



**CITY OF COLLEYVILLE  
CITY COUNCIL AGENDA**

100 Main Street, Colleyville, Texas, 76034

---

**WEDNESDAY, JANUARY 21, 2026**

---

**WORKSESSION  
5:30 PM  
EXECUTIVE CONFERENCE ROOM  
THIRD FLOOR**

**CALL TO ORDER**

**WS-1** Fire Department Update

**WS-2** Discussion of the January 21, 2026, City Council regular agenda items

**1. EXECUTIVE SESSION - In accordance with Texas Government Code, Chapter 551, Subchapter D**

Section 551.071 - Legal - Consultation with the City Attorney regarding items on the agenda or for matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Code

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities

Section 551.076 - Deliberation regarding Security - discussion of the City's Emergency Management Response and Mitigation Plan

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information the City has received from business prospects the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

**REGULAR MEETING  
7:00 P.M.  
CITY COUNCIL CHAMBERS**

**INVOCATION: Pastor Lee Johnson, Bear Valley Church**

**PLEDGE OF ALLEGIANCE: City Attorney**

- 2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-26-5110**
- 3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

Presentation of the GFOA Budget Award — Mayor Bobby Lindamood and Finance Director Cassie Smith
- 4. CONSENT: READING AND PUBLIC HEARING - RESOLUTION R-26-5111**
  - 4a** Approval of the January 6, 2026, City Council minutes
  - 4b** Approval to purchase a replacement Toro Multi Pro WM Turf Sprayer from Professional Turf Products, L.P., through the Buyboard Purchasing Cooperative in an amount not to exceed \$73,448.65, approving the disposal of the unit being replaced, and authorizing the City Manager to execute the proposal
  - 4c** Approval of the First Amendment to the Construction Services Agreement with Landscape Lighting of Fort Worth, Inc., dba Illuminations by Greenlee, for the SH26 Electrical and Lighting Extension Project in an amount not to exceed \$73,473.00, and authorizing the City Manager to execute the Amendment
  - 4d** Approval of a VMWare License and Support Agreement, with SHI Government Solutions, Inc. (SHI), through the TIPS Purchasing Cooperative, in an amount not to exceed \$82,242.56, and authorizing the City Manager to execute the Agreement
  - 4e** Approval of an agreement with CivicPlus, LLC, for website redevelopment and content management in an amount not to exceed \$84,404.72, for the initial twelve-month term, and a recurring annual fee for services thereafter in the initial amount of \$39,999.02, subject to increase in future annual terms, and authorizing the City Manager to execute the agreement
- 5. ITEMS NOT FOR CITY COUNCIL ACTION**
  - 5a** Monthly Financial Report - December 2025
- 6. ORDINANCE(S): SECOND READING AND PUBLIC HEARING**
  - 6a Ordinance O-26-2357**

Amending Sections 3A and 3B of the Water and Sewer Policy and Procedure manual as contained in the Code of Ordinances of the City of Colleyville, Texas, adjusting water and wastewater volumetric rates to pass through changes from the Trinity River Authority

**7. RESOLUTION(S): READING AND PUBLIC HEARING****7a Resolution R-26-5112**

Approval of a resolution adopting the Tarrant County Multi-Jurisdiction Hazard Mitigation Action Plan

**7b Resolution R-26-5113**

Approval of a resolution calling a General Election for the purpose of electing City Councilmembers to Place 3 and Place 4 and authorizing a joint election agreement and contract for election services with Tarrant County Elections Administration

**8. CITIZEN COMMENTS****9. REPORTS**

September 9, 2025 Sign Board of Appeals Minutes

December 8, 2025 Planning and Zoning Commission Minutes

December 22, 2025 Planning and Zoning Commission Worksession Minutes

**10. RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR WEDNESDAY, JANUARY 21, 2026 - READING AND PUBLIC HEARING - RESOLUTION R-26-5114****11. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards *Thursday, January 15, 2026*, by 5:00 p.m.

Christine Loven, TRMC  
City Secretary

A quorum of any Colleyville board, commission, or committee may be present at this meeting. Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the City Secretary at least 48 hours in advance at 817.503.1130, and reasonable accommodations will be made to assist you.



# CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

---

**Agenda Number** WS-1

**Agenda Date** 1/21/2026

**Type** Worksession

**Department** Fire

---

**Title**

Fire Department Update

**Explanation**

Fire Department personnel will provide an update on the Fire Department.

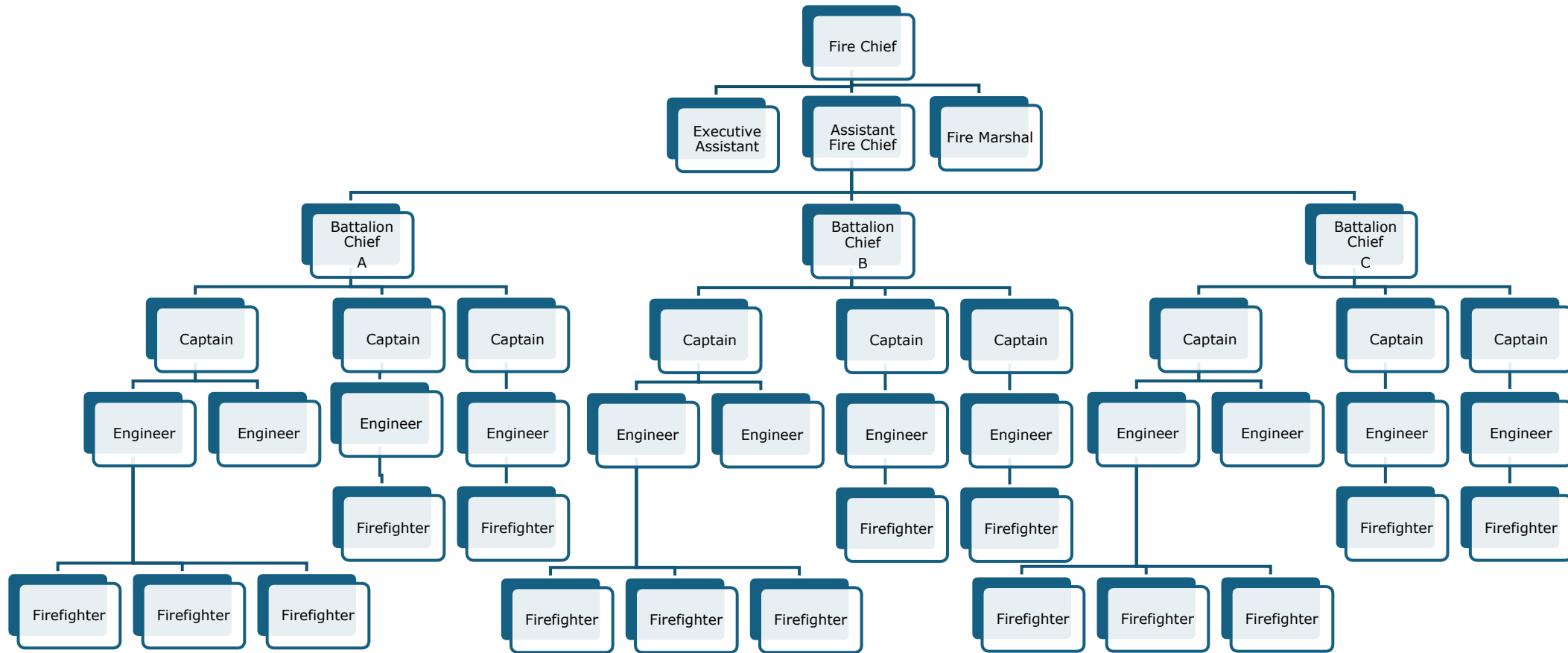
**Attachments**

1. Fire Department Update presentation

**Mark Cantrell**  
Fire Chief



# Org Chart



# Apparatus

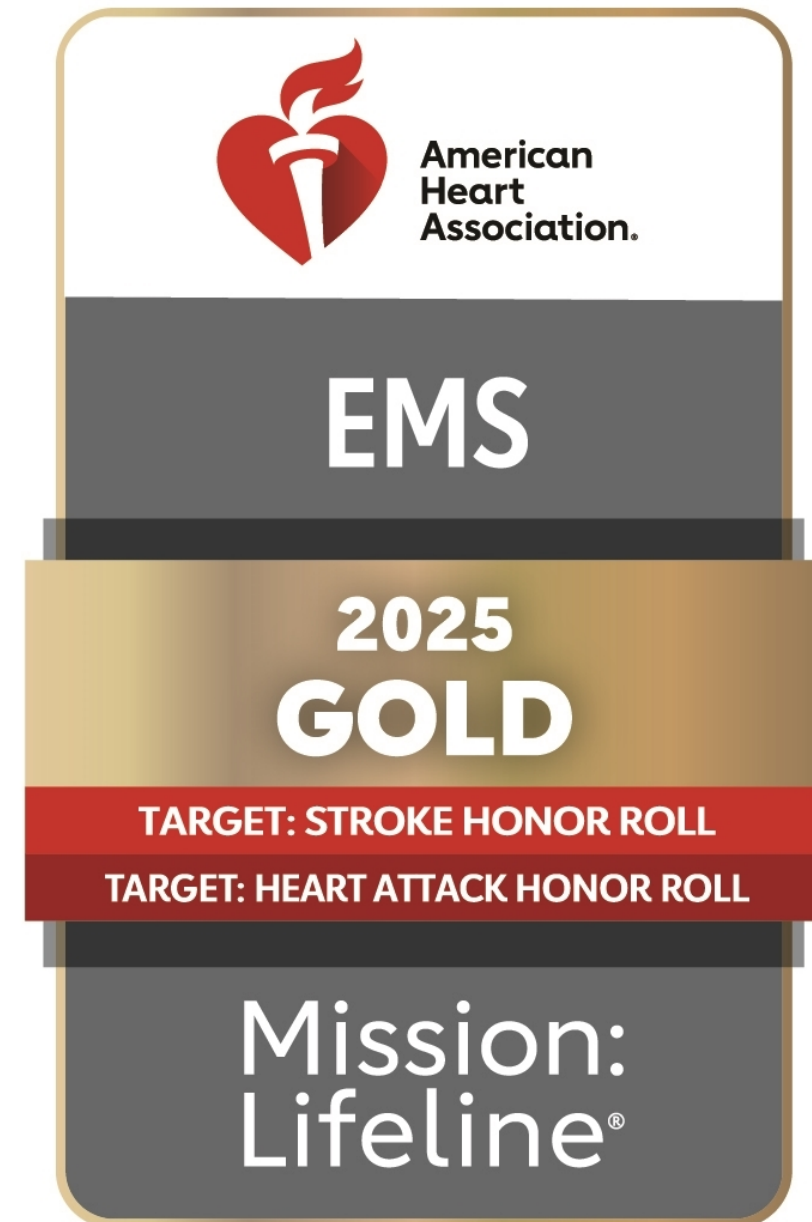


- New ladder truck expected to deliver by March 2026
- New fire engine fall of 2026
- Ambulance slated for replacement next budget cycle

# Awards and Accomplishments



- Mission Lifeline (Gold Plus)
- EMS for Children (Gold)
- Heart Safe Community
- Baylor EMS Superstar



- Vehicle replacement
  - Battalion Chief
  - Squad
  - Fire Marshal
- New UTV
- Digital Fire Extinguisher trainer
- Electric Vehicle (EV) fire response equipment
- Stryker Lifepak 35
- CAD to CAD dispatch integration software
- Pre-fire Plan Software



- Completion of training building. Funded with a combination of capital funding and deployment revenue.



# Statewide/Regional Partnerships



- Northeast Fire Department Association (NEFDA)
  - Monthly meetings
    - Training Chiefs
    - Operations Chiefs
    - NEFDA Chiefs
  - HazMat, TRT, EOD, Swift Water teams
  - Unified apparatus designations and call typing
- Emergency Medical Taskforce (EMTF)
- Texas Task Force 2
- Activations
  - Kerrville area flooding
  - Statewide mobilization training
  - Added 1 additional MEDL (Medical Unit Leader)
  - Added 2 additional MIST (Medical Incident Support Team)
  - Added our first TFL (Task Force Leader)
  - Establishing a Rapid Extraction Module Support (REMS)
  - Personnel utilized
    - 40 members



\*All of these events are reimbursed for personnel and equipment.

# Community Outreach



- Trained City employees on CPR, Narcan administration, and Stop the Bleed
- Training community on CPR and Stop the Bleed
- Pool Safety checks
- Lifejacket distribution
- Certified Car Seat installers
- Smoke detector and battery replacement
- Jingle All the Way Through Colleyville
- Kids Camp
- Open House
- Citizen's Fire Academy



# Department Training



- Training for all fire fighters is 240 hours annually
- Brought in nationally recognized expert Phil Jose
  - Taught on Reading Smoke
  - 75 in attendance including 33 CFD employees
  - Attendees from as far away as Little Rock
- Annual Company Officer Symposium
  - Provides front line leadership in depth training
- Biannual Live Fire training with NEFDA

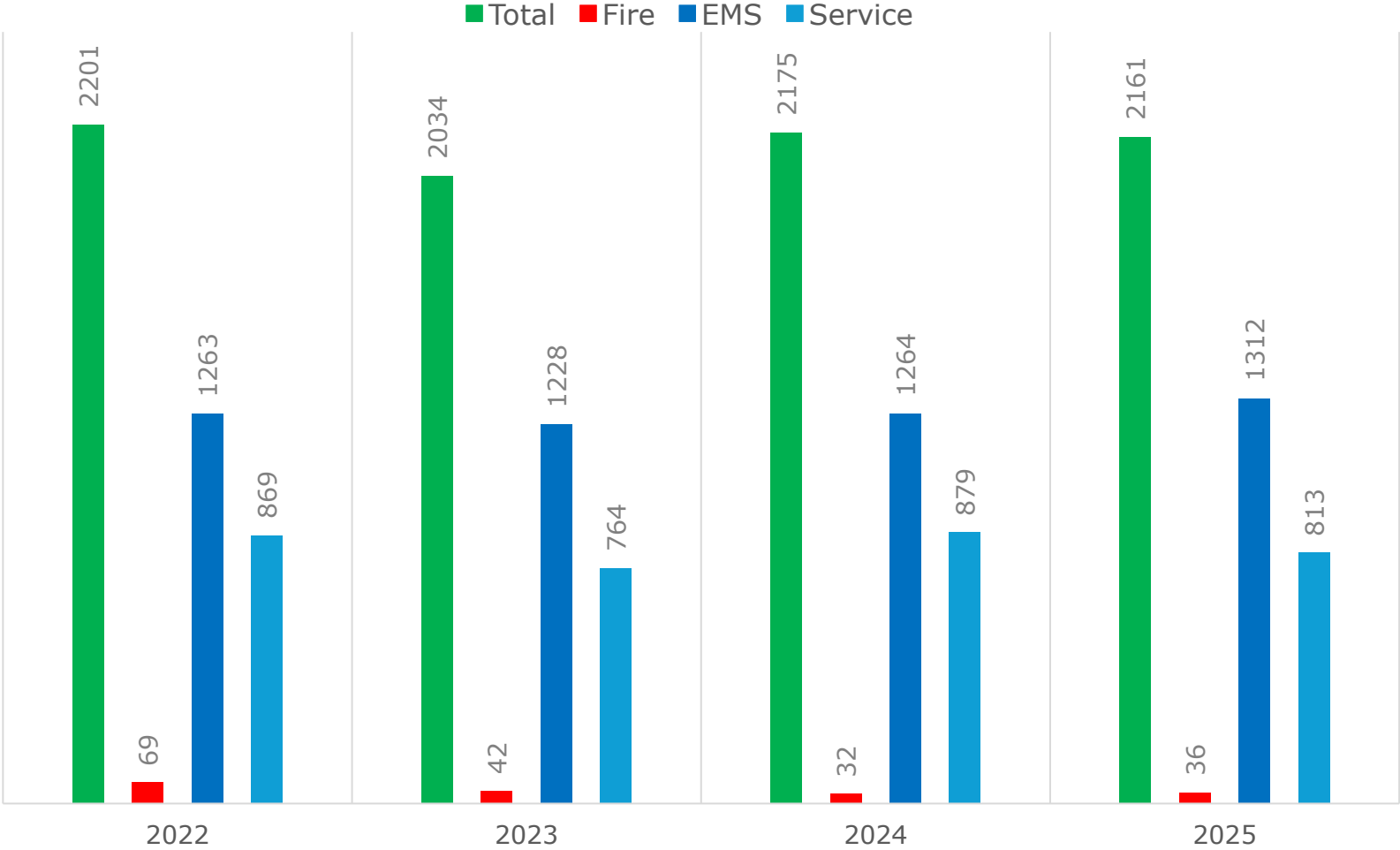


**2.2 times more likely to get cancer**

**5 times more likely to commit suicide**

- Annual physicals for all firefighters
  - Includes cancer screening and fitness testing
- Safer apparatus design
  - Non-slip on apparatus walking surfaces
  - Air decontamination system
- Partnership with Readiness group
  - Providing no cost counseling services to first responders
  - Annual mental health awareness training

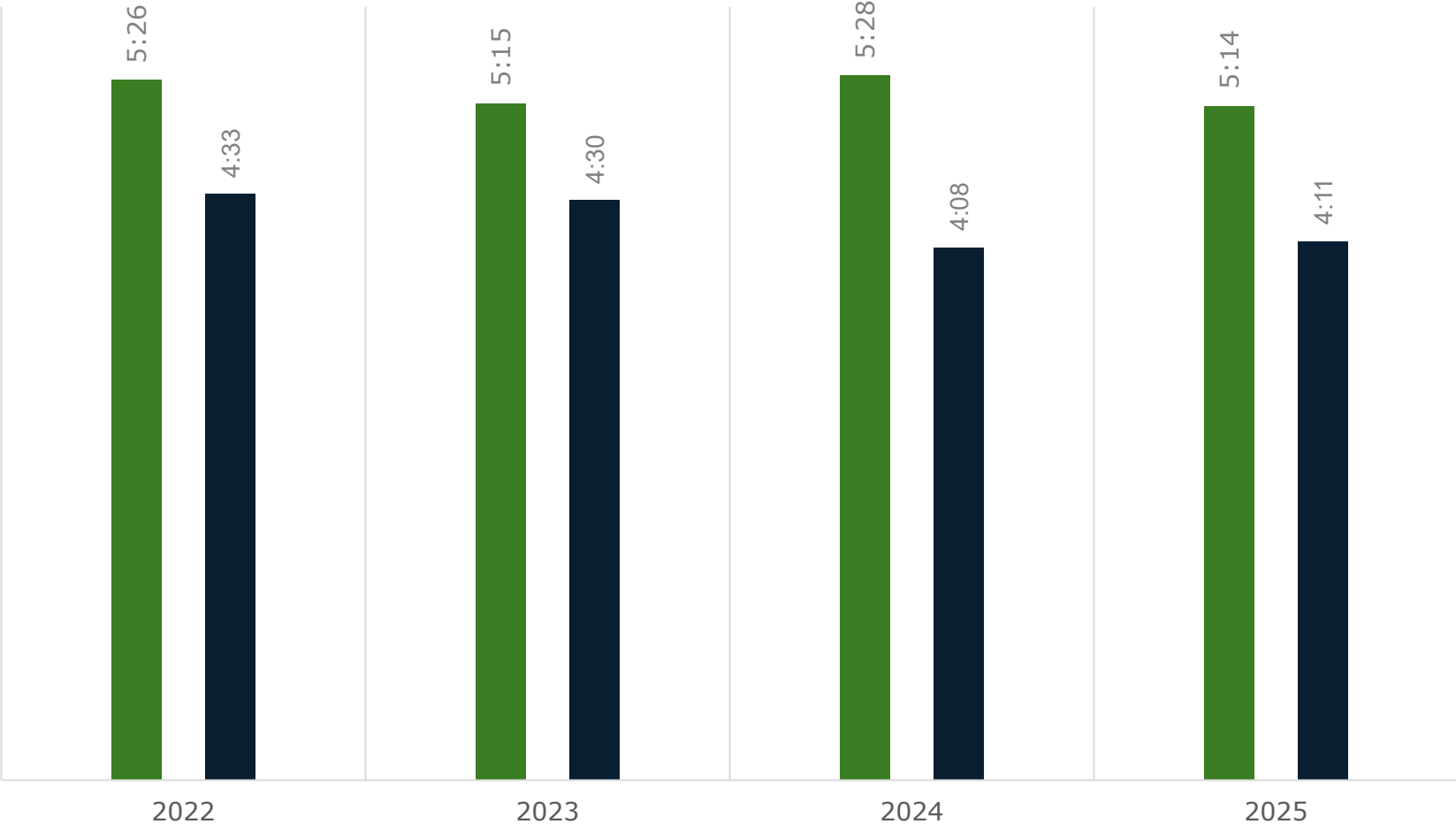
## INCIDENT VOLUME





## RESPONSE TIME

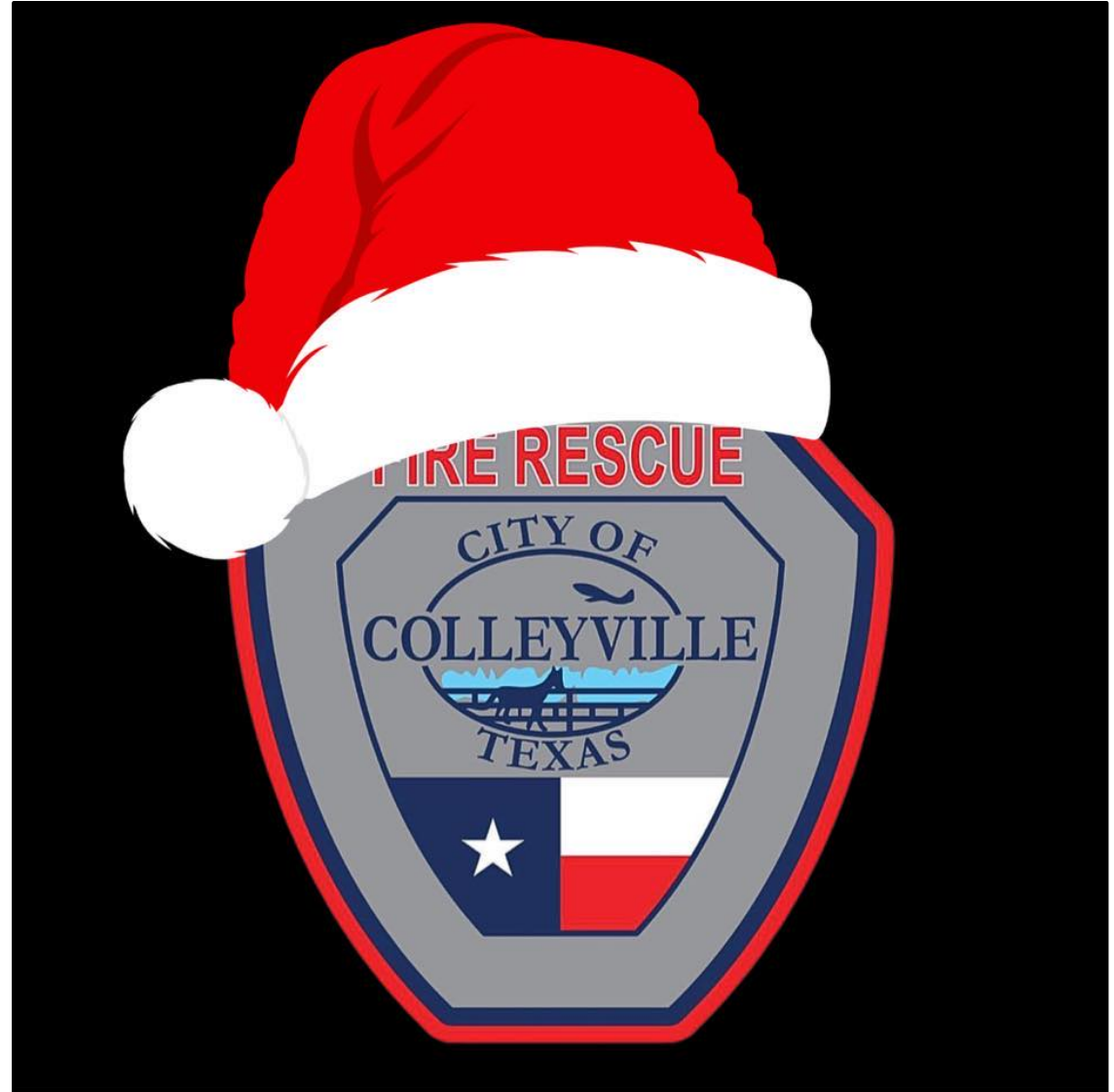
■ Ave. response time ■ First arriving



- Average age of patient
  - 2023 – 61
  - 2024 – 62
  - 2025 – 63
- Mutual Aid Ambulances
  - 2022 – 23
  - 2023 – 21
  - 2024 – 40
  - 2025 - 44
- EMS billing breakdown
  - Medicare 60%
  - Insurance 26%
  - Selfpay 13%
  - Medicaide 1%

