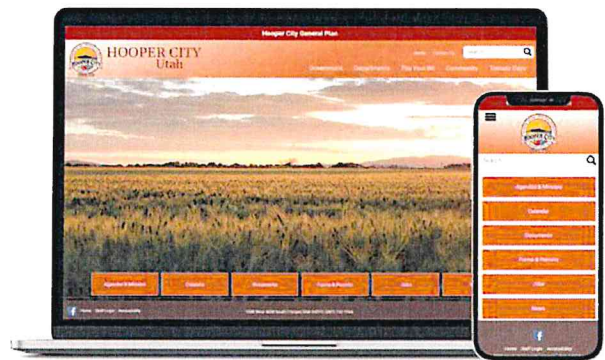
Premium Designs

The included design portfolio will provide you with an idea of the different directions we can take your creative design. Your art director will work with you to understand your municipality's needs and style.

Our Premium Designs are ideal for communities that want a professional, mobile-friendly design without the added expense of extensive custom design work. A Premium Design offers all the same features and functionality; any differences are website design related. Premium designs have fewer custom design elements, such as a non-scrolling site element, while still retaining enough design elements to make the site yours. Customize your logo, color palette menu, quick link layouts, and background images.



Livingston, California
cityoflivingston.org



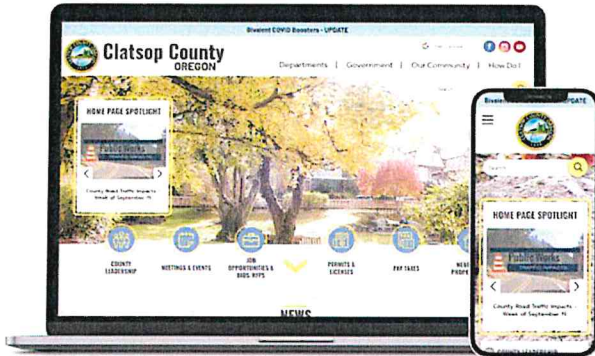
Hooper City, Utah
hoopercity.com



Arkansas City, Kansas
arkcity.org

Ultimate Designs

An Ultimate design allows you to start with a blank slate and provide optimal flexibility and design options for your new website. It is offered in both a scrolling and non-scrolling format. You will work with our designer to build a layout that uses our extensive widget library and add styling to give the site a unique look that fits your municipality.



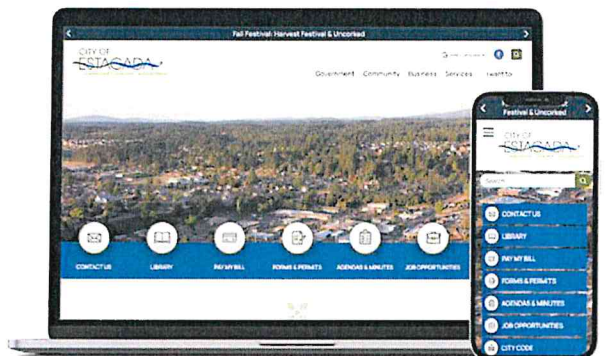
Clatsop County, Oregon
co.clatsop.or.us



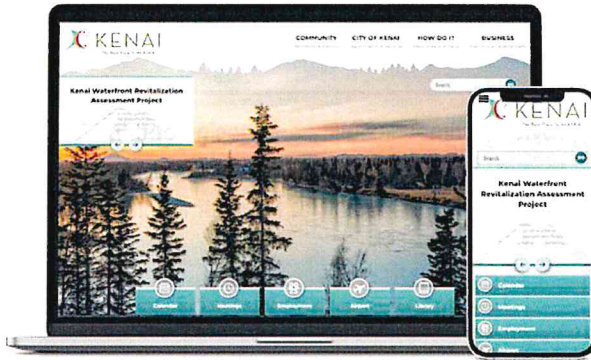
Mission Springs Water District, California
mswd.org



Sault Ste. Marie, Michigan
saultcity.com



Estacada, Oregon
cityofestacada.org



Kenai, Alaska
kenai.city



Wilsonville, Oregon
ci.wilsonville.or.us



Leavenworth, Kansas
leavenworthks.org



Royal Palm Beach, Florida
royalpalmbeach.com



Saxman, Alaska
cityofsaxman.com



Red Lodge, Montana
cityofredlodge.net

CMS Features & Functionality

Our Municipal Websites Open are built using a CMS specifically for local governments and offers full feature sets for all your department's needs. Using CivicPlus for your website provides an excellent experience for both your staff and residents in the community. Granular permissions can allow each department to easily edit content and manage their residents' interactions.



