



**CITY OF WELDON SPRING  
BOARD OF ALDERMEN REGULAR MEETING  
ON TUESDAY, JUNE 9, 2020, AT 7:30 P.M.  
WELDON SPRING CITY HALL  
5401 INDEPENDENCE ROAD  
WELDON SPRING, MISSOURI 63304**

**\*\*\*TENTATIVE AGENDA\*\*\***

As a precautionary measure to help prevent the exposure and the spread of the Coronavirus (COVID-19) pandemic, A NOTICE IS HEREBY GIVEN that the Regular Board of Aldermen Meeting will be conducted virtual meeting by video-conference and/or audio-conference call, you may attend the meeting on a desktop, laptop, mobile device, or telephone by following the highlighted instructions below.

**Link to join Zoom Video-Conference Meeting:**

<https://us02web.zoom.us/j/83336678782?pwd=NE42bFZzVmhaWnpaVkp4NlVUbE9jdz09>

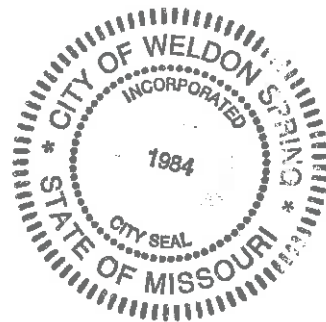
**Meeting ID: 833 3667 8782  
Password: BOA200609**

**Or by telephone dial: 1-312-626-6799**

**Meeting ID: 833 3667 8782  
Password: 744128**

**Instructions for providing public comments:** Persons interested in making their views known on any matter should send an email with their comments to the City Clerk at [bhanks@weldonspring.org](mailto:bhanks@weldonspring.org) no later than 6 p.m. on the day of the meeting. All comments received will be entered into the meeting minutes for public record and must include the person name and address. All comments will also be distributed to the entire Board at or before the meeting. Thank you for your understanding and patience as we all try to get through these unprecedented times.

**PAGE 1 OF 2**



This notice was posted at 5401 Independence Road on 6-4-20 at 2:00pm by Mr C. Bland.

\*\*\*\*AGENDA\*\*\*\*

1. **CALL TO ORDER**
2. **ROLL CALL and DETERMINATION OF A QUORUM**
3. **APPROVAL OF MINUTES**
  - A. May 28, 2020 – Regular Board Meeting Minutes
4. **CITY TREASURER**
  - A. Paid Bills (5-19-20 – 6-2-20)
5. **UNFINISHED BUSINESS**
  - A. Website Redesign/Hosting RFP Results & Recommendation – **City Administrator**
  - B. An Ordinance Amending Chapter 135 “Purchasing Procedures” of the City of Weldon Spring, Missouri, by Repealing Ordinance #03-02 in its Entirety & Replaced with A New Chapter 135 “Purchasing Procedures” & Matters Relating Thereto – **Alderman Clutter**
  - C. An Ordinance Amending the Budget for FY 2020– **Alderman Clutter**  
\*\*\*TABLED\*\*\*
  - D. An Ordinance Amending Ordinance #09-29 (Creating the Employee Policy Manual of the City of Weldon Spring, Missouri, by Repealing & Replacing Certain Sections of the Employee Policy Manual & Matters Relating Thereto – **Alderman Schwaab** \*\*\*TABLED\*\*\*
6. **NEW BUSINESS**
  - A. An Ordinance Amending Chapter 201 of the Municipal Code of the City of Weldon Spring, Missouri, to Enact Regulations Regarding False Alarms Within the City – **Alderman Schwaab**
  - B. 820 O’Fallon Road Site Plan Extension Approval – **City Clerk/City Administration**
  - C. Playground Expansion Project – **Alderman Baker**
  - D. Board Liaison Committee Positions (Finance, P & Z, PRAC) – **Mayor Licklider**
  - E. Independence Road Phase 4 – Supplemental Agreement #4 – Cochran Engineering (**Review/Consideration**)
  - F. Independence Road Phase 4 – Potential Change Order #4 – Karrenbrock Construction (**Review/Consideration**)
7. **REPORTS & COMMITTEES**
  - A. City Administrator
  - B. Parks & Recreation
  - C. P & Z Reappointments
8. **RECEIPTS & COMMUNICATIONS**
9. **ADJOURNMENT**

Copies of all ordinances proposed to be introduced for consideration by the Board of Alderpersons meeting and any other items included in the Board of Aldermen’s Board Packet are available for public inspection on the City of Weldon Spring’s website or at the Office of the City Clerk. The City Clerk can be contacted at [bhanks@weldonspring.org](mailto:bhanks@weldonspring.org) or 636-441-2110.

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This notice was posted at 5401 Independence Road on 6-4-20 at 2:00pm by [Signature]

CITY OF WELDON SPRING  
REGULAR MEETING OF THE BOARD OF ALDERMEN  
MAY 28, 2020

**NOTE:** Due to the health crisis of the COVID-19 pandemic, this Board Meeting was a Videoconference meeting through a Zoom session.

**CALL TO ORDER:** The regular meeting of the Board of Aldermen of the City of Weldon Spring was held on Thursday, May 28, 2020 at approximately 7:30 PM. The meeting was held by videoconference due to the health crisis of the COVID-19 pandemic. Mayor Donald Licklider called the meeting to order.

**ROLL CALL AND DETERMINATION OF QUORUM:** On a roll call, the following members were present:

Ward 1:	Alderman Clutter	Alderman Yeager
Ward 2:	Alderman Schwaab	Alderman Kolb
Ward 3:	Alderman Baker	Alderman Martiszus

A quorum was declared.

**Fence Relief Appeal for Tammy Norman at 16 New Haven Court:** Mr. Wohler (City Administration) stated that the City Engineer gave Ms. Norman three fence samples to choose from for the replacement fence associated with the Wolfrum Road project in 2009. Furthermore, Mr. Wohler told the Board that Ms. Norman's property lost the "grandfather" clause for her fence when she decided to tear down her old fence. Mr. Wohler added that the "Laches" doctrine applies in this situation because she allowed too much time to pass before objecting to the City about the fence replacement. A lengthy question and answer session between the Board and Ms. Norman took place

Alderman Baker made a motion to approve the fence appeal for 16 New Haven Court, seconded by Alderman Clutter. On a roll call vote, the **Motion failed** as followed:

AYES: 0  
NOES: 5 - Baker, Clutter, Kolb, Schwaab, and Yeager  
ABSENT: 0

Alderman Martiszus did not vote due to an unstable internet connection.

**MINUTES:** May 12, 2020, Board Minutes - Alderman Clutter moved to approve the minutes from the May 12, 2020, regular meeting as written, seconded by Alderman Schwaab. **Motion carried** with 4 ayes. Alderman Kolb abstained from voting and Alderman Martiszus did not vote due to an unstable internet connection.

**TREASURER'S REPORT:** Alderman Schwaab made a motion to accept the Treasurer's packet of paid bills from May 6, 2020 to May 18, 2020 and unpaid bills from May 13, 2020 to May 20, 2020, with one question. Alderman Clutter asked about the monthly invoices from Wheelhouse Solutions and suggests that City staff analyze these invoices more closely because he believes that they seem pretty high. Alderman Kolb seconded the motion. **Motion carried** with 6 ayes.

## **OLD BUSINESS:**

**City Engineering & Planning Services:** Alderman Clutter made a motion to adopt the regulations, which would bring more City Engineering & Planning services in-house and have the staff conduct a comprehensive analysis on the fee schedule six months after the transition period ends. Alderman Baker seconded the motion. **Motion carried** with 6 ayes.

**Website Redesign/Hosting RFP:** Alderman Baker asked for a list of additional features, that would benefit the City, for the new website by Muniweb, which was the vender recommended by staff. After a brief discussion, this topic was tabled so staff can provide the Board more research for this project

## **NEW BUSINESS:**

**An Ordinance Amending Chapter 135 “Purchasing Procedures” of the City of Weldon Spring, Missouri, by Repealing Ordinance #03-02 in its Entirety & Replaced with A New Chapter 135 “Purchasing Procedures” & Matters Relating Thereto:** Alderman Clutter moved to introduce Bill # 1144 for its first reading by title only. Alderman Baker seconded the motion and the **motion carried**.

Bill # 1144 was tabled in accordance with City Code.

**An Ordinance Amending the Budget for FY 2020:** Alderman Clutter moved to introduce Bill # 1145 for its first reading by title only. Alderman Baker seconded the motion and the **motion carried**.

With the higher than expected amount from the bids for the Walking Trail Improvement project, the Board decided that the Parks & Recreation Advisory Committee (PRAC) should make recommendations on the viability of the project and the Finance Committee should review the budget one more time before final passage of Bill #1145.

Bill # 1145 was tabled in accordance with City Code.

**Walking Trail Improvement Project Unofficial Bid Results:** Alderman Baker made a motion to reject all of the bids for the Walking Trail Improvement project and revise the overall scope of work. Alderman Clutter seconded the motion. **Motion carried** with 6 ayes.

**An Ordinance Amending Ordinance #09-29 (Creating the Employee Policy Manual of the City of Weldon Spring, Missouri, by Repealing & Replacing Certain Sections of the Employee Policy Manual & Matters Relating Thereto:** Alderman Schwaab moved to introduce Bill # 1146 for its first reading by title only. Alderman Clutter seconded the motion and the **motion carried**.

Bill # 1146 was tabled in accordance with City Code.

**Missouri LAGERS Retirement System Actuarial Report:** Alderman Schwaab made a motion to begin the 45-day window for public viewing of the Actuarial Report for Missouri LAGERS Retirement System and start discussions with the Board to make an informed decision at a future Board meeting. Alderman Yeager seconded the motion and the **motion carried** with 6 ayes.

Note: A copy of the Actuarial Report can be found on the City of Weldon Spring's website and is on file with the Weldon Spring City Clerk.

A Work Session has been scheduled for 6 PM on June 25, 2020, to discuss the Missouri LAGERS Retirement System and the changes to the Employee Manual in greater detail.

**Independence Road Phase 4 – Supplemental Agreement #4:** There was no action on this topic.

**Independence Road Phase 4 – Potential Change Order #4:** There was no action on this topic.

#### **REPORTS AND COMMITTEES:**

**City Administrator Report:** Mr. Padella (City Administrator) informed the Board that the Change Order cost from PrideMaster, Inc., was \$12,000. This amount was more than the approved amount (not to exceed of \$8,500), which was approved at the last Board meeting.

#### **SPECIAL REQUEST:**

**Re-Striping City Streets:** Mayor Licklider told the Board that a work order will be place with St. Charles County to restripe Weldon Spring Parkway. He added that the City Engineer will conduct this analysis when he does his yearly street maintenance analysis

**Street Sweeping:** It was decided the City will ask St. Charles County to street sweep the City's roads later this summer and again during the fall.

**Curb Replacement on Pittman Hill Road:** A brief discussion about the responsibility of maintaining portions of Pittman Hill Road took place. Mayor Licklider told the Board that he will talk to St. Charles County about the City's concerns about the damaged curbs.

#### **RECEIPTS & COMMUNICATIONS:**

The Board decided to make the walking trails in Weldon Spring City Park one way to practice social distancing guidelines.

#### **ADJOURNMENT:**

Alderman Kolb moved to adjourn the meeting at 9:08 PM and Alderman Schwaab seconded the motion. **Motion carried** with 6 ayes.