- After Action Review
  - High acuity / Low frequency
- Response
  - Efficient use of resources and personnel
- Community involvement
  - Regular evaluation of community needs

**Mark Cantrell**  
Fire Chief





# CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

---

**Agenda Number** WS-2

**Agenda Date** 1/21/2026

**Type** Worksession

**Department** City Secretary

---

**Title**

Discussion of the January 21, 2026, City Council regular agenda items

**Explanation**

**Attachments**



# CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

---

**Agenda Number 1**

**Agenda Date 1/21/2026**

**Type** Executive Session

**Department** City Secretary

---

## **Title**

Section 551.071 - Legal - Consultation with the City Attorney regarding items on the agenda or for matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Code

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities

Section 551.076 - Deliberation regarding Security - discussion of the City's Emergency Management Response and Mitigation Plan

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information the City has received from business prospects the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

## **Attachments**

**RESOLUTION R-26-5110**

**A RESOLUTION APPROVING COUNCIL ACTION REGARDING  
EXECUTIVE SESSION ITEMS AT THE REGULAR CITY COUNCIL  
MEETING OF JANUARY 21, 2026**

**WHEREAS,** following discussion in Executive Session, and in full accordance with the requirements of the Open Meetings Act, the City Council determines that the following action is in the best interests of the health, safety, and welfare of the public.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:**

Sec. 1. THAT

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_ AYES, \_ NAYS ON THIS THE 21<sup>ST</sup> DAY OF JANUARY 2026.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven  
City Secretary, TRMC

Bobby Lindamood  
Mayor



# CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

---

**Agenda Number** 3

**Agenda Date** 1/21/2026

**Type** Announcements, Proclamations, and Presentations

**Department** Finance

---

**Title**

Presentation of the GFOA Budget Award — Mayor Bobby Lindamood and Finance Director Cassie Smith

**Attachments**

## **RESOLUTION R-26-5111**

### **APPROVING CITY COUNCIL ACTION UNDER CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF JANUARY 21, 2026**

**WHEREAS,** City Council has taken action on certain items on the agenda under Consent Items.

### **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:**

- Sec. 1. THAT the agenda decisions approved by City Council action under Consent Items as follows are hereby adopted:
- a. Approval of the January 6, 2026, City Council minutes
  - b. Approval to purchase a replacement Toro Multi Pro WM Turf Sprayer from Professional Turf Products, L.P., through the Buyboard Purchasing Cooperative in an amount not to exceed \$73,448.65, approving the disposal of the unit being replaced, and authorizing the City Manager to execute the agreement
  - c. Approval of the First Amendment to the Construction Services Agreement with Landscape Lighting of Fort Worth, Inc., dba Illuminations by Greenlee, for the SH26 Electrical and Lighting Extension Project in an amount not to exceed \$73,473.00 and authorizing the City Manager to execute the amendment
  - d. Approval of a VMWare License and Support Agreement, with SHI Government Solutions, Inc. (SHI), through the TIPS Purchasing Cooperative, in an amount not to exceed \$82,242.56, and authorizing the City Manager to execute the Agreement
  - e. Approval of an agreement with CivicPlus, LLC, for website redevelopment and content management in an amount not to exceed \$84,404.72, for the initial twelve-month term, and a recurring annual fee for services thereafter in the initial amount of \$39,999.02, subject to increase in future annual terms, and authorizing the City Manager to execute the agreement

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_ AYES, \_ NAYS, ON THIS THE 21<sup>ST</sup> DAY OF JANUARY 2026.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven  
City Secretary, TRMC

Bobby Lindamood  
Mayor



# CITY OF COLLEYVILLE CITY COUNCIL MINUTES

100 Main Street, Colleyville, Texas, 76034

---

**TUESDAY, JANUARY 6, 2026**

---

Mayor Bobby Lindamood called the Colleyville City Council Worksession to order on Tuesday, January 6, 2026, at 5:30 p.m.

**ROLL CALL:** Mayor Bobby Lindamood, Mayor Pro Tem Brandi Elder, Deputy Mayor Pro Tem Scotty Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, Tim Raine, and Mayor for a Day Grant Falls.

**ALSO PRESENT:** City Manager Jerry Ducay, Assistant City Manager Mark Wood, Assistant City Manager Adrienne Lothery, Community Engagement and Economic Development Manager Chelsea Rose, Police Chief Michael Miller, Fire Chief Mark Cantrell, Community Development Director Ben Bryner, Finance Director Cassie Smith, Public Works and Parks and Recreation Director Lisa Escobedo, Capital Projects Program Manager Elijah Dorminy, Community Relations and Event Specialist Keeley Flynn, Sales Hospitality Coordinator Kristi Isbell, City Attorney Sarah Ross, and City Secretary Christine Loven.

Mayor Lindamood introduced Mayor for a Day Grant Falls and welcomed everyone.

## **WS-1** Economic Development Update

Community Engagement and Economic Development Manager Chelsea Rose, presented on the City's approach to economic development, reviewed demographics, business analytics, sales tax collections, market information and how the data relates to Colleyville. She then reviewed the City's strengths, the current focus areas being marketed, prospects, and new business openings since July 2025. Director Rose noted the City owned properties are under contract and discussed the planned development at each location.

## **WS-2** Discussion of election dates

City Attorney Sarah Ross discussed the legislative deadline for municipalities to change the general election dates to November in odd numbered years passed on December 31, 2025, but noted the legislature may allow, or even mandate the change again in the future. If City Council chooses to move the election dates, when allowed by the legislature, it may do so by passing a resolution. The change contained in the resolution supersedes a city charter provision that requires a different general election date, and a charter amendment is not necessary.

There was general discussion of the benefit, costs, and City Council terms, if the City moves forward in the future.

**WS-3** Discussion of extending the median electrical between Centerpark and Brown Trail

Capital Projects Program Manager Elijah Dorminy presented this item noting in July 2025, Council authorized a contract with Landscape Lighting of Fort Worth, Inc., dba Illuminations by Greenlee for extending median electrical between Glade Road and Centerpark Drive and a portion of the median between Hall-Johnson Road and Church Street. Manager Dorminy stated the contractor completed the project on time with a cost savings of \$132,995.00. Staff has obtained a quote from Illuminations by Greenlee to extend the median electrical from Centerpark Drive to Brown Trail for a total cost of \$147,118.00, if Council desires to extend the median electric, using the savings plus authorizing approximately \$14,125.

City Council directed staff to request a quote to extend the median electricity from Centerpark to Brown Trail to the south, and Hall-Johnson Road to John McCain Road to the north.

**WS-4** Discussion of the January 6, 2026, City Council regular agenda items

There was no discussion of this item. Mayor Lindamood adjourned the Worksession at 6:24 p.m. and excused Mayor for a Day Grant Falls to attend a dinner in his honor, before calling the Executive Session to order at 6:25 p.m.

**1. EXECUTIVE SESSION - In accordance with Texas Government Code, Chapter 551, Subchapter D**

Section 551.071 - Legal - Consultation with the City Attorney regarding items on the agenda or for matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Code

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information the City has received from business prospects the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

There was no action taken and Mayor Lindamood adjourned Executive Session at 6:55 p.m.

Mayor Lindamood called the regular meeting of the City Council to order at 7:09 p.m. and called the roll.

**ROLL CALL:** Mayor Bobby Lindamood, Mayor Pro Tem Brandi Elder, Deputy Mayor Pro Tem Scotty Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, Tim Raine, and Mayor for a Day Grant Falls.

**INVOCATION: Farzin Hamraee, Baha'I Community - Colleyville**  
**PLEDGE OF ALLEGIANCE: City Attorney**

**2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-26-5104**

This resolution was not needed.

**3. OATH OF OFFICE**

**3a** Mayor for a Day Grant Falls will take the Oath of Office

Mayor for a Day Grant Falls was joined by his family and friends to take the Oath of Office.

**4. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

Mayor Lindamood, Mayor for a Day Falls, and the City Council provided announcements regarding community news and upcoming events.

**Proclamation appointing Grant Falls, Mayor for a Day – Mayor Bobby Lindamood and Grant Falls**

Mayor Lindamood read a proclamation appoint Grant Falls, as Mayor for a Day and noted Mayor Falls won the essay contest because he had very definite thoughts on the Police and Fire Departments and their equipment needs, parks, and the library.

**Proclamation naming January 6, 2026, as Thank an Educator Day in Colleyville - Mayor for a Day Grant Falls and Mayor Bobby Lindamood**

Mayor for a Day Grant Falls presented a proclamation for Thank an Educator Day in Colleyville, noting the important role of all educators, on all levels.

**Presentation of the GFOA Certificate of Achievement for Excellence in Financial Reporting – Mayor Lindamood, Finance Director Cassie Smith**

Mayor Lindamood and Finance Director Cassie Smith recognized the City earning the GFOA Certificate of Achievement for Excellent in Financial Reporting for the FY25 Annual Report.

**5. CONSENT: READING AND PUBLIC HEARING - RESOLUTION R-26-5105**

- 5a** Approval of the minutes of the regular City Council meeting of December 16, 2025
- 5b** Approval of the North Tarrant Regional SWAT Interlocal Agreement to provide for the inclusion of the Town of Northlake, and authorizing the City Manager to execute the Agreement
- 5c** Approval to purchase a replacement reel mower from Professional Turf Products, L.P., through the Buyboard Purchasing Cooperative in an amount not to exceed \$76,804.76, approving the disposal of the unit being replaced, and authorizing the City Manager to execute the purchase proposal
- 5d** Approval of a Construction Services Agreement with Smith Lawn and Tree, LLC., in an amount not to exceed \$89,600, for the Texas Tree Trail PHI project, and authorizing the City Manager to execute the Agreement
- 5e** Approval of a Professional Services Agreement with Brittain & Crawford, LLC, in an amount not to exceed \$70,000.00, for a survey in association with Water Project 5: Brighton Oaks Water Line Replacement project, and authorizing the City Manager to execute the Agreement
- 5f** Approval of a Purchase and Sale Agreement with Sanford P. Aron, for the purchase of the City-owned 6.2 acres at Colleyville Boulevard and Acuff Lane, and authorizing the City Manager to execute the Agreement

Mayor for a Day Grant Falls read Resolution R-26-5105 in its entirety.

Police Chief Michael Miller presented item 4b and explained the purpose of the regional team and use of the team by area cities over the last five years. He noted this item will provide for the Town of Northlake to be added to the Interlocal Agreement. He then introduced Roanoke Police Department Captain Clint Eustace, who currently serves the Regional SWAT as commander.

SWAT Commander Eustace answered questions of the City Council regarding communications with Northlake, SWAT equipment priorities, response times, population served by SWAT, and grant opportunities.

Public Works Director Lisa Escobedo presented items 4c, 4d, and 4e.

The City Council expressed their appreciation of the Texas Tree Trail and their excitement with the project.

Mayor Lindamood thanked Director Escobedo and her team Engineer Larry Wright, Project Engineer Earl Escobar and Capital Projects Program Manager Elijah Dorminy for designing the project construction documents in-house for the Brighton Oaks Water Line Replacement, saving residents approximately \$225,000.

Assistant City Manager Mark Wood presented item 4f for the purchase sale agreement for the 6.2 acres at Colleyville Boulevard and Acuff Lane for approximately \$3.1 million.

Mayor for a Day Falls opened and closed the public hearing without any speakers.

**Councilmember Graves made a motion to approve Resolution R-26-5105, seconded by Councilmember Holt Gunderson.**

**The motion was approved by the following vote:**

**Ayes: 8 – Mayor Bobby Lindamood, Mayor for a Day Grant Falls, Mayor Pro Tem Brandi Elder, Deputy Mayor Pro Tem Scotty Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

**Mayor Lindamood thanked Mayor for a Day Grant Falls for his work and Mayor For a Day Falls thanked the City Council and staff for the great day.**

## **6. ORDINANCE(S): FIRST READING AND PUBLIC HEARING**

### **6a Ordinance O-26-2357**

Amending Sections 3A and 3B of the Water and Sewer Policy and Procedure manual as contained in the Code of Ordinances of the City of Colleyville, Texas, adjusting water and wastewater volumetric rates to pass through changes from the Trinity River Authority

Mayor Lindamood read the caption of Ordinance O-26-2357.

Finance Director Cassie Smith presented this item noting this is the pass-through rate increase of both water and wastewater rates, to coincide with the Trinity River Authority's (TRA) rate change.

With City Council approval, the effective billable rates for the bills beginning February 2026 will be increased from \$6.2446 to \$6.6587 for the water volumetric rate, and the wastewater volumetric will increase from \$4.3115 to \$4.7853.

Mayor Lindamood reiterated this rate increase is a pass-through increase based on the TRA estimates.

Mayor Lindamood opened and closed the public hearing without anyone wishing to speak.

This was a first reading, and no action was taken.

## **7. RESOLUTION(S): READING AND PUBLIC HEARING**

### **7a Resolution R-26-5106**

Consideration of a Replat for Lots 1R, 2R, and 5 - 7, Block 1, Northeast Professional Park, located at 1105 Professional Court and 5301 Colleyville Boulevard, Case PC25-022

Mayor Lindamood read Resolution R-26-5106 in its entirety.

Community Development Director Ben Bryner presented replat for Lots 1R, 2R, and 5 - 7, Block 1, Northeast Professional Park, which will replat five lots and dedicate easements necessary for development. Director Bryner stated the proposed plat will meet the minimum requirements of the Land Development Code and/or other applicable city standards, codes, or policies.

Mayor Lindamood opened and closed the public hearing without anyone wishing to speak.

**Mayor Pro Tem Elder made a motion to approve Resolution R-26-5106, seconded by Councilmember Raine.**

**The motion was approved by the following vote:**

**Ayes: 7 – Mayor Bobby Lindamood, Mayor Pro Tem Brandi Elder, Deputy Mayor Pro Tem Scotty Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

### **7b Resolution R-26-5107**

Consideration of a Variance to the lot size (area and depth) regulations of the AG Agricultural district on Lot 1, Block 1, of the P.R.J. Acres addition, located at 2208 Glade Road, Case VC25-007

Mayor Lindamood read Resolution R-26-5107 in its entirety.

Community Development Director Ben Bryner presented the variance request to allow for a detached cabana to be constructed.

There was discussion of requesting the applicant file for a zoning change from AG to R-40.

City Council asked Shelly Claffey, the applicant to come forward. Ms. Claffey stated she believes the homeowner will agree to requesting a zoning.

Mayor Lindamood opened and closed the public hearing without anyone wishing to speak.

**Deputy Mayor Pro Tem Richardson made a motion to approve Resolution R-26-5108, seconded by Councilmember Graves.**

**The motion was approved by the following vote:**

**Ayes: 7 – Mayor Bobby Lindamood, Mayor Pro Tem Brandi Elder, Deputy Mayor Pro Tem Scotty Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

**7c Resolution R-26-5108**

Consideration of a Variance to the lot size (area and width) and street side yard setback regulations of the RD Two-Family Residential zoning district on Lot 23, Block 4, of the Fox Meadows Addition, located at 3301 Huntington Drive, Case VC25-008

Mayor Lindamood read Resolution R-26-5108 in its entirety.

Community Development Director Ben Bryner presented the variance request to allow for a detached accessory garage to be constructed.

There was discussion of the entire subdivision requesting rezoning to a PUD-R in the near future. Council also discussed the building material to be used regarding this variance request.

Applicant Todd Arnold came forward to answer questions of the City Council. Mr. Arnold reviewed the plan to make the street side view consistent with the current building by either borrowing some of the brick from the original building and then adding back matching masonry material, but they do want it to look as though the new structure was building at the same time of the house.

Mayor Lindamood opened and closed the public hearing without anyone wishing to speak.

**Mayor Lindamood made a motion to approve Resolution R-26-5108, with the amendment that at a minimum, the street frontage exposure of the structure be surfaced with a masonry material matching the primary structure, seconded by Councilmember Alphonso.**

**The motion was approved by the following vote:**

**Ayes: 7 – Mayor Bobby Lindamood, Mayor Pro Tem Brandi Elder, Deputy Mayor Pro Tem Scotty Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.**

**8. CITIZEN COMMENTS**

There was no one wishing to speak.

**9. REPORTS**

Colleyville Library Board Minutes - August 11, 2025

There was no action taken.

**10. RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR TUESDAY, JANUARY 6, 2026 - READING AND PUBLIC HEARING - RESOLUTION R-26-5109**

This resolution was not needed.

**11. ADJOURNMENT**

There being no further business before the City Council, Mayor Lindamood adjourned the meeting without objection by the City Council at 8:41 p.m.

Minutes taken and prepared by:

*Christine Loven, TRMC  
City Secretary*



# CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

---

**Agenda Number** 4b

**Agenda Date** 1/21/2026

**Number** Resolution R-26-5111

**Type** Resolution

**Department** Parks and Recreation

---

## **Title**

Approval to purchase a replacement Toro Multi Pro WM Turf Sprayer from Professional Turf Products, L.P., through the Buyboard Purchasing Cooperative in an amount not to exceed \$73,448.65, approving the disposal of the unit being replaced, and authorizing the City Manager to execute the proposal

## **Explanation**

### ***Reading and Public Hearing***

This item seeks the approval to purchase a Toro Multi Pro WM Sprayer for the Parks Department, at a total cost of \$73,448.65, and approval for the disposal of the unit being replaced. The unit being replaced is a 2008 model and has several mechanical issues and will be utilized as a trade.

The Toro Multi Pro WM model 41240 Turf Sprayer is equipped with a 200-gallon elliptical chemical tank, six diaphragm oversized pump, sprayer control console, and a rugged triangular spray boom.

The turf sprayer is utilized to apply various liquid pre-emergent, post-emergent, and fertilizer applications to City facilities including athletic fields, open spaces, and park areas.

## **Financial Impact**

The funding source for this purchase is the Parks Tomorrow Fund.

