

WEST HAVEN CITY COUNCIL AGENDA

December 1, 2021 6:00 P.M.
City Council Chambers
4150 South 3900 West, West Haven, UT 84401

NOTICE IS HEREBY GIVEN THAT ON **December 1, 2021** THE COUNCIL OF WEST HAVEN CITY WILL HOLD THE FOLLOWING PUBLIC MEETINGS:
5:00 PM: COUNCIL WORKSHOP 6:00 PM: REGULAR WEDNESDAY CITY COUNCIL MEETING. PER HB294 MASKS ARE REQUIRED WHEN THERE ARE 50 PEOPLE OR MORE IN ATTENDANCE OR WHEN A 6 FOOT DISTANCE FROM EACH OTHER CANNOT BE MAINTAINED. JOIN USE LIVE AT [HTTPS://WWW.YOUTUBE.COM/CHANNEL/UCCEQNQBTFZJWGTGPHMCNCBA](https://www.youtube.com/channel/UCCEQNQBTFZJWGTGPHMCNCBA).

1. MEETING CALLED TO ORDER: Mayor Bolos
2. OPENING CEREMONIES
 - A. PLEDGE OF ALLEGIANCE Councilmember Vanderwood
 - B. PRAYER/MOMENT OF SILENCE Councilmember Dixon
3. PUBLIC PRESENTATION: Resident(s) attending this meeting will be allotted 2 minutes to express a concern or ask a Question about any issue that **IS NOT ON THE AGENDA** No action can or will be taken on any issue(s) presented.

AGENDA ACTION ITEMS

4. REPORT-PUMPKIN WALK-YOUTH COUNCIL
5. REPORT-HEART OF THE HOLIDAYS
6. ACTION ON CONSENT AGENDA

A. BOARD OF CANVASSERS MINUTES	MEETING HELD	November 15, 2021
B. SPECIAL CITY COUNCIL MINUTES	MEETING HELD	November 15, 2021
C. CITY COUNCIL MINUTES	MEETING HELD	November 17, 2021
D. WILKINSON SUPPLY	\$14,824.99	Inv.#372978
7. ACTION ON PLANNING COMMISSION MEETING RECOMMENDATION(S)

There are no Planning Commission items.
8. AWARD SCHOLARSHIP-OGDEN WEBER TECHNICAL COLLEGE-\$2,000
9. ACTION ON RESOLUTION 35-2021-APPROVING CONTRACTS FOR DIGITAL INFRASTRUCTURE
10. DISCUSSION-WEBER COUNTY NOTIFICATIONS OF DEVELOPMENT PROPOSAL FROM VAL SANDERS
11. UPCOMING EVENTS

Youth Mental First Aid Seminar-December 3, 2021-6:00 PM
Senior Luncheon-December 15, 2021-11:30 AM
Meet the Mayor-December 16, 2021-5:00 PM
12. COUNCIL UPDATES
13. ADJOURNMENT

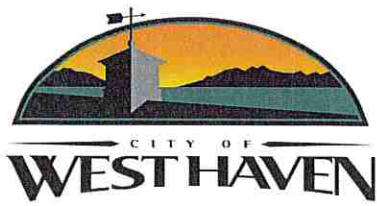
Emily Green

Emily Green, City Recorder

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the city recorder at 731-4519 or by email: emilyg@westhavencity.com at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

The undersigned, duly appointed city recorder, does hereby certify that the above notice and agenda has been posted in the West Haven City Recorder's office; at the West Haven City Complex on the Notice Board and at westhavencity.com; emailed to the Standard-Examiner with a request that it be posted in their Wednesday night meeting section; mailed and emailed to the West Haven City Mayor and each West Haven City Council Member who has email capacity and to the city attorney



**WEST HAVEN CITY
PRE-COUNCIL WORKSHOP AGENDA
HELD PRIOR TO CITY COUNCIL MEETING
WEDNESDAY December 1, 2021**

@

5:00 PM – In City Council Chambers

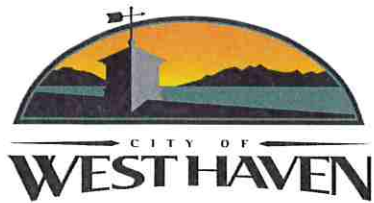
*NO ACTION CAN OR WILL BE TAKEN ON ANY CITY COUNCIL MEETING AGENDA ITEMS DISCUSSED DURING
PRE-COUNCIL WORKSHOP - DISCUSSION OF SUCH ITEMS IS FOR CLARIFICATION OF AGENDA ITEMS.*

MEETING TO ORDER:

MAYOR BOLOS

REPORTS AND DISCUSSION AS FOLLOWS:

1. Discussion-Digital Infrastructure
2. Discussion-Building Official Position
3. Discussion-Ogden Weber Technical College Scholarship



WEST HAVEN CITY SPECIAL BOARD OF CANVASSERS MEETING MINUTES

November 15, 2021 6:00 P.M.
City Council Chambers
4150 South 3900 West, West Haven, UT 84401

Present: Kim Dixon Councilmember
Rob Vanderwood Councilmember
Carrie Call Councilmember
Nina Morse Councilmember

Staff Present: Emily Green City Recorder

1. MEETING BROUGHT TO ORDER:

Pro Tem Dixon brought the Meeting to order at 6:00 pm. and welcomed those in attendance.

2. ACTION ON RESOLUTION 33-2021

Councilmember Dixon read the official results of the Municipal General Election.
There were 3,485 cards cast.

Mayor:

Rob Vanderwood	2,033
Sharon Arrington Bolos	1,419

City Council:

Ryan Saunders	2,006
Jonathan "Ryan" Swapp	1,688
Clarence L. Kelley	1,392
David E. Smith	879

Successful candidates are Rob Vanderwood for Mayor, and Ryan Saunders as well as Jonathan "Ryan" Swapp for City Council.

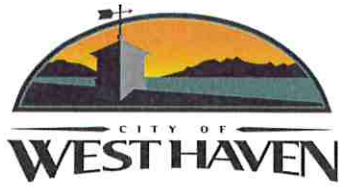
Councilmember Morse moved to adopt resolution 33-2021. **Councilmember Call seconded** the motion. **Roll Call:** Councilmember Call, aye; Councilmember Vanderwood, aye; Councilmember Morse, aye; Councilmember Dixon, aye; **Vote was unanimous.**

3. ADJOURNMENT

Councilmember Call moved to adjourn at 6:07 P.M. **Councilmember Morse seconded** the motion. Councilmember Vanderwood, aye; Councilmember Call, aye; Councilmember Dixon, aye; Councilmember Morse, aye; **Vote was unanimous.**

Emily Green
City Recorder

Date Approved: _____



WEST HAVEN CITY SPECIAL COUNCIL MEETING MINUTES

November 15, 2021 6:10 P.M.

City Council Chambers
4150 South 3900 West, West Haven, UT 84401

Present: Kim Dixon Councilmember
Rob Vanderwood Councilmember
Carrie Call Councilmember
Nina Morse Councilmember

Staff Present: Emily Green City Recorder

1. **MEETING CALLED TO ORDER:** Pro Tem Dixon
Mayor Bolos brought the meeting to order at 6:11 PM.