We have the solution to the challenges you face with full feature sets for all your department needs!



Website Design Tailored to Your Needs



Hosting, Security, & Reporting



Modules That Provide Transparent Information



Resident Engagement Tools



Tools for Residents to Do Business Online



Convenient Access from Any Device



Intuitive & Easy to Use



Granular Permissions to Match Your Processes



ADA Compliance



Can Expand & Grow with Your Ever-Changing Needs

CivicPlus Website Features

WEBSITE DESIGN TAILORED TO YOUR NEEDS

Stunning Design – A professional art director will work closely with you to design a website that fits your municipality's style and needs.

Intuitive Site Navigation – Main navigation menu, via a mega menu or drop-down, keeps it simple to get to any page.

Image Displays – Interactive widgets that include photos and videos to showcase your community.



civicplus.com

Unlimited Number of Department Specific Pages (microsite) – A page specifically for an individual department/board that can automatically display department-specific information in the sidebar of your pages. This allows categorization and filtering by department and allows permissions to be department based.

Site Within a Site (subsite) – Add-on that allows any department/board or page to have an entirely different look and feel to match your department's style, while still being part of the same website and using the same backend CMS.

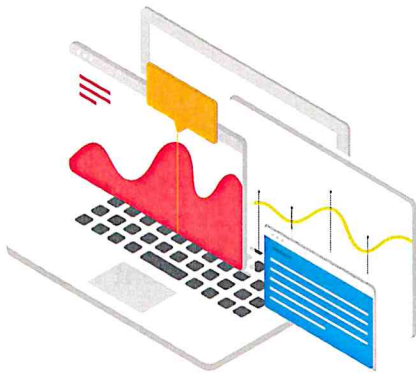
HOSTING, SECURITY, & REPORTING

Domain Management – CivicPlus can provide full-service domain hosting.

Secure Site Gateway – Every website receives an SSL certificate for your peace of mind.

Secure Login – Optimal security is available through Microsoft's Identity Server.

Single Sign On (SSO) – Ability to log into multiple CivicPlus products with the same login credentials.



Custom Identity Provider (IdP) – A custom IdP is available as an add-on through Azure AD, Okta, and ADFS.

CAPTCHA Secure – The CMS uses CAPTCHA technology to restrict auto-generated submissions.

Data Ownership – Customers always own the rights to all their data.

Audit Trail/History Logs – The CMS captures and stores a complete history of content postings.

Analytics and Reporting – Google Analytics provide web analytics and other reporting is available such as a broken links report.

MODULES THAT PROVIDE TRANSPARENT INFORMATION ON YOUR SITE

Advanced Calendaring – Create meetings and events to be displayed in calendars throughout your website. Residents can easily use our calendars with custom filters, multiple event views, and export capabilities.

Meetings and Agendas – Manually post meetings and agendas on the website with a built-in module. For advanced functionality, including automated agenda and packet generation and live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Advanced Search in Your Website – Quickly search all pages and uploaded files across the website. Department-specific search options are also available.

News & Announcements – Display the most recent news on your home page or department pages.

FAQs – Easily show your most frequently asked questions and their corresponding answers.

Important Alerts – Prominently display urgent messages on the home page and/or department home pages to notify residents of time-sensitive information, such as closings or inclement weather warnings.

Document Center – Staff can upload and manage documents in one central repository.

Image Library – Store all your photos and graphical images in one central location for access by all applicable staff.



Staff Directory – Manage staff names and contact information in one central repository, and easily display applicable staff members on various pages.

Business Directory – As an optional add-on, this feature lists information about businesses within your community by category; businesses can also submit their information on a form to be approved by your staff before publishing.

Embedded Videos & iFrames – Embed Vimeo or YouTube videos or iFrame in third-party partners on any page.

Dynamic Site Map – Sitemap configuration that search engines can easily consume.

RESIDENT ENGAGEMENT TOOLS

Unlimited Email Subscriptions/Notifications – Allow residents to subscribe and receive email alerts for new website posts that interest them.

SMS Subscriptions/Notifications – This add-on feature allows residents to subscribe and receive SMS text messages for new website posts they're interested in.

RSS Feeds – RSS feeds are available for department updates, news, and urgent alerts.