Respectfully submitted,

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William C. Hanks  
City Clerk

**PAID BILLS TO BE APPROVED  
MAY 19, 2020 -- JUNE 2, 2020**

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS  
9th DAY OF JUNE 2020 \_\_\_\_\_, MAYOR

5/19/2020 - 6/2/2020

## ACCOUNTS PAYABLE

## CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE
AFLAC	MONTHLY INS PAID BY EMP MAY 2020	\$ 66.40	11290653	5/1/2020
AFLAC	MONTHLY INS PAID BY EMP JUNE 2020	\$ 99.60	11290647	6/1/2020
ANTHEM LIFE	EMPLOYEE INS GROUP A37265	\$ 92.50	11290650	5/26/2020
BANKCARD SVCS - CENTRAL BANK	EMPLOYEE CREDIT CARD EXPENSES	\$ 1,505.46	11290644	5/26/2020
BUILDINGSTARS OPERATIONS INC	MONTHLY HOUSEKEEPING	\$ 240.00	11290651	5/22/2020
COCHRAN	M19-7755 WALKING TRAIL PROJECT	\$ 416.00	9023	5/20/2020
CUIVRE RIVER ELECTRIC	ELECTRIC SERVICE	\$ 347.17	11290654	6/1/2020
DELTA DENTAL OF MISSOURI	EMPLOYEE DENTAL INSURANCE	\$ 298.12	9024	5/20/2020
DUCKETT CREEK SANITARY DISTRICT	QTR SEWER FEE	\$ 65.25	11290652	5/22/2020
HAROLD BELZER	OUTSIDE ENGINEER MAR/APR 2020	\$ 1,400.00	9025	5/20/2020
KARRENBROCK CONSTRUCTION INC	INDEP RD 4 CONSTRUCTION	\$ 82,026.02	16198	5/21/2020
METROPARK	TELEPHONE/INTERNET	\$ 553.49	11290649	6/1/2020
MISSOURI DEPT OF REVENUE	CRIME VICTIM APR 20	\$ 135.47	16199	5/21/2020
MO DEPT OF PUBLIC SAFETY	PO STANDARD & TRAIN FUND APR 20	\$ 19.00	16200	5/21/2020
MO EMPLOYERS MUTUAL	WORKERS COMP INS POLICY ANNUAL	\$ 5,566.00	11290648	5/22/2020
SHERIFF'S RETIREMENT SYSTEM	COURT COST FEES APR 20	\$ 57.00	16201	5/21/2020
ST CHARLES ENGINEERING	90 DEGREE CURVE IMPRMTNT DESIGN	\$ 6,375.00	9021	5/20/2020
UNITED HEALTHCARE	EMPLOYEE HEALTH INS	\$ 4,050.29	9022	5/20/2020
VERIZON WIRELESS	MONTHLY CELL PARKS DEPT	\$ 4.00	11290656	6/1/2020
VERIZON WIRELESS	MONTHLY CELL CITY HALL	\$ 150.60	11290655	6/1/2020

Accounts Payable Total

\$ 103,467.37



# CITY OF WELDON SPRING

5401 Independence Road  
Weldon Spring, MO 63304  
phone: (636) 441-2110  
fax: (636) 441-8495  
[www.weldonspring.org](http://www.weldonspring.org)

## MEMORANDUM

To: Michael Padella, City Administrator

Date: 06/04/2020

From: Mitchell Jordan, Community Relations Coordinator

Subject: Website Design & Development RFP

Cc: Board of Aldermen, Donald Licklider, Mayor

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At the May 28, 2020 Board of Aldermen meeting for the City of Weldon Spring, Staff was instructed to provide clarification and justification for selecting a new website provider at this time. The Board is a steward of the City's finances, and I fully expect you to make the best decisions you see fit. To that end, please consider the following:

- In 2020, A website is the number one way people find information and ultimately form opinions about organizations. This fact is an undeniable pillar of online marketing communications.
- In 2019, the City had 14,622 people see our website for the first time. Our website is their first impression of the City. I have heard from many residents the current website is difficult to navigate.
- We have 885 associated pages on our website for one person to manage. O'Fallon MO has 1200 associated pages with a full communication department.
- Muniweb's website management modules will allow for greater control and communication. In the proposal by Muniweb, page 11 address the added features\*:
  - o **Emergency Notification Services- Email and Text** will allow more avenues for quick communication in emergencies directly to people's cell phones and emails. Staff will be able to post an emergency notification via email; a function the current website does not have.
    - Our email notification system will not send emails until the early evening,



- **Push to Social Media** improves communications by eliminating steps to post important city updates with unified messaging across multiple communication platforms; a function our current website no longer provides as of 2018.
- **Mailing List** function allows better-curated information to the individual subscriber via specific mailing list groups. This could be used to create email groups for Home Owners Associations and Neighborhoods that do not have them.
- **Action Center** offers a more robust “report a concern” center, which will be an essential way for the public to communicate issues with the City Staff.
- **Facility Reservations** is a function that will reduce time spent scheduling ballfields and pavilions by city staff. This function would be included in the price of the bid. Facility Reservations is a function we do not currently have.

\*Staff will request the Department/Employee and Business Directory Modules be replaced with the Action Center and the Facility Reservation Modules.

- Our current website provider also submitted a bid almost \$2,000 over what Muniweb for a facelift of the looks of a website would essentially be the same with little increased functionality.
- Pricing on these RFP are only held for 90 days at most from bid opening in Mid-April.
  - Given the crisis, to do the RFP process again will probably result in increased pricing from all groups.
    - If the project is postponed, a feasible transition we will not begin until summer 2021. In that time, we will have to pay for our current provider again.

Thank you,

Z. Mitchell Jordan  
 Community Relations Coordinator  
 City of Weldon Spring

## Audience Overview

All Users  
+0.00% Users

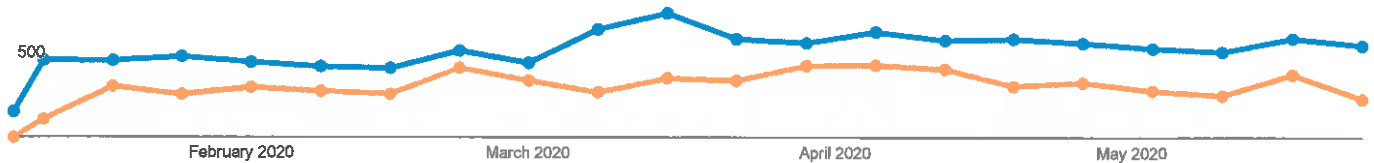
Jan 9, 2020 - May 30, 2020  
Compare to: Jan 9, 2019 - May 30, 2019

### Overview

Jan 9, 2020 - May 30, 2020: Users

Jan 9, 2019 - May 30, 2019: Users

1,000



Users

**80.13%**  
8,450 vs 4,691



New Users

**78.27%**  
8,359 vs 4,689



Sessions

**70.34%**  
10,382 vs 6,095



Number of Sessions per User

**-5.44%**  
1.23 vs 1.30



Pageviews

**16.81%**  
19,167 vs 16,408



Pages / Session

**-31.42%**  
1.85 vs 2.69



Avg. Session Duration

**-21.55%**  
00:01:10 vs 00:01:29



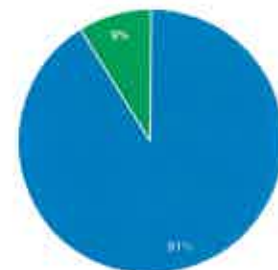
Bounce Rate

**28.11%**  
73.52% vs 57.39%

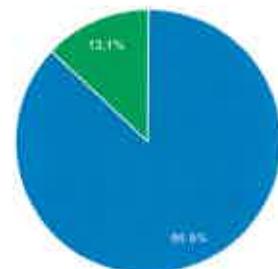


New Visitor Returning Visitor

Jan 9, 2020 - May 30, 2020



Jan 9, 2019 - May 30, 2019



Language

	Users	% Users
1. en-us		
Jan 9, 2020 - May 30, 2020	7,988	94.30%
Jan 9, 2019 - May 30, 2019	4,625	98.59%
% Change	72.71%	-4.36%
2. en		
Jan 9, 2020 - May 30, 2020	244	2.88%
Jan 9, 2019 - May 30, 2019	1	0.02%
% Change	24,300.00%	13,412.03%
3. en-gb		
Jan 9, 2020 - May 30, 2020	61	0.72%
Jan 9, 2019 - May 30, 2019	16	0.34%
% Change	281.25%	111.13%
4. zh-cn		
Jan 9, 2020 - May 30, 2020	19	0.22%

	Jan 9, 2019 - May 30, 2019	0	0.00%
	% Change	100.00%	100.00%
5.	de-de		
	Jan 9, 2020 - May 30, 2020	16	0.19%
	Jan 9, 2019 - May 30, 2019	1	0.02%
	% Change	1,500.00%	786.03%
6.	en-au		
	Jan 9, 2020 - May 30, 2020	14	0.17%
	Jan 9, 2019 - May 30, 2019	1	0.02%
	% Change	1,300.00%	675.28%
7.	es-es		
	Jan 9, 2020 - May 30, 2020	12	0.14%
	Jan 9, 2019 - May 30, 2019	1	0.02%
	% Change	1,100.00%	564.53%
8.	de		
	Jan 9, 2020 - May 30, 2020	11	0.13%
	Jan 9, 2019 - May 30, 2019	0	0.00%
	% Change	100.00%	100.00%
9.	fr		
	Jan 9, 2020 - May 30, 2020	11	0.13%
	Jan 9, 2019 - May 30, 2019	0	0.00%
	% Change	100.00%	100.00%
10.	it		
	Jan 9, 2020 - May 30, 2020	9	0.11%
	Jan 9, 2019 - May 30, 2019	0	0.00%
	% Change	100.00%	100.00%



## Audience Overview

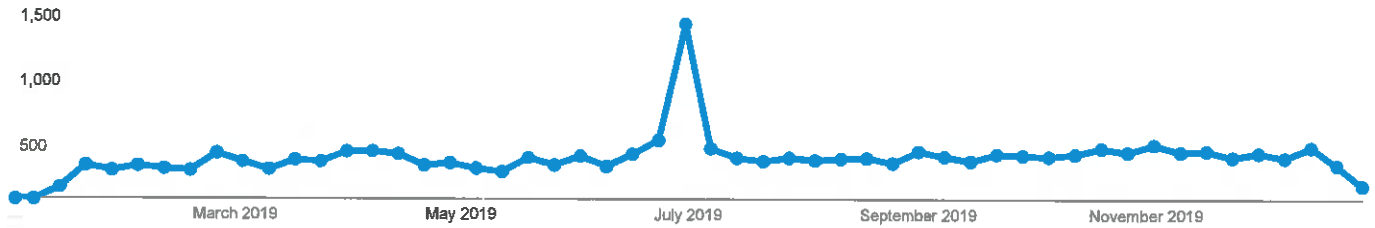


All Users  
100.00% Users

Jan 1, 2019 - Dec 31, 2019

### Overview

Users



Users

14,621

New Users

14,622

Sessions

19,176

Number of Sessions per User

1.31

Pageviews

44,591

Pages / Session

2.33

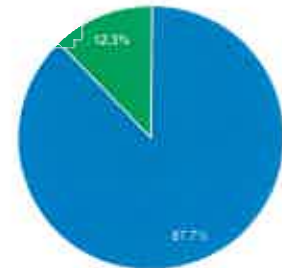
Avg. Session Duration

00:01:09

Bounce Rate

63.43%

New Visitor Returning Visitor



Language

Users

% Users

1. en-us	14,427	99.02%
2. en-gb	48	0.33%
3. c	30	0.21%
4. zh-cn	11	0.08%
5. en-ca	9	0.06%
6. de-de	6	0.04%
7. es-es	6	0.04%
8. zh-tw	4	0.03%
9. en	3	0.02%
10. en-au	3	0.02%



## Weldon Spring, MO

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### Proposal for Website Development Services

April 17, 2020

Lisa Purr  
lisa@muniweb.com  
888-MUNI-WEB

55 E. Long Lake Rd, #230 Troy, Michigan 48065  
www.muniweb.com



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Dear Mr. Mitchell Jordan:

Thank you for considering muniweb® as a partner for the City of Weldon Spring, MO website development project and attending the muniCMS® demonstration on April 8, 2020. We have reviewed your RFP carefully and look forward to presenting our solutions to enhance your users' experience by creating a visually appealing, engaging, simple-to-use and easy-to-update website.

Your community's website is your 24/7 Information and Publicity Center, the first look that you provide to new businesses and residents. We would be delighted to be a part of the transition that showcases your community to the world.

We use our own secure, proprietary Content Management System (CMS), muniCMS® (see page 21 for standard functions). muniCMS® is a commercial-grade, robust environment customized for municipalities and public service. It is an easy-to-use, web-based software that is designed for frequent updates by non-technical users and utilizes a workflow process that can be as simple or complicated as you need. It is a flexible platform that is easy to expand and integrate.

Our muniCMS contain several specialized modules intended for municipalities like:

- Emergency Alert Notification – send an email to your website to place a prominently-placed message on every page in your website and send email and text messages to subscribers
- Subscription Lists – publicize and remind your subscribers
- Online Forms – Contact Us, Feedback, Report a Problem, are just a few
- Agendas and Minutes Module – agendas, packets, minutes, video links, all in one place
- And many more ...

A complete list of our modules starts on page 25

We offer a full suite of modules that provides all the functionality a community would need or want, giving you the capability to reach and engage your community. Remember, you can always add features after the website goes live.

Partnering with muniweb® allows municipal websites to start delivering on the promise of a 24-hour virtual town hall. From being able to apply for a permit, pay a parking ticket or sign up for the soccer league, your website can provide your constituents the convenience of doing tasks from anywhere and at any time.

We look forward to serving and partnering with the City of Weldon Spring, MO.