2. **ACTION ON RESOLUTION 34-2021-EXTENSION ON MORATORIUM ON THE RECEIPT AND APPROVAL OF ANY APPLICATION FOR PATIO HOMES**

Councilmember Morse moved to adopt resolution 34-2021. Councilmember Call seconded the motion. Councilmember Call, aye; Councilmember Vanderwood, aye; Councilmember Morse, aye; Councilmember Dixon, aye; **Vote was unanimous.**

3. **ADJOURNMENT**

Councilmember Morse moved to adjourn at 6:11 PM Councilmember Call seconded the motion. Councilmember Call, aye; Councilmember Vanderwood, aye; Councilmember Morse, aye; Councilmember Dixon, aye; **Vote was unanimous.**

Emily Green
City Recorder

Date Approved: _____



WEST HAVEN CITY COUNCIL MEETING MINUTES

November 17, 2021 6:00 P.M.

City Council Chambers
4150 South 3900 West, West Haven, UT 84401

Present: Sharon A. Bolos Mayor
Carrie Call Councilmember
Randy Hunter Councilmember
Nina Morse Councilmember
Rob Vanderwood Councilmember

Staff Present: Emily Green City Recorder
Matthew Jensen City Manager
Amy Hugie City Attorney
Shari Phippen Community Development Director

Excused: Kim Dixon Councilmember

5:00 Council Workshop

Mayor Bolos brought the meeting to order.

Matthew Jensen gave a presentation on the irrigation and development options for the R. Kenneth Baldwin Country Park.

Matthew Jensen gave a presentation on different companies that could provide digital infrastructure.

1. MEETING BROUGHT TO ORDER:

The Council met at their regularly scheduled meeting held in the Council Chambers.
Mayor Bolos brought the Meeting to order at 6:00 pm. and welcomed those in attendance.

2. OPENING CEREMONIES

- A. Lead by Councilmember Hunter
- B. Lead by Councilmember Morse

3. PUBLIC PRESENTATION

Ann Johnson said that her neighbor added an ax throwing wall near their property and she would like an ordinance that addresses some safety concerns she has.

Linley Richards said that she is disappointed that our city did not take the scholarship that Ogden Weber Technical College offered.

Lacy Richards said that she is disappointed that the council turned down the Ogden Weber Technical College scholarship and asked them to reconsider.

4. REPORT-PUMPKIN WALK-YOUTH COUNCIL

No one was present for this item.

5. ACTION ON CONSENT AGENDA

- A. CITY COUNCIL MINUTES
- B. WEBER COUNTY TRANSFER STATION
- C. WASTE MANAGEMENT
- D. WEBER BASIN WATER
- E. WEBER COUNTY SHERIFF

MEETING HELD

\$18,967.41
\$25,850.50
\$11,464.17
\$408,958.00

November 3, 2021

Inv.#022-01283741-022-01293620
Inv.#2064164-2682-6
Contract
Inv.#33641

F. ADVANCED PAVING & CONSTRUCTION LLC	\$473,253.61	Inv.#2953
G. WORKSPACE ELEMENTS	\$11,496.62	Inv.#10785
H. GARDNER ENGINEERING	\$30,261.25	Inv.#1021141-1021145

Councilmember Call made a correction of her vote as nay for item 7C on the minutes for the meeting held November 3, 2021.

Councilmember Hunter made a motion to approve the consent agenda with the correction. **Councilmember Call seconded** the motion. **Roll Call:** Councilmember Hunter, aye; Councilmember Call, aye; Councilmember Vanderwood, aye; Councilmember Morse, aye; **Vote was unanimous.**

6. **ACTION ON PLANNING COMMISSION MEETING RECOMMENDATION(S)**

A. PRELIMINARY AND FINAL SUBDIVISION APPROVAL-LKL ASSOCIATES-APPROX. 2200 W WILSON LANE-EDDIE BOWEN

Councilmember Vanderwood made a motion to give preliminary and final subdivision approval. **Councilmember Morse seconded** the motion. Councilmember Call, aye; Councilmember Vanderwood, aye; Councilmember, Hunter, aye; Councilmember Morse, aye; **Vote was unanimous.**

B. PRELIMINARY AND FINAL SUBDIVISION APPROVAL-KIRK PROPERTY SUBDIVISION-3850 S 4700 W-WEBER BASIN WATER CONSERVANCY DISTRICT

Councilmember Call made a motion to give preliminary and final subdivision approval. **Councilmember Morse seconded** the motion. Councilmember Call, aye; Councilmember Vanderwood, aye; Councilmember, Hunter, aye; Councilmember Morse, aye; **Vote was unanimous.**

C. FINAL SUBDIVISION APPROVAL-WESTRIDGE ESTATES-APPROX. 4950 W 3300 S-STILLWATER CONSTRUCTION

Mayor Bolos asked if they had reached out to the Utah Department of Transportation about the property to the west.

Justin Nielsen said he reached out and they currently do not have the budget for it.

Councilmember Vanderwood said that the staff report mentioned the lots averaged 90 feet and no less than 80 feet.

Justin Nielsen said that you measure from the setback and it gives that average.

Shari Phippen said that some cities require that the setback be noted on the plat.

Matthew Jensen suggested adding setbacks to plats in the future.

Councilmember Morse made a motion to give final subdivision approval. **Councilmember Hunter seconded** the motion. Councilmember Call, aye; Councilmember Vanderwood, aye; Councilmember, Hunter, aye; Councilmember Morse, aye; **Vote was unanimous.**

D. FINAL SUBDIVISION APPROVAL-WESTWOOD ESTATES-APPROX. 3460 W 3600 S-RSET LLC

Councilmember Vanderwood asked about the detention basin.

Eric Thomas said the triangle parcel on the south west corner next to lot 1 is for detention.

Councilmember Call asked if there needs to be a temporary turn around at the back of the patio home section.

Eric Thomas said they will make sure that they do what is required by ordinance.

Councilmember Morse made a motion to give final subdivision approval. **Councilmember Hunter seconded** the motion. Councilmember Call, aye; Councilmember Vanderwood, aye; Councilmember, Hunter, aye; Councilmember Morse, aye; **Vote was unanimous.**

7. **DISCUSSION-DROUGHT LANDSCAPING SURVEY**

Matthew Jensen said there is upcoming legislation about drought landscaping and that we could participate with the Utah League of Cities and Towns or see what is passed.

Councilmember Morse said that the city has talked about landscaping in the past for each business and suggested a committee look at larger commercial properties.

Mayor Bolos suggested having the committee reviewing the commercial ordinances look into this as well.

8. **UPCOMING EVENTS**

Senior Luncheon-November 17, 2021-11:30 AM
Heart of the Holidays-November 29, 2021-6:00 PM
Youth Mental First Aid Seminary-December 3, 2021

9. **COUNCIL UPDATES**

Councilmember Morse thanked deputies Kramer and Zaugg for their help with a steer that had gotten loose on 4000 S.

10. **EXECUTIVE SESSION**-The Council will enter into a closed meeting for the purpose of a strategy session to discuss pending or reasonably imminent litigation; to be held in accordance with the provisions of Utah Code 52-4-205.

Councilmember Hunter made a motion to enter into an executive session. Councilmember Vanderwood seconded the motion. Councilmember Hunter, aye; Councilmember Call, aye; Councilmember Vanderwood, aye; Councilmember Morse, aye. **Vote was unanimous.**

Councilmember Call made a motion to leave the executive session. Councilmember Vanderwood seconded the motion. Councilmember Hunter, aye; Councilmember Call, aye; Councilmember Vanderwood, aye; Councilmember Morse, aye. **Vote was unanimous.**

11. **ADJOURNMENT**

Councilmember Call moved to adjourn at 7:29 PM. Councilmember Morse seconded the motion. Councilmember Call, aye; Councilmember Morse, aye; Councilmember Vanderwood, aye; Councilmember Hunter, aye; **Vote was unanimous.**

Emily Green
City Recorder

Date Approved: _____

CITY COUNCIL

Meeting Date: 12/1/2021
Agenda Item: Digital Infrastructure Contracts

Requested by: Matthew Jensen
Staff Review: Matthew Jensen



EXECUTIVE SUMMARY

This staff report provides a recommendation for utilizing CARES Act monies to contract with TextMyGov for resident communication and work order system and with Prime Government for agenda standardization and meeting management.