TOOLS FOR RESIDENTS TO DO BUSINESS ONLINE

Requests, Feedback, and Submissions from Residents via Web Forms – Our fully customizable web forms allow for a variety of resident interaction. Form submissions can be automatically routed to a specific person or department. Common uses cases of our custom web forms include:

- Service Requests
- Contact Us
- Surveys and Polling
- Applications
- Suggestions, Complaints, and Tips

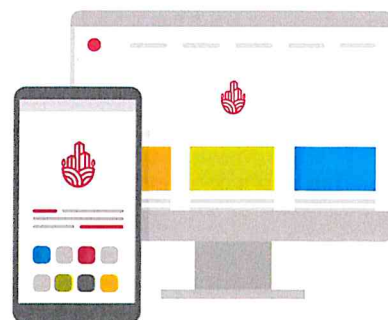
Interactive Maps – Provide a graphical representation of location-specific information shown on a map.

Job Postings and Applicants – Staff can post job openings, allowing residents to browse available jobs online and apply through an online form submission.

Payments – Citizens can make payments online through CivicPlus Pay (add-on) or you can iFrame or link out to another third-party payment system.

CONVENIENT ACCESS FROM ANY DEVICE

Responsive Design / Mobile Support – Your website design will be built to automatically adjust and scale so that it works well on all devices regardless of screen size, including wide screen monitors, tablets, and mobile devices.



INTUITIVE & EASY TO USE

Intuitive CMS – Easiest website editing with only a few clicks that's intuitive for even non-technical users.

Text and Image Editors – One WYSIWYG editor interface, similar to Microsoft Word, for all types of content, as well as an image editor to adjust focal points on photos.

Previewing – Edit pages to your liking before publishing to the live website.

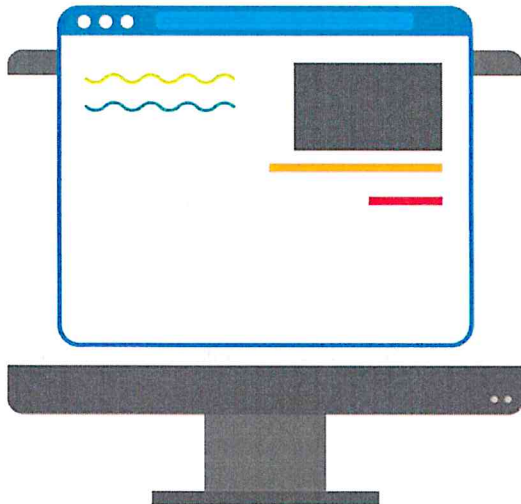
Scheduling Options – Schedule content to automatically publish and unpublish on your site at a specific date and time.

Social Media Integrations – Quickly auto-post to Twitter and Facebook while you're adding content, news, or alerts to your website. Conversely, we often use iFrames to display your Twitter and/or Facebook feeds right on your website page. Our web pages also come equipped with built-in YouTube video players.

Versioning – All previous versions of pages are saved online, allowing you to view or re-publish at any time.

Google Translate – Translate content on your site to multiple languages, utilizing Google Translate, for ease of use for all residents.

Easy to Use Forms Builder – Feature-rich webform builder available for simple and advanced tasks, that when submitted can be routed to the appropriate people.



Content Efficiencies – Create and manage content once and have it display multiple places.

Tags/Views – All files can be easily found through filters of tags on items such as documents and images.

GRANULAR PERMISSIONS TO MATCH YOUR PROCESSES

Roles & Permissions – User accounts are assigned a role, granting the users specific levels of permissions within the CMS.

Department Specific Permissions – Permissions can be set so individuals have access to edit their own department's content (or multiple departments) without having to rely on an IT director or Administrator to make website changes for them.

Menu Manager – Department users can manage their own sub-menus, and advanced users control primary navigation and homepage components.

Private Page Permissions – Easily create private pages that are password protected with a log-in, for internal use.

Unlimited Users and Pages – Customers can add unlimited staff users and create unlimited pages to their website.