Best Regards,

*Lisa Purr*

Lisa Purr  
Sales / Project Manager  
Municipal Web Services  
[lisa@muniweb.com](mailto:lisa@muniweb.com)  
Direct: 248.639.4441





- All applications must possess the necessary and appropriate business and/or professional licenses in their field.
- Time of delivery, installation and system implementation is part of the consideration and must be stated in definite terms if different than listed above, as this may be a factor in making the award. If time varies on different items, the bidder shall so state. It is anticipated that the contract awarded to the successful Vendor will include penalties for deadlines that may be missed as a result of acts or omissions of the supplier.
- The Vendor agrees to hold the City of Weldon Spring, their officers, agents, and employees harmless from liability of any nature or kind on account of use or any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article or appliance furnished or used under this proposal call.

### **INSURANCE REQUIREMENTS**

#### **WORKER'S COMPENSATION INSURANCE:**

If applicable under state statute the Vendor shall procure and shall maintain during the Term of the Agreement, Worker's Compensation Insurance for all of its employees to be engaged and perform work under the Agreement, and in case such work is sublet, the Concessionaire shall require the subcontractor similarly to provide Worker's Compensation Insurance for all such employees to be engaged by the Vendor for such work unless such employees are covered by the protection afforded by the Vendor's Worker's Compensation Insurance. In the event any class of employees engaged in hazardous work under the Agreement is not protected under the Worker's Compensation statute, the Vendor shall provide and shall cause such subcontractor to provide adequate Employer's Liability insurance for the protection of its employees not otherwise protected.

#### **Acceptance of RFP Terms, Conditions and Addendums:**

Lisa Purr

Name of Authorized Official for Vendor (Print)

*Lisa Purr*

4-9-2020

Signature of Authorized Official for Vendor Date





## Terms and Conditions

- All proposals shall be good for not less than sixty (60) days from the date of the bid opening.
- The City of Weldon Spring reserves the right to reject any and all proposals and to negotiate any particulars in the proposals received. Collusion between applicants is sufficient cause to disqualify all those involved.
- Contractors should have no contact with other City personnel except as specifically authorized by the City Administrator.
- All proposals and submittals will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time of bid opening.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to the City of Weldon Spring and must be excluded.
- The electronic version of this RFP is available upon request. The document was entered into WORD for Microsoft Office. The Community Relation Coordinator shall not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this RFP on file at City Hall governs in the event of a discrepancy between the information on the electronic version and that which is on the hard copy.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to the City of Weldon Spring and must be excluded. • The electronic version of this RFP is available upon request. The document was entered into WORD for Microsoft Office. The Community Relation Coordinator shall not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this RFP on file at City Hall governs in the event of a discrepancy between the information on the electronic version and that which is on the hard copy
- Bidders are responsible to check for changes to the RFP and must acknowledge any addendums.
- An authorized officer of the company submitting the bid must sign all submissions.
- Vendors must submit two (2) copy of their bid/proposal.
- All prices and notations must be in ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in ink by person signing the RFP.
- The City of Weldon Spring will not award the project to an individual or business having any outstanding amount due from a prior contract or business relationship with the City or who owes any amount(s) for delinquent taxes, fees or licenses.
- Proposals received after the designated time set for the receipt of the proposals will be considered as a "No Bid" and a "Void," and will not be considered.
- The successful applicant is specifically denied the right of using in any form or medium the name of the City of Weldon Spring for public advertising unless expressed written permission is granted.



muniweb® was founded in 1997 with a mission of providing municipal organizations with well-designed, highly organized, dynamic websites. Since then, we have helped hundreds of municipalities architect and manage successful web campaigns. We are a full-service web development and maintenance company and all of our services are designed with local government in mind.

We view our clients as partners in creating a successful web presence. From our design philosophy to our development approach, our processes are oriented towards teaming with our clients for a comprehensive web development experience. Having a successful web presence requires a committed municipal staff and a knowledgeable, responsive website expert behind them.

A look at several of our municipal websites shows the four characteristics that we build into each one. We call these characteristics **The Four Easy's**: easy to use, easy to find, easy to maintain, and easy to expand.




1. **Easy to Use:** Websites should be easy to use. Our design of municipal websites effectively balances the features of both broad and deep navigation schemes. Doing so makes information easy to locate with the least mouse clicks while avoiding the clutter that comes with excessive menu items. We also optimize all graphics making the visitor's experience more enjoyable.
2. **Easy to Find:** Your website is your community's "Bill Board". It is extremely important that it becomes visible to the people looking for the services you offer. We take steps during the creation of your website to ensure that it will place well with major search engines.
3. **Easy to Maintain and Update:** Today's mass media is aggressively competing for attention. A fresh, updated website gets continuous attention – consequently frequent updates to your website are crucial. Whether you are going to manage your website in-house or outsource the content updates to us, the ease of updating will have a big impact on operating costs.
4. **Easy to Expand:** Finally, the expandability of your municipal website is critical. A flawed design can make future expansion of the site difficult and expensive. Your website will grow as your commitment to provide information and services grow. We make sure that the site can expand gracefully without a need for redesign each time a new section or service is added.

We strive for long term relationships with all of our clients. We are your partner long after your go-live date and we continue to keep you abreast of changes in technology and advancements that may be of interest to you and your residents.

We have our own secure, proprietary content management system, muniCMS. muniCMS is a fully functional, commercial-grade, robust environment customized for municipalities and public service. It is an easy-to-use, web-based software system that is designed for frequent updates by non-technical users and utilizes a workflow process that can be as simple or complicated as you need. We can provide you with all the functionality you've listed plus offer other capabilities that might interest you.



muniweb® was founded in 1997 with a mission of providing municipal organizations with well-designed, highly organized, dynamic websites. Since then, we have helped hundreds of municipalities architect and manage successful web campaigns. We are a full-service web development, hosting and maintenance company. All of our services are designed with local government in mind.

<p><b>City of Plainwell, MI</b></p>  <p><a href="http://www.plainwell.org">www.plainwell.org</a></p>	<p>muniweb® is pleased to introduce our most recent project for the City of Plainwell. This website includes many functions and features including options of 2 Hours Support/Mo, Image Gallery and Business Directory. We also provide hosting, software and hardware maintenance service.</p> <p>Denise Siegel Community Development Manager <a href="mailto:dsiegel@plainwell.org">dsiegel@plainwell.org</a> 269-685-6821 Client since 2017</p>
<p><b>City of Novi, MI</b></p>  <p><a href="http://www.cityofnovi.org">www.cityofnovi.org</a></p>	<p>muniweb® is proud of the fact that we have been the City of Novi's website partner for over 17 years. The City of Novi website has evolved over the years into a multi-site, including an intranet with several unique technologies. In May of 2019 the city launched the City of Novi Mobile App, which contains unique features developed specifically for Novi, such as Parks by Amenity, Home Watch Request and Report a Concern. We also provide hosting, content updating, software and hardware maintenance services.</p> <p>Sheryl Walsh Director of Communications <a href="mailto:swalsh@cityofnovi.org">swalsh@cityofnovi.org</a> 248-735-5628 Client since 2000 Redesign 2017</p>
<p><b>City of Farmington, MI</b></p>  <p><a href="http://www.farmgov.com">www.farmgov.com</a></p>	<p>muniweb® has enjoyed working with and being of service to the City of Farmington for their website development and technology needs for over 8 years. This city's website possesses most of the features we offer as well as custom developed features. We also provide hosting, software and hardware maintenance services.</p> <p>Melissa Andrade Executive Asst., City Mgr.'s Office <a href="mailto:mandrade@farmgov.com">mandrade@farmgov.com</a> 248-474-5500 ext. 2221 Client since 2010 Redesign 2017</p>





**Farmington Hills, MI**

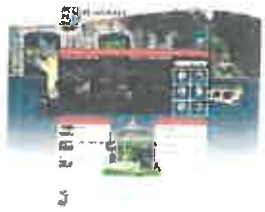
[www.fhigov.com](http://www.fhigov.com)  
Client since 2005  
Redesign 2015  
Pop. 81,295

**Hampshire, IL**

[www.hampshireil.org/](http://www.hampshireil.org/)  
Client since 2013  
Redesign 2018  
Pop. 5,563

**Farmington, MI**

[www.farmgov.com](http://www.farmgov.com)  
Client since 2010  
Redesign 2017  
Pop. 10,438

**Plainwell, MI**

[www.plainwell.org](http://www.plainwell.org)  
Client since 2017  
Pop. 3,804

**Novi, MI**

[www.cityofnovi.org](http://www.cityofnovi.org)  
Client since 2000  
Redesign 2015  
Pop. 55,583

**Flushing Twp., MI**

[www.flushingtwpilip.com](http://www.flushingtwpilip.com)  
Client since 2013  
Pop. 8,389

**Maywood IL**

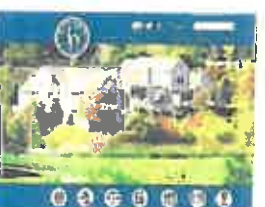
[www.maywood-il.org/](http://www.maywood-il.org/)  
Client since 2013  
Redesign 2019  
Pop. 26,987

**Highland Park, MI**

<http://www.highlandparkmi.gov/>  
Client since 2017  
Pop. 10,883

**Allen Park, MI**

[www.cityofallenpark.org](http://www.cityofallenpark.org)  
Client since 2014  
Pop. 27,668

**Bloomfield Township, MI**

[www.bloomfieldtwp.org](http://www.bloomfieldtwp.org)  
Client since 2003  
Redesign 2018  
Pop. 41,070

**Darien, IL**

<https://www.darien.il.us/>  
Client since 2014  
Currently Redesigning  
Pop 22,083

**Cascade Twp, MI**

[www.cascadetwp.org](http://www.cascadetwp.org)  
Client since 2003  
Redesign 2014  
Pop. 15,100



**Initial Consultation: Design Consulting/Systems Analysis****Phase duration:** Approximately 3 weeks

During this phase of development, we will meet with members of the website committee to discuss the design including the look, feel and layout of the site. We also review a number of websites to ascertain preferences for certain design elements such as color, abstraction, imagery, placement of navigation, etc. Using this feedback, we create the unique home page design customized for your community.

We view our clients as partners in creating a successful global website presence.

Then we create a web-based Client Workshop that facilitates communication between your project manager and our web developers. The workshop tracks required content, acceptable formats/media, project status, and includes an area where your project manager or website committee can view material under development.

If muniweb® is contracted to develop a custom application such as a permitting application, we will conduct a requirements analysis including a review of infrastructure hardware and software and develop cost estimates and a project plan for the system.

**Second Consultation: Design/Content/Navigation Review****Phase duration:** Approximately 1½ weeks

During this phase, we review the home page design and make requested changes. After home page design signoff, we create a complimentary interior page design to be used throughout the site to ensure consistency.

We also review the navigation layout. During the navigation review we look at primary and secondary level navigation to ensure information is easy to find.

We review the proposed material for the site with content creators to determine the status of content (on the existing website if available) and to discuss any potential new content. Our project managers and web steward can answer questions about typical and best practices approaches to content.

**Website Construction: Template Creation/Content Migration****Phase duration:** Approximately 4-6 weeks

During this phase we construct the template pages for each section of the website, cut and optimize graphics and build scripted navigation components. We build the various content pages using the appropriate templates. Once content is in place, both muniweb® and client review takes place and cross browser/mobile testing is completed.

**Website Deployment: Go Live****Phase duration:** Approximately 2-3 days

During this phase, we relocate the website to production servers, perform DNS setup activities if appropriate, and register the website at search engines where necessary.

**Implementation Summary**

The typical development timeframe is normally 12 to 16 weeks. Development can be shorter if content is provided to muniweb® immediately. Development can be longer if content/imagery/data is not provided in a timely manner.



This timeline provides a representation of the typical timeline for a website redesign project after contracts are signed.

Task	Who	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16
<b>Design</b>																	
Design Consultation	MWS & Client																
Design Mock-Up	MWS																
Design Review	MWS & Client																
Design Modifications	Client																
Content Consultation	MWS & Client																
<b>Construct</b>																	
Create CMS Templates	MWS																
Website Construction	MWS																
Provide Content	Client																
Content Migration	MWS																
Review of Website	MWS																
Browser and Mobil Testing	MWS																
Website Reveal & Review	MWS & Client																
<b>Training</b>																	
Website Editor Training	MWS & Client																
<b>Deploy</b>																	
Go Live / Deployment																	
Software Maintenance	MWS																
Content Updates	Client																
Customer Support	MWS																



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Budget Item	Year One	Year Two	Year Three	Year Four
Website Redesign Project Price	\$ 8,750.00			
Includes: Consultation Design Development Content Migration Training Testing Deployment Warranty				
Hosting Fees	\$ 2,280.00	\$ 2,280.00	\$ 2,280.00	\$ 2,280.00
Includes: 4 GB Storage Software Licensing Software Maintenance Software Updates 24/7 Support				
Totals	\$ 11,030.00	\$ 2,280.00	\$ 2,280.00	\$ 2,280.00
Project Four Year Grand Total Budget		\$17,870		

Possible Additional Cost	Cost
Texting Fees	\$0.055/ text
Website Maintenance Support & Enhancements:	
Web/HTML construction	\$60/hr.
Graphics and Design	\$70/hr.
Software Dev., Scripting and IT Support	\$90/hr.