REVIEW

Staff has reviewed several options for extending the City's digital infrastructure reach using the remaining CARES Act monies available to the City. This amount is just under \$55,000. The different options could be categorized under four main directions:

- Resident Communication – text/email notification of City issues/topics/events through subscription basis
- 311+ - Resident Work Order submittal system with tracking system
- Agenda/Meeting Management – Consolidated system for meeting management and searchable archives
- Project Engagement – Project information sharing and survey work

It is proposed that the CARES Act funds be used on three-year contracts for the TextMyGov 311+ system (\$11,250) and the Prime Government agenda/meeting management (\$38,046) options. Here are some of the justifications:

- TextMyGov is a simple text-based system that allows work order submittal that can be tracked by staff and the submitting resident
- TextMyGov also acts as a subscription based Resident Communication tool and can provide notification of City event, activities, and meetings with minimal staffing impact
- TextMyGov can provide preset responses to standard inquiries submitted through text
- TextMyGov can be setup as a widget on the City's website and social media pages
- Prime Government can improve efficiencies for managing City public meetings with meeting minute generation and video syncing
- Prime Government provides a standardized format for staff reports
- Prime Government provides searchable PDF format for searching past meeting records
- Prime Government provides free migration from the City's current meeting minutes to the new searchable format
- Prime Government has additional module options for digital voting, public participation, and public engagement (not included in this contract)

The two recommended systems would use \$49,296 of our remaining CARES Act funds. Continuation of these tools past the initial three-year contract would require utilizing general fund resources. It is believed the

improved communication, efficiency and transparency would be a valuable addition and would justify such an expenditure.

While public engagement is a digital infrastructure tool that could be important in future City efforts to implement a strategic plan, review code, and major project engagement, such a tool could require dedicated staffing and coordination that requires further consideration. It is recommended to review this option further and to consider using ARPA funds for the initial contract.

COUNCIL ACTION

- ☐ Approve resolution to contract with TextMyGov and Prime Government Solutions
- ☐ Provide other direction for staff on Digital Infrastructure options
- ☐ Maintain status-quo

Resolution No. 35-2021

**RESOLUTION OF WEST HAVEN CITY AUTHORIZING ADOPTION OF TWO
DIGITAL INFRASTRUCTURE CONTRACTS; AUTHORIZING THE CITY MAYOR TO
SIGN THIS RESOLUTION; AND FOR THE CITY MANAGER TO SIGN THE
CONTRACTS ON BEHALF OF THE CITY; AND, PROVIDING FOR AN EFFECTIVE
DATE.**

SECTION I – RECITALS:

WHEREAS, the City Council of West Haven City (herein "City") is a municipal corporation duly organized and existing under the laws of the State of Utah; and,

WHEREAS, in conformance with the provisions of UCA § 10-3-717, the governing body of the City may exercise all administrative powers by resolution including, but not limited to entering into agreements with regarding protecting the health, safety, and welfare of the public; and,

WHEREAS, the City Council wishes to enter into a contract with TextMyGov in the amount of \$11,250 for Resident Communication and Work Order Entry services; and,

WHEREAS, the City Council wishes to also enter into a contract with Prime Government Solutions in the amount of \$38,046 for Agenda Automation and Meeting Management services; and

WHEREAS, the City Council finds that these digital infrastructure service contracts helps the City provide better services and accountability to the public; and

WHEREAS the City Council now desires to adopt these two contracts by accepting the terms thereof; and,

WHEREAS, the City finds that the public convenience and necessity requires the actions herein contemplated,

NOW, THEREFORE, BE IT RESOLVED by the City of West Haven as follows:

SECTION II. AGREEMENT :

1. That the contract with TextMyGov in the amount of \$11,250 for Resident Communication & Work Order Entry , a copy of which is attached as Attachment A to this Resolution, is hereby adopted by the City Council.
2. That the contract with Prime Government Solutions in the amount of \$38,046 for Agenda Automation and Meeting Management, a copy which is attached as Attachment B to this Resolution, is hereby adopted by the City Council.

3. That the City Manager is authorized to sign any and all documents necessary to effect these two contracts, including signing both of the contracts themselves.
4. That the Mayor is authorized to sign this Resolution adopting the two contracts.

SECTION III. PRIOR ORDINANCES AND RESOLUTIONS:

The body and substance of any and all prior Resolutions, together with their specific provisions, where not otherwise in conflict with this Resolution, are hereby reaffirmed and readopted.

SECTION IV. REPEALER OF CONFLICTING ENACTMENTS:

All orders, and Resolutions with respect to the changes herein enacted and adopted which have heretofore been adopted by the City, or parts thereof, which are in conflict with any of the provisions of this Resolution, are, to the extent of such conflict, hereby repealed, except that this repeal shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

SECTION V - SAVINGS CLAUSE:

If any provision of this Resolution shall be held or deemed to be or shall, in fact, be invalid, inoperative or unenforceable for any reason, such reason shall not have the effect of rendering any other provision or provisions hereof invalid, inoperative or unenforceable to any extent whatever, this Resolution and the provisions of this Resolution being deemed to be the separate independent and severable act of the City Council of West Haven City.

SECTION VI. DATE OF EFFECT

This Resolution shall be effective immediately upon its passage on the 1st day of December, 2021.

PASSED AND ADOPTED BY THE CITY COUNCIL OF WEST HAVEN CITY, STATE OF UTAH, on this ____ day of December, 2021.

WEST HAVEN CITY

Mayor Sharon Bolos

ATTEST:

City Recorder

ATTACHMENT “A”

**TextMyGov Contract in the amount of \$11,250 for Resident Communication & Work
Order Entry**

DRAFT

ATTACHMENT “B”

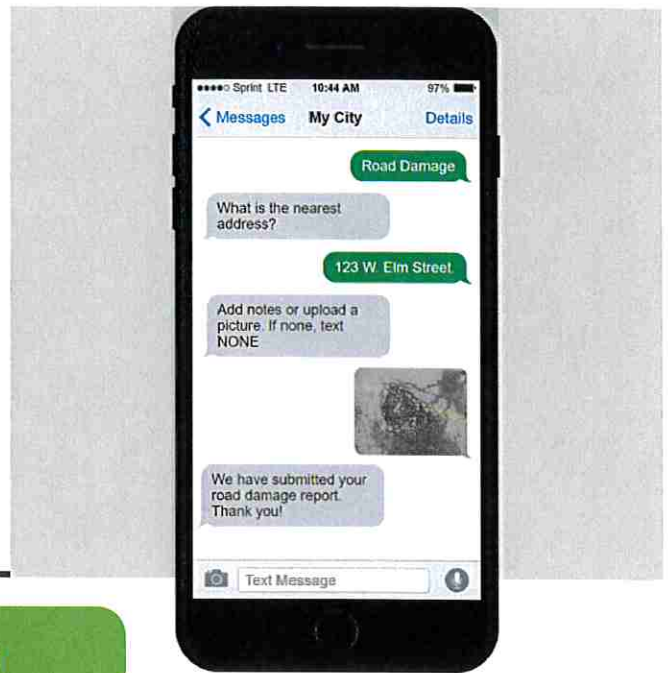
**Prime Government Solutions Contract in the amount of \$38,046 for Agenda Automation
and Meeting Management**

DRAFT

TextMyGov

TextMyGov
P.O. Box 3784
Logan, Utah 84323
435-755-5126

Partnership Proposal



TextMyGov - Everyone Is Texting

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, **97% of smartphone owners text regularly.**

The technology analysts at Compuware reported **that 80 to 90% of all downloaded apps are only used once and then eventually deleted** by users.