## **Recommendation**

Approve

## **Attachments**

1. Toro Multi Pro WM Turf Sprayer Proposal



Professional Turf Products, L.P.  
 1010 North Industrial Blvd.  
 Euless, Texas 76039  
 Professional Turf Products  
 (817) 785-1900  
 sales@proturf.com



Ship To	City Of Colleyville	Date:	12/19/2025
Bill To	BUYBOARD (CONTRACT # 706-23) - Credit Cards Not Accepted	Tax Rate	
Contact	Chris Haworth	Destination	
Address	29th St, Colleyville, TX 76034	Trade-In	\$1,000.00
		Finance	
Phone	(817) 980-5337	Account Type	CONTRACT
Email	chaworth@colleyville.com	QMS: ID	4430034
Comments:			

**Proposal**

Qty	Model #	Description	Extended
1	41240	Toro Multi Pro WM Sprayer Accessory (New - Multi Pro WM Sprayer Accessory)	
1	07378	4 Post ROPS Kit	
1	07419	Rear PTO Kit	
1	131-3302	Finish Kit - Manual Transmission	
1	07420	Hand Throttle	
11	120-0705	Light Blue 1.00 gpm nozzle @ 40 PSI	
2	131-6690	Seat Cover Small Grey	
1	41249	Foam Marker Kit	
1	41245	Electric Hose Reel Kit (KZ Valve)	
1	136-0459	Finish Kit, Multi Pro WM	
2	131-8432	Wide Tire with Grey Rim	
1	131-3751	Multi Pro MVP Kit	
1	07385	Toro Workman HDX - 2WD Kubota Diesel	
1	30249	MVP Kit 400 Hour	
		<b>Toro Multi Pro WM Sprayer on HDX-D 2WD</b>	<b>\$ 73,448.65</b>

SubTotal	\$ 73,448.65
Destination	INCLUDED
Tax (Estimated)	-
Less Trade In	(1,000.00)
<b>TOTAL</b>	<b>\$ 72,448.65</b>

**Comments:**

For all New Equipment, Demo units may be available for up to 20% savings.  
 For all New Equipment, Refurbished units may be available for up to 40% savings.  
 Due to unexpected issues with much of our supply chain, we are experiencing longer lead times than we have seen in the past. We are doing everything we can to get products to you as quickly as possible.

**Terms & Conditions:**

- Prices & Finance Rates are subject to change at any time. Monthly Payments are Estimates based on Prices & Rates when quoted.
- Due to the volatility of inflation, rising transportation costs, and supply shortages, some orders may incur additional cost increases that are beyond the control of PTP and the vendors we represent. These pricing adjustments may be made from the time the order is entered through equipment delivery. Any adjustments will be communicated to customers with orders in the system with a new sale price as they occur.
- Order cancellations are subject to fees up to 10% of the original order value.
- Equipment delivery time is estimated once credit is approved & documents are executed & is contingent on Manufacturer availability.

5. Payments by Credit Card are subject to convenience fee.
6. Used and Demo equipment is in high demand and availability is subject to change.
  - A. Upon firm customer commitment to purchase & credit is approved, said equipment availability will be determined.
  - B. In the event equipment is unavailable at time of order, PTP will employ every resource to secure an acceptable substitute.
  - C. PTP strongly advises the customer to issue a firm PO as quickly as possible after acceptance of quotation.
7. "Trade In Allowances" will be treated as a credit for future parts purchases on PTP account unless other arrangements have been made.

**Returns Policy:**

1. All returns & Canceled PO's are subject to restocking, refurbishing, usage, and shipping fees.
2. All returns must be able to be sold as new.
3. Items missing parts are non returnable.

**Payment:**

1. Terms are net 10 unless prior arrangements have been made.
2. Quoted prices are subject to credit approval.
  - A. PTP will work with third party financial institutions to secure leases when requested to do so.
  - B. When using third party financiers, documentation fees & advance payments may be required.
  - C. For convenience, monthly payments are estimated based on third party rate factors in effect at time of the quotation.
  - D. PTP assumes no liability in the event credit becomes unavailable or rates change during the approval process.
3. There will be a service charge equal to 1.5% per month (18% per annum) on all past due invoices.
4. By Law we are required to file a "Notice to Owner" of our intent to file lien in the event of payment default. This notice must be sent within 60 days of the date the original invoice and will happen automatically regardless of any special payment arrangements that may have been made.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

---

**Agenda Number** 4c

**Agenda Date** 1/21/2026

**Number** Resolution R-26-5111

**Type** Resolution

**Department** Engineering

---

### **Title**

Approval of the First Amendment to the Construction Services Agreement with Landscape Lighting of Fort Worth, Inc., dba Illuminations by Greenlee, for the SH26 Electrical and Lighting Extension Project in an amount not to exceed \$73,473.00, and authorizing the City Manager to execute the Amendment

### **Explanation**

#### ***Reading and Public Hearing***

On July 1, 2025, City Council approved Resolution R-25-5055, authorizing a construction agreement with Landscape Lighting of Fort Worth, Inc. dba Illuminations by Greenlee for the SH26 Electrical and Lighting Extension Project. The project was completed in late November. Construction management staff worked with the contractor and determined there could be significant cost savings regarding the project of approximately \$132,995.00, including contingency.

Staff requested a quote to complete lighting from Center Park Drive and Colleyville Boulevard to Brown Trail Drive, completing the southern corridor. The total cost of this additional work, including landscape restoration, will be \$73,473.00.

State law allows for change orders on construction contracts up to 25% of the total of the original contract. This change order in the amount of \$73,473.00 is approximately 14% of the total contract price of \$512,894.00 originally awarded to the contractor.

### **Financial Impact**

The TIF Fund is the designated funding source for this project. Prior to this amendment, the authorized agreement amount was \$512,894.00. If approved, this would increase the agreement by \$73,473.00, for a total not to exceed cost of \$586,367.00.

### **Recommendation**

Approve

### **Attachments**

1. Amendment 1

## **FIRST AMENDMENT TO CONSTRUCTION SERVICES AGREEMENT**

This First Amendment to Construction Services Agreement (“First Amendment”) is entered by and between the **City of Colleyville, Texas** (“City”) and **Landscape Lighting of Fort Worth, dba Illuminations by Greenlee**, (“Contractor”) as of the Effective Date.

**WHEREAS**, City and Contractor previously entered into a Construction Services Agreement for the Colleyville Boulevard Median Electrical project effective July 1, 2025, (“the Agreement”), and

**WHEREAS**, City and Professional now desire to amend the terms of the Agreement in the manner provided herein.

**NOW THEREFORE**, for and in consideration of the mutual covenants made herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City and Professional agree as follows:

1. Exhibit A of the Agreement (Scope of Services) is hereby amended to incorporate the revisions to the Project scope contained in Amendment 1 attached hereto and incorporated herein as Exhibit A to this First Amendment.
2. The total compensation amount stated in Section 5 of the Agreement (entitled “Payment”) is hereby amended to provide for a total not to exceed amount of \$586,367.00
3. Except as provided in Paragraphs 1 and 2 above, the provisions of the Agreement, as previously amended, remain in full force and effect.
4. This First Amendment shall be deemed effective on the date it has been signed by the authorized representatives of City and Contractor (“the Effective Date”).

*Signatures on following page*

<p>For City:</p> <p>CITY OF COLLEYVILLE, TEXAS</p> <p>By: _____  Jerry Ducay  City Manager</p> <p>Date: _____</p>	<p>For Contractor:</p> <p>ILLUMINATIONS BY GREENLEE</p> <p>By: _____  Terry Lassenigne  President</p> <p>Date: _____</p>
<p><u>Notice Address:</u></p> <p>City of Colleyville  Attn: City Manager  100 Main Street, 3<sup>rd</sup> Floor  City of Colleyville, Texas 76034  E: jducay@colleyville.com</p> <p>ATTEST:</p> <p>By: _____  Christine Loven  City Secretary</p> <p>Date: _____</p>	<p><u>Notice Address:</u></p> <p>Landscape Lighting of Fort Worth, Inc., dba  Illuminations by Greenlee  Attn: Terry Lassenigne, President  2840 Simpson Lane  Carrollton, Texas 75006  E: terry@illuminationsbygreenlee.com</p>



Illuminations by Greenlee  
 Change Order Number 1  
 Colleyville Blvd Median Lighting  
 January 21, 2026

City of Colleyville  
 100 Main Street  
 Colleyville, Texas 76034  
 817.503.1090

### EXHIBIT A

You are directed to make the following changes in this contract:

NO.	DESCRIPTION	UNIT	QTY	Contract Amount		Change Order #1		
				UNIT PRICE	TOTAL PRICE	QTY	Unit Price	Net Change
1	Mobilization and Bonds	LS	1	\$19,750.00	\$19,750.00	0	\$ 19,750.00	\$ -
2	Traffic Control, as required by Plans and Specifications	MO	3	\$13,950.00	\$41,850.00	1	\$ 9,999.00	\$ 9,999.00
3	Erosion control/SWPPP, complete and as shown, detailed and specified	LS	1	\$74,120.00	\$74,120.00	-1	\$ 74,120.00	\$ (74,120.00)
4	Conduit and power connections to ONCOR, Pedestals and appurtenances for uplights, outlets, and irrigation controllers, complete and as shown, detailed and specified	LS	1	\$44,564.00	\$44,564.00	1	\$ 7,780.00	\$ 7,780.00
5	Electrical Pedestals, complete and as shown, detailed and specified	EA	4	\$6,875.00	\$27,500.00	-1	\$ 6,875.00	\$ (6,875.00)
6	Boring for sleeves (Under SH 26 from median to Pedestal), complete and as shown, detailed, and specified	LF	148	\$70.00	\$10,360.00	185	\$ 70.00	\$ 12,955.00
7	BK Tree uplights, complete and as shown, detailed and specified	EA	100	\$1,085.00	\$108,500.00	44	\$ 1,085.00	\$ 47,740.00
8	GFCI duplex power outlets, complete and as shown, detailed and specified	EA	50	\$425.00	\$21,250.00	22	\$ 425.00	\$ 9,350.00
9	Conduit for tree uplights, complete and as shown, detailed and specified	LF	3300	\$17.35	\$57,255.00	1,289	\$ 17.35	\$ 22,364.15
10	Conduit for GFCI duplex power outlets, complete and as shown, detailed and specified	LF	3300	\$7.50	\$24,750.00	1,289	\$ 7.50	\$ 9,667.50
11	Conductor for tree uplights, complete and as shown, detailed and specified	LF	3300	\$7.65	\$25,245.00	1,289	\$ 7.65	\$ 9,860.85

NO.	DESCRIPTION	UNIT	QTY	Contract Amount		Change Order #1		
				UNIT PRICE	TOTAL PRICE	QTY	Unit Price	Net Change
12	Conductor for GFCI duplex power outlets, complete and as shown, detailed and specified	LF	3300	\$5.00	\$16,500.00	1,289	\$ 5.00	\$ 6,445.00
13	Trench 6" depth in existing landscape for electrical conduit, complete and as shown, detailed and specified	LF	3300	\$8.50	\$28,050.00	1,289	\$ 8.50	\$ 10,956.50
14	Repair and replace existing landscape disturbed by light fixture and electrical installations, complete and as shown, detailed and specified	LF	3300	\$4.00	\$13,200.00	1	\$ 7,350.00	\$ 7,350.00

<b>Original Contract Amount</b>	<b>\$ 512,894.00</b>	<b>\$ 73,473.00</b>
<b>Change Order</b>	<b>\$ 73,473.00</b>	
<b>FINAL CONTRACT AMOUNT</b>	<b><u>\$ 586,367.00</u></b>	

**ADDITIONAL DAYS** **30 Days**

\_\_\_\_\_

Illuminations by Greenlee

\_\_\_\_\_

City of Colleyville, Jerry Duca, City Manager

\_\_\_\_\_

Date

\_\_\_\_\_

Date



*by Greenlee*

2840 Simpson Lane, Carrollton Texas 75006 Dallas Phone (972) 478-5747  
Ft. Worth Phone (817) 877-1606  
Fax (972) 478-7348  
[www.illuminationsbygreenlee.com](http://www.illuminationsbygreenlee.com)  
TECL 19740

Date: September 22, 2025  
Revised 1-12-2026  
Company: City of Colleyville  
100 Main St.  
Colleyville, TX 76034  
  
To: Elijah Dorminy  
Phone: 817-503-1104  
From: Terry Lasseigne  
Re: Change Order  
Project: Colleyville Blvd Median Electrical  
City: Colleyville, TX

**Scope of work:**

**Additional Work**

**From Center Park to Bridge**

<b>Traffic control</b>		<b>\$5,178.00</b>
<b>28 – Tree uplights</b>	<b>1,085.00</b>	<b>\$30,380.00</b>
<b>14 – GFI plugs</b>	<b>425.00</b>	<b>\$5,950.00</b>
<b>889 – Underground</b>	<b>46.00</b>	<b>\$40,894.00</b>
<b>1 – Bore</b>		<b>\$6,825.00</b>
<b>Power to existing panel</b>		<b>\$3,620.00</b>
<b>Repair existing landscape from work</b>		<b>\$3,500.00</b>
	<b>Total</b>	<b>\$96,347.00</b>

\*This bid is quoted based on normal work hours of 8:00 am to 4:00 pm. If Holiday, weekend/overtime work, and any completion date that is not disclosed at bidding is required, an additional fee will apply.

Regulated by the Texas Department of Licensing and Regulation, P.O. Box 12157  
Austin, Texas 78711, 1-800-803-9202, 512-463-6599, [www.license.state.tx.us/complaints.com](http://www.license.state.tx.us/complaints.com)

**Scope of Work (Continued)**

<b>From Bridge to Brown Trail</b>		
Traffic control		<b>\$4,821.00</b>
16 – Tree up B.K.	<b>1,085.00</b>	<b>\$17,360.00</b>
8 – GFI Plug	<b>425.00</b>	<b>\$3,400.00</b>
400’ – Electrical		<b>\$18,400.00</b>
1 – Bore		<b>\$6,130.00</b>
Power from Island to existing landscape panel near Braum’s		<b>\$4,160.00</b>
Repair existing landscape from work		<b>\$3,850.00</b>
	<b>Total</b>	<b>\$58,121.00</b>
	<b>Grand total</b>	<b>\$154,468.00</b>

**Exclusions: T-power, Bores, any fee to Power Company, Application for service.**

**Note: Due to the current market, above price is only good for 30 days.  
If cost of materials increases, we reserve the right to revise the bid.**

\*This bid is quoted based on normal work hours of 8:00 am to 4:00 pm. If Holiday, weekend/overtime work, and any completion date that is not disclosed at bidding is required, an additional fee will apply.

Regulated by the Texas Department of Licensing and Regulation, P.O. Box 12157  
Austin, Texas 78711, 1-800-803-9202, 512-463-6599, [www.license.state.tx.us/complaints.com](http://www.license.state.tx.us/complaints.com)



## CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

---

**Agenda Number** 4d

**Agenda Date** 1/21/2026

**Number** Resolution R-26-5111

**Type** Resolution

**Department** Information Services

---

### **Title**

Approval of a VMWare License and Support Agreement, with SHI Government Solutions, Inc. (SHI), through the TIPS Purchasing Cooperative, in an amount not to exceed \$82,242.56, and authorizing the City Manager to execute the Agreement

### **Explanation**

#### ***Reading and Public Hearing***

Staff utilizes applications and services hosted by the City's on-premise virtual VMWare environment on a daily basis. Our City Intranet, Sharepoint, Permitting, Timekeeping, Financial, Telecommunications, Security, Inventory, GIS, Printing, and many more services depend on this infrastructure to run properly. The VMWare virtualized server environment, in conjunction with other tools, aids the City in improved disaster recovery, IT security mitigation, and data replication tasks.

In 2023, the City transitioned to a bundled annual three-year license and support agreement to minimize annual costs. This agreement expires in February 2026. Due to significant increases in cost and market volatility, a three-year license is not feasible. Approval of this item is for a one-year renewal license agreement with SHI Government Solutions, Inc. (SHI), for the City's VMWare license and support, in the amount of \$82,242.56.

### **Financial Impact**

Funding is available in the miscellaneous contractual services line item of the Information Systems Management Program operating budget.

### **Recommendation**

Approve

### **Attachments**

1. SHI Quote



Pricing Proposal  
Quotation #: 27002605  
Created On: 12/29/2025  
Valid Until: 1/29/2026

---

## TX-City of Colleyville

---

---

## Inside Account Executive

---

### Patrick Stotts

100 Main Street  
Colleyville, TX 76034  
United States  
Phone: 817-503-1081  
Fax:  
Email: pstotts@colleyville.com

### Alex Jasko

300 Davidson Ave  
Somerset, NJ 08873  
Phone: 732-652-3061  
Fax:  
Email: alex\_jasko@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 VMware vSphere Foundation 8 - 1 Year VMware - Part#: VCF-VSP-FND-1Y Contract Name: TIPS - Technology Solutions, Products and Services Contract #: 230105 Coverage Term: 2/2/2026 – 2/1/2027	512	\$160.63	\$82,242.56
		Total	\$82,242.56

### Additional Comments

---

Keep in mind, VMWare recently changed their approval process for reinstatement fees. A completed waiver form and valid business case are required in order to be considered for approval. Please make sure to send over all POs prior to you expiration date to avoid the reinstatement fee.

### Please note the following:

- 1) VMware EULA <https://docs.broadcom.com/docs/end-user-agreement-english>
- 2) VMware Does Not offer a standard return policy
- 3) Service offerings are non-refundable. For these products, orders are non-cancellable and non-returnable from point of order.
- 4) PSO Credits are only active for 1 Year

Please Note, Broadcom product lines have the following reinstatement fee policy:

- o Effective immediately, late orders will be charged a 25% reinstatement fee.
- o Every additional week late will result in an incremental 10% fee added

Thank you for choosing SHI-GS! The pricing offered on this quote proposal is valid through the expiration date set

above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

**SHI Government Solutions, Inc. is 100% Minority Owned, Woman Owned Business.**  
**TAX ID# 22-3695478; DUNS# 14-724-3096**

---

*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*



## CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

---

**Agenda Number** 4e

**Agenda Date** 1/21/2026

**Number** Resolution R-26-5111

**Type** Resolution

**Department** City Manager

---

### **Title**

Approval of an agreement with CivicPlus, LLC, for website redevelopment and content management in an amount not to exceed \$84,404.72, for the initial twelve-month term, and a recurring annual fee for services thereafter in the initial amount of \$39,999.02, subject to increase in future annual terms, and authorizing the City Manager to execute the agreement

### **Explanation**

#### ***Reading and Public Hearing***

The City of Colleyville's website was last updated in 2017 and is due to be updated again. Technology expectations evolve quickly and it is important for the City to provide updated, user-friendly content to the public. Additionally, the Department of Justice has issued new accessibility requirements for all state and local government websites. For cities with populations under 50,000, compliance is required by April 2027. The specific requirements include meeting Web Content Accessibility Guidelines (WCAG) 2.1, Levels A and AA. These are a set of rules and best practices that help ensure websites and mobile apps are usable by everyone, including people with vision impairments (like blindness or low vision), hearing loss, mobility or dexterity challenges, and learning or cognitive disabilities.

Recognizing that the City will need a capable partner to assist with the necessary website updates, the attached Request for Proposal (RFP) was issued in October 2025. A mandatory Pre-Bid Meeting was held on October 22, 2025 with 37 individuals in attendance. Nine proposals were received by the November 18, 2025 deadline, with four being qualified (followed RFP instructions and met minimum criteria).

A Website Proposal Review Committee was formed, comprised of 16 staff members across almost every City department. The Committee reviewed each of the four qualified proposals and selected three vendors for interviews: Promet Solutions, GHD, and CivicPlus. Following the interviews, the Committee selected CivicPlus as the vendor best able to meet the City of Colleyville's needs. The City already uses a CivicPlus solution for agenda management known as CivicClerk.

This agenda item provides for approval of an agreement with CivicPlus, LLC to develop a refreshed website for the City, including sub-sites for the Library and Parks and Recreation Departments. The scope of work (full details listed in the attached RFP) includes migrating and cleaning up all existing content, as well as certifying compliance

with the new ADA requirements. After the new website goes live, the agreement provides for annual website hosting. Staff has also recommended and included in the agreement access to a virtual webmaster for five hours each month and five licenses for a remediation tool to assist with document review for accessibility requirements.

Upon approval of the agreement, a project kickoff meeting will be scheduled, a detailed project timeline will be created, and the discovery process will begin. Design concepts and layouts will be explored, with three options for the [Colleyville.com](http://Colleyville.com) main page brought forward to the City Council for consideration. By beginning this process at the beginning of 2026, the City will have sufficient time to complete the website project well in advance of the April 2027 deadline for compliance with the new accessibility rules.

### **Financial Impact**

The proposed agreement provides for an investment of \$84,404.72 for the initial term and \$39,999.02 for annual recurring services thereafter. Funding for the redesign has been provided for in the City's FY2026 capital plan.

### **Recommendation**

Approve

### **Attachments**

1. Colleyville Website RFP
2. CivicPlus LLC RFP Submittal (confidential pages removed)



City of Colleyville  
 100 Main Street  
 Colleyville, TX 76034  
 City Manager's Office

**CITY OF COLLEYVILLE**  
**REQUEST FOR PROPOSALS**  
**RFP #2025-002**

**DUE DATE: 2:00 p.m. NOVEMBER 18, 2025**

**Website Redevelopment: Redesign, Content Management System, Hosting, and Engagement Tools**

**PURPOSE OF REQUESTS**

The City of Colleyville is seeking proposals from professionals, and qualified website and content management firms to redesign the City's official website, [www.colleyville.com](http://www.colleyville.com). A full redevelopment of the City's official website is a strategic priority identified by the City Council. Proposals will be evaluated in accordance with the criteria set forth within this RFP.