### Pricing Assumptions

Pricing is valid for 90 days from the date of this proposal

The following assumptions have been made in preparing the timeline and pricing in this proposal. Deviations from the assumptions may impact the pricing and timing of the project.

- Clean, appropriately sized graphical objects (maps, pictures, logos, seals, etc.) will be specified by muniweb® and provided by your website committee. If approved by your committee, muniweb® may use other images.
- Material for the site will be provided in electronic format.
- PDF documents will be migrated as is

The following labor rates will be used for work outside of scope, additional content or for future development and enhancements:

Web/HTML construction	\$60/hr.
Graphics and Design	\$70/hr.
Software Dev., Scripting and IT Support	\$90/hr.





**Website Must Have**

No.	Component/Module Name	Function	Offered by Vendor (Yes/No)	Vendor Comments
1.	Alerts & Emergency Notification	Alerts posted on website and public notifications sent out through email, text message and social media	Yes	Proposal includes our <b>Emergency Notification</b> module. Easily post emergency notifications on your website as well as sending it out via email or text. To post emergency notification to your website just email your website the information and it is posted in banner displays on all pages of your website and is clickable to provide a complete explanation of the notification. The notification will also be sent to subscription list member via email or text. Additional texting fees apply.
2.	Automatic expirations	Expiration dating	Yes	Scheduled Publishing/Auto Schedule and Expiration is a standard function. Some information displayed on your website (events, registration, etc.) has a limited shelf-life. The auto schedule and expiration function allow you to determine when information is posted and when it's no longer relevant, by selecting the dates to appear and disappear from your website. Expired website information remains in your database for future use.
3.	Broken Links Finder	Site visitors can enter comments concerning how they accessed the page	Yes	Standard function.
4.	Browser Based Administration	Update, delete and create template-based web pages	Yes	muniCMS is a Browser Based Administration CMS for Non-Technical Users. This technology makes cross-platform support easy, and the web-based nature removes the need to install additional software.
5.	Calendar	Update/publish calendars by both department, town	Yes	Proposal includes our <b>Premium Calendar</b> module. Easily setup single and repeating events. Features homepage callout box, items roll off when they expire. Includes customizable categories and multiple administrators / managers with different usage rights. Offers month, week, day and list view; public and private calendars; and customizable colors and graphics.



6.	Departmental Home Pages	Dynamic content	Yes	muniCMS is very flexible, allowing for web pages and navigation to be customized.
7.	Directories, Listing for Staff and Businesses	Dynamic content	Yes	Proposal includes both our: <b>Employee Directory</b> module facilitates creating Departments and placing employees in departments resulting in a comprehensive employee and department directory. It is easily edited to always be up to date. and <b>Business Directory</b> module, community members can use your Business Guide to look up businesses. Search by Business Name, Business Type, or view a List of Businesses by Letter. Business listings can include email addresses, website addresses, images, business description, hours of operation, marketing text and current promotions.
8.	Document Center	Upload/download capability	Yes	Proposal includes our <b>Document Library</b> which is used primarily for members-only areas of a website, this module allows for the sharing of documents between registered members.
9.	E-Notifications	Electronic subscription	Yes	Proposal includes <b>Two Subscription Service</b> module facilitates easy communication. Our Subscription Services makes sending tailored information as soon as it's available to the numerous interest groups in your community. It reduces the administrative burden of keeping track of distribution lists. It also automates the subscribe and unsubscribe process, making it convenient for your constituents to join and leave a distribution list at their convenience. Includes Custom Template for eNewsletter.  Texting features is also included for sending quick message to specific interest group from the website or smart phone.
10.	Forward To a Friend	E-Mail extension	Yes	Share Page Buttons are a standard feature. Share Buttons allows your visitors to share your content with ease to their timeline, in groups, or to their friends via a Facebook, Twitter, LinkedIn, other social media accounts and by email.
11.	Frequently Asked Questions	Dynamic content	Yes	Frequently Asked Questions is a standard feature, it contains category, question and answer.



12.	Mobile Browsing	Website can be accessed from any mobile platform	Yes	All our web design layouts are responsive (RWD) to provide an optimal viewing experience across a wide range of devices from mobile phones and tablets to a variety of different screen resolutions on desktop computer monitors. Items don't just shrink; the layout shift to accommodate the appropriate screen. RWD provides for easy reading and navigation with a minimum of resizing, panning, and scrolling with virtually no reduction in site aesthetics.
13	News & Announcements	Dynamic content	Yes	News and Announcements is a standard feature. A News section located on the Home Page with the ability to post news releases dynamically.
14.	News Releases	Online publishing	Yes	Proposal includes our <b>Press Releases</b> Module. It contains all the fields for a standard press release. Can be used with the push to social media option, so you can put place information in your website and without leaving that dashboard, 'push' the information to your Facebook and Twitter accounts.
15.	Online Forms	Forms/publishing/tracking	Yes	Proposal includes an Online Contact Us Form. Online Submittable forms are easy to create and your staff will be trained to do so, or we are always available to assist. Data is sent to the emails you designate and also stored indefinitely inside your website.
16.	Online Job Postings and Application	Applicants can also create an online profile, fill out application and attach additional documents	Yes	Proposal includes the <b>Employment Opportunities</b> module, easily post job openings that can be scheduled to appear and disappear. Editors can choose between multiple employment application forms.
19.	RFP/RFQ/Bid Posting	Dynamic content	Yes	Proposal includes our <b>Bids/Proposals</b> module. Your editors simply fill in the blanks of this online form and the information is displayed in a professional manner. With our publish from / publish to fields, you decide when you want the information to start displaying and when you want it to come down.
20.	Rotating Photos/Banners	Dynamic image display	Yes	Standard feature.
21.	Quick Links	Links can be placed directly on the pages	Yes	Standard feature.



22.	Site Search	Internal site search engine	Yes	Standard feature.
23.	Site Statistics	Analytics and site audit reports	Yes	Standard feature utilizing Google Analytics.
24.	Sitemap & Breadcrumbs	Dynamic	Yes	Standard feature.
25.	Social Media Interface	Facebook and Twitter feeds	Yes	Proposal includes our <b>Social Media Direct Message</b> module, you can add content to your website and at the same place, 'push' the information to your social media accounts.
31.	Survey/Polling Capability	Poll/question/answer tracking		Proposal includes both our <b>Polls</b> module, create a single question poll that can be integrated into any section of your website. Allows visitors to view current and previous poll results. and <b>Surveys</b> module set up multi-question surveys. Features fully functional admin system, 30+ different question types, data export to Excel/CSV file and advanced reporting console.
32.	Security	Redundant and hosting farms	Yes	Please see Technical Specification and Hosting and Security pages 22-24 for details.
33.	Support and Maintenance	24/7 support, routine maintenance	Yes	<p>Unlimited 24x7 Technical Support. Regular Customer Support hours are 8am-6pm ET, M-F with a 4-hour standard website content update request response time and 24/7 Emergency Response.</p> <p>Emergencies happen. If you need help, we have our Urgent Support process, which gives you one-hour response inside and outside of regular business hours</p> <p><b>If your Urgent Request happens during Regular Business hours</b> (between 8am and 6pm, Monday - Friday, excluding holidays) Please send us an email marked High Priority. If you use Outlook, please click on the 'High Importance' button. Also, please start the Subject line of the email with "URGENT - " and we will update your website within one hour.</p> <p><b>If your Urgent Request happens outside of Regular Business Hours:</b> Please call Emergency Support at 248-817-4647 and leave a message. This number will send a text to all our maintenance personnel, alerting</p>



				them to an urgent update. If you would like a phone call confirming the completion, please leave your name and phone number.
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### Website Added Features

No.	Component/Module Name	Function	Offered by Vendor (Yes/No)	Vendor Comments
34.	RSS Feeds out	Registration by Department	Yes	<b>Syndicated Content (RSS Feeds)</b> is available. muniweb® will work with you to implement an RSS feed.
35.	Intranet/Extranet	User restricted pages	Yes	User/Member log-in restricted pages is a standard function of muniCMS®. An <b>Intranet</b> is available and usually utilized as an employee portal. Many functions of the Human Resources office can be presented in a password-protected website that employees can access 24/7. Intranets typically post Benefits/Enrollment information, Payroll information and forms, Policies/Procedures, Employee Review/Evaluation documents, Internal Job Postings, Training/Education information, Employee Directories, etc. Having an Intranet puts all this information at employees' fingertips 24/7.
36.	Blog	Comments can be moderated by town before being published	Yes	A <b>Blog</b> module is available. Create a blog for your website. Choose when and how long to publish your posts, allow commenting on your blog posts, and appoint a moderator (recommended).
37.	Access GIS, Crime Stats, etc.	Interface to existing systems and databases	Yes	Linking to third party tools and iframing content into your website are both supported
38.	Photo Center	Display community photos in a central location on website	Yes	An <b>Image Gallery</b> module is available. Upload your photos by event and have thumbnails of all images display on an overview page. Clicking an image displays a larger view. You can even add captions.
39.	Printable Pages	Print-friendly function	Yes	Printer Friendly Web Pages is a standard function and included in this proposal. Our website pages are designed to be printer friendly.



40.	Spotlight	Ability to highlight important text on one or more pages	Yes	Callout boxes are included in your template.
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## Website Build Project Pricing

Our proposal pricing includes all services required to successfully launch a new website. As part of the project, we review your content and site map with you, suggesting content adjustments and updates while we are in the design phase, and then populate/migrate your new website with all your content. It's an ideal time for each department to review their content, updating and improving the information. Customized training for your team on your website is also included along with a personalized training manual. This way, you learn exactly what needs to be done to update content on your website. When your website launches, it is complete and fully functioning.

## Design & Development

Whether you're just getting started by building a brand-new website, or want to redesign an existing one, our talented team of web design professionals can create a responsive, modern site that reflects your unique community. muniweb® meets with members of the city's website committee to discuss the design including the look, feel and layout of the site.

## muniCMS

With our proprietary muniCMS, you can update your site anytime, anywhere, with no HTML or coding experience necessary. It is intended for frequent updates by non-technical users. muniCMS® is designed for advanced civic engagement and provides the tools necessary to service progressive municipalities and communities in a state-of-the-art secure environment.

## ADA Compliance

Your website is the natural hub and resource for the community, which means it needs to be accessible to all, regardless of limitations. In recognition of the Americans with Disabilities Act (ADA), our designs work with internet browsing tools such as voice browsers and translators, facilitating ADA compliance.

## Integrated E-Government Capabilities and Modules

muniCMS includes modules designed with the business of local government in mind. Partnering with Muniweb allows municipal websites to start delivering on the promise of a 24-hour virtual town hall. From being able to apply for a permit or sign up for the soccer league, your website can provide your constituents the convenience of doing so from anywhere anytime. We offer a full suite of module that provide the functionality a community would need or want, affording you the capabilities to reach and engage your community.

## Training

muniweb® provides training for your staff to update content on your website. Training is typically provided via an Internet-based technology, using your website as a training tool and utilizing a train-the-trainer approach. A reference manual is also provided. We are always available if you need us, by phone, email or chat.

## Host

Complete hosting services including web & mobile applications, emails, documents and web services all with a focus on the three features that are most important – security, reliability and support.



## **Support**

You let us know what needs to be done and we do it. 24/7 emergency support is always available and regular support hours are M-F 8am-6pm (EST) with 2-hour response time. When it comes to maintenance, there are no minimums and no contracts.

## **Website Content Maintenance and Support**

Let's face it, most website companies build beautiful functional websites and provide 24/7/365 Technical Support of hardware and software. What sets us apart is that muniweb® also offers Website Content Maintenance and Support services. We are available to help you maintain the content in your website. Although our CMS is easy to use, some clients just don't have the time or resources to devote to keeping website content current. We can be your temporary service; your website editor goes out of town or has a large project looming, we step in. We can also let you know when content on a page hasn't been updated in a while. This service is on an as-needed basis, no contracts, no minimums just call on us when you need us. At the end of every month, we provide you with a detailed report of everything we did on your website.