TextMyGov Solutions:

Communicate, Engage, Boost Website Traffic, Track, and Work



Communicate

TextMyGov uses smart texting technology to communicate with citizens. Local government agencies can answer question, send links to their website, and provide details on garbage pickup, utility payment, city news, events, office hours, department locations and more. If your goal is to increase communication and reduce calls- You need TextMyGov.



Engage

TextMyGov uses smart texting technology to engage with citizens. Citizens can easily report code violations, public works issues like potholes, sign down, drainage problems, tree trimming, sewer smell, and more. Agencies can engage citizens and ask specific guided questions regarding location, address, street name and more. If your goal is to engage with citizen and get smart valuable data- You need TextMyGov.



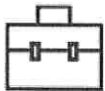
Boost Website Traffic

TextMyGov uses smart texting technology to maximize a cities website. Citizens can text in keywords like festival, parking, ticketing, meeting, sporting event, etc. The smart texting technology can answer the question or send a link from the city's website with additional information. Local government agencies spend thousands of dollars each year on their website. TextMyGov is the best way to benefit from that investment. If your goal is to benefit from your website investment- You need TextMyGov.



Track

TextMyGov uses smart texting technology to track and record all the information that is sent in. Agencies can track the cell phone number, date, and time of every request. If your agency wants to be compliant with the Freedom of Information Act (FOIA)- You need TextMyGov.



Work

Smart texting uses detailed information to track a citizen request or create a work order. Work orders and requests can be generated and completed. Smart texting allows you to easily collect information like name, location, street name, address, and allows the user to upload a photo. If your agency wants to track real request and real work orders submitted by a real cell phone number- You need TextMyGov.

Implementation

Getting Started

After the execution of the basic service agreement, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

Configuration

The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

Media Kit

Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

Unlimited Training and Support

After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 8am-5pm MST.

Quote

This quote represents a subscription to TextMyGov with an initial TERM of 3 Year(s). The agreement is set to automatically renew after the initial TERM. See below for package price and other details.

Terms and conditions can be printed and attached as Exhibit A or view at www.TextMyGov.com/terms/.

Prepared for:

West Haven
4150 S 3900 W
West Haven, UT 84401

Prepared by:

Jerica Jensen
TextMyGov
P.O. Box 3784
Logan, UT 84323
jjensen@textmygov.com

Subscription Cost Breakdown

Package	Package Price	Billing
TextMyGov	\$3,750.00	Annual
Package includes:		
• TextMyGov Web-Based Software • Local Phone Number • Short Codes (citizen opt-in outgoing messages) • Unlimited Users • Unlimited Departments • Unlimited Support for Every User • 50,000 Text Messages Per Year • 10 GB Managed online data storage • Additional text messages can be purchased for: (\$750 for 100,000), (\$550 for 50,000), (\$300 for 25,000)		
Implementation/Setup Fee	~~\$1,000.00~~ Waived	One Time
Total (First Year)		\$3,750.00
Total (Ongoing)		\$3,750.00

Notes

1. After the initial TERM of this agreement, the agreement can be cancelled by providing a 60-day written notice.
2. After the initial TERM of the agreement, the agreement will revert to a year to year.
3. Customer is required to put Text My Gov widget on the Agencies Web Home page
4. As an iWorQ customer, requests submitted through TextMYGov will be integrated into your iWorQ application or into an existing request module at no additional cost.

5. This contract will absolve the current agreement for Citizen Engagement (currently priced at \$1,000). The total price increase for the City of West Haven will be \$2,750.

Agreement Confirmation

Implementation Team Information

Name:

Title:

Email:

Office Phone:

Cell Phone (Required):

Secondary Implementation Team Information

Name:

Title:

Email:

Office Phone:

Cell Phone (Required):

Billing Information

Billing Contact Name:

Title:

Email:

Office Phone:

Address:

Agreement Signature

Name:

Title:

Date (Subscription Start):

Signature:

Twilio Contact Authorization

Twilio Authorized Contacts

Employee Name (1):

Email:

Business Title:

Job Position:

Phone Number:

Employee Name (2):

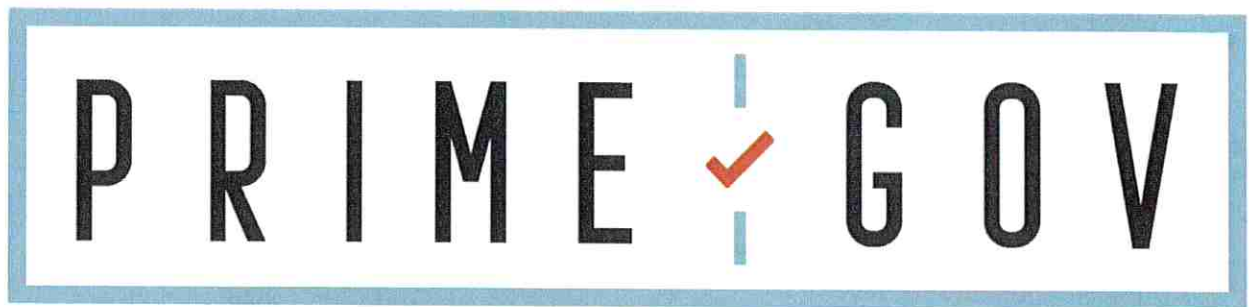
Email:

Business Title:

Job Position:

Phone Number:

☐ I confirm that my nominated authorized representatives agree to be contacted by Twilio.



BY  ROCK SOLID TECHNOLOGY

PrimeGov Comprehensive Legislative Management Solution

Proposal for
WEST HAVEN CITY

Customer Contact:

Matthew Jensen
WEST HAVEN CITY
matthewj@westhavencity.com
801-731-4519

PrimeGov Contact:

Nicholas Levine
Sales Director
nlevine@rocksolid.com
+1 303-594-0854

Proposal Date:

Nov 16, 2021

Proposal Expiration:

Dec 31, 2021



Prime Government Solutions | 3429 Derry Street | Harrisburg, PA 17111 | 1-833-634-6349

Nov 16, 2021

Matthew Jensen, WEST HAVEN CITY
via email

Dear Matthew,

Thank you for the opportunity to help you upgrade to a cohesive legislative management system that manages your public meeting processes with the latest, easy-to-use technology. Prime Government Agenda Automation, a part of Rock Solid Technologies, is familiar with West Haven, UT's needs in part because we have selectively recruited the most experienced team members in the industry. That experience equals over 60 years of combined time spent on agenda automation, working with Clerks, Administrators and IT staff across the country.

We are different because our main focus is managing the public meeting process. Meaning that every day our team is in the field with our clients to see and hear for ourselves exactly where the legislative process needs automation. Then, our development team can act quickly to build solutions to meeting the challenges brought before us during our daily conversations. A recent example is the ability to send property notices via postcard without ever leaving our system.