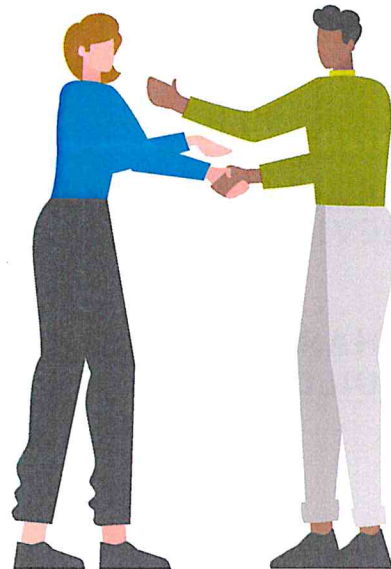
ADA COMPLIANCE

Start Compliant – The CivicPlus implementation team builds websites that are ADA WCAG 2.0 compliant.

Stay Compliant – Tools are built into the system to reduce the chances of violating ADA compliance guidelines, such as requiring an Alt Tag on photos that are uploaded. We offer our Monsido Web Governance program to provide a wide array of tools for maintaining the quality, ADA compliance, internal policy compliance, and optimal functionality of your site. And as a partner program, we can include AudioEye for automatic ADA remediation at a discounted rate.

Your CivicPlus Website Can Expand and Grow with Your Ever-Changing Needs

- Your new website will be built on the trusted Drupal platform.
- Full functionality is available with an unlimited number of uses to meet your needs now and in the future.
- Integration with CivicPlus product suites for many additional benefits. For example:
 - SSO, email notifications, text notifications (add-on), and a resident portal.
 - Access to add-on other integrated CivicPlus products such as service request, FOIA, social media archives, or mass emergency notification software.
- Free regular group trainings to continuously keep new staff trained.



Implementation

Project Timeline

Design creation, accessibility, usability guidance, content optimization, training – CivicPlus delivers all of this and more during the development of your new CivicPlus Municipal Websites Open. Your exact project timeline can vary based on the determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, adherence to approval deadlines, and other factors. Some of the phases listed here can overlap and occur concurrently.

Based on our experience, the estimated timeline for the successful completion of your website project is approximately 10-12 weeks. A finalized schedule will be compiled after we meet with you.

PHASE 1: ANALYZE REQUIREMENTS & REVIEW PLAN	3-4 Weeks	<ul style="list-style-type: none">• Website Assessment• Website Design Meeting• Project Manager Meeting
PHASE 2: DESIGN & BUILD	2 Weeks	<ul style="list-style-type: none">• Design Concept Creation & Approval (Ultimate designs)• Website Setup, Configuration, and Customization
PHASE 3: MIGRATE CONTENT	1-2 Weeks	<ul style="list-style-type: none">• Content Finalization & Departmental Review• Directory Pages/Staff Directory and Ordinances/Resolutions• If purchased: Projects, Commercial/Industrial Properties, Business Directory,
PHASE 4: STAFF TRAINING	2-3 Weeks	<ul style="list-style-type: none">• Flexible staff training schedule allows attendance over an extended timeframe, even allows individuals to repeat a session at their direction
PHASE 5: TESTING	1 Week	<ul style="list-style-type: none">• Functional Testing• Acceptance Testing
PHASE 6: GO LIVE	1 Week	<ul style="list-style-type: none">• Go Live

Approaching Your Project Implementation

Communication & Management

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed.

Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan. Tasks, deliverables, and milestones are aligned to deliver your website in an optimal timeframe

Cloud Coach utilization, combined with regular check-ins with your project manager, provides ample opportunities to review project progress quickly and efficiently.



Phased Approach

PHASE 1: ANALYZE REQUIREMENTS & REVIEW PLAN

Website Assessment	CivicPlus will analyze your current website(s) to assess the existing navigation, features/functions, and content quality.
Website Design Meeting	<p>CivicPlus will conduct a design meeting with a customer- defined web advisory team. We recommend the advisory team be limited to a maximum of four members who will provide input regarding the overall design of the new website, including the site branding and high-level site navigation. The individual or team will review website version images provided by the designer.</p> <p>Deliverables: Website design specifications (graphic design, information)</p>
Project Manager Meeting	<p>CivicPlus assigns a qualified Project Manager to guide you through the Website Content build-out. They will assist you with determining the content to be migrated or developed. During your initial meeting they will discuss topics such as website menuing, domains & DNS, training approach, and a variety of other related website topics.</p> <p>Deliverables: Customer will develop an overall understanding of how the process will flow right through to Implementation.</p>