## **Knowledge and Expertise**

In today's technology-centered world, your website is very often the first impression people have of you, and therefore must capture the user's attention instantly. Using the latest technology, the web design experts at muniweb create cutting-edge websites that are functional, innovative and cost-effective for you. Your website will reflect your administrative vision and goals and will help to create strong credibility which can lead to levels of engagement and showcase the distinct value of your organization. All of which means you're reaching your website goals.

We have created websites for government organizations of all sizes and our services are customizable according to your needs and budget.

## **Help Engage your Community**

Partnering with muniweb, civic and public organizations, such as yours, can stand apart from the common web presence that people often expect. Together, we will show your audience that you are creative, concise and engaging.





**Standard Functions**

ADA Compliance  
 Analytics and Webmaster Tools  
 Archive Features  
 Auto Expiration  
 Breadcrumbs (Dynamic)  
 Browser Based Administration for Non-Technical Users  
 Cascading Style Sheet (CSS)  
 Control Access by Function and Levels  
 Cross Browser Compatibility  
 Departmental/Sectional Templates  
 FTP Capable  
 WYSIWYG editor  
 Hyperlink Reports  
 On-Page Revisions Archive and Restore  
 Responsive Web Design (RWD)  
 Scheduled Publishing  
 Search Engine Optimization (SEO)  
 Site Administration  
 Audit Trail  
     Customizes roles and permission  
     Customized workflow  
     Unique credentials for each editor  
 SSL Certs- if muniweb manages DNS, if not additional charge of \$150 every two years applies  
 Third Party Links  
 Workflow Process and Management  
 User Permissions and Roles  
 Version Control

Basic	Enhanced	Premium
Existing Templated Design Homepage Slideshow Standard Search Standard Calendar Online Contact Us form Polls Surveys Press Release Module Bids/Proposals Module Employment Opportunities Emergency Banner	All Basic Features Custom Design Premium Search Premium Calendar Agendas and Minutes Module Mailing List Setup Emergency Notifications	All Basic Features All Enhanced Features Image Gallery 2 Hours Support/Mo Employee Directory Multi-layered Homepage Slideshow Action Center Blog Push to Social Media



**24/7 Conditioned Power**

- Battery Back-up
- Natural Gas-powered Generator

**Communication and Bandwidth:**

- 1 Gb/s
- Multiple carriers: AT&T, Verizon
- Redundant routers

**Monitoring:**

- Power and temperature control assurance
- All critical components- Internet connectivity, servers and routers

**Redundant data centers located in:**

- Southfield, MI

**Data Backup:**

- On-site / Online Daily Backups
- Off-site / Online Archival

**Data Redundancy:**

- All servers have RAID-5 hot swappable disks

**Data Security:**

- OS Security always updated
- Router level port blocking and reporting
- Router level packet filtering and reporting
- Server level port blocking and reporting
- Weekly penetration and security tests
- Weekly intrusion scans



<b>Data Center</b>	<p>muniweb® servers are located in a secure, redundant data center and in a server cabinet with security card access only. Servers have 24/7/365:</p> <ul style="list-style-type: none"> <li>• On site power</li> <li>• Natural gas-powered generator</li> <li>• Battery back-up</li> <li>• Redundant managed infrastructure network</li> <li>• Multiple telecommunication provider networks,</li> <li>• On-site / Online Daily Backups</li> <li>• Off-site / Online Archival</li> <li>• Data Redundancy, all servers have RAID-5 hot swappable disks</li> </ul>
<b>Hosting</b>	<p>muniweb® hosting includes:</p> <ul style="list-style-type: none"> <li>• Maintenance of our hardware and software</li> <li>• Automated software updates</li> <li>• Multi-Tiered software architecture, we separate the data and the actual webserver and only the webserver have access to the data servers.</li> <li>• Software and hardware upgrades</li> <li>• Server management and on-line monitoring of power and temperature control and all critical components, such as intranet connectivity, servers and router, etc.</li> <li>• Software updates and security patches</li> <li>• Database updates and security patches</li> <li>• Antivirus management and updates</li> <li>• Hardware is server-class hardware</li> <li>• Redundant firewall solutions, we have separate data center muniweb® firewall</li> <li>• Monitoring of firewall for any unauthorized attempts to implement counter measures and blocks against those IP</li> <li>• High performance SAN with N+2 reliability</li> </ul>
<b>Bandwidth</b>	<p>muniweb® servers provide multiple telecommunication provider networks with a burst bandwidth of 1Gb and 500mb sustained. Xfinity, your fastest ISP claims to deliver 1Gb.</p>
<b>Disaster Recovery</b>	<p>Our disaster recovery includes:</p> <ul style="list-style-type: none"> <li>• 24/7/365 emergency support</li> <li>• Online status monitor</li> <li>• Event notification emails,</li> <li>• Recovery time objective of at least 8 days, Recovery point objective for at least 24 hours,</li> <li>• Pre-emptive monitoring for disasters with:</li> <li>• Redundant back-ups -Incremental backups every 24 hours with a full back-up every week, stored online as well as offsite</li> <li>• Data security measures like:             <ol style="list-style-type: none"> <li>1. OS Security always updated</li> <li>2. Router level port blocking and reporting</li> <li>3. Router level packet filtering and reporting</li> <li>4. Server level port blocking and reporting</li> </ol> </li> </ul>

	5. Weekly penetration and security tests 6. Weekly intrusion scans
<b>DDoS Mitigation</b>	<p>We have multiple levels of security, as noted in this proposal. We also utilize a third-party security service that is constantly monitoring. If an attack is attempted, our security service looks at the IP address and initiates the proper counter measure to block those IP addresses. Muniweb is automatically notified of any attempts. In the event of any type of attack, we shut down the infected server, bringing the server that stores all of our backups online. Because we perform incremental backups every 24 hours and full backups weekly, at most you may lose the last 24 hours of content updates.</p>



muniweb® has worked with many of our clients to expand services on their website past the initial development. We will work with department heads to develop a strategy for web enabling services for your community. When our clients express a need or desire to enhance their site, we work with them to select the best approach, whether off-the-shelf software or a custom system, and then work toward that goal. Infrastructure or back-end software greatly influences the approach taken on web-enabling services. muniweb® will assess your readiness to move forward with these projects and to budget appropriately for the costs of these services.

**Website Content Updates** - muniweb® can add content to the website as requested by authorized personnel. The periodicity of change for pages at a municipal site varies from weekly to annually. We can use a combination of telephone, email and courier/mail to interact with your content creators. Both a primary and secondary web steward will be assigned to maintain the website. Each web steward is trained to make modifications to a site quickly while maintaining the design standards that give our municipal websites their consistent, professional look and feel. Our processes ensure that updates from emergency changes to low priority additions are handled quickly. Charges are assessed on a 0.10-hour basis so that you won't get charged a full hour for a change that only takes a half hour to make. A billing report is provided each month that details maintenance activities on the website. Best of all, our web stewards guarantee a four-business hour response time for routine maintenance items.

# Maintenance Billing Detail Report

**Municipal  
Web Services**

Municipality:

Month/Year:

Page:  of

Print:  Email:

Date	By	Initial	Final
1/1/2010	John Doe	1.00	1.00
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2/15/2021	John Doe	1.00	1.00
3/1/2021	John Doe	1.00	1.00
3/1			



**Business Directory** – Community members can use your Business Guide to look up businesses. Search by Business Name, Business Type, or view a List of Businesses by Letter. Business listings can include email addresses, website addresses, images, business description, hours of operation, marketing text and current promotions.

**Document Library** – used primarily for members-only areas of a website, this module allows for the sharing of documents between registered members.

**Emergency Notifications** – email your website and the information is posted in a prominently placed area on every page in your website, a text notification is sent to subscribers, and an email is sent to subscribers. Updating and removing the message can also be done with an email.

**Employee Directory** – Create Departments and place your employees in departments to create a comprehensive employee and department directory that is easily edited to always be up to date.

**Employment Opportunities** – easily post job openings that can be scheduled to appear and disappear. Editors can choose between multiple employment application forms.

**Image Gallery** – upload your photos by event and have thumbnails of all images display on an overview page. Clicking an image displays a larger view. You can even add captions.

**Intranet** – Many functions of the Human Resources office can be presented in a password-protected website that employees can access 24/7. Intranets typically post Benefits/Enrollment information, Payroll information and forms, Policies/Procedures, Employee Review/Evaluation documents, Internal Job Postings, Training/Education information, Employee Directories, etc. Having an Intranet puts all this information at employees' fingertips 24/7.

**Mailing List** – Communicating with the numerous interest groups in your community can be a challenge: Job seekers, soccer moms and dads, community members, and the trades. They'd all appreciate getting tailored information as soon as it's available. Our List Serve can help. It reduces the administrative burden of keeping track of email distribution lists. It also automates the subscribe and unsubscribe process, making it convenient for your constituents to join and leave your mailing lists at their convenience.

**Mobi Apps** – Create specialized apps for mobi devices specific to your needs.

**Communication tools are inexpensive ways to get targeted information to the right people at the right time.**



**Monthly Support** – Pay for two hours of support each month and enjoy a savings! These hours can be used for anything you want, extra training, content updates, even graphic changes.

Because we specialize in municipal websites, we'll put your city on the vanguard of e-government.

**Online Submittable Forms with Captcha Technology** - Annoyed with spam email generated from the online forms on your website? We can help! We've implemented technology that stops "form spam" with 100% success rate. Say good-bye to those pesky and unwanted sales messages from your web forms!

**Password Protected Pages** – Maybe you want to make some documents available to just one committee for review before they're finalized. We can allow access to just certain users. Forgotten passwords? Not a problem, muniCMS can generate and email without using staff.

**Polls** – Create a single question poll that can be integrated into any section of your website. Allows visitors to view current and previous poll results.

**Press Releases Module** – contains all the fields for a standard press release. Can be used with the push to social media option, so you can put place information in your website and without leaving that dashboard, 'push' the information to your Facebook and Twitter accounts.

**Registered User Forum** – create an online discussion area for registered users to hold conversations by posting messages.

**Registration System** – A CPR class at the fire station or paying for Breakfast with the Mayor, we can register your guests for all types of events.

**Reservation System** – Allows for community members to reserve facilities online.

**Secure Pages with SSL Certificates** - Typically, SSL is used to secure credit card transactions, data transfer and logins.

**Push to Social Media Direct Message** – Communication is key and the faster and easier, the better. You can add content to your website and at the same place, 'push' the information to your social media accounts.

**Streaming Video** - The City of Novi ([http://www.cityofnovi.org/Reference/Novi-Video-\(Studio-No-VI\).aspx](http://www.cityofnovi.org/Reference/Novi-Video-(Studio-No-VI).aspx)) wanted to provide live streaming of council meetings along with an archive of videos from previous meetings. muniweb@ implemented a video streaming service, trained their employees and provide ongoing service to ensure that videos are available quickly and consistently to the City's constituents.

**Surveys** – Set up multi-question surveys. Features fully functional admin system, 30+ different question types, data export to Excel/CSV file and advanced reporting console.

**Syndicated Content (RSS Feeds)** - The City of Novi ([www.cityofnovi.org](http://www.cityofnovi.org)) wanted to push communication to their constituents using syndicated content. muniweb@ worked with them to implement an RSS feed with support for Yahoo, Google, Newsgator and AOL. Hundreds of users receive these feeds on their custom RSS pages at these sites.

**Text Notification System** – If you need to get a short message out in a hurry, our Text Notification System makes it easy. Visitors to your site can sign up for one or more custom text notifications lists such as Emergencies, Cancellations, Closings, etc.



BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

\*\*\*\*\*

AN ORDINANCE AMENDING CHAPTER 135 "PURCHASING  
PROCEDURES" OF THE WELDON SPRING, MISSOURI, CITY CODE  
BY REPEALING ORDINANCE #03-02 IN ITS ENTIRETY AND  
REPLACED WITH A NEW CHAPTER 135 "PURCHASING PROCEDURES"  
\*\*\*\*\*

**Whereas**, the City of Weldon Spring elected officials and employees of the City of Weldon Spring, Missouri, are to adhere to the following purchasing procedures; and

**Whereas**, this Ordinance hereby repeals Ordinance #03-02 in its entirety and is replaced with a new Chapter 135: Purchasing Procedures in the Weldon Spring City Code.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WELDON SPRING, MISSOURI AS FOLLOWS:

**SECTION 1:** That Chapter 135: Purchasing Procedures of City Code shall be amended to read as follow:

## **Chapter 135**

### **Purchasing Procedures**

**A. Section 135.010 Purchasing — Generally**

A. The elected officials and employees of the City of Weldon Spring, Missouri, are to adhere to the following purchasing procedures.