Here are some of the many ways we stand above the rest:

- Every member of our executive team and board has years of experience working with clerks. We understand the pressure staff is under during a meeting and the need for us to respond quickly, especially when the council and the public are waiting.
- We build our solution on widely used and supported web applications. Technology, particularly video, has improved dramatically over the last five years; it no longer makes sense to recreate a video player or storage when Google and Microsoft have spent billions developing and maintaining their products. Our role as a company isn't to recreate the wheel but to adapt software to meet the specific needs of Cities and Counties. We offer seamless, superior integrations with popular, easy-to-use products such as Laserfiche, YouTube, Word, Zoom, Chrome, and more.
- Our dedication to delivering the best solutions specific to local government frees up our team to develop software relevant to users and members of the public looking for information. This feature, along with our new Quick Voting solution, is why the City of Los Angeles contracted with us.
- PrimeGov's software is 100% cloud-based and can be used from any location without a VPN (Virtual Private Network) setup. There are no client-side installations, stream-lining deployment and implementation. PrimeGov's completely virtual environment ensures business continuity even when faced with the toughest externalities, such as a natural disaster or a public health crisis.



- PrimeGov's agenda management system allows for the instant generation of agenda packets. Compiling and converting various staff reports and attachments into a complete agenda packet can take hours, but with PrimeGov, this important function happens immediately.
- The system does an automatic check to ensure that the files of supporting documents function prior to compiling, and if they are corrupt, it identifies the broken file for easy replacement, saving you hours of time otherwise spent searching for the specific file.
- PrimeGov provides powerful and flexible workflows. Our workflows can be set up to automate many tasks such as appointing citizens to boards or sending emails to appointees. Furthermore, staff can create a peer review group as part of a workflow that allows reviewing or editing permissions for staff members without disrupting the standard approval process.
- PrimeGov's agenda solution is directly tied to our committee management tool and allows for direct item approval through the entire agenda process. This means your workflow and forms controls can be based on specific committee processes. In addition, items can be pushed all the way through the approval process by automation-based approval actions.

We are professionally and personally committed to making West Haven, UT's deployment a success. Our implementation plan, flexible training options, and understanding of your requirements ensure that your system will be widely adopted. Once deployment is complete, we'll be there for you with our experienced support staff and stable, modern technology.

We look forward to working with you so you can see for yourselves how easy PrimeGov is to use and why our experience, technology, and focus on the legislative process make us uniquely capable of meeting West Haven, UT's requirements.

Sincerely,

Nicholas Levine, Regional Sales Director





Pricing

The PrimeGov platform is a single, hosted solution that can be partitioned into separate modules when clients wish to start with specific functions only. Should you decide to add services in the future, you never have to worry about integration or data migration issues because all modules share the same database. The pricing is based on population and there are no limits to the number of users, committees, or amount of data uploaded to the solution.

The following PrimeGov modules are included in this proposal:

- Agenda Automation
- Meeting Management
- Video Streaming

The following PrimeGov modules are not included in this proposal:

- Member Voting
- Committee Management
- Community Engagement
- Laserfiche Integration
- Closed Captioning Service

Solution	Investment
Annual	
Agenda Automation	\$5,202.00
Meeting Management	\$3,902.00
Video Streaming	\$2,601.00
	\$11,705.00
One-Time Costs	
AJA HELO Encoder	\$1,995.00
Data Migration Services	\$0.00
	\$1,995.00

Subtotal **\$13,700.00**

Total First Year Cost \$13,700.00

Subsequent Years: +4% annual increase



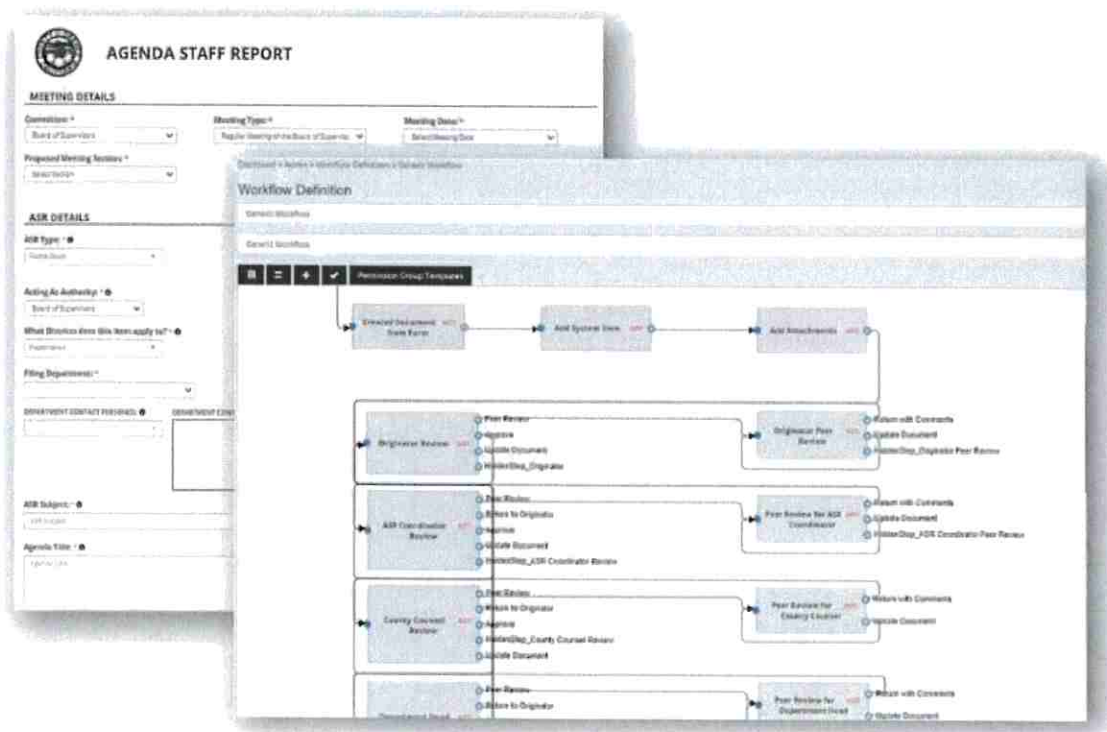


Solution Overview: Agenda Automation and Meeting Management Solution

Agenda Automation

Manage the entire agenda process from submitting an agenda item for a meeting to making sure that the item has all the necessary supporting materials to be heard. Agenda items can have any information tracked that is pertinent to the item such as sponsor, background, speaker, recommendations, etc. All custom fields can be tracked for reporting purposes. All agenda items can also be moved or copied to another meeting with a full legislative history available. As items are moved, copied or arranged within the meetings the numbering and formatting of the item is automatically adjusted. This makes last minute changes simple to handle.

As part of Agenda Automation, PrimeGov includes electronic forms and our Workflow module. Using this automation, the Client can add an agenda item and send it through an approval process. This automation provides an efficient and trackable way of making sure that an item is properly reviewed and ready to be presented at a meeting.



There is no limit to the number of agenda templates that can be created in the solution. Multiple templates can even be created for individual meeting types. For example, there could be a regular meeting and a closed session meeting for the same body. The Client has complete control of the templates, and how they are formatted.

Documents that are added to an item either directly or through workflow can be in any format and will have OCR performed on them so they can be searched easily. They will also be converted to PDF. There are no proprietary file formats used in the solution.