Event Description	Time/Duration	Date
First Public Advertisement	One (1) Week	October 5, 2025
Second Public Advertisement	One (1) Week	October 12, 2025
Third Public Advertisement	One (1) Week	October 19, 2025
Mandatory Pre-Bid Meeting	2:00 – 3:00 p.m.	October 22, 2025
Deadline to submit written questions	5:00 p.m.	October 29, 2025
Deadline to respond to questions	5:00 p.m.	November 7, 2025
<b>Deadline to Submit Proposals and all required forms</b>	<b>2:00 p.m.</b>	<b>November 18, 2025</b>
Shortlist selected firms to provide onsite or web-based demonstrations. <i>Day/time is subject to change.</i>		December 1 – 5, 2025
Selected finalists' interviews. Additional demonstrations may be scheduled if deemed necessary. <i>Day/times are subject to change.</i>		Dec 8 – 12, 2025
Contract negotiation		Dec 15 – 19, 2025
Anticipated contract awarded to selected firm. <i>Date subject to the negotiation of contract terms and City Council meeting schedule.</i>	7:30 p.m.	January 20, 2026

# Table of Contents

- BACKGROUND ..... 3
- OBJECTIVES ..... 3
- PROPOSAL INSTRUCTIONS..... 5
- MANDATORY PRE-BID MEETING..... 5
- EVALUATION OF PROPOSALS..... 6
- RIGHT TO REJECT ..... 7
- NOTIFICATION OF CONTRACT AWARD..... 7
- QUESTIONS..... 7
- DEMONSTRATION OF EXPERIENCE..... 7
- Format for Proposal ..... 8
  - Cover Letter/Letter of Introduction ..... 8
  - Executive Summary..... 8
  - Company Profile..... 8
  - Project Team ..... 8
  - Firm Experience and Qualifications ..... 9
  - Features, Functionality, and Design ..... 9
  - Implementation Plan..... 9
  - Ongoing Services ..... 9
  - Cost Proposal..... 10
  - Additional Products Offered ..... 10
- SCOPE OF WORK ..... 11
  - Discovery ..... 11
  - Design ..... 11
  - Development ..... 13
  - Content Migration..... 16
  - Review and Testing ..... 16
  - Training ..... 17
  - Launch..... 17
  - Support and Hosting..... 18
  - Website Analytics ..... 18
- ATTACHMENTS ..... 19

## BACKGROUND

The City of Colleyville is a distinguished suburban community located in northeastern Tarrant County, Texas. As of 2023, the city boasts a population of approximately 26,000 residents. Colleyville began in the 1850s with the development of several small communities that consolidated in 1956. The City was named in honor of Dr. Lilburn Howard Colley, a respected physician who settled in the area.

Over the decades, Colleyville has transformed from a rural settlement into an affluent suburb, known for its commitment to preserving a small-town atmosphere while offering high quality amenities. The City covers an area of 13.1 square miles and is characterized by its low population density, spacious residential lots, and abundant green spaces. Colleyville is also recognized for its high educational attainment, with a significant proportion of residents holding bachelors and advanced degrees.

Colleyville is a largely residential community, with a few business corridors that contribute to the exceptional quality of life residents enjoy. City revenues are predominantly from property taxes, with sales tax as a secondary major revenue source.

These funds are used to administer a wide range of public services for residents and businesses of Colleyville including, but not limited to, water and wastewater services, garbage and recycling collection, public safety and emergency services, and other community services including parks and recreation, library services, and public works.

The City of Colleyville has domain rights to <https://www.colleyville.com> which serves as a digital information portal for the City. This website is often the first point of connection residents have with the City offering a variety of digital services. With an ever-changing digital landscape, the City has identified the need to filter, redesign, and improve the website's design, functionality, and engagement tools.

Colleyville's website was last revamped in 2017 and has since seen the introduction of new programs, services, and accessibility features that must be accessible to the public. The evolution of digital trends and preferences also warrants a re-examination of the way content is organized and accessed on the website.

Granicus currently hosts the City's website. The 2017 website update was conducted by Vision, just prior to that company being purchased by Granicus.

Finally, the City of Colleyville's website policy requires the website to remain ADA compliant as required by the Americans with Disabilities Act and adhere to other state mandates as identified by the Texas Legislature.

## OBJECTIVES

The City of Colleyville is seeking proposals from qualified website design and content management firms to redesign and host the City's existing website ([www.colleyville.com](http://www.colleyville.com)). The project includes

content management software (CMS), conversion, installation, training, ongoing support, development, and inclusion of interior/department micro/sub-sites. The experienced company should have a team of experts who understand local government, to help us achieve our vision – all while providing 24/7/365 support. The objectives of the website project include:

- Replacement of the current site with a website that offers the latest in technology to government organizations to enhance user experience, simplify content management, and provide improved citizen-centric information and customer service to its community.
- A website that utilizes current web-based and mobile technologies to engage with the community.
- A well-designed, easy to use website that provides a positive end user experience while meeting high standards for design quality and visual appeal.
- Development of internal department/micro/sub-sites for the Library and Parks and Recreation departments.
- An intuitive system for content creators that are publishing to the website.
- Implementation of electronic workflow for website postings.
- Redesign of the information architecture and navigation of the City's website.
- Replacement or upgrade of the existing website CMS software.
- Functionality with currently integrated programs.
- Easy integration with future programs, particularly those that allow for virtual services and engagement tools.
- Creating a brand-recognizable website using the City's logo and branding guidelines.
- American with Disabilities Act (ADA) compliance and accessibility consistent with federal, state, and local requirements.
- Capability of website translation.
- Identify and provide web-based information management tools to comply with the City's retention and access to public information requirements.
- Identify and provide web-based management tools to enhance website services for the community.
- Provide maintenance of the site to include structural changes or new page additions, as well as any content updates that go beyond the basic. Department staff will only be authorized to make basic content management updates to pages.
- Security in compliance with local, state, and federal standards.
- Provide hosting services for the website in a secure data center within the continental United States.

# PROPOSAL INSTRUCTIONS

The City of Colleyville will accept proposals until **2:00 p.m. on Tuesday, November 18, 2025**. All submittals, including vendor questions, must be submitted electronically through the following website: <http://www.civcastusa.com>. Questions will **not** be accepted or responded to over the phone or via email.

City staff will begin reading the proposals on Tuesday November 18, 2025 at 2:01 p.m.

- Dial-in Number 1-972-497-2499      Conference Code: 558104

This website will also be updated with responses to questions or addenda. It is the sole responsibility to the vendor to periodically check for addenda which may have been posted on the Civcast USA website.

Submittals not received on or before the specified deadline stated above will not be accepted (no exceptions). Proposals submitted in response to this RFP shall be valid for 90 days from the submittal due date. The City of Colleyville reserves the right to request follow-up information or clarification from vendors in consideration. Vendor is responsible to ensure delivery by the date and time included.

The City reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a vendor which will best serve the interests of the City. Each response to this RFP shall be done at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the City of Colleyville for reimbursement will be accepted.

All respondents are required to attend a Mandatory Virtual Pre-Bid Meeting on Wednesday, October 22, 2025 at 2 p.m. via Microsoft Teams. The City will not accept proposals from agencies that do not attend the Mandatory Pre-Bid Meeting.

Proposal submissions shall contain a thorough description and analysis of the following information in the order presented below:

1. Cover Letter/Letter of Introduction
2. Executive Summary
3. Company Profile
4. Project Team
5. Firm Experience and Qualifications
6. Scope of Work including Features, Functionality, and Design; Implementation Plan, Ongoing Services, and Deliverables
7. Cost Proposal
8. Project Schedule
9. Additional Products Offered

## MANDATORY PRE-BID MEETING

To ensure a clear understanding of the project’s scope, objectives, and requirements, the City of Colleyville will host a virtual mandatory pre-bid meeting. This meeting will provide prospective bidders with valuable insights into the vision for the new website, technical specifications, functional requirements, and design preferences. This meeting will be held virtually via Microsoft Teams on Wednesday, October 22, 2025 at 2 p.m.

Microsoft Teams Link	Date	Time	Meeting ID	Passcode
<a href="#">City of Colleyville Pre-Bid Meeting   Meeting-Join   Microsoft Teams</a>	Wednesday, October 22, 2025	2:00 p.m. – 3:00 p.m. (CST)	932 809 105 089 8	dA7Zv6

Attendance at this pre-bid meeting is mandatory for any vendor/firm intending to submit a proposal for the development and design of the City of Colleyville’s website. This meeting will provide a comprehensive understanding of the expectations and allow potential bidders to ask questions directly to team members.

## EVALUATION OF PROPOSALS

Responses to this RFP will assist the City in identifying the most qualified web vendor and demonstrate each firm’s level of commitment. The City will evaluate proposals based on qualifications, references, and overall fit within the City of Colleyville’s proposed scope of work and pricing.

Following the initial evaluation, the committee will compile a “shortlist” of vendors. Shortlisted vendors will be required to provide a full demonstration of their products and services, either in-person or virtually. Specific times and dates will be scheduled by city staff for the week of December 1 - 5.

Evaluation Criteria	Points
Website functionality and technical capabilities; Digital tools/applications and capabilities to connect and sync with third-party technology	30
Unique design and functionality of municipal organization website	30
References and reputation	10
Support, Maintenance, and Training	20
Costs and Fees	10
<b>Total Points</b>	<b>100</b>

The City staff committee will select finalists for interviews and additional demos if needed. Finalist interviews will be held between December 8 - 12. After full consideration, a contract will be

negotiated with the awarded vendor. This negotiated agreement shall become effective and binding once the City of Colleyville City Council awards the contract and approves the agreement.

The RFP does not obligate the City of Colleyville or the selected vendor until a contract is signed and approved by both parties. If approved, it is effective from the date the contract is signed. The City shall not be responsible for work done, even in good faith, prior to the final approval of the proposed contract.

## **RIGHT TO REJECT**

The City of Colleyville expressly reserves the right to: (1) reject any and all proposals, in whole or in part, received in response to this RFP; (2) accept any proposal(s) that it determines shall best meet the City's goals, objectives, and standards, regardless of whether or not said proposal is the lowest priced option; (3) waive any non-material defect, informality, or irregularity in any proposal or proposal procedure; and/or (4) negotiate separately the terms and conditions of all or any part of the proposals as determined to be in the City's best interest and at its sole discretion. A contract for the accepted proposal will be based upon the factors described in the RFP and will contain additional legal terms and conditions.

## **NOTIFICATION OF CONTRACT AWARD**

Upon conclusion of final negotiations with the successful candidate, all candidates submitting proposals in response to this RFP will be informed of the name of the successful candidate.

In compliance with the State of Texas Government Code, Section 2252.908, the successful business entity awarded a contract by the City of Colleyville must complete Form 1295 – "Certificate of Interested Parties" – and must provide a signed and notarized printed copy of the form and a separate certification of filing. The form can be found at [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

## **QUESTIONS**

Inquiries concerning this RFP **must** be submitted electronically by 5:00 p.m. Wednesday, October 29, 2025 via the <http://www.civcastusa.com> website. Questions will not be accepted or responded to over the phone or via email. The City of Colleyville reserves the right to deny response to submitted inquiries received after Wednesday, October 29, 2025.

## **DEMONSTRATION OF EXPERIENCE**

As part of the response, please provide examples and reference information (including organization name, project name, organization contact name, phone, and email address) demonstrating experience in the areas listed below.

- Provide examples of your work with organizations whose customers represent the full spectrum of a community with The City of Colleyville demographic diversity.

- Provide examples of your work with government organizations, specifically municipalities, or municipal-type services providers in a scale comparable to the City.
- Provide examples of start-to-finish work that helped organizations solve complex user needs that included providing simplified ways of curating and surfacing related content.
- Provide examples of your clear data and research-driven methodology for website development and design.
- Provide examples demonstrating the expertise to drive flexible design that performs effectively on desktop, mobile, and tablets across all operating systems and multiple browsers.

## Format for Proposal

The City of Colleyville will evaluate vendor experience, qualifications and capabilities for developing and implementing a new City website. The response should be formatted to address all items outlined below. Responders are required to submit a written narrative addressing each of the outlined section items including section bullets:

### Cover Letter/Letter of Introduction

- A statement of interest to identify the firm and the principal in charge of submitting the RFP.

### Executive Summary

- Overview and summary of how your company will assist the City of Colleyville in achieving the goals outlined in this RFP
- Any differentiators that set your solution apart from your competitors

### Company Profile

- Legal name of company
- Brief company history, highlighting your experience working with local governments
- Length of time the company has been in business
- Number of current employees
- Name, telephone number, and email address for the company's main point of contact during the RFP process

### Project Team

- Name and define the different roles in your company's project team
- List any specific team leaders with the following
  - Name and title
  - Description of role
  - Education and experience

- Explain how your project team will communicate with the City and keep track of development progress

One-source vendors are preferred. If utilizing subcontractors for any portion of the project including engineering, design or support, provide key personnel and company information.

## Firm Experience and Qualifications

- Public Sector/Municipal References (minimum of five, including information below)
  - Client name
  - Website URL
  - Client contact person and title
  - Phone number
  - Email address

## Features, Functionality, and Design

At minimum:

- Detail availability of all features and functionality listed in Required Features and Optional Features sections of this RFP
- Provide a short narrative outlining your company's design process and benefits

## Implementation Plan

- Typical timeline/schedule
- Detailed explanation of all project phases including consultation, design, development, content migration, training, and implementation
- What role the City of Colleyville will play in the project

## Ongoing Services

- Continuing Service and Support including
  - Technical support services – emergency and non-emergency availability
  - Availability of online training manuals and ongoing support
  - Describe product release, enhancement, and upgrade process
- Hosting and Security
  - 99.9% uptime (outside of scheduled maintenance) guaranteed by Service Level Agreement to be supplied upon request
  - Data Center
    - Tier II, managed network infrastructure, on-site power backup and generators, redundant network, 24/7/365 system monitoring, multiple data centers
  - Hosting
    - Automated software updates and security patches, redundant firewall solutions, high performance SAN with N+2 reliability
  - Bandwidth

- Multiple network providers, burst bandwidth of at least 22Gb/s
- Disaster Recovery
  - 24/7 emergency support, online status monitor, event notification emails, recovery time objective no greater than eight hours, recovery point objective no greater than 24 hours, preemptive monitoring, geographically redundant backup
- DDoS Mitigation

## Cost Proposal

- The vendor must include an itemized, detailed fixed price proposal for all costs associated with this RFP that include:
  - A narrative that describes the bidder's pricing approach, including any optional services, new or innovative technologies, or implementation or operational approaches that may provide cost savings
  - Any assumptions that were made to reach the costs provided in the Cost Proposal. Cost proposals should clearly cover the following attributes but not limited to:
    - Product cost/license costs(s) including basis for cost (number of users, etc.)
    - Total cost of pass-through expenses
    - Implementation costs
    - Configuration or customization costs
    - Hosting costs
    - Third-party tools (if any)
    - Instrument integration costs (if any)
    - Add-on Features
    - Data storage limits and fees (if applicable)
  - Training costs
    - Number of days/hours of training – specify if virtual or on-site
    - If on-site, indicate if travel is included or a separate cost
  - Additional included products and/or functionality
  - Ongoing annual services including:
    - Hosting and security
    - Maintenance
    - Technical Support
    - Updates post-launch or annual platform subscription for three to five years
    - Ongoing support for content updates beyond basic updates (i.e. page additions and structural changes to the site)
  - Cost for future web design work
  - Separately list any optional project enhancements you believe will benefit the City of Colleyville's project.

## Additional Products Offered

- Limited to one (1) page - Give brief descriptions of other products offered by the company. Do not include marketing brochures, promotional collateral or excessive non-relevant information

## SCOPE OF WORK

The City of Colleyville expects the project schedule to be informed by the Scope of Work outlined in this RFP. Proposed services must include development, configuration, start-up services, migration of existing content, training, and ongoing technical and service support. The Scope of Work details major phasing for these services identifying milestone delivery. While this Scope has been designed to satisfy the objectives of this project, the City may consider suggestions for different or additional phase details. The first three phases, Discovery, Design and Development, are anticipated to take between six to nine months.

Throughout the project, the selected vendor will be expected to attend key meetings to communicate project status and findings. For each phase, it will be required that detailed notes of meetings be recorded and presented as part of the project documentation.

The following are an inclusive, but not necessarily exhaustive, list of requirements and deliverables for each phase. If the responding vendor follows methodologies and processes which includes additional or different steps, phases, or deliverables, please include that in the proposal response.

User Testing is expected at all applicable phases, and the testing deliverable will be in the form of a findings report for each applicable phase.

### Discovery

The following is an inclusive, but not necessarily exhaustive, list of requirements and deliverables for the Discovery phase:

#### Requirements:

- Hold meetings with key staff to understand the City's mission, vision, and branding and how these criteria impact the website project.
- Work with City staff to conduct a website audit. The data from the audit will be used to identify the core content, prioritize content, eliminate duplicate and outdated content, and inform the user interface and internal architecture of the site.
- Working with the City's team, identify and analyze the City's online resources and third-party applications and how they interface with the website.
- Develop a detailed project schedule.

#### Deliverables:

- Deliverables will include a Findings Report outlining recommendations for meeting project objectives and an outline of the proposed site infrastructure.

- Detailed Project Schedule.

## Design

The following is an inclusive, but not necessarily exhaustive, list of requirements and deliverables for the Design phase:

### Requirements:

- Conduct necessary user research and usability testing throughout the life of the project to achieve objectives.
- Redesign [www.colleyville.com](http://www.colleyville.com) based on the City's branding guidelines and collaboration with the City Office of Communications.
- Support for .com to .gov transition.
- Ability to add emergency alerts to website main page that do not distort or change the main page design/content (scrolling/banner or pop up alert).
- Ability to add emergency alerts at the department page level (for departments with their own sub-site)
- Slideshow capabilities including, but not limited to, rotating photos and banners (dependent upon new design).
- List module for creation and organization of logically related items into lists that can be shared on multiple pages but managed within a single list. Example list content: contacts, links, and documents.
- Fully mobile responsive design – site adjusts to screen size on all devices it is being viewed on, includes forms, calendars, etc.
- Design up to two internal micro/departmental/sub-sites to function independently within the main site. Additional sites may be requested. Provide price specs per micro/department/sub-sites.
- Library sub-site functionality must include:
  - Cohesive design with main City website, but customizable functionality
  - Feature library catalogue search
  - Freedom on main page to add widgets such as a calendar (pulled from another software vendor)
- Parks & Recreation sub-site functionality must include:
  - Freedom to display widget for seasonal brochure (pulled from another software vendor)
  - Attractive connection to Active Net for program registration
  - Ability to display an attractive map of park facilities and locations, with amenities listed for each; Park Finder functionality to filter/search parks by amenities
  - Ability to change out photos on main page to feature seasonal programs

- More opportunity to have pictures and videos
- Fillable forms that can be submitted for facility reservations (not program registration)
- Should use platform-agnostics standards for dynamic content elements and responsive design.
- The design process will include three different design options for consideration to achieve approval of the final design.
- Ensure the design interface aligns with search engine optimization best practices.
- Develop new and refined site information architecture which will:
  - Prioritize content.
  - Simplify discoverability.
  - Provide the optimal user interface for residents.
- Align the new design to comply with the Americans with Disabilities Act and the fundamentals of Universal Design to provide optimal accessibility to all users.
- The City of Colleyville shall retain rights for all written content, images, and videos developed for the site.

#### Deliverables:

- Detailed design layouts and color schemes for primary and micro/department/sub site pages and feature templates.
- Detailed functional specifications.
- Prepare a comprehensive Style Guide that can be edited by the City as necessary.
- Usability test results and related data.

## Development

The following is an inclusive but not necessarily exhaustive list of requirements and deliverables for the Development phase.

This list includes deliverables that are necessary to begin content migration.

#### Requirements:

Develop a fully operational, responsive, and functional website framework using a comprehensive Content Management System (CMS) solution.

- The CMS must be accessible via external access on multiple devices.
- Provide a search engine solution that will support indexing of all content within the CMS.
- Integrate all existing third-party applications and allow for the easy integration of additional third-party applications.

#### Content Management Features:

- Content Editor
  - Rich text editor
  - Spell check
  - Ability to limit certain rich text features according to the Style Guide.
  - Content publisher control of associated meta data.
- Content Management
  - Document center to organize, manage, and publish documents and images according to subject matter and department needs.
  - Ability to add, edit, and move content directly on the front end of the site without the need to utilize or be trained in writing HTML or CSS code.
  - Ability to optimize uploaded graphics and photo files for quick page loading up to 1GB, back-end ability to search within published and unpublished documents.
  - Ability to host live video stream of certain City meetings as well as recordings of past meetings up to designated retention policy.
  - Ability to host videos in an attractive display rather than links to YouTube(to look more like a photo)
  - Ability to host a connection to CivicClerk agenda software for access to meeting agendas and minutes
  - Ability to post news releases or updates dynamically to relevant pages based on category.
  - Ability to specify a publishing schedule for specific content.
  - Versioning and indexing of content to meet State of Texas record retention requirements.
  - Multi-lingual content integration with website content translation capabilities.
- Navigation
  - MEGA drop-down menus
  - Breadcrumb navigation
  - Secondary level navigation within specific content subject matter areas.
  - Micro/department/sub site structure that follow the same design as other interior pages.
  - Ability to create URL redirects.
  - Addition of external pages to navigation.
  - Flexible navigation tools that facilitate management of common links across the site.
  - Ability to reorganize content to different sections without manually changing content links.
  - Ability to change and update primary navigation as needed.
- Calendar Functionality
  - Master calendar to share events, meetings, holidays, etc. that can be managed into categories and shared across the website by content/subject matter category.
  - iCal links for users to add events to desktop calendar programs (i.e., Outlook).
  - Provide RSS feeds by calendar based on content creator defined categories.

- Forms
  - Provide standard contact forms.
  - Ability to easily add custom forms to site pages and manage content produced by forms.
- Security/Authorization
  - Ability to centrally add and manage users and specify access rights.
  - Ability to create groups with different access rights.
  - Ability to limit certain group members from specific content and content management functionality.
  - Publishing workflow with the ability to customize by group and user.
  - Audit trail and reports of changes to content within the CMS.
  - Website housed in a secure data center within the continental United States.
- Internal Customer Support
  - Service Level Agreement outlining response time for various categories of support requests including outages, emergencies, etc.
  - Vendor to make all structural updates or changes to website as needed (including adding any new pages), with City department representatives only responsible for basic content within a page
- Additional Functionality
  - RSS consumption and display of external resources.
  - RSS production on frequently updated content such as news releases and calendar events.
  - Social networking site links for site visitors to share content on Facebook, Twitter, etc.
  - Have a social media interface that displays social media feeds.
  - CSS template features for viewing text only, printing, and mobile access versions of the site.
  - Facilitate integration of third-party applications and services such as GIS, online job posting and application portal, permitting, online bill payment, etc.
  - Ability to accept secure online transactions.
  - Internal search engine and log of search terms.
  - Production of analytics and site audit reports for all areas of content.
  - Single sign-on integration via authentication through Windows Active Directory or similar solution including multi-factor authentication integration.
  - Ability to manage and update interactive features and designs.
  - Allow visitors to pick and choose the information that automatically becomes fed to their profile upon site login.
  - Allow content to be tagged, allowing for dynamic and related content, increasing the user experience.