PHASE 2: DESIGN & BUILD

Design Concept Creation & Approval (Ultimate Designs)	<p>CivicPlus will complete concepts for the homepage. These concepts will incorporate all the graphical elements and layouts. You will select a concept after a series of iterative design revisions—up to six mockup revisions. You will officially sign-off on the final website design selected once it meets your expectations.</p> <p>Deliverables: Design concepts, Finalized design (Adobe XD)</p>
Website Setup, Configuration, & Customization	<p>CivicPlus will create a fully functional website that includes the elements described in this proposal.</p> <p>CivicPlus will finalize the remaining components within the approved design and navigation as part of the website setup.</p> <p>Deliverables: Functional website setup, Content migration initiated</p>

PHASE 3: MIGRATE CONTENT

Content Finalization & Departmental Review	<p>CivicPlus will migrate all content for your staff to review and finalize before go-live. See the pricing section for the specific number of included pages.</p> <p>Deliverables: Content creation and migration, Homepage and Departmental content review</p>
Directory Pages Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/ Resolutions	<p>Depending upon website options selected and the volume of data CP may provide you with a custom Microsoft Excel template to complete to allow for auto-importing.</p> <p>Deliverables: Content creation and migration, Departmental content signoff</p>
Agenda & Minutes Migration	<p>The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.</p>



PHASE 4: STAFF TRAINING

Staff Training

Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend training sessions over 3–4-week period prior to going live. During this time, you have the option of repeating any session as desired. Our flexible scheduling of sessions will make it easier to fit training into your weekly schedule.

Deliverables: Online Training with a Qualified Instructor, Video Conference, Videos and User guides

PHASE 5: TESTING

Functional Testing

CivicPlus will perform a series of tests across multiple browsers and operating system versions to confirm site functionality and all features documented in this proposal.

Deliverables: Complete and Comprehensive Testing

Acceptance Testing

A standard webpage is defined as one that contains a title, body text, and up to five links, file attachments, or images. We will provide a custom quote if you require migration of more complex pages.

Deliverables: Site acceptance by customer

PHASE 6: GO LIVE

Go Live

We will work with you to make the appropriate Domain and DNS entry changes to initiate the process of making the new site available on the internet. Once the website is Live we will transition you to our Technical Support organization for the best post-implementation experience.

Deliverables: Final Website – Live!



M³ Meetings, Menus, & Minor Refresh

Meetings: Setting you up for immediate and future public meetings success – Systematically and accurately migrate up to five years of meetings PDF documents into your website's Meetings Directory (agendas, packets, minutes). The Meetings Directory, along with the website Calendar, is easy to manage and update within the CMS dashboard. It is also uniquely engineered to seamlessly integrate with the CivicPlus Agenda and Meeting Management solution which further integrates with our Codification solution. It is important to set this up properly on day one for optimal transparency, search, and as a foundation for future meetings management optimization.

Menus: Navigation success – Within the first three years, receive a one-time, comprehensive menu review and update which includes moving from drop-down to mega menus if desired or applicable.

Refresh: Ready to refresh – Within the first three years, receive a one-time site refresh. This includes the ability to change the border colors, logo, quick links, and switch the micro-site between one and two side bars. Please note, this does not constitute a full and complete four-year site redesign, which is available as an add-on option. Quick link updates for a premium design site shall occur within the menu of premium design quick-link and iconography options.

Your Role During Implementation

A smooth, on-time deployment is dependent on the customer's participation, providing timely information and approving proofs quickly.

- The customer will make available 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 and create new content copy as needed.
- The customer will assign a single point of contact that will be responsible for coordinating the schedules of other project stakeholders.
- The customer will review any deliverables requiring formal approval within five business days and return all comments and issues at or before those five days have elapsed.
- The customer will assign one person who will act as the ultimate decision-maker in the case where consensus among the team cannot be reached.
- The customer must agree to the applicable terms of services for Google-related services such as Google Analytics and Google Maps to access those features. CivicPlus is not responsible for Google's decisions related to discontinuing services or changing current APIs.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding the technical functionality and usage of your new website.

CivicPlus Technical Support will provide a toll-free number as well as an online email support system for users to submit technical issues or questions. Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

AWARD-WINNING



CivicPlus has been honored with one Gold Stevie® Award, 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 1000 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.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.



CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success 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 residents.

MAINTENANCE

CivicPlus is responsible for all ongoing maintenance. This includes various security and other patches provided by the greater Drupal community, as well as any module updates provided by the module maintainers. We also provide ongoing development of our CMS with releases of new functionalities and features usually on a quarterly basis.

Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' web-sites sites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. From our secure data center facilities to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

Your new website will be hosted by CivicPlus in conjunction with a third-party managed solution, Acquia, a software as a service provider specializing in the Drupal Platform ([acquia.com](https://www.acquia.com)). Acquia Cloud is built on AWS infrastructure using a High Availability architecture across AWS Availability Zones. The CivicPlus platform is multi-tiered with its load balancers, application, database, and a file system each on separate tiers. Multi-tier infrastructure has resiliency, performance, scalability, and security advantages over a single-tier system. This will allow CivicPlus to maintain greater control over hacking attempts and DDoS attacks and provide an easy pathway for us to implement feature upgrades and service patches.

Your website will be protected by several yearly industry audit certifications. Your infra-structure will also be protected from downtime via horizontal and vertical scaling capabilities that can handle as much traffic as is needed at any time. Please reach out if you would like more information on our audit certifications, infrastructure methodologies, hardware specifications, or any other aspect of the hosting and security of your new website.



Project Costs

Features & Functionality

- CivicPlus Municipal Website
- Unlimited user licenses
- Unlimited staff page creation ability

Implementation

- Premium/Ultimate Design
- Up to 150 pages Content Migration
- Pre-scheduled weekly training sessions allow you to register and attend sessions to fit your schedule

Annual Recurring Services

- Hosting & Security
- Software maintenance including service patches & system enhancements
- 24/7 Technical support
- Free monthly training webinars
- Access to the CivicPlus Help Center with click-through tutorials
- Dedicated customer success manager

M³ Meetings, Menus, & Minor Refresh

- Migrate up to 5 years of meetings PDFs to Meetings Directory
- One-time comprehensive menu review & update (completed within first three years)
- One-time site refresh, including border colors, logo, quick links & sidebars (completed within first three years)

	Premium Design	Ultimate Design
One-Time Implementation Fee	No Fee	No Fee
M ³ Meetings, Menus, & Minor Refresh	\$850 One-Time	\$850 One-Time
Hosting & Support Annual Fee	\$3,795	\$4,758
	20% Discount on Annual Fees If a CivicPlus Customer for Agenda and Meeting Management <u>AND</u> Codification	
	10% Discount on Annual Fees If a CivicPlus Customer for Agenda and Meeting Management <u>OR</u> Codification	



Optional Enhancements

Optional Items	Cost
Business Directory	\$825 / year
Projects Directory	\$385 / year
Properties Directory	\$385 / year
Parks Directory	\$385 / year
Bids and RFPs	\$220 / year
Specialty Subsites	\$1,650 / year
Website Redesign Every Fourth Year (Ultimate Package Only)	\$825 / year
Chatbot for Residents	\$2,750 / year
Text Messaging (up to 20,000 SMS texts included)	\$550 / year
CivicPlus Pay	\$3,000 one-time \$1,785 / year
Additional Pages of Content Migration (150 pages and 3 years of meetings are migrated as a part of the base price)	\$250 / 50 pages



Specialty Subsite Graphic Designs

We also offer the option of having graphic designs for subsites that require specialized branding. These specialty subsites leverage your content management system and database, enabling the same functionality as your primary website with a unique look and feel.

Montgomery Township, New Jersey - Parks & Recreation Subsite



montgomerynj.gov



montgomerynj.gov/parksrec

Morganton, North Carolina - Parks & Recreation Subsite & Downtown Subsite



morgantonnc.gov



morgantonparksandrec.com/parksrec



downtownmorganton.com/main-street



civicplus.com

Invoicing Details

- 100% of Year 1 costs upon contract signing.
- Annual recurring Services shall be invoiced on the start date of each Renewal Term.
- Annual Recurring Services shall be subject to a 5% annual increase beginning in Year 2 of service.
- All invoices are due within 30 days of the date of such invoice.

If the payment schedule and terms noted above does not meet your needs, please discuss with us so that we can try to accommodate your goals.

Proposal as Non-Binding Document

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.

A formal, summarized Statement of Work that delineates your chosen project scope will be provided for your review and final signature.

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 you.