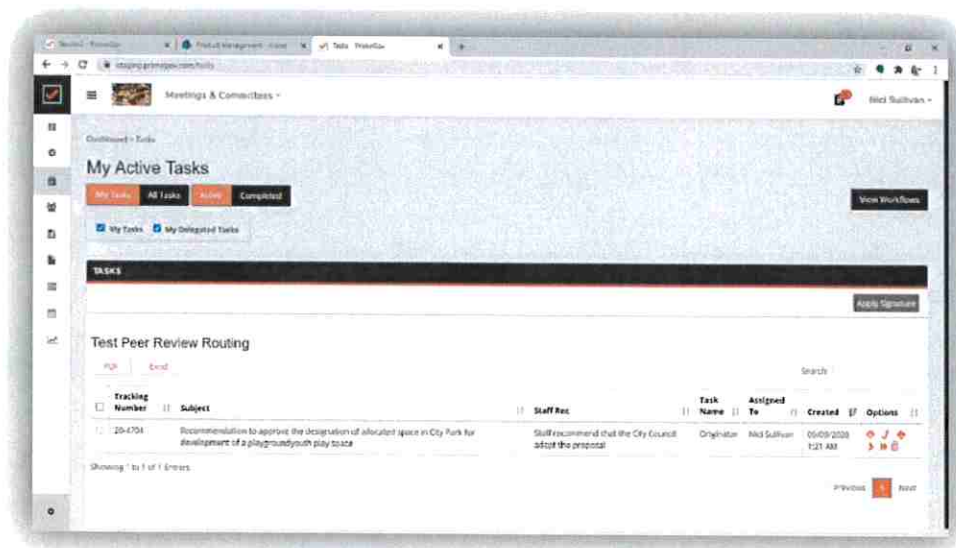
Once an agenda and all its supporting materials have been added to the system the Client can compile them into a packet with the click of a button. That packet as well as the agenda can be published to the Client website with another click of a button.

Key Module: Workflow

The PrimeGov Workflow module allows for the automation of virtually any business process. This means that not only can it be used to track and manage the submission of agenda items, but it can also be configured to automate the processes surrounding meeting such as; scheduling, notifications, agenda review, agenda distribution, citizen input, meeting actions, and staff follow up after the meeting.

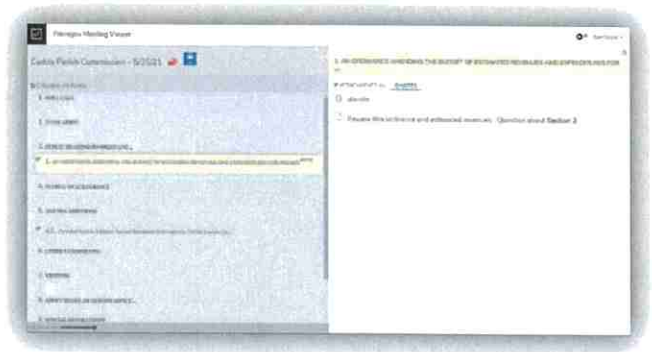
Included Features:

- Automatic initiation of workflow when an action request is submitted electronically
- Easy document routing for review and approval
- Automatic notification via email or workflow queue
- Parallel work process
- User friendly administration
- Unlimited workflows can be created
- Reporting
- Real-time monitoring of flows to show where action requests are in the process
- Deadlines can be set for tasks to be completed



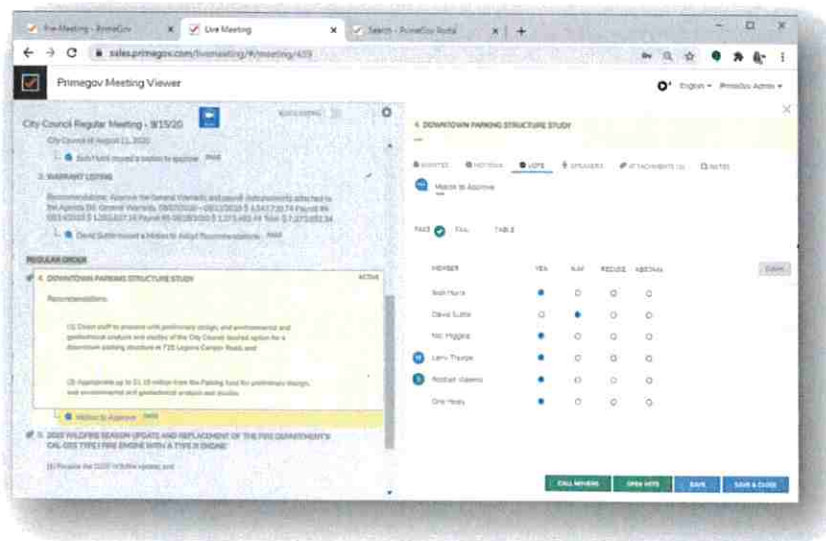
Key Module: Meeting Viewer and Annotations

The PrimeGov Meeting Viewer is provided with the solution. Meeting Viewer allows users to view different document types without having to have the native application on their device. It also allows users to annotate their copy of the agenda and supporting materials. Some of the annotations included are notes, highlighting, redaction, signatures, and more. When a user annotates their copy of the agenda, they will have their annotations on the agenda when they log in for the meeting. Because the PrimeGov solution is 100% web-based and has been designed with mobile-first technology, users can access the system from any device that has a web browser.



Meeting Management

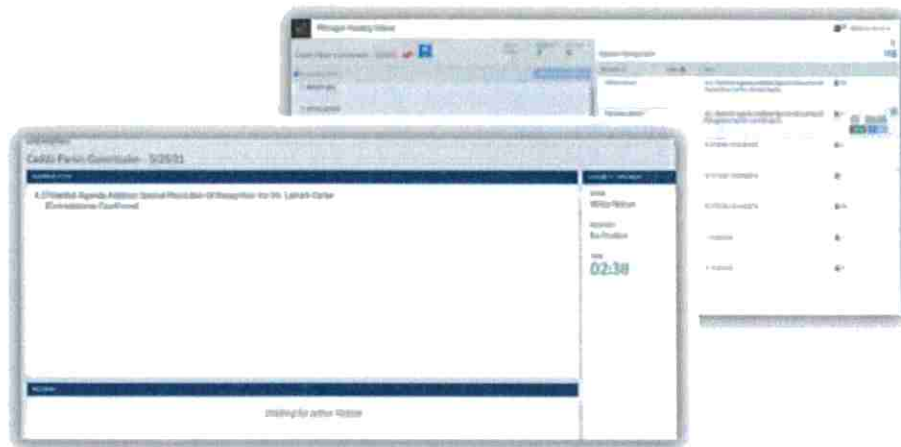
During a meeting, all roll calls, motions, votes, minutes, notes, actions, and video streaming can be performed with ease. The PrimeGov real-time meeting management tools provide a single interface that allows all aspects of the meeting to be managed, often by a single user. Alternatively, the system allows members of the board to record their own votes using their web-enabled device. The real-time meeting tools also provide options for citizen engagement: Information about the current item, speakers, motion information, and votes can be displayed in the meeting or online via the public portal in real time. Citizens can also participate in conversations with other citizens and leave comments about the meeting as it progresses via the public portal. All the comments, conversations, and information about the meeting and specific agenda items can be archived and stored or made available to the public post meeting as part of the meeting page or legislative history if the Client chooses to do so. In addition, a Speaker Management system is built in that allows for speakers to sign up for a topic they want to address the board about. Once they begin speaking a user can start the timer, so they know when their time is up.