Optional Features:

The features below are not required by the City of Colleyville at this time, however, please include information and availability of integration in the future.

- Create unlimited subscriber lists and communicate over multiple channels – email, text, and social media from a single point of access through an e-communication platform
- Development of a citizen response module with automated workflow to correct individual/department with exportable statistics (currently handled with another vendor and linked on website)
- AI integration to assist/enhance customer experience
- Vendors may provide additional features to improve website usability and engagement that may include additional and more robust forms, email list serves and newsletters, chat features, engagement modules/microsites, citizen request applications, agenda building, social media archiving, accessibility testing, and more. These features are considered optional but may be considered. Optional features must be priced separately in the response.

Deliverables:

- Provide a fully functional website staging site ready for content migration.
- Provide a fully functional website staging site for micro/departmental/sub-sites ready for content migration.
- Provide City administrative access to the staging site.

## Content Migration

The following is an inclusive, but not necessarily exhaustive, list of requirements and deliverables for the Content Migration phase:

Requirements:

- Migrate all filtered and updated content from [www.colleyville.com](http://www.colleyville.com) website to the staging site.
- Upload and add content as provided for micro/departmental/sub sites.
- Ensure migrated content is optimized for search engines.
- Ensure migrated content is in compliance with ADA accessibility requirements.
- Create user roles, groups, permissions, and approval levels as outlined by the City.

Deliverables:

- Provide a report outlining the migrated and new content.

## Review and Testing

The following is an inclusive, but not necessarily exhaustive, list of requirements and deliverables for the Testing phase:

## Requirements:

- Validate the integrity of the site.
- Ensure site themes and style sheets display across all pages and that content is aligned according to the Style Guide.
- Define testing objectives which must include performance and compatibility testing, accessibility testing, and security testing.
- Create testing scenarios that users will perform during testing. These tasks should be based on common resident actions and interactions with the website.
- Select test participants that include a diverse group of individuals.
- Organize usability testing sessions where participants will navigate through the staging site and complete the testing scenarios.
- Collect feedback from participants including both quantitative and qualitative data.
- Analyze the data collected during testing to identify patterns, common issues, and potential opportunities for improvement. Categorize the feedback into actionable insights.
- Ensure the staging site performs well across different devices (desktops, laptops, tablets, and smartphones) and browsers. Test for compatibility and responsiveness.
- Ensure the staging site is accessible to users with disabilities and check for compliance with web accessibility standards.
- Verify that the website's security features, such as SSL certificates and encryption protocols work as intended.
- Implement changes based on the feedback and results of testing and analysis.

## Deliverables:

- Provide a detailed report outlining the feedback from testing participants and identifying site updates, and changes resulting from the testing phase.

## Training

The following is an inclusive, but not necessarily exhaustive, list of requirements and deliverables for the Training phase:

### Requirements and Deliverables:

- Detailed plan and schedule of anticipated training needs.
- Virtual and/or in-person training shall be provided to City website administrators.
  - *Pre-recorded video training does not meet the required training requirements.*
- Virtual and/or in-person training shall be provided to additional City website user groups.
  - *Pre-recorded video trainings do not meet the required training requirements.*

- Training sessions are to be recorded and provided to the City.

## Launch

The following is an inclusive, but not necessarily exhaustive, list of requirements and deliverables for the Launch phase:

Requirements:

- Provide recommendations on a soft launch timeframe between one to four weeks prior to the official launch.
- Identify an official launch date.
- Launch on the agreed upon launch date.
- Provide technical support during the period of the soft launch and official launch, including a minimum of weekly meetings to check on progress and address any issues.

## Support and Hosting

The following is an inclusive but not necessarily exhaustive list of requirements for Support and Hosting.

Requirements:

- Host and connect primary and micro/department/sub-sites to domain names.
- Provide technical report outlining hosting and support features.
- Provide technical assistance with website-related technical issues, such as server errors, broken links, database problems, and other technical glitches.
- Regularly update the website software (CMS, plugins, themes) and implementing security measures to protect against vulnerabilities and hacking attempts.
- Create and maintain regular backups of the website's data to ensure quick recovery in case of data loss or system failure. Develop redundancy plans and identify where and how backups are conducted, stored, and scheduled.
- Optimize the website's speed and performance to improve user experience and search engine rankings.
- Address and resolve any bugs or issues that may arise on the website.
- Manage and maintain web servers including hardware management, server updates, and security configurations.
- Ensure the website remains accessible to users with minimal downtime.
- Provide sufficient bandwidth and storage space to accommodate website traffic and data needs.
- Implement security measures to protect the website and data from cyber threats.

- Work with the City’s ISM Department for domain and DNS record management.

## Website Analytics

The following is an inclusive, but not necessarily exhaustive, list of requirements for Website Analytics.

- Encompass various tools and methods to track and analyze website performance and user behavior. Below is a list of possible common metrics:
  - Page Views
  - Unique Visitors
  - Engagement
  - Bounce Rate
  - Traffic by Source
  - Content performances
  - Conversion tracking
  - Include instructions on how staff would access and create analytic reports.

## ATTACHMENTS

- A. Submittal Criteria
- B. Bid Endorsement
- C. Conflict of Interest Questionnaire
- D. Statement of Qualifications
- E. Minimum Vendor Insurance Requirements
- F. Acknowledgment and Understanding of Evaluation Criteria



**SUBMITTAL CRITERIA FOR CITY WEBSITE DEVELOPMENT RFP**

You may fill out this form or create a replica, provided that you follow the sequence/format below. If you need more space for your answers, you may enclose attachments, provided that you clearly indicate that you have done such.

**CONTACT INFORMATION**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

1. What is the form of your organization?

- Sole Proprietor
- Corporation
- Partnership
- Joint Venture

2. Where is your company headquartered?

\_\_\_\_\_

3. When was your company established?

\_\_\_\_\_

4. Is your company departmentalized?  Yes  No

Please identify the following by providing a title, name, email, and phone:

Sales Lead: \_\_\_\_\_

\_\_\_\_\_

Project Lead: \_\_\_\_\_

\_\_\_\_\_

Technical Support: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_







---

---

13. Please provide five (5) Texas-based municipality references who you have worked with previously. Include a contact's name, title, phone, and email.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

---

*The above information is true and correct to the best of my knowledge.*

Print/Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### BID ENDORSEMENT

The undersigned Bidder hereby declares they have read and completely understand the Scope of Work as defined in this Request for Proposals for **Website Development: Redesign, Content Management System, Hosting, and Engagement Tools for the official City of Colleyville website** and the entirety of the Packet and hereby affirm that I am able to and shall meet, conduct, and perform each specification and requirement contained therein.

Receipt is hereby acknowledged for the following addenda to the contract documents:

Addendum No. 1 dated	_____	Received	_____
Addendum No. 2 dated	_____	Received	_____
Addendum No. 3 dated	_____	Received	_____

The undersigned, in submitting this Bid Proposal and their endorsement of same, represents that they are authorized to obligate their firm, that they have read this entire Request for Proposals, is aware of the covenants contained herein and will abide by and adhere to the expressed requirements. Submittals will be considered as being responsive only if entire Bid Package plus any/all attachments is returned with all blanks completed. The undersigned further certifies that the bid prices contained in this proposal have been carefully checked and are submitted as correct and final.

TOTAL BID AMOUNT \$ \_\_\_\_\_

Contractor (Firm Name)

\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

# FORM CIQ

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_

Signature of vendor doing business with the governmental entity

\_\_\_\_\_

Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



STATEMENT OF QUALIFICATIONS FOR COLLEYVILLE WEBSITE DEVELOPMENT RFP

DATE SUBMITTED \_\_\_\_\_

All questions must be answered, and the data given must be clear and comprehensive. ***This statement must be notarized.*** If necessary, questions may be answered on separate attached sheets. The bidder may submit any additional information that is pertinent.

Company Name: \_\_\_\_\_
Main Address: \_\_\_\_\_
Phone: \_\_\_\_\_
Email: \_\_\_\_\_
Website: \_\_\_\_\_

If a corporation, where incorporated: \_\_\_\_\_

How many years have you been engaged in municipal website design and development? \_\_\_\_\_

Under what firm or trade names and how long under each? \_\_\_\_\_

List up to 5 (five) contracts in progress (show the gross dollar amount of each contract and the anticipated date of completion):

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Are you licensed as Contractor in the State of Texas? [ ] Yes [ ] No

If "Yes", please provide Contractor numbers. \_\_\_\_\_

General character of work performed by your firm: \_\_\_\_\_

Has your firm ever failed to complete any work awarded to you?  Yes  No

If "Yes", where, and why?

---

Has your firm ever defaulted on a contract?  Yes  No

If "Yes", where, and why?

---

List 5 projects of similar size and scope:					
	Agency/Firm	Name	Contract	Value	Contact Information
1.					
2.					
3.					
4.					
5.					

Are any lawsuits pending against you or your organization at this time?  Yes  No

If "Yes", PROVIDE DETAILS.

---



---



---



---

Have any charges been filed against you or your firm or the bidding entity with the Texas Office of Contract Compliance, the Equal Opportunity Commission, the State of Texas Civil Rights Commission, or any other similarly constituted entity charges by any state or local government with the enforcement of anti-discrimination legislation or regulations?  Yes  No

If "Yes", PROVIDE DETAILS.

---



---



---

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by The Woodlands Township in verification of the recitals comprising this Statement of Bidder's Qualifications.

Print/Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATE OF ACKNOWLEDGMENT**

The State of Texas

County of \_\_\_\_\_

Before me, \_\_\_\_\_ (insert the name and character of the officer), on this day personally appeared \_\_\_\_\_, known to me (or proved to me on the oath of \_\_\_\_\_ or through \_\_\_\_\_ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary's Signature)  
Notary Public, State of Texas



## CITY OF COLLEYVILLE MINIMUM VENDOR INSURANCE REQUIREMENTS

Contractor agrees to procure and maintain at all times, at Contractor's sole cost and expense, during the performance of the Work and for so long as this Contract remains in effect, policies of insurance with carriers reasonably acceptable to the City in the minimum amounts outlined below:

- a. Worker's compensation and employer's liability coverage complying with the applicable laws of the State of Texas, covering all employees, agents and representatives of Contractor and all Subcontractors engaged in any manner in performance of the Work. Employer's liability coverage shall have a minimum limit of \$1,000,000 for liability arising out of any accident related to the Work.
- b. Comprehensive general liability insurance, including Contractor's protective liability, in Contractor's name, with combined bodily injury and property damage of not less than \$1,000,000 per occurrence, and will include, without limitation, the following coverages:
  - 1) Contractual Liability Coverage,
  - 2) Completed Operations and/or Products Liability Coverage, commencing with issuance of Final Certificate for Payment, and extending for at least two (2) years from that date, and
- c. Comprehensive Automobile Liability Insurance, with combined single limit bodily injury and property damage of not less than \$1,000,000 per occurrence. Such coverage shall include owned, hired and non-owned vehicles of Contractor or Contractor's employees, agents, representatives or Subcontractors.
- d. Cyber Risk Insurance (including professional oversight liability) covering acts, errors, and omissions arising out of operations or services with minimum limits of \$1,000,000 per occurrence, \$2,000,000 annual aggregate.
- e. All insurance policies required by this paragraph shall contain a clause waiving any right of subrogation against The City of Colleyville. Insurance policies under (b), and (c), shall include The City of Colleyville as an additional insured.
- f. With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:
  - 1) The City of Colleyville shall be named as an additional insured with respect to General Liability and Automobile Liability.
  - 2) Additional insured for The City of Colleyville should be on a primary and non-contributory basis.
  - 3) All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
  - 4) A waiver of subrogation in favor of The City of Colleyville shall be contained in the Workers Compensation and all liability policies.
  - 5) All insurance policies shall be endorsed to require the insurer to immediately notify The City of

Colleyville of any material change in the insurance coverage.

- 6) All insurance policies shall be endorsed to the effect that The City of Colleyville will receive at least thirty- (30) days' notice prior to cancellation or non-renewal of the insurance.
- 7) All insurance policies, which name The City of Colleyville as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
- 8) Required limits may be satisfied by any combination of primary and umbrella liability insurances.
- 9) Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Colleyville.
- 10) Insurance must be purchased from insurers that are financially acceptable to The City of Colleyville.

All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

- a. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
- b. Shall specifically set forth the notice-of-cancellation or termination provisions to The City of Colleyville.
- c. All contractors and Subcontractors must be meeting minimum OSHA safety requirements as applicable to their operations.

Contractor shall, before the Contract is signed, and at any time following execution thereof at the request of the City, furnish the City with a certificate and proof of such additional endorsements or other documentary evidence that the aforementioned insurance policies have been procured with such additional endorsements, that premiums have been paid and that such policies remain in place. Such certificate or other evidence shall bear an agreement that the City will be given thirty (30) days prior written notice by the Insurance Company furnishing the certificate before the insurance is cancelled or changed in any manner or for any reason during the period of coverage as stated on the certificate.

The City reserves the right to change the type of insurance required, limits required, and/or endorsements required as the City sees fit.



## EVALUATION CRITERIA FOR COLLEYVILLE WEBSITE DEVELOPMENT RFP

Proposals received will be reviewed based on the criteria outlined in this RFP. Proposals deemed non-responsive will be eliminated from further consideration. Please review and acknowledge the Evaluation Criteria set forth below.

Evaluation Criteria	Points
Website functionality and technical capabilities; Digital tools/applications and capabilities to connect and sync with third-party technology	30
Unique design and functionality of municipal organization website	30
References and reputation	10
Support, Maintenance, and Training	20
Costs and Fees	10
<b>Total Points</b>	<b>100</b>

Respondent Name: \_\_\_\_\_

I, \_\_\_\_\_, certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree that all information that I have provided is true and correct and accurately reflects my skills and ability and the quality of my marketing services. I agree to abide by all conditions of this packet and certify that I am authorized to sign this bid for the company.

Print/Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_



# Municipal Websites Central

**RFP #2025-002**

**Website Redevelopment:  
Redesign, Content  
Management System,  
Hosting, and Engagement  
Tools**



City of Colleyville, Texas

---

PRESENTED BY:

Jacob Bertram, Lead Account Executive

November 18, 2025

# Table of Contents

---

Cover Letter/Letter of Introduction ..... 1

Executive Summary ..... 2

Company Profile ..... 5

Project Team ..... 9

Firm Experience and Qualifications ..... 13

Features, Functionality, and Design..... 19

Implementation Plan..... 51

Ongoing Services .....56

Cost Proposal.....60

Additional Products Offered .....67

Attachments.....69

November 18, 2025

City of Colleyville, Texas  
City Manager's Office  
Submitted via CivCast Portal

RE: RFP #2025-002 | Website Redevelopment: Redesign, Content Management System, Hosting, and Engagement Tools

Dear Selection Committee:

High-performing leaders and department heads work hard to handle the stubborn trade-off between meeting residents' service expectations and yielding to shrinking resources. At CivicPlus®, LLC (CivicPlus), our mission is to remove that forced choice and instead cultivate what we call impact-led government. To do that, we build technology solutions to empower you and your staff to streamline operations, boost engagement, and nurture public trust.

With CivicPlus' Municipal Websites Central (Web Central) content management system (CMS) the City of Colleyville (City) won't simply be getting a website—you'll also obtain the tools to build a trusted and long-term relationship between you and your residents. By partnering with CivicPlus, you'll receive:

- Responsive design that is available to your residents from anywhere on any device
- Comprehensive suite of modules and tools tailored to the functionality you need most
- Receive knowledge from our globally recognized, Gold Stevie® Award winning training and consulting team
- Guaranteed redesign after four years of service to keep your website fresh and innovative
- Hands-on migration of existing content by our team of experts
- 24/7/365 emergency support with secure hosting and maintenance

Your new website will be developed on the most robust and flexible CMS available. Web Central is an easy-to-use suite of cloud-based tools built specifically for local government. You'll be able to inform and empower your residents and staff in more efficient ways.

CivicPlus is pleased to submit this proposal in response to the City's RFP, with Jacob Bertram serving as the principal in charge. We welcome the opportunity to discuss our proposed solution for the City and answer any questions you may have about expanding your existing partnership with CivicPlus.

Sincerely,



**JACOB BERTRAM**  
**Lead Account Executive**



**AMY VIKANDER**  
**Senior VP of Customer Success**  
(authorized to bind CivicPlus)



# Executive Summary

# Executive Summary

---

## CONTENT MANAGEMENT SYSTEM

**Boost resident engagement and transform your website** with responsive modern design, data-driven insights, and design tools anyone can use.

**Ensure consistent, timely communication** with unified channels and streamlined processes.

**Empower residents and reduce administrative burdens** with digital self-service tools.

**Gain peace of mind** with a website designed with accessibility in mind.

**Protect resident data and maintain trust** with enterprise-grade security and built-in risk management tools.

## IMPLEMENTATION

**Rely on a dedicated team of industry experts** as they guide you through implementation.

**Lean on your consultant** as they evaluate your specific needs and make recommendations for solutions to meet your goals.

**Collaborate with your art director** to develop a design that captures your community's unique brand.

**Enhance your content for usability and accessibility** with intuitive navigation as our Content Development Team performs a hands-on migration of content, documents, and images to your new website.

**Participate in personalized one-on-one education** led by a CivicPlus trainer so you can confidently update your website long after launch.

## HOSTING, SECURITY, & SUPPORT

**Maintain peace of mind** with an enterprise-level hosting environment monitored 24/7/365 and backed by a guaranteed 99.9% uptime (excluding maintenance).

**Reach out to our award-winning, in-house Technical Support Team** available via chat, phone, and email with your questions or access self-service tutorials and user guides on the CivicPlus Help Center 24/7/365.

**Receive continuous system updates** to keep your system running at the optimal capacity.

**Partner with your customer success manager** who will help you use the tools and products CivicPlus offers to create an ongoing strategy to better engage your residents.



# Differentiators

---

We've highlighted our key differentiators to show you why CivicPlus' Web Central solution is the best choice for your needs. These unique advantages set our system apart, ensuring you receive the highest quality service and results.

## Civic Experience

We have the first and only Civic Experience Platform. It enables local governments to drive more revenue, operate more efficiently, and generate positive recognition for the many services they provide every day.

## Experience

We bring over 25 years of experience helping our customers work better and smarter through their web environment.

## Design Process

Our process combines the creativity of our in-house designers with proven functionality to reach the perfect end result.

## Navigation

We've helped hundreds of customers effectively organize their website taxonomy and content structure. Your redesigned site will provide your residents with an intuitive, user-friendly architecture.

## Live Edit

Web Central's Live Edit feature allows you to view your webpages and see how the information looks before publishing to your public.

## Community

Web Central users have their own network, ENGAGEXCHANGE, to connect with other government entities on the same platform to share ideas, ask questions, and much more.

## Training

After your initial instruction in the system, we offer continued training and resources through the CivicPlus Help Center that helps you and your staff remain fresh and up-to-date with our system.

## Future

Our development staff will stay by your side, rolling out new features, new applications, and new suggestions so you can better serve your community.





# Company Profile

# Experience & Recognition

**25+** Years

**10,000+** Customers

**950+** Employees

With public service in our DNA, our 25-year heritage of success is fueled by the expertise of our product innovators—many of whom served in local government. Our commitment to deliver impactful solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for the City.

We're proud to be recognized in various ways for our dedication and service to our customers.

- Winner of multiple Stevie® Awards, the world's top honors for customer service, sales professionals, and more.
- Designated a top-100 U.S. company by Government Technology magazine for making a difference in the public sector.
- Selected by Inc. Magazine as "One of the Fastest Growing Privately-Held Companies in the U.S." each year since 2011.
- Certified™ by Great Place To Work®, which is a prestigious award is based entirely on what current employees say about their working experience.



## The Best-Run Local Governments Run on CivicPlus Technology

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services. However, they struggle with budget cutbacks and technology constraints. With CivicPlus, leaders can finally overcome the perpetual trade-off between the demand for better services and the realities of operational resources, by leveraging the unique Civic Impact Platform to deliver both unmatched end-to-end automated efficiency and truly unified, delightful resident experiences.

CivicPlus is the only government technology company exclusively committed to being a trusted partner for impact-led government, enabling our customers to efficiently keep our communities informed, involved, and connected using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, our customers increase revenue and operate more efficiently while nurturing trust among residents.



# The Civic Impact Platform

The comprehensive Civic Impact Platform delivers unmatched end-to-end efficiency, supercharging staff impact through intelligent automation, and unlocking collaboration in and across departments. At the same time, this unique platform delivers a truly unified residence experience, delighting residents with a singular profile and single sign-on for friction-free, no-hassle services. With CivicPlus your team is always change-ready, staying a step ahead of disruption, whether evolving compliance and accessibility requirements, civil emergencies, and more.



## IMPACT-LED GOVERNMENT

Impact-led government aims to create lasting community change by improving and modernizing processes with automation, collaboration, and data insights. This approach helps staff work efficiently and makes services more accessible, addressing needs proactively. Our Civic Impact Platform is guided by five core principles:

1. **Modernize and connect every function:** Work better together through intelligent automation, efficiency, and stronger collaboration.
2. **Deliver a singular, personalized resident experience:** Replace hassle with friction-free delight, delivering a unified profile and intuitive, consistent experiences.
3. **Supercharge staff impact:** Boost staff performance with automated tasks, data-driven decisions, and aligned priorities and processes.
4. **Strengthen compliance, accessibility, and readiness:** Forward-thinking best practices and continuous adaptation.
5. **Consolidate on a comprehensive, purpose-built platform:** Choose solution breadth, eliminate multiple vendors, and gain compounding value over time.