B. A purchase order will be processed with the proper paperwork and approvals as described below, before any orders of purchases are made. Failure to follow procedures may result in disciplinary action. Except as provided in this Chapter, it shall be unlawful for any elected official or employee to make any contract within the purview of the ordinance other than through these procedures. The City shall not be bound by any purchase order or contract made contrary to the provisions of this Chapter without ratification by the Board of Aldermen. No contract, purchase or sale shall be subdivided to avoid the requirements of this Chapter.

**B. Section 135.020 Definitions**

**CAPITAL EQUIPMENT:** All large items that are found in the capital plan, such as cars, trucks, backhoes, computer equipment exceeding ten thousand dollars (\$10,000).

**CAPITAL PROJECTS:** Construction projects either new or replacement such as roads,



buildings, water and sewer lines where the cost of construction exceeds ten thousand dollars (\$10,000).

**CITY ADMINISTRATOR:** Acts as the purchasing agent of the City.

**CONTRACTUAL SERVICES:** Includes all telephone, utilities, gasoline, uniform services, cleaning contracts, rental, repair or maintenance of equipment, machinery and other City-owned property. This category also includes personal services of an individual, agency or group of a non-technical or professional nature.

**COOPERATIVE AGENCY:** Any department, agency, commission, bureau or other unit in any other governmental unit whether school district, special authority, or other municipality, county, State, Federal or otherwise governmental-type unit which cooperates with the City through its administrator in purchasing any items covered by this Chapter.

**ENGINEERING SERVICES:** A subset of professional services, including architectural, engineering, land surveying and other related services.

**ITEM:** Anything that is one (1) each, i.e., one (1) backhoe, one (1) car, one (1) radio, one (1) total project, one (1) service contract. An item cannot be subdivided to avoid the requirements of this Chapter.

**LOCAL BUSINESS PREFERENCE:** A four-percent reduction may be applied to the bid of a local business (as defined by the City Business License Ordinance) or a two-percent reduction may be applied to the bid of a local business within St. Charles County for comparison purposes, provided the amount does not exceed two thousand five hundred dollars (\$2,500).

**PROFESSIONAL SERVICE:** The performance of a technical or professional service by an individual, group or company requiring specialized knowledge, intensive academic or technical training, and/or a high degree of expertise such as engineers, lawyers, programmers, accountants, financial advisors, appraisers, real estate specialist, urban planners and medical personnel.

**REQUESTING ENTITY:** Any board, commission or unit of the City Government using supplies or procuring contractual services as provided for in this Chapter and which shall be under the direction and/or control of the Board of Aldermen.

**SUPPLIES:** All commodities, materials and equipment used in the daily operation of the City.

**TOTAL PURCHASE:** The mathematical extension and total of all items being purchased on a purchase order, contract or any other type of agreement.

**C. Section 135.030 Bidding.**

All purchases and contracts for supplies and contractual services, except for professional and engineering services (See Section 135.140) and all sales of personal property, which has become obsolete and unusable, shall, except as expressly provided in this Chapter, be based wherever possible on competitive bids.

**D. Section 135.040 Formal Purchasing Procedures**

All supplies, services, equipment and projects, except as otherwise provided herein, when the extended cost thereof shall exceed ten thousand dollars (\$10,000) shall be purchased by formal written contract from the lowest responsible bidder, unless otherwise justified, after due notice inviting proposals.

**E. Section 135.050 Solicitation Of Bids**

**A. Formal Bids:** The City Administrator or his/her delegate shall by certified or registered mail, or in his/her discretion by first-class mail or by electronic mail, solicit sealed bids from at least three (3) responsible prospective suppliers setting forth detailed specifications and all pertinent information necessary for the prospective supplier to file a bid or proposal. The invitation to bid will also be advertised in at least one (1) legal newspaper. The bid process should be approximately two (2) weeks or ten (10) working days from the first ad published. Prospective suppliers to whom invitations to bid are sent shall be limited to those who are part of the trade group offering commodities and services similar in character to that being purchased. If the City Administrator or the requesting entity is unable to reasonably find three (3) responsible suppliers, certification of that will be forwarded via the City Administrator to the City Treasurer who may deem the lesser number to be in compliance with the requirements of this Section. The provisions of this Section may be waived when the City Treasurer, the requesting entity involved, and the City Administrator all agree that following this Section's provisions may cause excessive delay, public inconvenience, and/or a significant cost penalty.

**B. Bid Deposits:** When Required, Refund, Forfeiture. When deemed necessary by the City Treasurer, or by the requesting entity, or when directed by the City Attorney, bid deposits shall be prescribed in inviting bids. An unsuccessful bidder shall be entitled to return of any surety required. A successful bidder shall forfeit any surety required upon failure on the bidder's part to enter into a contract within ten (10) days after the award, and the invitation to bid shall so state.

**C. Manner Of Submission Of Bids:** Opening, Recommendations To The Board. Sealed bids or proposals shall be submitted to the City Administrator and shall be identified as to the bid involved on the envelope. The bids shall be opened in public at the time and place stated in the invitation to bid and in any public notices. After the opening, the entity requesting the bid shall review and file a report with the City Administrator containing its recommendation and justification. The City Administrator will process the bid in

accordance to Section 135.060, Approval, to complete the purchase.

**D. Award Of Contract To Bidder:** The City shall award the contract to the best bid, not necessarily the lowest bid, and shall have the right to reject any and all bids. When the award is not recommended to be given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the requesting entity and forwarded to the City Administrator for approval and processing. This statement will be filed with the bid documents.

**E. Factors For Determination Of The Best Bid:**

1. Cost to the City of Weldon Spring
2. The ability, capacity and skill of the bidder to perform the contract or provide the services required
3. Whether the bidder can perform the contract or provide the services within the time specified without delay or interference
4. The character, integrity, responsibility, judgment, experience and efficiency of the bidder
5. Whether the bidder is in default on the payment of taxes, licenses or monies due the City
6. The quality and performance of previous contracts or services
7. The previous and existing compliance by the bidder with the laws, provisions of the ordinance, and any other City ordinances relating to the contract or service
8. The quality, availability and adaptability of the supplies or contractual services to the use required
9. Local business preference

**F. Informal Purchasing Procedures:** All purchases of supplies and contractual services over five thousand dollars (\$5,000) up to ten thousand dollars (\$10,000) shall be made upon the basis of at least three (3) quotes from three (3) prospective suppliers. The entity requesting the services or materials will solicit bids by direct mail, electronic media or telephone and receive the bids either by direct mail, electronic media or via fax. All bids will be recorded and attached to the purchase request at time of submittal.

**G. Open Market Procedure:** Purchases of supplies and contractual services of five thousand dollars (\$5,000) or less, if budgeted, or two thousand five hundred dollars (\$2,500) or less, if unbudgeted, can be made on the open market without bids or proposals. Requesting entity shall always strive to maximize value and minimize costs when making purchases.

**H. The bidding process may be waived for the purpose of purchasing goods and services for the following situations:**

1. Where bids, contracts, or cooperative purchasing agreements are established
2. Where professional services of a specialized nature are required

3. There exists only one sole supplier as set out below
4. Where the standardization of parts and replacement is absolutely necessary
5. Where ensuring compatibility with existing City equipment is in the best interest of the City
6. In case of emergency
7. For other reasons as deemed necessary by the Board of Aldermen

**I. Emergency Purchasing Procedures:** In the event of a declared emergency (emergencies are only to be declared by the Mayor or, in his/her absence, by the President Pro Tem of the Board of Aldermen or, in both of their absences, by the City Administrator or City Clerk) that requires immediate purchase of supplies or contracted services, the City Administrator with the approval of the Mayor is authorized to secure by an open market procedure, at the lowest obtainable price, any supplies or contractual service. A full report of the circumstances of the emergency purchase shall be filed by the City Administrator with the Board of Aldermen and shall be entered into the official records of the Board of Aldermen. In the absence or unavailability of the City Administrator, the Mayor may authorize the emergency purchase.

**J. Single-Source Purchasing:** The requirement of competitive bids or proposals for supplies may be waived when the City Administrator has determined that there is only a single feasible source for the procurement. A single source exists when:

1. Supplies are proprietary and only available from the manufacturer or a single distributor
2. Based on past procurement experience, it is determined that only one (1) distributor serves the region
3. Supplies are available at a discount from a single distributor for a limited period of time
4. In order to match or fit with equipment already on hand
5. When engaged in cooperative purchasing, i.e., State of Missouri, General Services Administration, in which case bidding has already been done by another agency

**K. Authority To Engage In Cooperative Purchasing:** The City Administrator shall have the authority to join with other governmental units in cooperative purchasing when it would serve the best interests of the City.

**L. Purchasing Procedures And Approval Authorizations:** Anyone desiring to order supplies, equipment or services shall initiate the procedure by filling out a purchase order requisition providing the vendor's name (if available), address, the quantity, the description and the estimated cost of the item or items being ordered. The requestor will then submit this request to the City Administrator.

#### **F. Section 135.060 Approval**

**A.** Purchases up to five thousand dollars (\$5,000) shall be approved by the City Administrator.

**B.** Purchases over five thousand dollars (\$5,000) up to ten thousand dollars (\$10,000) shall require approval of the Mayor or, in his/her absence, the President Pro Tem of the Board of Aldermen.

**C.** Any approvals between two thousand five hundred dollars (\$2,500) and to ten thousand dollars (\$10,000) will be included in the report to the Board of Aldermen as an informational item, including a statement of source of funding.

**D.** The Board of Aldermen must approve all purchases in excess of ten thousand dollars (\$10,000)

**E.** The Board of Aldermen must first authorize all capital expenditures either through the budget process or by motion at a Board of Aldermen meeting. The City Administrator and Mayor, jointly, may approve the actual purchase of capital equipment and capital projects if the purchase does not exceed ten thousand dollars (\$10,000). All purchases of capital equipment and capital projects over ten thousand dollars (\$10,000) shall require the final approval of the Board of Aldermen before the acquisition is made. The requesting party will make a written recommendation to the City Administrator before any capital expenditure is approved. The requesting entity will be responsible to see that any cost-sharing (source of funding) agreements, easements, construction plans or permits necessary to proceed are in place before submitting the request to the City Administrator. Individual Aldermen or staff members are not to authorize projects to proceed without proper Board authorization as prescribed in this Chapter.

**F.** Contractual Services. The City Administrator will approve, and the Mayor will sign all agreements for contractual services and contracts will be filed with the City Clerk.

**G.** Professional Services. Contracts for professional services exceeding five thousand dollars (\$5,000) shall require authorization and approval by the Board of Aldermen. A contract, signed by the Mayor, shall be filed with the City Clerk and a purchase order for encumbrance of funds shall be sent to the City Treasurer before work commences. Contracts for professional services under five thousand dollars (\$5,000) shall require approval by the City Administrator and will be signed by the Mayor.

**H.** Change orders to a non-capital, existing purchase or contract will follow the same approval guidelines as regular purchases with the new total not exceeding their respective authorization levels.

**I.** Change Orders For Capital Projects. Any changes to projects that are within budget and/or pre-approved contingency may be approved as long as no line item change exceeds ten percent (10%) of that line item or, in any case, not to exceed ten thousand dollars (\$10,000).

**J.** In an event of an emergency, the Mayor and the City Administrator may approve purchases up to twenty-five thousand dollars (\$25,000). The City Administrator shall

report the emergency expenditures to the Board of Aldermen at the next regularly scheduled Board meeting.

If the estimated cost of the emergency action required exceeds twenty-five thousand dollars (\$25,000), the Mayor or the City Administrator must authorize a phone/email poll of the Board of Aldermen. This poll will be conducted by the City Clerk and the City Administrator, or their designee(s), subject to the provisions of the Sunshine Law of the State of Missouri.

**G. Section 135.070 Authorizations**

Authorization shall be by the person in the described position, or the person delegated by that position in his/her absence or non-availability, by written authorization.

**H. Section 135.080 Transfers**

**A.** The City Treasurer may make transfers within the budget within a class or group (personnel, services, supplies, maintenance or capital items).

**B.** The City Treasurer shall have the authority to make transfers from one (1) class to another (personnel to capital) with the City Administrator's approval of up to five thousand dollars (\$5,000). The transfer of over five thousand dollars (\$5,000) shall require Board of Aldermen approval.

**C.** The City Treasurer, with approval of the City Administrator, shall be authorized to make administrative transfers to correct accounting procedures such as classification errors.