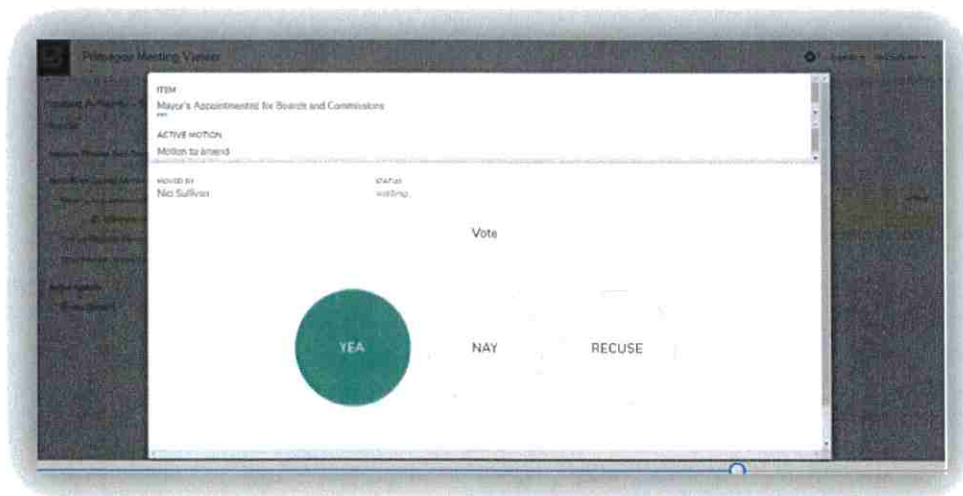
Key Feature: Speaker Management

A speaker management interface is included as part of Meeting Management and includes a timer that can be displayed in chambers. Speaker Management can be configured in a couple different ways. Members of the public that would like to speak on a particular item can either sign up online, and be automatically added in the system, or can be manually added by the clerk or other user that is managing the meeting in the system. How they are placed in the system is completely up to the Client. Once it is time for the speaker to start talking the clerk or other user can start the timer. Additional time can be added if needed.



Optional Feature: Member Voting

The Meeting Management interface called Meeting Viewer also provides a means for the members to record their vote during a meeting and offers the ability to communicate the voting process of agenda items to the public. This solution allows voting members and support personnel the opportunity to electronically view items and supporting documentation on the agenda and to electronically cast votes on motions. The Voting solution provides an automated and effective approach to recording the events of the meeting to make it easy for the supporting personnel to follow along and manage the meeting as it is in session.



Video Streaming

The Video/Audio recording is integrated into the live meeting module and allows the video to be easily started, items to be timestamped, and video to be embedded into the public portal and legislative history. All of this is from within the same interface used for running the meeting. The live stream and on-demand recordings are managed through YouTube's powerful distribution platform. One of the advantages to using YouTube is that they provide a free audio-translation component that can be used for closed captions. The Client will need an encoder to stream, but all existing cameras, microphones, etc. will work.

Optional Feature: Live Closed Captioning

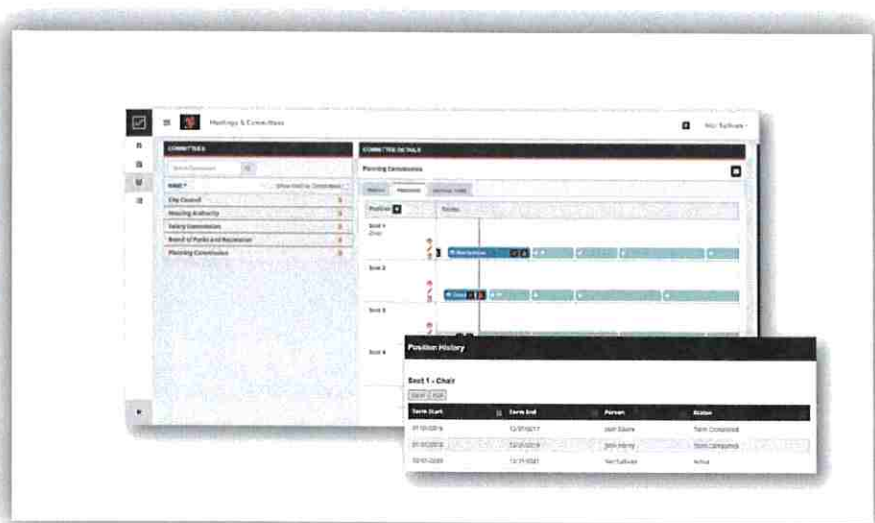
Clients may choose to take advantage of PrimeGov's cloud-based Live Closed Captioning offering to enhance their meeting videos. Automated closed captioning is available without the purchase of any additional equipment and increases accessibility and transparency for constituents.



Committee Management

PrimeGov has integrated the management of boards and commissions as a core part of our solution. It is not a separate module or an afterthought, it's built right in. Viewing, editing, and adding committees, boards, members, or positions, has never been easier. In one succinct view, a user can take care of all committee tasks efficiently and effectively. They can quickly create initial and subsequent terms, and even split terms if a seat becomes vacant mid-term.

Customers can create meetings customized to a committee's schedule, including the ability to specify the exact cadence, time, and location of meetings. Once the meeting is scheduled, the PrimeGov Committee Manager will keep committee members regularly informed about their upcoming meetings. Committee members have access to their schedule and meeting materials on their mobile device so that they are always informed wherever they go.



Integrating Committee Manager as a core piece of the software allows an unlimited number of meeting types to be created for each committee. Each meeting type can have a variety of templates (agenda, minutes, action summary, confidential, etc.) that allows for maximum flexibility without duplicating data entry or administrative efforts.

Community Engagement

Improving community engagement options is core to the PrimeGov mission. We believe technology can improve communications between elected officials and their local community. The Community Engagement module includes the following:

Key Feature: Community Comment

This software creates a public portal for citizens to comment on individual agenda items. The comments are text-based and a character limit can be established to replicate the time limit used for public speakers when meetings are in person. All comments will be aggregated into a simple report and provided to elected officials. Comments are not publicly viable until they are published by the agency during or after the meeting.

Request To Speak

Step 1: Please select sections/items to request to speak on

Name	Request To Speak
PUBLIC COMMENTS	
1. 25-0018-0343 - GENERAL PLAN AMENDMENT - PUBLIC HEARING - APPLICANT: CHERRY CITY OF LAS VEGAS - For possible action on a land use 6-10 amendment project request to REMOVE THE WEST BRIDGER AVENUE ALIGNMENT BETWEEN GRAND CENTRAL PARKWAY AND PROVIDENCE PLACE FROM THE MASTER PLAN OF STREETS AND HIGHWAYS.	☐
2. 25-0023-0001 - VARIATION - PUBLIC HEARING - APPLICANT: CITY OF LAS VEGAS - CHERRY, BROTHERLY, LLC - For possible action on a land use 6-10 amendment project request on a Request to Varyate PUBLIC REQUEST OR USE OF WEST BRIDGER AVENUE BETWEEN GRAND CENTRAL PARKWAY AND PROVIDENCE PLACE	☒
3. 25-0024 - PUBLIC HEARING - APPLICANT: SOUTHERN LAND COMPANY, LLC - CHERRY, CITY BROTHERLY, LLC, ET AL - For possible action on the following land use 6-10 amendment project request on 5.54 acres at the northeast corner of Grand Central Parkway and Symphony Park Avenue (APNs 139-15-011-000 and 139-04-110-000), PD-Planned Development Zone, Ward 5-City's Staff recommends APPROVAL on the land use 6-10 amendment project.	☐
ADDITIONAL ITEMS FROM STAFF	
4. 25-0020-7001 - TEXT AMENDMENT - PUBLIC HEARING - APPLICANT: CHERRY, CITY OF LAS VEGAS - For possible action on a request to amend LVAC Title 18-09, 18-12 and 18-18 regarding the Logistics, Research Center Cultural District, Beer-Serve Center, On-Site Development and Commerce Districts (amendment, Ordinance and Ordinance), and to provide for other related matters.	☒
5. 25-0020-7001 - TEXT AMENDMENT - PUBLIC HEARING - APPLICANT: CHERRY, CITY OF LAS VEGAS - For possible action on a request to amend LVAC 18-10-10 regarding Redesignation of Beer-Serve, and to provide for other related matters.	☒

Showing 1 to 7 of 7 items

NEXT **CANCEL**



Key Feature: Community Request-to-Speak

The Request to Speak functionality allows community members to sign up to request to speak for any agenda item. The software will manage the sign-up and provide an ordered list of public speakers that can be called on during the meeting.