# Project Team

# Key Project Team Members and Their Roles

From project management to design and development to training and support, a professional and experienced project team will assist you throughout the development process to ensure your project's success and your complete satisfaction. Based on our years of experience administering projects, it has become our policy to assign individual team members at the project start that connect with your style and municipality's needs.

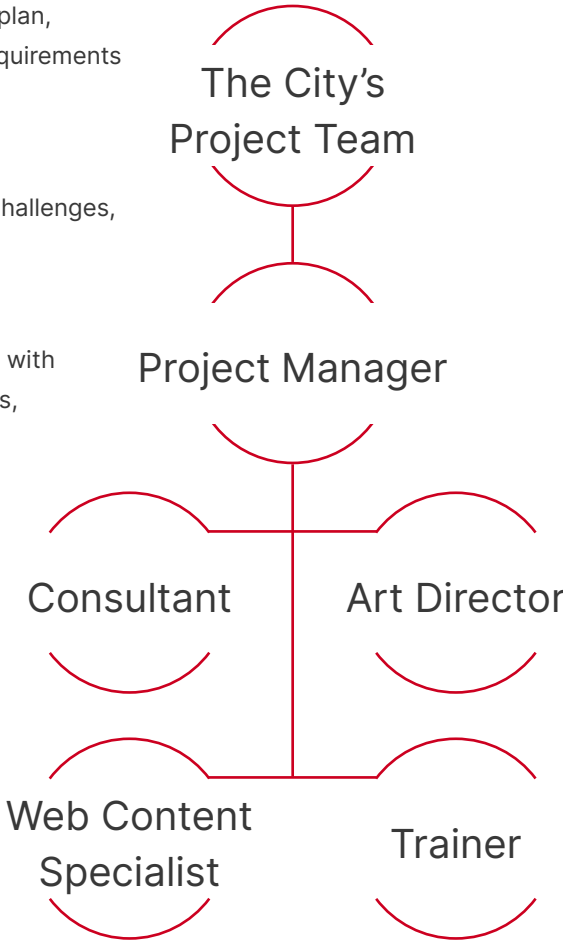
**Project Manager** – Provides communication, establishes project plan, schedules project resources, facilitates project tasks, ensures requirements are met according to scope

**Consultant** – Examines current state, recommends solutions to challenges, provides actionable steps for implementation

**Art Director** – Establishes vision for website design, collaborates with graphic design team to create website design to meet your needs, coordinates design application to functioning website

**Web Content Specialist** – Guides content development process, ensuring application of best practices for usability and accessibility

**Trainer** – Educates your team to use the Web Central system and demonstrates effective use of tools and functionality



# Communication

---

Communication between you and your implementation consultant will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.

- Centralized project communication and task management tools are located in a cloud-based project workspace
- Conversations are linked to files and tasks for easy reference
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach, combined with regular check-ins with your project manager/implementation consultant provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

# Subcontractors

---

All services required for a successful project are performed in-house so there is no need to subcontract any portion of the project. Your website will be designed, developed, implemented, and hosted by CivicPlus trained professionals. No aspect of the development or implementation of your project will be outsourced or subcontracted.





# Firm Experience and Qualifications

# Demonstration of Experience

---

We have included links to case studies and URLs to demonstrate our experience with the requirements outlined in your RFP. You can click on the links to review examples of these websites and see how CivicPlus helped address each customer's specific needs. Please note that these are provided for the City's review only; the customers have not agreed to be contacted. Additional examples and referenceable customers are listed in the previous "References" section.

**Provide examples of your work with organizations whose customers represent the full spectrum of a community with the City of Colleyville demographic diversity.**

## CITY OF DURHAM, NORTH CAROLINA

### Enhancing Civic Engagement Through an Accessible and Responsive Website

The City of Durham, North Carolina, partnered with CivicPlus to enhance its municipal website. The redesigned site aimed to improve mobile responsiveness and user engagement, catering to Durham's diverse and active community. By implementing a more intuitive and accessible platform, Durham successfully facilitated greater civic participation and streamlined access to city services for all residents.

URL: [durhamnc.gov](http://durhamnc.gov)

Link to Case Study: [civicplus.com/case-studies/durham](http://civicplus.com/case-studies/durham)

**Provide examples of your work with government organizations, specifically municipalities, or municipal-type services providers in a scale comparable to the City.**

## CITY OF COLUMBUS, NEBRASKA

### Proven Experience with Municipalities Comparable in Size to Colleyville, TX

The City of Columbus, Nebraska, with a population of ~25,000 similar to Colleyville, Texas, partnered with CivicPlus to modernize its digital services. By implementing integrated tools like Municipal Websites, Recreation Management, and Social Media Archiving, Columbus improved communication, streamlined processes, and boosted resident engagement. This project highlights our ability to support municipalities of comparable size in achieving effective digital transformation.

URL: [columbusne.us](http://columbusne.us)

Link to Case Study: [civicplus.com/case-studies/city-of-columbus](http://civicplus.com/case-studies/city-of-columbus)



**Provide examples of start-to-finish work that helped organizations solve complex user needs that included providing simplified ways of curating and surfacing related content.**

## **PINELLAS PARK, FLORIDA**

### **Start-to-Finish Approach to Simplifying Content Curation and Surfacing**

Our partnership with Pinellas Park, Florida demonstrates a comprehensive, start-to-finish approach to solving complex user needs by simplifying how related content is curated and surfaced. We implemented a modern content management system that enabled streamlined content oversight and consistency across departments. This system allowed city staff to easily manage and publish relevant information while integrating social media posting directly from their pages, increasing engagement and content visibility. Additionally, built-in analytics provided insights into user behavior, informing ongoing improvements and ensuring the website continuously meets resident needs through intuitive content organization and delivery.

URL: [pinellas-park.com](https://pinellas-park.com)

Link to Case Study: [civicplus.com/case-studies/pinellas-park](https://civicplus.com/case-studies/pinellas-park)

**Provide examples of your clear data and research-driven methodology for website development and design.**

## **CHESTERFIELD COUNTY, VIRGINIA**

### **Data-Driven Design Backed by Comprehensive Content and Accessibility Audits**

Our work with Chesterfield County, Virginia showcases a clear, research-driven methodology for website development and design. The project began with a full audit of existing web content to identify what was outdated, underused, or inaccessible. Using tools like Acquia Web Governance, the team analyzed accessibility issues, broken links, and content quality to guide informed decisions. A custom content scoring model was applied to prioritize which pages to keep, revise, or remove. This strategic, data-backed process resulted in a cleaner, more accessible website tailored to meet the evolving needs of residents and internal departments alike.

URL: [chesterfield.gov](https://chesterfield.gov)

Link to Case Study: [civicplus.com/case-studies/chesterfield-county](https://civicplus.com/case-studies/chesterfield-county)

**Provide examples demonstrating the expertise to drive flexible design that performs effectively on desktop, mobile, and tablets across all operating systems and multiple browsers.**

## **CITY OF EUGENE, OREGON**

### **Responsive Design for Seamless, Cross-Platform User Experience**

The City of Eugene is a strong example of our ability to deliver responsive design that works seamlessly across all devices, browsers, and operating systems. We transformed their outdated, fixed-width website into a modern, mobile-friendly platform that adapts to desktops, tablets, and smartphones, with full compatibility across major browsers and operating systems—ensuring a consistent, accessible experience for all users.

URL: [eugene-or.gov](http://eugene-or.gov)

Link to Case Study: [civicplus.com/case-studies/eugene](http://civicplus.com/case-studies/eugene)



# Features, Functionality, and Design

# CMS Features & Functionality

---

We've included our features and functionality to give the City a clear overview of how our solution can deliver value. Beginning on page 29, you'll find a table outlining the City's Scope of Work requirements. This format is designed to provide a clear, at-a-glance view of how our platform meets your requirements and supports the City's specific objectives.

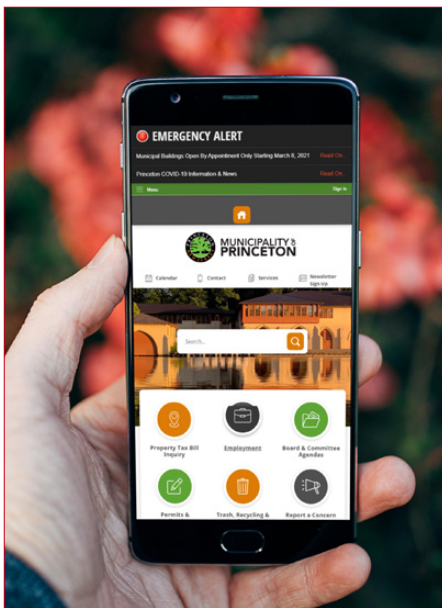
Web Central CMS is a comprehensive content management system designed to help local governments build websites that connect with residents effectively. With configurable layouts, simplified content management, and integrated tools for communication and resident self-service, CivicPlus websites streamline the timely delivery of essential information and services. This empowers local governments to consistently provide positive civic experiences for residents and peace of mind for staff with streamlined communication processes.

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

## Modules & Widgets

### RESIDENT ENGAGEMENT

Web Central offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.



**Notices and Alerts** – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

**Blog** – Post opinions/information about various community topics and allow resident comments and subscriptions.

**Calendar** – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

**Submit Requests and Report Issues** – Allow residents to report a problem or submit requests through our easy Form Center module. For advanced service request management functionality to intake resident submissions via web portal, our integrated SeeClickFix 311 CRM Starter product is available as an add-on.

**Form Center** – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

**News** – Post news items and keep your residents up to date on important information via News Flash.

**Opinion Poll** – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.

**Notifications** – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

**Photo Gallery** – Display photos of parades, local sporting events, or historical locations through albums or slideshows. Users can vote on favorites or share via email and social media.

**Pop-up Modal** – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

## CONTENT MANAGEMENT

Web Central comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

**Agenda Center** – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

**Archive Center** – Manage and retain serial and older documents.

**Document Center** – Organize and manage documents in one central repository.

**Public Images** – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.



## INFORMATION & NAVIGATION

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

**Easy for Residents to Navigate** – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

**Frequently Asked Questions (FAQs)** – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

**Graphic Links** – Create visually appealing buttons to direct users to important information.

**Info Advanced** – Use Info Advanced to create engaging displays of information for reuse throughout the website.

**Quick Links** – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.



**Resource Directory** – Use the Resource Directory to showcase information on local businesses and/or community resources.

**Staff Directory** – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.

## DEPARTMENT-SPECIFIC

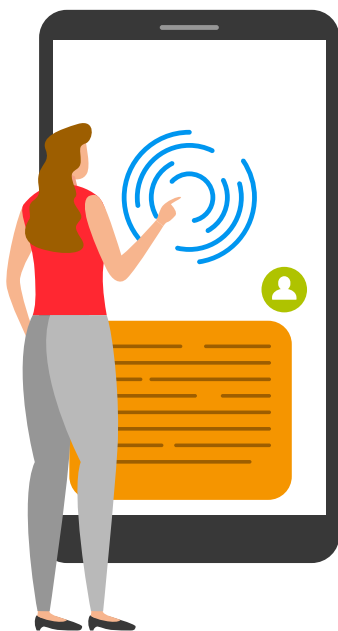
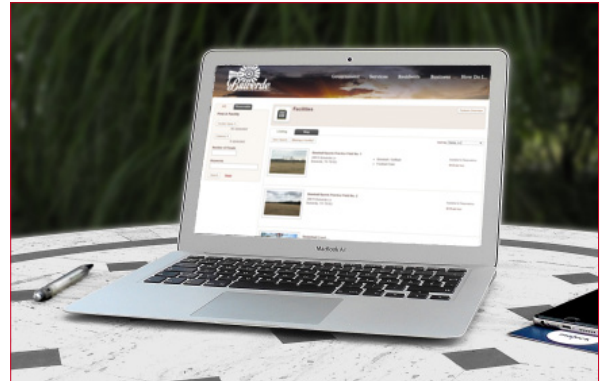
There are several function-specific features and modules for government departments. These tools are integrated into the Web Central CMS and offer the ability to complete multiple steps in one action.

**Activities** – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.

**Facilities & Reservations** – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

**Job Postings** – Post available jobs online and accept online applications.

**Bids** – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.



## COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

**Custom HTML Widget** – Embed videos or other HTML features in your page.

**Editor Widget** – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

**Form Center Widget** – Embed simple forms on a page.

**Image Widget** – Add images to a page.

**Related Documents Widget** – Create a dynamic list of documents referenced in the Document Center.

**Slideshow Widget** – Add a slideshow of images.

**Tabbed Widget** – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

# Administrative Features

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



**Administrative Dashboard** – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

**Content Scheduling & Versioning** – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

**Dynamic Page Components** – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

**History Log** – Track changes made to your website.

**Intranet** – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

**Levels of Permissions** – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

**Pending Approval Items** – Administrators have access to a queue of pending items to be published or reviewed.

**Website Statistics** – Provided website analytics for analysis.

## USER-FRIENDLY FEATURES

Not only is Web Central easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

**Automatic Alt Tags** – Built-in features assist with ongoing ADA compliance of your website.

**Credit Card Processing** – Web Central is integrated with select external payment processors to accept payments on your website (separate agreement must be made directly between you and the supported external processor of your choice). Additional fees apply.

**Preset Styling Standards and Ongoing Styling Flexibility** – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

**Link Redirects** – Instead of sending your users to <https://www.civicplus.com/blog/ce/government-website-awards-city-county-municipal/>, you can send them to <http://civicplus.com/awards>.



**Live Edit** – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

**Maps** – Easily embed maps from Google, ESRI, and more using the HTML widget.

**Mega Menu** – A main navigation menu makes it easy to get to any page on your website quickly.

**Predictive Site Search** – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

**Site Search Log** – All search words are kept in a log.

**Real Simple Syndication (RSS) Feeds** – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

**Responsive Design** – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

**Social Media** – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

**Supported Browsers** – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

**Third-Party Access** – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

**Translation** – Integration with Google Translate translates web pages into over 100 languages.

## Accessibility Compliance

With more than 1 in 4 (~28.7%) adults in the United States living with a disability, CivicPlus helps governments ensure that critical resources are available to all residents. Our commitment to accessibility is visible through VPATs and third-party audits that can confirm you're working with a trusted and experienced partner.

Our multi-faceted approach sets you up for success:

- CivicPlus Municipal Websites are delivered inclusive by design meeting WCAG 2.1 accessibility standards at time of launch.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up to date with the latest ADA/WCAG standards.
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.
- Any new regulations that require code changes are reviewed by our product team at least quarterly. Depending on the regulation, our product team plans and executes necessary changes with no additional effort required from you.
- Our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.



Additionally, CivicPlus offers an extensive suite of accessibility tools, including industry-leading integrations to help customers maintain compliance and prepare for the transition to WCAG 2.2. Due to the dynamic nature of website content updates, ongoing accessibility solutions can be incredibly beneficial in ensuring sustained accessibility compliance. CivicPlus provides three long-term web accessibility solutions offering varying approaches to help with your compliance maintenance challenges:

- AudioEye Managed: Accessibility tools and services for WCAG 2.2 compliance (included in scope)
- Acquia Web Governance: Website Governance & Compliance Tools (additional details/quote upon request)
- CommonLook Document Remediation (additional details/quote upon request)

## AUDIOEYE FOR WEBSITES

CivicPlus is the exclusive local government provider of AudioEye's full service accessibility offering. AudioEye's industry-defining digital accessibility hybrid offering helps deliver website remediations efficiently and affordably for organizations of all sizes. The AudioEye platform leverages a decade of investment in advanced technology supported and informed by a team of dedicated IAAP-certified professionals to help deliver improved access to the web conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

### AudioEye

- AudioEye Managed
- Proprietary automated testing suite
- Detect Section 508 and WCAG 2.2 Success Criteria violations
- AudioEye engineers remediate accessibility issues
- Compliance monitoring
- Manual technical analysis and usability testing
- AudioEye Accessibility Help Desk with Personalization Tools

### AudioEye Managed

- Provides complete digital accessibility compliance auditing and resolution
- End-to-end digital accessibility compliance testing, resolution, validation, and monitoring
- Combines subject matter experts with technology—a team of engineers and manual testers to ensure issues of accessibility are fixed and stay fixed

### AudioEye Accessibility Help Desk with Personalization Tools

- Fully customizable user experience
- Tailored to individual needs regardless of device type, language preference, or preferred method of access

#### AudioEye Trusted Certification



The AudioEye Trusted Certification represents a commitment to accessibility and digital inclusion.

[www.fcc.gov](http://www.fcc.gov) is AudioEye Trusted.

The AudioEye web accessibility certification process involves automatic and manual testing with the goal of identifying and resolving access barriers, conforming with the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.2 Level AA Success Criteria, and ensuring an optimal user experience for all users, regardless of their individual abilities.



- Users can customize the visual display of the website, the toolkit provides instant personalization
- 24 Hour Help Desk provides accessibility answers from accessibility experts

## Digital Accessibility Platform

- Software as a Services (SaaS), API-first technology
- Offers end-to-end compliance auditing
- Ability to spider, scan, and diagnose entire websites, single blocks of code, and content delivered via API
- Offers flexible resources for proper identification and remediation of the detected issues

# Platform Identity Provider (IdP) Integration

More often, local government IT teams are looking to implement single sign-on (SSO) functionality to simplify user access to all web and cloud-based applications without requiring individual authentication. The CivicPlus' Platform IdP Integration capabilities provide local governments with the following conveniences:

- Faster and easier access to vital third-party solutions that integrate with your CivicPlus unified applications, such as CivicPlus' Municipal Websites, Recreation Management, and Agenda and Meeting Management Select
- Reduced password and account maintenance
- The ability to log into your CivicPlus software accounts from any device with an Active Directory username and password
- Auto-account generation
- Group syncing
- Customization of the design of your active directory login page

We offer integration with Microsoft's Entra ID (formerly Azure AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

## CivicSend

CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to residents. CivicSend is more than a simple email newsletter tool—it provides CivicPlus customers with a single point of access, via integration with Web Central, to multiple communication channels, including email, SMS/text, Facebook, and X (formerly Twitter). CivicSend centralizes communication, saves administrative users time, and improves overall productivity.

Additional benefits of the CivicSend module include:

- Content auto-posts to your website
- Unlimited communication—there is no limit to the number of emails you can send (text messaging rates do apply)
- Template options to make customizing your message quick and easy
- Access to all subscriber lists in your Web Central website, including the ability to select multiple lists



# CivicPlus Media

Today's digitally minded residents are logging more hours watching online video than ever before, and they are searching for content that ranges from entertaining to informative. For local governments, video is a powerful mechanism for sharing news and events, encouraging civic participation, meeting transparency requirements, building a brand, recruiting employees, and encouraging residents to develop a sense of civic pride.



Media is a core component of the Civic Experience Platform and is accessible through CivicPlus Municipal Websites and CivicPlus Agenda & Meeting Management Select. With CivicPlus Media, you can integrate live or recorded videos of meetings and events anywhere on your CivicPlus website that are easily accessible by residents from any desktop computer or mobile device—no technical or coding skills necessary.

## SIMPLE LIVE STREAM RECORDING

- Immediate availability of recorded videos for on-demand viewing—no additional steps or manual file uploads
- Convenient integration with social media platforms including Facebook and YouTube
- High-definition video for professional-quality presentations
- Link meeting agendas and bookmarks
- Auto-start recordings of meetings, so video viewers never miss a moment of live proceedings

## CIVICPLUS MEDIA + ZOOM

- Password protect each meeting to prevent Zoombombing
- Create and share a Zoom meeting ID number only with elected officials and key staff when necessary
- Mute resident participants when open comment session has ended
- Control the meeting within Zoom and protect participants from attempting a screen share
- Allow residents to sign up to receive a link that will allow them to issue public comments and share their screen during the session
- Record and automatically upload meeting videos for on-demand playback



# CivicPlus Resident Portal

## THE NEXT EVOLUTION IN DIGITAL RESIDENT ENGAGEMENT

CivicPlus Portal is a mobile-friendly, personalized online hub from which residents can quickly, easily, and securely obtain information, access resources, discover services, complete transactions, and interact with their local government administration. It is the public gateway to the Civic Impact Platform, empowering resident self-service from one central location for everything from submitting forms, referencing recent legislation, and engaging with public meetings to managing individual alert and notification preferences.



### Personalized Resident Benefits:

- One username, password, or popular platform-enabled single sign-on (via Facebook, Google, Microsoft, or Apple) to securely manage their user profile and interact with all their government resources and information.
- A personalized, customizable dashboard that serves as the launchpad to save frequently accessed digital services, view past interactions, bookmark frequent payment options, and stay up to date with featured, meaningful content.
- Anytime, anywhere access from any device.
- Enabling self-service form viewing, submission, and payments to support a variety of digital transactions from parking permits and business licenses to pet adoptions.
- Easy management of individual communication preferences related to routine and emergency alerts, website newsletters, and agenda & meeting notifications from one single view.
- A centralized hub to submit and track requests, such as public records requests, non-emergency issues, and code enforcement complaints and violations.

### Staff and Administrator Benefits:

- A low-maintenance tool for administrators to easily spotlight information, share content, and link to services to further promote local government initiatives while improving public transparency and trust.
- Ability to consolidate digital services from multiple CivicPlus and third-party solutions into one intuitive, accessible, and responsive interface.
- Consolidation of siloed alerts and notifications from the variety of solutions you control into a single view residents to sign up for and manage.
- Localization of cross-department payments and forms in one place, including those from CivicPlus and third-party solutions, enhancing residents' convenience for increased payments and engagement.
- Multi-factor authentication options and optimized for security and accessibility.