Additional Solutions & Services

Our Civic Experience Platform provides a bridge between citizens and governments for positive interactions. We offer the following solutions and services for our customers:

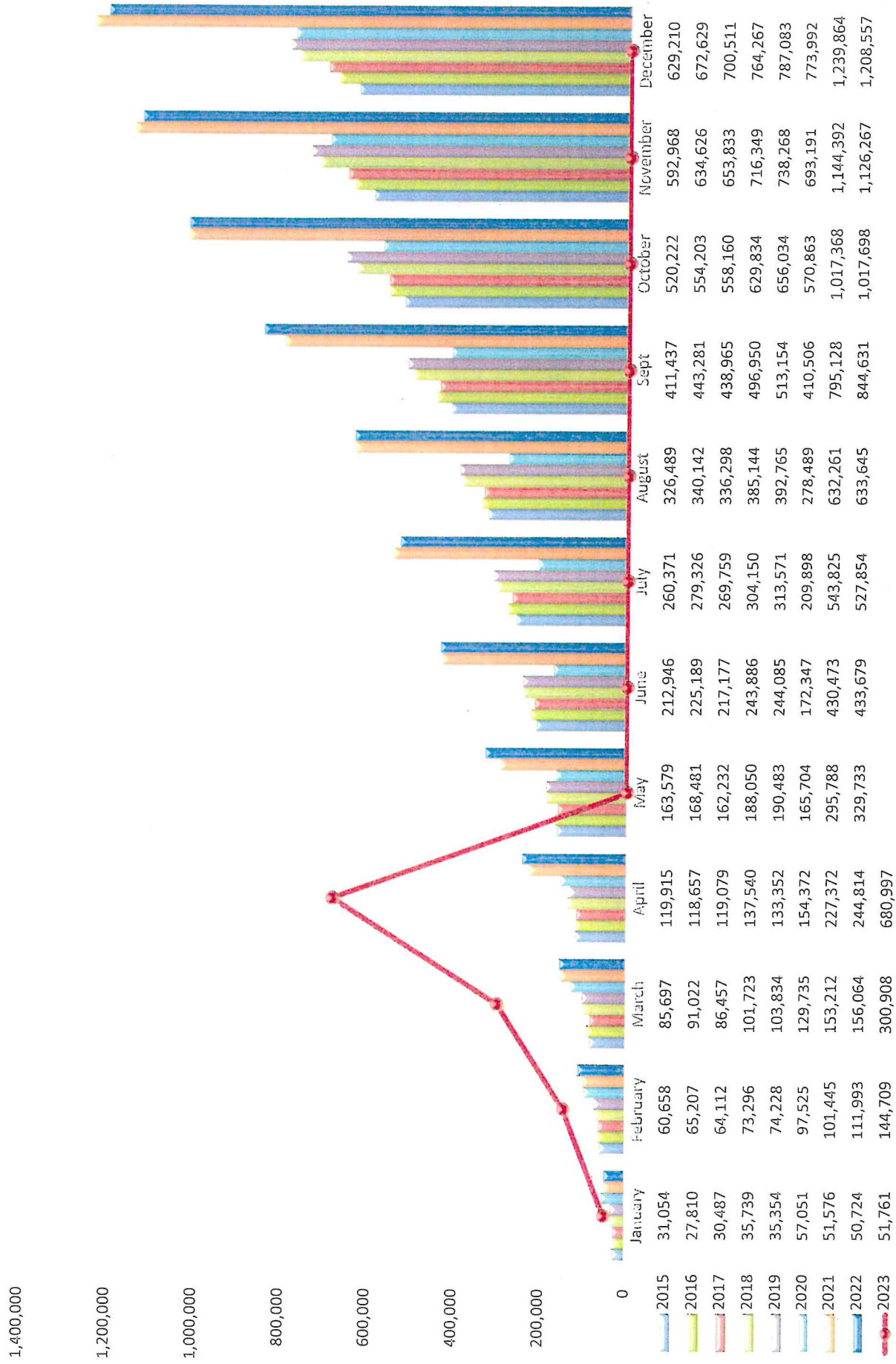
- Meetings and Agenda Management
- Codification (Municode)
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and Citizen Relationship Management
- Process Automation and Digital Services
- Public Works
- Fire and Life Safety Inspections
- Planning, Permitting, Licensing, and Code Enforcement
- Web Governance and ADA Remediation (ADA Compliance, Quality Assurance, Internal Policy Compliance, Site Functionality Optimization)
- Social Media Archiving
- FOIA Management

Visit our [website](https://www.civicplus.com) or reach out to your Account Executive for additional information, a schedule a demo, or to obtain a quote.



TAB – G

Lodging Tax Collections



Transportation Benefit District Collections - Cumulative