Public Portal

The Public Portal can be integrated directly within the Client's website providing a seamless look and feel. Constituents can search for and view meeting agendas, minutes, supporting materials, and video/audio. The portal also provides the ability for constituents to search the legislative history of an agenda item showing virtually all the information the system knows about the item. This includes the meeting history, voting records, speakers, and video specific to the item.

An internal portal can also be used if the Client would like to publish specific information internally prior to it being made available to the public.

The screenshot displays a web application interface for a public portal. It is divided into two main sections: 'Current & Upcoming Meetings' and 'Archived Meetings'.

Current & Upcoming Meetings:

- At the top, there is a button labeled 'View All Committees' and a calendar icon.
- Below this is a table with columns: Meeting Title, Date/Time, Documents, and Options.
- The table lists two meetings:
 - Planning Commission**: Sep 10, 2020 12:00 PM. Documents: HTML Agenda, Agenda. Options: +, -.
 - City Council Regular Meeting**: Sep 15, 2020 07:00 PM. Documents: HTML Agenda. Options: -.
- Below the table, there is a pagination control: 'Show 1 to 2 of 2 Items' and a 'Previous' button.

Archived Meetings:

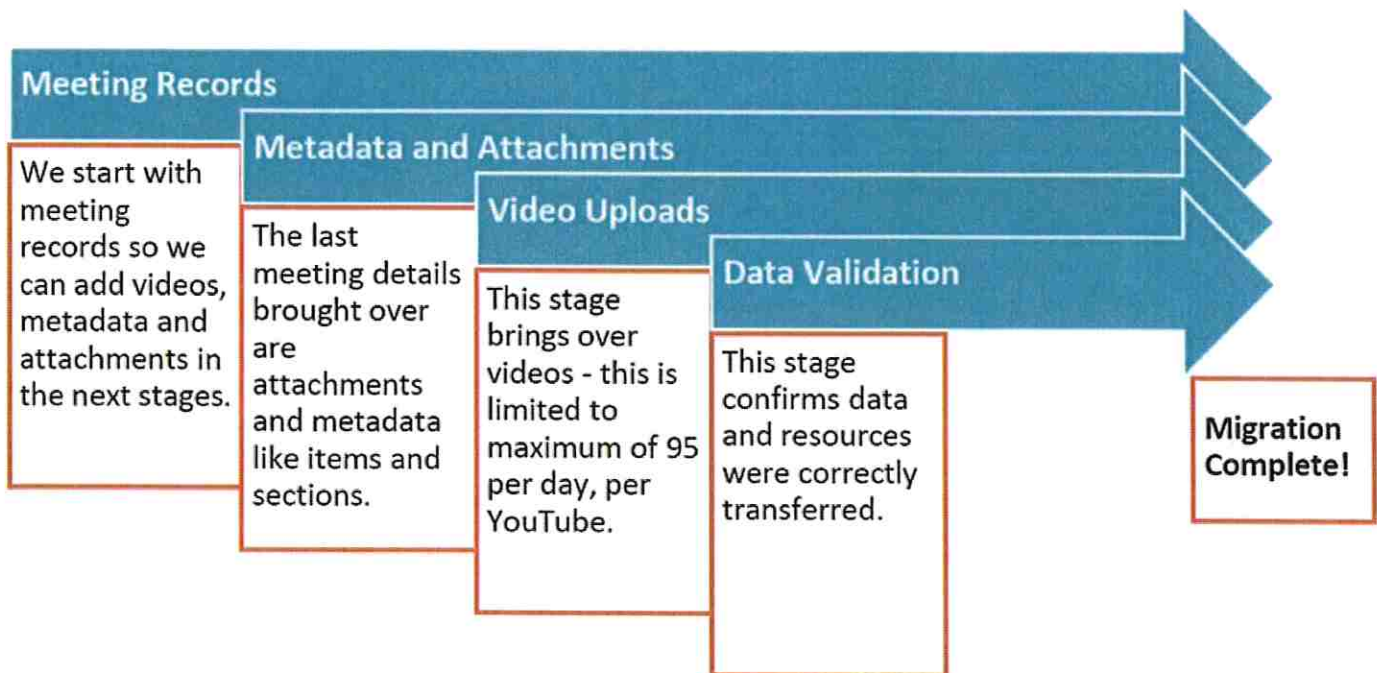
- At the top, there is a year selector: '2019' (selected), 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010.
- Below the year selector, there is a section for 'Board of Supervisors'.
- Below this is a table with columns: Meeting Title, Date/Time, Documents, and Video.
- The table lists three meetings:
 - Board of Supervisors**: Sep 01, 2020 12:00 PM. Documents: HTML Agenda, Agenda, Minutes. Video: +.
 - Board of Supervisors**: Aug 01, 2020 12:00 PM. Documents: HTML Agenda, Agenda, Minutes. Video: +.
 - Board of Supervisors**: Jul 01, 2020 09:00 PM. Documents: HTML Agenda, Minutes, Packet. Video: +.
- Below the table, there is a pagination control: 'Show 1 to 3 of 3 Items' and a 'Previous' button.

At the bottom of the 'Archived Meetings' section, there is a section for 'City Council'.



Data Migration

PrimeGov has developed custom data migration tools to transfer the Client's data from Granicus and/ or SIRE into the PrimeGov system to ensure the Client keeps all its meeting information and videos. PrimeGov will work with the Client to establish the scope of migration which varies based on volume of data and current systems. The migration tool can access the data (read-only) to pull it from the current system and bring it into the PrimeGov system. We conduct each migration with three stages followed by a validation period. These stages of migration are meeting records, video uploads and metadata/attachments.



Global Features and Services

Standard Reports

The PrimeGov reporting engine allows users to configure reports on any data stored in the system. Users can create “views” using system tools then use those views to create their own report. Standard reports are also provided and include:

- Committee member reports
- Committee Vacancy Reports
- Vote Records
- Attendance Records
- Audit report (login, adds, deletes, etc.)
- Usage Reports (Items Submitted, Items Approved, Review Time)

All reports can be exported to (PDF, CSV, and Excel). Users can filter and re-run standard reports or save them.



Mobile Accessibility

As a completely web-based solution, anyone with permissions can view and access the agendas, minutes, and supporting documents from any device that has a web browser. The solution has been designed with mobile-first technology so that the product displays and scales appropriately depending on the device the user is viewing it on.

API

The PrimeGov Legislative Management Suite is driven by Restful Web Services. This allows virtually anyone (other software vendors, open data developers) the Client allows to consume the data available in the system. Access is controlled by the Client and the available "datasets" are published by the Client, just like publishing an agenda.