# Ultimate Package Designs

Our design process begins with you meeting your art director to discuss your website vision and build your custom layout. We will then collaborate with you to create a custom design that represents your community. We will focus on including the functionality to meet your website needs, including an option for up to three Advanced Design Components, if desired. These Advanced Design Components provide the benefit of next-level user engagement by leveraging the latest design enhancements in the Web Central product. Your art director will help you choose the components that work best for your website goals and desired site maintenance level.

## LAYOUT & COLOR PROPOSAL

Your project team will present a custom color proposal reflecting the colors and/or imagery that will set the tone for your design. A color proposal is a collection of colors and/or images used to align the visual direction of the project.

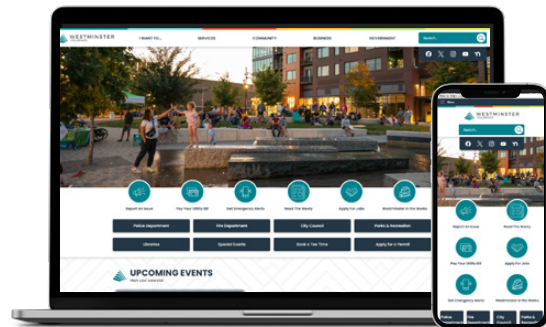
This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application. Aligning project goals and design through the layout proposal ensures a timely and efficient implementation of your Web Central website. Once approved, the layout and color proposal will be used to guide the design concept for your website.

## DESIGN EXAMPLES

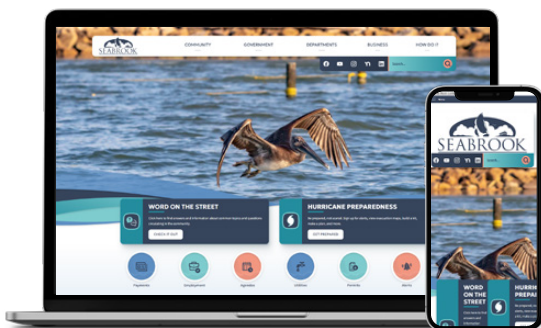
The included design portfolio on the following page will provide you with an idea of the different directions we can take your creative design with the ultimate implementation package.



Parlier, CA | [parlier.ca.us](http://parlier.ca.us)



Westminster, CO | [westminsterco.gov](http://westminsterco.gov)



Seabrook, TX | [seabrooktx.gov](http://seabrooktx.gov)



Village of Wellington, FL | [wellingtonfl.gov](http://wellingtonfl.gov)

# Ultimate Department Header Packages

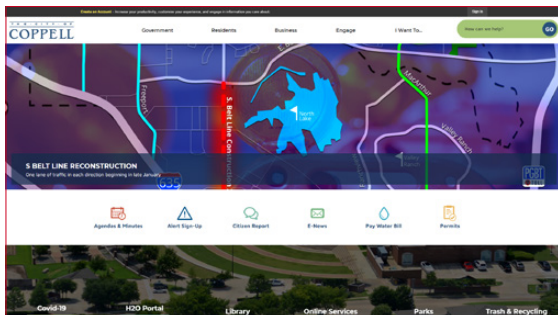
A Department Header Package is a cost-effective way for a department or division to informatively and graphically differentiate themselves from the look of the main website while leveraging consistent CMS administration. The Ultimate Department Header Package shares CMS login and modules with the main website. Further, it inherits the structural layout from the main website.

An Ultimate Department Header Package includes department specific:

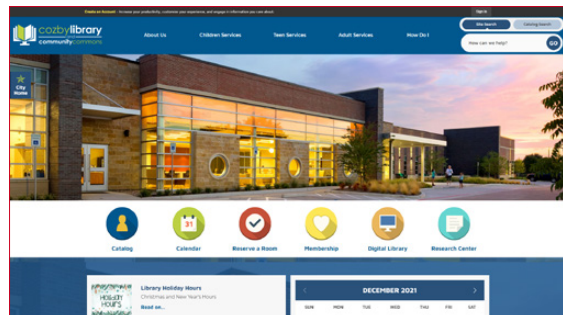
- Site URL (if applicable)
- SSL Certificate / DNS & Hosting (if applicable)
- Site Identifier / Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Selection, Content, and Placement
- Custom Color Palette for the Department Header homepage and interior pages
- Unique Design Styles

## Examples of an Ultimate Department Header Package

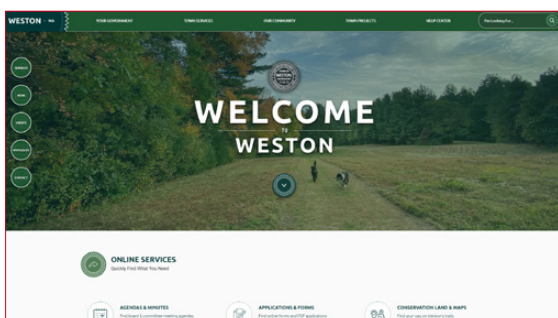
The examples provided below are representative of attributes found in an Ultimate Department Header Package but may not expressly reflect the design package of your main website.



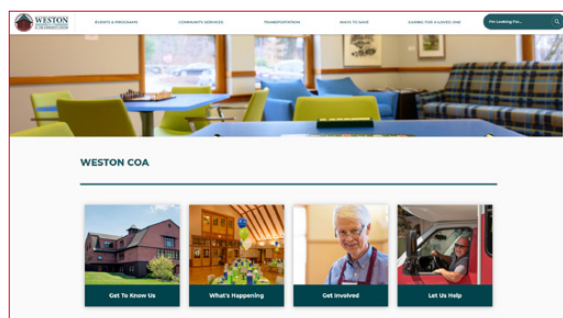
Coppel, TX - Main Website



Library Department Header



Weston, MA - Main Website



Council on Aging Department Header



# Implementation Plan

# Ultimate Project Timeline

---

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

A typical ultimate project ranges from 18-32 weeks. The City's exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

<b>PHASE 1: INITIATE</b>	2-4 Weeks	<ul style="list-style-type: none"> <li>• Project Kickoff Meeting</li> <li>• Planning &amp; Scheduling</li> </ul>
<b>PHASE 2: ANALYZE</b>	4-6 Weeks	<ul style="list-style-type: none"> <li>• Customer Deliverable Submission</li> <li>• Consulting Engagement</li> <li>• Design Discovery Meeting</li> <li>• Content Process Meeting</li> <li>• Layout &amp; Proposal</li> </ul>
<b>PHASE 3: DESIGN &amp; CONFIGURE</b>	8-14 Weeks	<ul style="list-style-type: none"> <li>• Design Concept Development</li> <li>• Design Concept Meeting</li> <li>• Content Development</li> <li>• Agendas &amp; Minutes Migration</li> <li>• Website Completion</li> </ul>
<b>PHASE 4: OPTIMIZE</b>	1-2 Weeks	<ul style="list-style-type: none"> <li>• Website Finalization</li> </ul>
<b>PHASE 5: EDUCATE</b>	1-2 Weeks	<ul style="list-style-type: none"> <li>• Training Engagement</li> </ul>
<b>PHASE 6: LAUNCH</b>	2-4 Weeks	<ul style="list-style-type: none"> <li>• Launch Confirmation Meeting</li> <li>• Website Launch</li> </ul>

# Your Project Implementation

---

Communication between you and your Web Central team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.

- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work



The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

## Phased Approach

### PHASE 1: INITIATE

**Project Kickoff** – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

**Planning & Scheduling** – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

### PHASE 2: ANALYZE

**Customer Deliverables** – The City will be responsible for submitting deliverables as outlined.

**Align Consulting** – Align Consulting involves establishing goals for a project, addressing stakeholder needs, and establishing collective goals. This process helps stakeholders understand the project's scope, resources, and tasks required for implementation. By fostering meaningful conversations, stakeholders can achieve a shared vision and a successful website project.

**Design Discovery Meeting** – Your project manager and art director will meet with you to discuss design preferences and establish design structure from flexible layout options.

**Content Process Meeting** – Meet with your project manager and web content specialist to detail our content development process.



**Layout & Color Proposal** – A custom layout in greyscale format and recommended color palette will be created by your art director, to which you'll have the ability to review and provide feedback and approval.

## PHASE 3: DESIGN & CONFIGURE

**Design Concept Development** – You'll have the chance to review a responsive, functioning design concept prototype in an actual production environment. You will have the opportunity to evaluate the presented design concept and collaborate with your project team on any feedback and then final approval.

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

**Agendas & Minutes Migration** – The Content Development team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

**Website Completion** – The City will receive a completed production website featuring your approved design combined with the finished content.

## PHASE 4: OPTIMIZE

**Website Finalization** – Both the Web Central project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

## PHASE 5: EDUCATE

**Training Engagement** – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will use your production website so that users are familiar with your specific configuration, and you can obtain hands-on knowledge from our Gold Stevie® Award winning external training and consulting team.

In addition, your trainer will go into a deep dive of the department-specific software modules such as Facilities and Activities with Parks and Recreation, Jobs with HR, and Bids with Procurement in your Advanced User Training.

## PHASE 6: LAUNCH

**Website Launch Confirmation Meeting** – Your Web Central project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

**Website Launch** – After final confirmation, your website will be made live and available to the public.



## USER TESTING

You can launch your new website with confidence that your audience can find the content they seek. User testing will verify that the website is easy to navigate and provides residents with the information they need before you launch. After launch, user testing can be leveraged as a tool for continuous improvement and guide decisions for website maintenance.

Regardless of where you are in the process, hosting user testing sessions provides an opportunity to interact with, educate, and involve your residents in the website improvement process.

### Objectives & Deliverables:

- Evaluate efficacy of website design and informational architecture from a user perspective
- Facilitate testing using sample scenarios chosen by your organization
- Adjust needed components based on user feedback prior to website launch
- Verify website users will be able to find the information they want at launch

# Your Role During Implementation

---

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)





# Ongoing Services

# Continuing Services

---

## Technical Support & Services

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

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

### CIVICPLUS HELP CENTER

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



### AWARD-WINNING

CivicPlus has been honored with four Gold Stevie® Awards, eight Silver Stevie® Awards, and eleven Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

### CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager who will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

#### Support at a Glance

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



## ENGAGEXCHANGE

The ENGAGEXCHANGE is an online community and the central hub of ideas, guidance, tips, advice, and more for our Web Central customers. It reflects our commitment to:

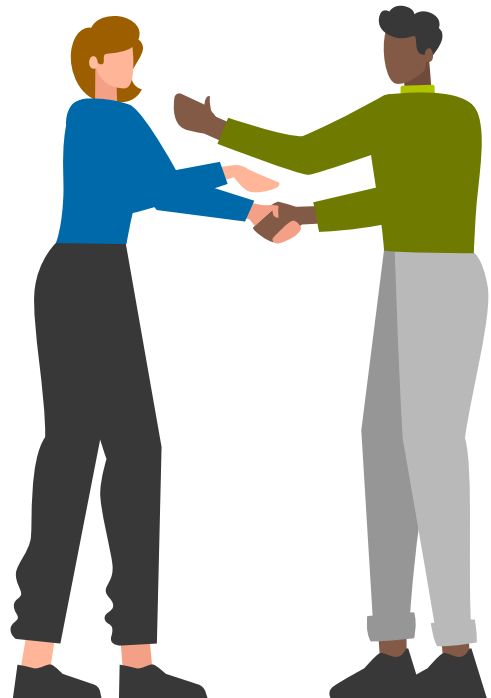
**Connection** – Customers can connect with their peers to ask questions, discover solutions, share ideas, and join focus groups and beta opportunities.

**Direction** – Customers will have the opportunity to provide targeted input on the future direction of the Web Central roadmap and will be able to submit ideas for improvements and enhancements.

## MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches



## 48-Month Redesign

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after every 48 months of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.





# Cost Proposal

# Investment Overview

---

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing are valid for 90 days from November 18, 2025.

## Features & Functionality

- Web Central CMS Tools, Widgets, & Features
- DNS Setup for colleyville.com
- AudioEye Managed
- CivicPlus Media
- CivicSend
- Platform IdP Integration

## Implementation

- Ultimate Package
  - 1 Custom Website Layout Proposal
  - 1 Custom Design Built Using Approved Custom Layout & up to 3 Advanced Design Components
- 2 Ultimate Department Header Packages
- 200 pages Content Development from colleyville.com
- Up to 100 Meetings Worth of Agendas & Minutes PDF/DOC Migration
- 4 Blocks of Virtual Alignment Consulting (up to 3 hours/block)
- 6 Blocks of Virtual System Training (up to 3 hours/block)
- 2 Rounds of On-Site User Testing (travel included)

## Annual Recurring Services

- Guardian Hosting & Security
- 1 SSL Certificate
- DNS Hosting for colleyville.com
- Software Maintenance Including Service Patches & System Enhancements
- 24/7 Technical Support & Access to the CivicPlus Help Center
- Dedicated Customer Success Manager
- 48-Month Ultimate Website Redesign



**Acceptance of Quote # Q-110460-1**

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

By (please sign):

Printed Name:

Title:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

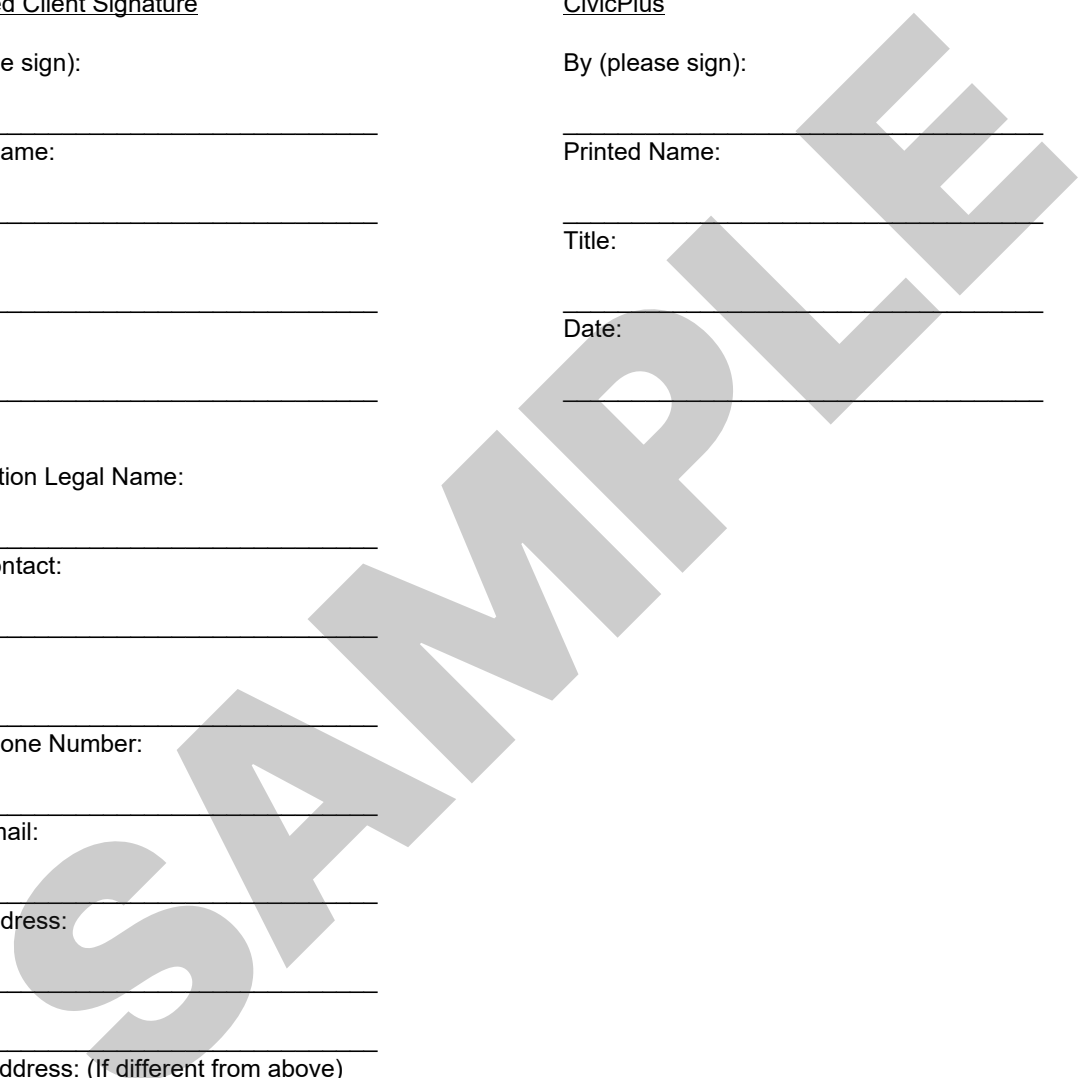
CivicPlus

By (please sign):

Printed Name:

Title:

Date:





# Additional Products Offered

# Additional Solutions and Services

---

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

**CivicPlus Municipal Websites Evolve** - More than a website—it's a digital content hub and the only API-first headless CMS built for local government.

**Recreation Management** - The most powerful recreation software with an intuitive interface and tools for managing activities, facilities, point-of-sale, and more.

**Agenda and Meeting Management Select** - Streamlines the entire agenda process—from item creation to live meetings and post-meeting follow-ups—with speed and ease.

**Mass Notification** - A multi-channel system that sends routine or emergency alerts with actionable information to citizens in seconds from one interface.

**SeeClickFix 311 CRM** - Handles communications, workflows, and data for every citizen request from submission to resolution.

**Process Automation and Digital Services** - Enables efficient, scalable applications and form creation with integrations across CivicPlus solutions.

**Municode Codification & Online Code Hosting** - Delivers a clean, conflict-free, expandable code of ordinances that complies with state laws and is easy to access.

**Community Development** - Simplifies zoning, building, and inspections with tools for collaboration and resident self-service.

**Social Media Archiving** - Captures social media content in context and near real time to meet public records compliance requirements.

**NextRequest** - Simplifies public records request management, improving coordination, compliance, and cost efficiency.

**Asset Management** - Streamlines asset tracking, maintenance scheduling, and work orders with real-time data and built-in training tools.

**Utility Billing** - Automates billing and field operations with resident-friendly self-service tools, GIS integration, and real-time insights.





# Attachments

10. Explanation of coordination with Colleyville Communications team.

Coordination with the City's Communications team will be ongoing and collaborative throughout the project. Communication will take place through email, virtual meetings, phone calls, and our cloud-based project management software, Cloud Coach, which provides centralized access to tasks, files, and conversations. This platform ensures transparency with a multi-level work breakdown structure, Gantt Chart-based planning, and alignment of all tasks, deliverables, and milestones to your specific scope of work. Regular check-ins with your implementation consultant/project manager will keep all stakeholders informed and provide efficient opportunities for feedback and project review. Additional details can be found on page 12.

11. Provide a detailed timeline and completion date of the project.

A typical Ultimate project takes approximately 18–32 weeks to complete, depending on the detailed project scope, any enhancements purchased, and the City's availability for meetings, deliverable submission, and timely approvals. We are prepared to begin project work approximately one week after contract signing. Your dedicated project timeline will be customized during Phase 1: Initiate (2–4 weeks) and managed in real time using our Cloud Coach project management platform. The remaining phases include Analyze (4–6 weeks), Design & Configure (8–14 weeks), Optimize (1–2 weeks), Educate (1–2 weeks), and Launch (2–4 weeks), with all tasks, deliverables, and communication coordinated through your implementation consultant to ensure a smooth and timely project completion. Additional details can be found on page 52.

12. Please provide any additional information or comments in support of your qualifications.

Having a company that is dedicated to web solutions for government is key for your project's success, both initially and through the upcoming years. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our more than 10,000 customers with over 100,000 users and over 340 million visitors (and counting!). At CivicPlus, great people drive great results. Your dedicated project team will guide you through every step of the process, and after launch, we'll help you get the most from your system with ongoing support from our expert technical team.



<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<b>OFFICE USE ONLY</b>	
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p> <p style="text-align: center;">CivicPlus, LLC</p>	<p>Date Received</p>	
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p><b>3</b> Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">N/A</p> <hr style="width: 30%; margin: auto;"/> <p style="text-align: center;">Name of Officer</p>		
<p><b>4</b> Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-top: 20px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 100px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p> <p style="margin-top: 10px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 100px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p>		
<p><b>5</b> Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p> <p style="margin-top: 10px;">N/A</p>		
<p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p><b>7</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <hr style="width: 100%;"/> <p>Signature of vendor doing business with the governmental entity</p> </div> <div style="text-align: center;"> <p>November 12, 2025</p> <hr style="width: 100%;"/> <p>Date</p> </div> </div>		



CERTIFICATE OF ACKNOWLEDGMENT

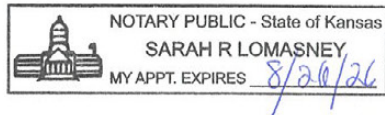
The State of Kansas

County of Riley

Before me, Amy Vikander (insert the name and character of the officer), on this day personally appeared Sarah Lomasney, known to me (or proved to me on the oath of \_\_\_\_\_ or through personally know (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)

Given under my hand and seal of office this 5th day of November, 2025.



Sarah Lomasney  
(Notary's Signature)  
Notary Public, State of ~~Texas~~ Kansas

# Insurance Requirements – Exceptions

On the following pages are our exceptions to the City's insurance requirements included with the RFP. Consider these as our reservations and a starting point for negotiations of a final agreement with the City.

## Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal (including all supporting, technical, or specification documents required for submittal with the current RFP) is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements as provided in the RFP before a final agreement is reached. Subject to the terms of the final controlling agreement, CivicPlus requires its standard Master Services and Solutions and Service Terms to be incorporated and linked in the final agreement. For reference, the CivicPlus standard Master Services and Solutions and Service Terms can be found online at <https://www.civicplus.help/docs/civicplus-legal-stuff>. We look forward to developing a mutually beneficial contract with the City.