**I. Section 135.090 Petty Cash**

Preapproved petty cash purchases shall be limited to a maximum of two hundred dollars (\$200.00). Petty cash reimbursements shall be limited to a maximum of one hundred dollars (\$100.00).

**J. Section 135.100 Credit Card Purchases**

Credit cards may be issued to the City Administrator and certain committee heads at the direction of the City Administrator. These cards will have the same purchasing authorization and limitations as set out above for purchase orders. It will be the responsibility of the person named on the card to justify all purchases and provide proper documentation (expense reports and receipts) on the use of the card.

**K. Section 135.110 Travel And Training**

**A.** The City Administrator or his/her designate may approve travel to seminars and programs within the regional area [State of Missouri and within fifty (50) miles of the



Missouri border], but not exceeding one thousand five hundred dollars (\$1,500) per person. If total travel expenditures for all persons for a single conference/event exceed five thousand dollars (\$5,000) it shall require Board of Aldermen approval.

**B.** The City Administrator or his/her designate may approve all travel and training as specifically outlined in the budget so long that it does not exceed the budgeted amount.

**C.** All personnel wishing to travel or attend training will adhere to the travel regulations as described in the City of Weldon Spring Personnel Manual.

**D.** All travel and training items must be reported on an individual's expense report and approved by the immediate supervisor prior to payment for reimbursement. All travel and meal expenses incurred by the Mayor and Aldermen are subject to approval by the Board of Aldermen prior to reimbursement.

**L. Section 135.120 Sale Of Equipment Or Property**

**A.** All sales of real and personal property that have become obsolete and unusable and have an estimated value of one thousand dollars (\$1,000) or more will be declared as surplus property by the Board of Aldermen and may be sold by using the formal bid method as described in the purchasing procedures and awarded to the highest responsible bidder or sold by using a state authorized third party service able to meet the necessary public notice and bidding criteria established by the state.

**B.** The City may sell real and personal property by holding a public sale that has been advertised a minimum of three (3) times, at least once in a legal newspaper. The property will be awarded to the highest bidder meeting the criteria of the auction.

**C.** The City may dispose of used equipment by trading it in on new purchases. In such cases the net cost of the new equipment less the trade-in will be used in the comparison of bids.

**D.** The Board of Aldermen may declare items of personal property as surplus in which case these items may be offered to another governmental or tax supported agency at lower than market value.

**E.** Items under one thousand dollars (\$1,000) may be declared as surplus by the City Administrator and discarded in the most efficient method available depending on condition, salvage value, useful life remaining and other pertinent factors.

**M. Section 135.130 Termination**

Upon notification of termination or receipt of notice of resignation, all rights and duties of any elected official or appointed official authorized to purchase, procure, sell or make contractual commitments on behalf of the City will cease immediately.

**N. Section 135.140 Policy And Procedure For The Procurement Of Qualification-Based Professional Services**

**A.** "Professional services" shall mean those services of a vocation requiring specialized knowledge and intensive academic or technical training in such fields as law, finance, engineering, planning, real estate, computer sciences and related fields.

**1. Contracts Over Five Thousand Dollars (\$5,000)**

- a.** The City Administrator will appoint a Selection Committee of at least three (3) qualified individuals. This Committee will include the Chairman of the requesting City Committee who will serve as Chairman of the Selection Committee when applicable.
- b.** The Selection Committee will solicit proposals from qualified service providers, review the proposals, narrow the field of prospects, request detailed proposals, interview the providers, and make a recommendation to the City Administrator.
- c.** Factors to be considered in determining the best proposal shall include experience and technical competence, previous performance, ability to meet schedules, community relations and sensitivity to citizen concerns, and the proximity to and familiarity with the area.
- d.** When detailed proposals are requested, they should include, at a minimum, the project name, the name and address of the firm, project-related experience, any subcontractors or outside firms or personnel to be used, a resume of key persons involved, any special related experience, any other work previously done or currently being performed for the City, a description of resources to be used, and an estimation of hours and time of completion.
- e.** The City Administrator will negotiate a contract with the firm or individual suggested by the committee and report to the Selection Committee for acceptance or termination of negotiations. If a contract cannot be negotiated, the Committee will then suggest its next choice, and an agreement will be negotiated with that firm. When the terms of the contract are negotiated, the City Administrator and the Chairman of the Selection Committee will make their recommendations to the Board of Aldermen for approval and authorization to signing by the Mayor.

**2.** Contracts Five Thousand Dollars (\$5,000) or less. Written proposals will be requested by direct mail, electronic media or telephone/fax. The requesting party, shall review

the proposals and make a recommendation to the City Administrator for approval by the Mayor.

**3. Contingent Fees.**

- a.** Every contract entered into for professional services by the City shall contain a prohibition against contingent fees as follows:

The architect, engineer or service provider warrants that he/she has not employed or retained any company, or person, other than a bona fide employee working solely for such firm or company, for the purpose of soliciting or securing any agreement with the City or by providing any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award of this agreement.

- b.** For the breach or violation for the foregoing provision, the Board of Aldermen shall have the right to terminate the agreement without liability and at its discretion to deduct from the contract price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

**5.** The Board of Aldermen in its sole and absolute discretion may waive any and all aforementioned procedural requirements.

**O. Section 135.150 Payments For Purchases And Other Expenses.**

**A.** Before the City Treasurer shall issue payment or partial payment for any purchase or service received, the City Treasurer must have received and matched the following:

- 1.** A copy of a complete requisition, including copy of the bid (if required) and appropriate approvals;
- 2.** A copy of the purchase order and any specifications describing the procured items;
- 3.** A copy of a written receiver (verification of delivery and compliance to specifications); and
- 4.** An appropriate invoice from the supplier.

**B. Expense Reports.** Before the City Treasurer shall make payment on credit card bills, travel and training expenses or reimbursable expenses, the items must be covered on an individual's expense report.

**C. Petty Cash Replenishment.** The City Treasurer shall replenish the petty cash to the two-hundred-dollar level at least every other week or as necessary, but only to the extent that written documentation is present accounting for the money spent, who spent it and for what purpose.

**Attachment 1 - Appendix A**

**SECTION 2:** That this ordinance shall be in full force and effect upon its enactment and approval.

*READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WELDON SPRING, MISSOURI, THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2020.*

\_\_\_\_\_  
Donald D. Licklider, Mayor

Attest:

\_\_\_\_\_  
William C. Hanks, City Clerk

To approve Bill

Motioned: \_\_\_\_\_

Seconded: \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>
Baker	_____	_____	_____
Clutter	_____	_____	_____
Kolb	_____	_____	_____
Martiszus	_____	_____	_____
Schwaab	_____	_____	_____
Yeager	_____	_____	_____
Licklider	_____	_____	_____

Absent: \_\_\_\_\_

# PURCHASING PROCEDURES

135 Attachment 1

City of Weldon Spring

## Appendix A

### Purchasing Matrix

Proposed Revision 03/13/2020

Category/Range:	Req.	Requisition:	Approval:	Purchase Order:	Receiver:	Payment:
		Bidding/RFQ		Note 1		
<b>Operating, Contractual Services &amp; Capital Purchases:</b>						
< \$2,500	Req.	C.A - Open Market if unbudgeted	CA	CA	Requester	CT
< \$5,000	Req.	CA - Open Market if budgeted	CA	CA	Requester	CT
\$5,001 - \$10,000	Req.	C.A - Informal Bids	Mayor or PPT	CA	Requester	CT
> \$10,000	Req.	CA - Formal Bids	BOA	CA	Requester	CT
<b>Professional Services Purchases:</b>						
< \$5,000	Req.	C.A - Open Market	CA & Mayor	CA	Requester	CT
\$5,001 - \$10,000	Req.	CA - Informal Bids	BOA	CA	Requester	CT
> \$10,000	Req.	CA - Formal Bids	BOA	CA	Requester	CT
<b>Travel &amp; Training Purchases:</b>						
< \$1,500/per person	Req.	If in state or within 50 miles...	CA	CA	Requester	CT
< \$5,000/multi persons	Req.	If in state or within 50 miles...	CA	CA	Requester	CT
> \$5,000	Req.		BOA	CA	Requester	CT
<b>Emergency Purchases:</b>						
< \$25,000	Req.	CA	Mayor or PPT		Requester	CT
> \$25,001	Req.	CA	Notify BOA ASAP		Requester	CT
<b>Other Purchases:</b>						
Expense Reports - Misc. Supplies & Services		Individual Employee	One Level of supervision/management	Method of purchase: cc, cash, adv. Cash	Employee attaches receipts	CT
Petty Cash		Individual Employee	CT - controls cash	List of items or services	Employee attaches receipts	CT

Note 1: Mayor signs all contracts.

Key: City Administrator (C.A); City Treasurer (CT); President Pro Tem (PPT); Board of Aldermen (BOA)



# CITY OF WELDON SPRING

5401 Independence Road  
Weldon Spring, MO 63304  
phone: (636) 441-2110  
fax: (636) 441-8495  
[www.weldonspring.org](http://www.weldonspring.org)

## MEMORANDUM

To: Board of Aldermen

From: William C. Hanks, City Clerk

Subject: False Alarm Ordinance

Date: 2/6/20

CC: Michael Padella, City Administrator

Over the past couple months, the Weldon Spring Municipal Division has received complaints from the St. Charles County Police Officers about the increasing number of false alarm calls. Police officers are obliged to respond to any call regardless if it is false alarms or not. Responding repeatedly to false alarms at the same address is ultimately taking the officer off the street and could pose a problem on an actual call to service response time. From October 1, 2019 to May 11, 2020, the City of Weldon Spring had (43) forty-three residential false alarms and (71) seventy-one commercial false alarms. Out of those 114 false alarms, there were (7) seven residential repeat offenders and (12) twelve commercial repeat offenders.

Currently, there are (5) five municipalities in St. Charles County that have false alarms offenses in their City Codes. Plus, St. Charles County has false alarm offenses written in their County Codes. Most municipalities and St. Charles County give 2 warnings in a calendar year, but the City of O'Fallon gives 3 warnings in a calendar year before issuing a fine. Fines for repeat offenders can range from \$25.00 to \$200.00. The City of Lake St. Louis and the City of Wentzville have escalating fine schedules, which increase gradually based on the number of false alarms in one calendar year.

Our Prosecuting Attorney was involved in the initial draft of this Bill. The current Bill gives the person or business 2 warnings in a calendar year with hopes that the issue would be remedied before any fines would be assessed. The fine schedule would be a gradual increase, which starts at up to \$50.00 fee plus court costs of \$25.50 for the third offense in one calendar year. Therefore, the maximum cost would be \$75.50 for the third offense. The maximum cost amount for the fourth offense would be 100.50. For the fifth and subsequent false alarm offense, the maximum cost would be 125.50.



BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

\*\*\*\*\*

**AN ORDINANCE AMENDING CHAPTER 210 OF THE MUNICIPAL CODE OF THE  
CITY OF WELDON SPRING, MISSOURI TO ENACT REGULATIONS  
REGARDING FALSE ALARMS WITHIN THE CITY**

\*\*\*\*\*

**WHEREAS**, the Board of Aldermen of the City of Weldon Spring wishes to provide minimum standards and regulations applicable to users and installers of alarm systems within the boundaries of the City, to provide penalties for non-compliance, and to encourage the proper and error free installation and operation of protective alarm systems in all dwellings and structures; and

**WHEREAS**, the Board of Aldermen of the City of Weldon Spring wishes to discourage unnecessary taxpayer expense and danger to life and property incurred due to false alarms, which create substantial manpower costs and equipment expenses for the police department and fire department, and which pose dangers to citizens and fire personnel due to fast moving emergency vehicles.

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WELDON SPRING, MISSOURI, AS FOLLOWS:**

**SECTION 1:** Article XV of Chapter 210 of the Municipal Code of the City of Weldon Spring, Missouri is hereby amended by the enactment of a new section, to be designated as Section 210.2465, to read as follows:

**TITLE II. PUBLIC HEALTH, SAFETY AND WELFARE.**

**CHAPTER 210. OFFENSES.**

**ARTICLE XV. MISCELLANEOUS OFFENSES.**

**SECTION 210.2465. FALSE ALARMS.**

**A. Definitions.** For the purpose of this Ordinance, the following terms, phrases, words, and their derivations shall have the meaning given herein. Where not inconsistent with the text, words used in the present tense include the past tense, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

**Alarm business:** The business by any individual, partnership, corporation, governmental unit or other entity of selling, leasing, maintaining, servicing, repairing, altering, replacing, moving, monitoring, or installing any alarm system, or causing to be sold, leased, maintained, serviced, repaired, altered, replaced, moved, monitored or installed any alarm system in or on any building, structure or facility.

**Alarm system:** An assembly of equipment and devices, or a single device, such as a solid state unit, which may operate from a power source, arranged to signal the presence of a hazard requiring urgent attention and to which police or fire personnel are expected to respond. Also known as a police alarm device or fire alarm device.

**Alarm user:** Any person, firm or corporation who is lawfully in possession of any property or premises on which an operating alarm system is located.

**Answering service:** A telephone answering business providing among its services the service of receiving on a continuous basis through trained employees, emergency signals from alarm systems, and thereafter immediately relaying the message by live voice to the communication center of the City's law enforcement agency.

**Automatic dial protection device:** An electrically operated instrument composed of sensory apparatus and related hardware which automatically sends over regular telephone lines a prerecorded voice alarm upon receipt of a stimulus from the sensory apparatus that has detected a force or condition characteristic of an unauthorized intrusion, or any emergency message indicating a need for emergency response.

**Central alarm station:** Any facility which is manned at all times by trained operators employed to receive, record, and validate alarm signals and to relay information about validated signals to the police radio dispatch room when appropriate.

**City:** The City of Weldon Spring, Missouri.

**Direct alarm device:** Any alarm device or system which transmits by whatever means, its alarm signal from the location of the alarm to the police radio dispatch room or other police dispatch facility without the last step in the transmission process being a live voice capable of two-way communication. This definition includes automatic dial protection devices connected to emergency line 911 or other telephone numbers.

**False alarm:** Any alarm signal originating from an alarm system, police alarm device, fire alarm device, direct alarm device or audible alarm device to which police or fire department respond and which results from:

1. False activation, including, but not limited to, reporting a crime, fire or other emergency where no actual or attempted crime, fire or other emergency has occurred, or reporting an alarm where there is no evidence to substantiate a crime, fire or other emergency;
2. Alarm malfunction, including mechanical failure or electrical failure;  
or

3. Alarm triggered by subscriber's or subscriber's employee negligence, including overly sensitive settings.

An alarm will not be considered a false alarm if it is determined that the alarm was caused by:

1. Natural catastrophe or an act of God. Such events include tornadoes, floods, earthquakes or other similarly violent conditions;
2. Vandalism causing physical damage to the premises;
3. Telephone line malfunction verified in writing to the City Clerk by an authorized telephone company representative within seven (7) days of the occurrence;
4. Electrical service interruption verified in writing to the City Clerk by an authorized electric utility representative within seven (7) days of the occurrence;
5. An attempted entry of a location that causes visible, physical, or other evidence of damage to the location;
6. Severe weather causing physical damage to the premises; or
7. The test of a local alarm system by a licensed alarm business agent or employee who is present at the premises and is servicing, repairing, or installing the alarm, when such testing does not result in the alarm being activated for an uninterrupted period exceeding sixty seconds, and when the City has been notified prior to the test.

**Local alarm system:** Any alarm device which produces an audible signal at the premises where it is installed, whether by means of bells, horns, sirens, or other mechanism thereby notifying persons within audible range of the signal that police or fire should be notified. Such alarm device may also produce a visual signal intended to be seen by others outside of the protected premises indicating that police or fire should be notified. A local alarm system is also an alarm system.

**Notice:** Written notice, given by personal service upon the address, or given by United States mail, postage prepaid, addressed to the person to be notified at his or her last known address. Service of such notice shall be effective upon completion of personal service, or upon placing the same in the custody of the United States Postal service.

**Proprietary system:** An alarm system sounding and/or recording and supervisor signals to a control center being under the supervision of the proprietor of the

premises. If a proprietary system includes a signal line connected directly or by means of an automatic dial protection device to a police communications system, a central alarm station or answering service, it thereby becomes an alarm system as defined in this Section.

**B. Local alarm system and alarm system/length of alarm.**

1. Local alarm systems located within an area zoned residential or within five hundred (500) feet of an area zoned residential shall automatically discontinue emitting an audible sound within fifteen (15) minutes of activation.
2. An alarm system which emits an intermittent signal shall discontinue emitting an audible sound within fifteen (15) minutes of activation.
3. Local alarm systems located within an area not zoned residential, and not within five hundred (500) feet of an area zoned residential shall automatically discontinue emitting an audible sound within thirty (30) minutes of activation.

**C. Local alarm system and alarm system/nuisance.**

1. A local alarm system regulated by Subsection B.1. of this Section which fails to discontinue emitting an audible sound within fifteen (15) minutes of activation is declared to be a nuisance.
2. An alarm system regulated by Subsection B.2. of this Section which fails to discontinue emitting an audible sound within fifteen (15) minutes of activation is declared to be a nuisance.
3. A local alarm system regulated by Subsection B.3. of this Section which fails to discontinue emitting an audible sound within thirty (30) minutes of activation is declared to be a nuisance.
4. City employees are authorized to take necessary and reasonable steps to abate the nuisance declared by this Subsection. These steps shall be limited to the exterior of a residence or other structures.
5. A notice shall be sent to the alarm user within a reasonable time following abatement of the nuisance.
6. When a person is working on an alarm system covered by this Section, the City Clerk shall be notified.
7. This Section is remedial, not punitive.

**D. Review of false alarm determination.**

1. The City Clerk shall make a determination as to whether an alarm activation

was a false alarm, as defined in Subsection A of this Section. An alarm user shall be notified in writing of each false alarm determination.

**E. Violations.**

1. It shall be unlawful for any alarm user in the City to permit or allow the transmission of a false alarm, and a resident of the City who is an alarm user shall be subject to the penalties in subdivision 3 of this Subsection. It shall be unlawful for any business, firm or corporation which is an alarm user located in the City to permit or allow the transmission of a false alarm, and such business, firm or corporation in the City shall be subject to the penalties in subdivision 2 of this Subsection. It shall be unlawful for any alarm user to install or use an automatic dial protection device, in conjunction with said alarm, which is programmed to dial the "911" telephone number of the Department of Police for the City of Weldon Spring, Missouri. It shall be unlawful to access the number "911" for the purpose of making a false alarm or complaint or reporting false information which could result in the emergency response of any public agency.
2. **Alarm Users in Commercial/Areas Not Zoned Residential:**
  - a) **First False Alarm:** The City Clerk send a warning letter to the business, firm, or corporation for the first false alarm in any calendar year.
  - b) **Second False Alarm:** The City Clerk send a warning letter to the business, firm, or corporation for the second false alarm in any calendar year.
  - c) **Third False Alarm:** A business, firm, or corporation pleading or found guilty of having a third false alarms in any calendar year shall be punished by a fine of up to (\$50.00), plus court costs.
  - d) **Fourth False Alarm:** A business, firm, or corporation pleading or found guilty of having fourth false alarms in any calendar year shall be punished by a fine of up to (\$75.00), plus court costs.
  - e) **Fifth False Alarm:** A business, firm, or corporation pleading or found guilty of having a fifth or subsequent false alarm in any calendar year shall be punished by a fine of up to (\$100.00), plus court costs.
  - f) In any prosecution for violation of this Subdivision 2 of this Section E., the prosecuting attorney shall be required to submit evidence regarding the dates on which prior false alarm notices have been sent to the business, firm, or corporation, and whether a response to such notice was received. The Municipal Judge is authorized to include false alarm violations in a violation bureau to the extent permitted by

Missouri Supreme Court Rules.

3. **Alarm Users – Residential:**

- a) **First False Alarm:** The City Clerk send a warning letter to the business, firm, or corporation for the first false alarm in any calendar year.
  - b) **Second False Alarm:** The City Clerk send a warning letter to the business, firm, or corporation for the second false alarm in any calendar year.
  - c) **Third False Alarm:** A business, firm, or corporation pleading or found guilty of having a third false alarm in any calendar year shall be punished by a fine of up to (\$50.00), plus court costs
  - d) **Fourth False Alarm:** An alarm user found guilty of having a fourth false alarm in any calendar month shall be punished by a fine of up to (\$75.00), plus court costs.
  - e) **Fifth False Alarm:** An alarm user found guilty of having a fifth or subsequent false alarm in any calendar month shall be punished by a fine of up to (\$100.00), plus court costs.
  - f) In any prosecution for violation of Subdivision 3 of this Section E., the prosecuting attorney shall be required to submit competent evidence regarding the dates on which prior false alarm notices have been sent to the alarm user, and whether a response to such notice was received. The Municipal Judge is authorized to include false alarm violations in a violation bureau to the extent permitted by Missouri Supreme Court Rules.
4. Each violation of any provision of this Section shall constitute a separate violation.
5. When the alarm business has caused an alarm activation through mechanical failure, malfunction, improper installation, improper adjustment, negligence of a person, or an alarm signal transmitted in the absence of an alarm condition, the alarm business is guilty of a violation of this Section. The alarm business shall be punished subject by a fine if found guilty of up to \$100 plus court costs for each violation.

**SECTION 2:** That the vote on the aforesaid is deemed an emergency by the Board of Aldermen, and the Board does hereby waive and dispense with the tabling procedure set forth in City Code, Section 110.070(3) and does hereby authorize the reading of the above bill twice at this meeting and a vote thereon immediately following said reading.



**SECTION 3:** That this ordinance shall be in full force and effect immediately upon its enactment and approval.

*READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF  
WELDON SPRING, MISSOURI, THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2020.*

\_\_\_\_\_  
Donald D. Licklider, Mayor

Attest:

\_\_\_\_\_  
William C. Hanks, City Clerk

To approve Bill

Motioned: \_\_\_\_\_

Seconded: \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>
Baker	___	___	___
Clutter	___	___	___
Kolb	___	___	___
Martiszus	___	___	___
Schwaab	___	___	___
Yeager	___	___	___
Licklider	___	___	___

Absent: \_\_\_\_\_



# CITY OF WELDON SPRING

5401 Independence Road  
Weldon Spring, MO 63304  
phone: (636) 441-2110  
fax: (636) 441-8495  
[www.weldonspring.org](http://www.weldonspring.org)

## MEMORANDUM

To: Board of Aldermen Date: 06/4/20

From: Steve Lauer, Zoning Commissioner

Subject: Major Site Plan – Clarifier Manufacturing Building

Cc: Michael Padella, City Administrator

Bill Hanks, City Clerk

The major site plan for The Clarifier Manufacturing Building to be located at 820 O'Fallon Road was approved by the City of Weldon Spring on June 11, 2019 by Ordinance No. 19-09. As of this date construction has not begun on the site. As the site plan project will not be completed by the expiration date of June 11, 2020, the owner has requested a twelve (12) month extension in order to complete the design and construction of the site. Mr. Roderick has informed the City that there is a new design team for the project led by MtM Design LLC.

As Zoning Commissioner, I have reviewed the site plan submitted by MtM Design LLC which was included with the extension request letter. As there are not substantive changes (only some minor changes were made) from the approved site plan, I would recommend that the Board of Aldermen grant a twelve (12) month extension to the owner, Roderick Real Estate LLC for the Clarifier Manufacturing Building major site plan with the following condition: A fence must enclose the building materials located on the site. In the event the site plan does expire the building materials and the fence surrounding them must be removed from the site no later than 30 days from the date of expiration.



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## MEMORANDUM

To: Board of Aldermen Date: 6/4/20

From: William C. Hanks, City Clerk

Subject: Major Site Plan – Clarifier Manufacturing Building at 820 O’Fallon Road

CC: Michael Padella, City Administrator  
Steve Lauer, Zoning Commissioner

According to Section 405.235 (F) Paragraph 1 of the City Codes, approved site plans are only valid for 12 months, but the P & Z Commission and Board may grant extensions of time not to exceed 12 months each upon written request of the applicant. The initial site plan was approved by the Board of Aldermen on June 11, 2019, with the passage of Ordinance 19-09.

At the direction of Mayor Licklider due to Covid-19 pandemic, a poll for the Planning & Zoning Commission was conducted on May 26, 2020, to make a recommendation for approval or denial on a 12-month extension for the project at 820 O’Fallon Road. The communication method used was email, but Mayor Licklider vote was recorded by telephone. Commissioner Heyl and Castrop did not vote.

Below, please find the results of the vote to recommend a 12-month period extension for the project at 820 O’Fallon Road.

Commissioner Esch	YES
Commissioner Foster	YES
Commissioner Halbrook	YES
Mayor Licklider	YES
Commissioner Marstall	YES
Commissioner Nabholz	YES
Commissioner Reiter	YES
Chairman Szilasi	YES

The Planning & Zoning vote will be formalized at the next scheduled Planning & Zoning Commission Meeting and the meeting minutes will reflect the action taken by the Planning & Zoning Commission.