## CITY OF COLLEYVILLE MINIMUM VENDOR INSURANCE REQUIREMENTS

Contractor agrees to procure and maintain at all times, at Contractor's sole cost and expense, during the performance of the Work and for so long as this Contract remains in effect, policies of insurance with carriers reasonably acceptable to the City in the minimum amounts outlined below:

- a. Worker's compensation and employer's liability coverage complying with the applicable laws of the State of Texas, covering all employees, agents and representatives of Contractor and all Subcontractors engaged in any manner in performance of the Work. Employer's liability coverage shall have a minimum limit of \$1,000,000 for liability arising out of any accident related to the Work.
- b. Comprehensive general liability insurance, including Contractor's protective liability, in Contractor's name, with combined bodily injury and property damage of not less than \$1,000,000 per occurrence, and will include, without limitation, the following coverages:
  - 1) Contractual Liability Coverage, and
  - ~~2) Completed Operations and/or Products Liability Coverage, commencing with issuance of Final Certificate for Payment, and extending for at least two (2) years from that date, and~~
- c. Comprehensive Automobile Liability Insurance, with combined single limit bodily injury and property damage of not less than \$1,000,000 per occurrence. Such coverage shall include owned, hired and non-owned vehicles of Contractor or Contractor's employees, agents, representatives or Subcontractors.
- d. Cyber Liability/Tech E&ORisk Insurance (including professional oversight liability) covering acts, errors, and omissions arising out of operations or services with minimum limits of \$1,000,000 per occurrence, \$2,000,000 annual aggregate.
- e. All insurance policies required by this paragraph shall contain a clause waiving any right of subrogation against The City of Colleyville. Insurance policies under (b), and (c), shall include The City of Colleyville as an additional insured.
- f. With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:
  - 1) The City of Colleyville shall be named as an additional insured with respect to General Liability and Automobile Liability.
  - 2) Additional insured for The City of Colleyville should be on a primary and non-contributory basis.
  - 3) All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
  - 4) A waiver of subrogation in favor of The City of Colleyville shall be contained in the Workers Compensation and all liability policies.
  - 5) All insurance policies shall be endorsed to require the insurer to immediately notify The City of Colleyville of any

Website Development: Redesign, Content Management System, Hosting, and Engagement Tools for the City of Colleyville



material change in the insurance coverage.

- 6) All insurance policies shall be endorsed to the effect that The City of Colleyville will receive at least thirty- (30) days' notice prior to cancellation or non-renewal of the insurance.
- 7) All insurance policies, which name The City of Colleyville as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
- 8) Required limits may be satisfied by any combination of primary and umbrella liability insurances.
- 9) Contractor may maintain reasonable and customary deductibles, ~~subject to approval by The City of Colleyville.~~
- 10) Insurance must be purchased from insurers that are financially acceptable to The City of Colleyville.

All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

- a. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
- b. Shall specifically set forth the notice-of-cancellation or termination provisions to The City of Colleyville.
- ~~c. All contractors and Subcontractors must be meeting minimum OSHA safety requirements as applicable to their operations.~~

Contractor shall, before the Contract is signed, and at any time following execution thereof at the request of the City, furnish the City with a certificate and proof of such additional endorsements or other documentary evidence that the aforementioned insurance policies have been procured with such additional endorsements, that premiums have been paid and that such policies remain in place. Such certificate or other evidence shall bear an agreement that the City will be given thirty (30) days prior written notice by the Insurance Company furnishing the certificate before the insurance is cancelled or changed in any manner or for any reason during the period of coverage as stated on the certificate.

The City reserves the right to change the type of insurance required, limits required, and/or endorsements required as the City sees fit. Notwithstanding the foregoing, in the event that a change to the type of insurance required, limits required, and/or endorsements required causes an increase in cost of insurance to the Contractor, the City will be responsible for such reimbursing the Contractor for any such cost increases.



**EVALUATION CRITERIA FOR COLLEYVILLE  
WEBSITE DEVELOPMENT RFP**

Proposals received will be reviewed based on the criteria outlined in this RFP. Proposals deemed non-responsive will be eliminated from further consideration. Please review and acknowledge the Evaluation Criteria set forth below.

Evaluation Criteria	Points
Website functionality and technical capabilities; Digital tools/applications and capabilities to connect and sync with third-party technology	30
Unique design and functionality of municipal organization website	30
References and reputation	10
Support, Maintenance, and Training	20
Costs and Fees	10
<b>Total Points</b>	<b>100</b>

Respondent Name:           CivicPlus, LLC          

I,           Amy Vikander          , certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree that all information that I have provided is true and correct and accurately reflects my skills and ability and the quality of my marketing services. I agree to abide by all conditions of this packet and certify that I am authorized to sign this bid for the company.

Print/Type Name:           Amy Vikander            
 Title:           Senior VP of Customer Success            
 Signature:           *Amy Vikander*            
 Date:           November 12, 2025            
 Company:           CivicPlus, LLC



# CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

---

**Agenda Number** 5

**Agenda Date** 1/21/2026

**Type** Report

**Department** Finance

---

**Title**

Monthly Financial Report - December 2025

**Explanation**

Staff will present the December 2025 Financial Report.

**Attachments**

1. December 2025 - Budget Presentation
2. December 2025 - Monthly Budget vs Actual

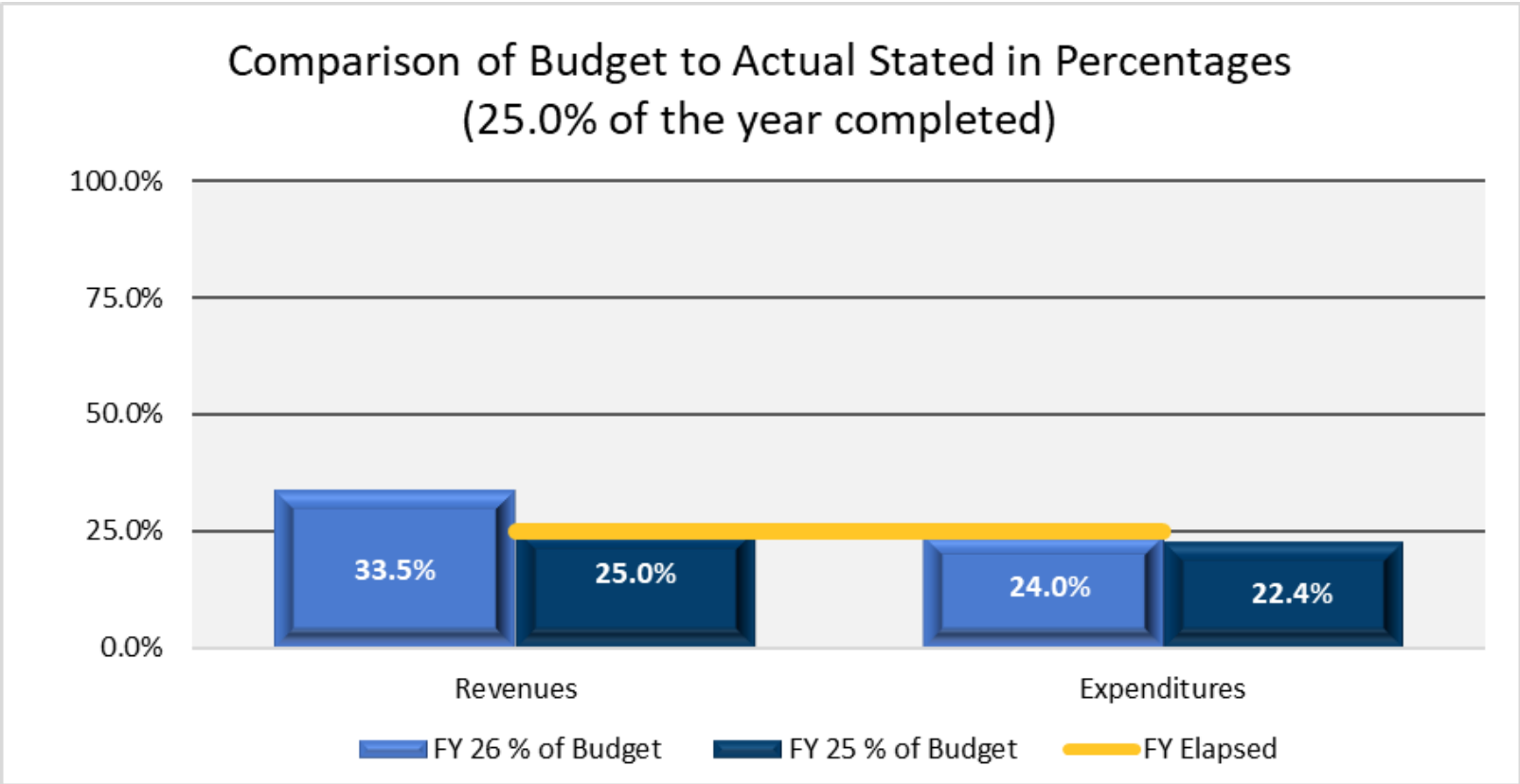
# **Monthly Financial Report December 2025**

City Council Meeting  
January 21, 2026

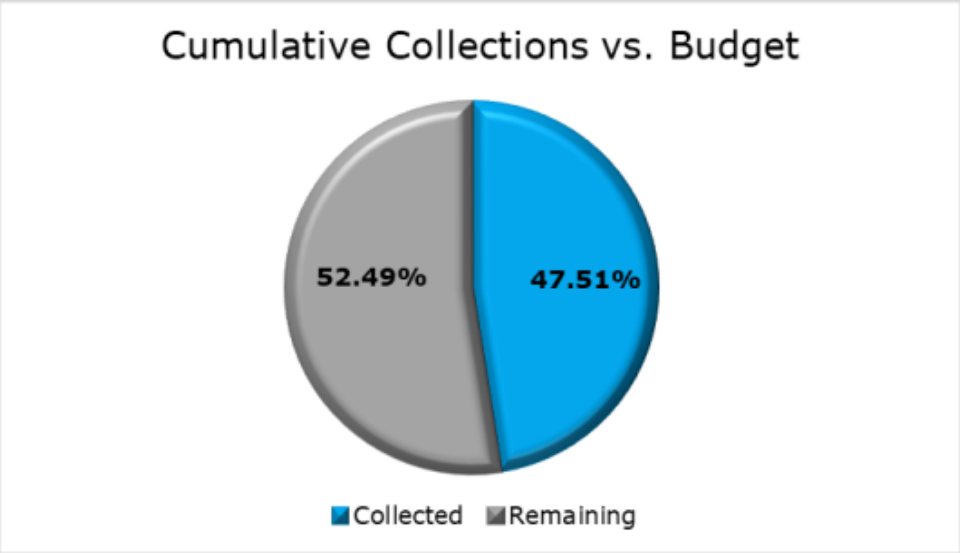
# General Fund Performance



	FY 26 Budget	FY 26 YTD	FY 26 % of Budget	FY 25 YTD	FY 25 % of Budget
Revenues	\$ 31,285,851	\$ 10,493,542	33.5%	\$ 7,413,632	25.0%
Expenditures	31,268,504	7,517,990	24.0%	6,825,030	22.4%
Total	\$ 17,347	\$ 2,975,552		\$ 588,602	



# Property Tax Collections



FY 26 Rate:

- M&O \$0.294232
- I&S \$0.017699

Total Rate:  
\$0.311931/\$100

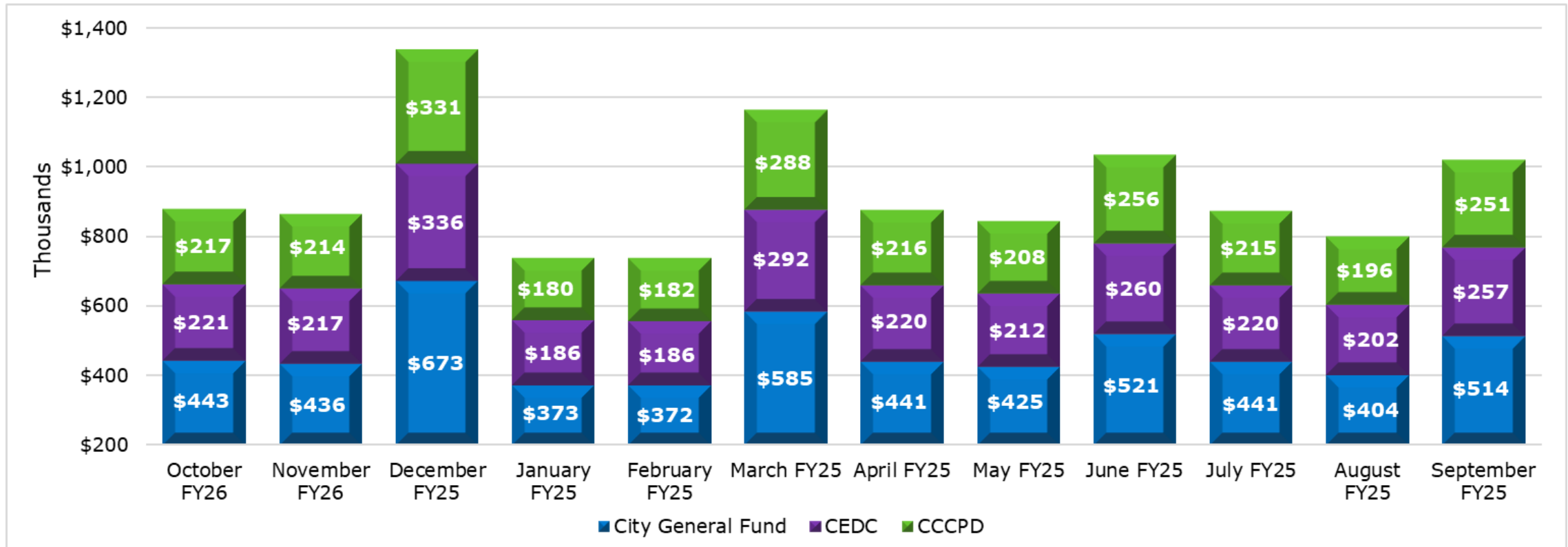
	FY 26 Budget	FY 26 YTD	FY 26 % of Budget	FY 25 YTD	FY 25 % of Budget
Current Taxes	\$ 18,870,816	\$ 8,965,101	47.51%	\$ 5,836,796	32.41%

**Note:** Property taxes are due in January with the majority of collections in December and January.

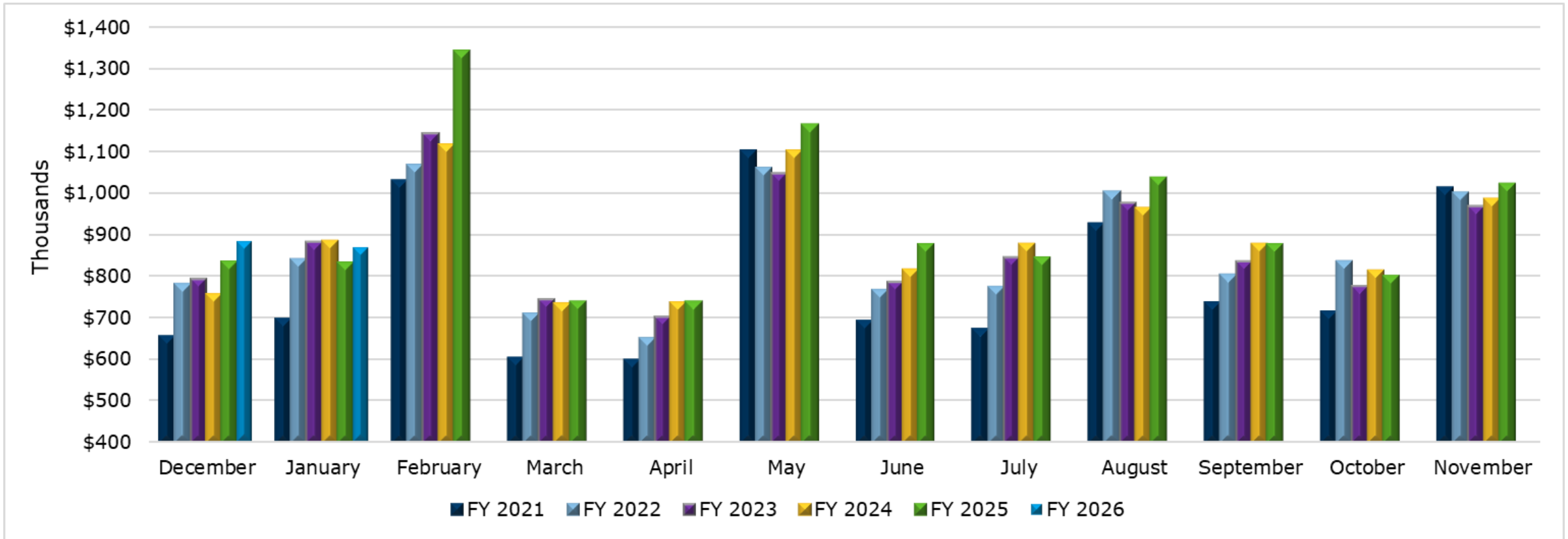
# Sales Tax: Current Fiscal Year Collections



January Collections / November Sales	FY 25 Actual	FY 26 Actual	Increase / (Decrease)	% Change
City General Fund	\$ 418,443	\$ 435,561	\$ 17,119	4.09%
CEDC	\$ 208,908	\$ 217,454	\$ 8,546	4.09%
CCCPD	\$ 204,609	\$ 214,259	\$ 9,650	4.72%
<b>Total Collections</b>	<b>\$ 831,960</b>	<b>\$ 867,275</b>	<b>\$ 35,315</b>	<b>4.24%</b>



# Sales Tax: Comparative Collections



Per GASB rules, December is the first month of FY26 in which collections from sales taxes are recorded. October and November sales taxes are recorded in the prior fiscal year since the sales for those receipts occurred two months prior.

# Sales Tax: Current Fiscal Year Collections – General Fund



<b>Collections Month</b>	<b>Sales Month</b>	<b>FY 25 Actual</b>	<b>FY 26 Actual</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
December	October	\$ 420,829	\$ 443,094	\$ 22,265	5.29%
January	November	418,443	435,561	17,118	4.09%

Per GASB rules, December is the first month of FY26 in which collections from sales taxes are recorded. October and November sales taxes are recorded in the prior fiscal year since the sales for those receipts occurred two months prior.

# Sales Tax: Regional Benchmark



	Net Payment This Period	Comparable Payment PY	% Change	Payment YTD	PY Payment YTD	% Change YTD
<b>Colleyville</b>	653,016	627,351	4.09%	653,016	627,351	4.09%
<b>North Richland Hills</b>	1,721,089	1,637,380	5.11%	1,721,089	1,637,380	5.11%
<b>Bedford</b>	1,223,746	1,180,785	3.64%	1,223,746	1,180,785	3.64%
<b>Grapevine</b>	5,372,324	5,269,784	1.95%	5,372,324	5,269,784	1.95%
<b>Keller</b>	1,314,437	1,277,658	2.88%	1,314,437	1,277,658	2.88%
<b>Hurst</b>	1,504,064	1,502,973	0.07%	1,504,064	1,502,973	0.07%
<b>Euless</b>	2,266,639	2,102,359	7.81%	2,266,639	2,102,359	7.81%
<b>Southlake</b>	3,607,450	3,424,743	5.33%	3,607,450	3,424,743	5.33%

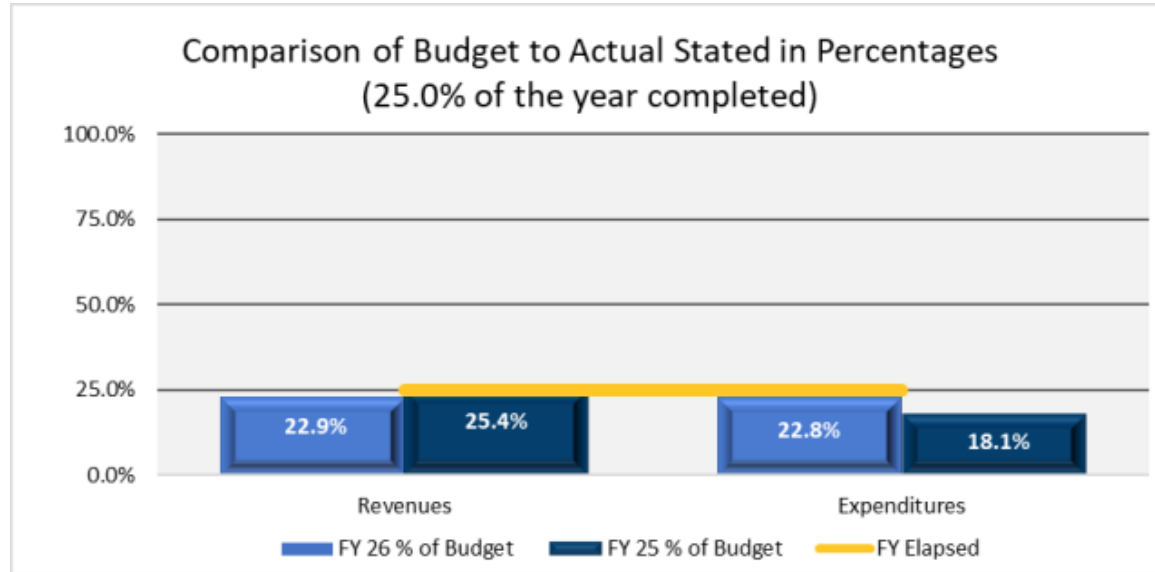
*Note: Colleyville Collections above include both City General Fund and CEDC collections.*



# Utilities Fund Performance



	FY 26 Budget	FY 26 YTD	FY 26 % of Budget	FY 25 YTD	FY 25 % of Budget
Revenues	\$ 27,013,314	\$ 6,184,422	22.9%	\$ 6,195,512	25.4%
Expenditures	26,855,702	6,117,389	22.8%	4,645,993	18.1%
<b>Total</b>	<b>\$ 157,612</b>	<b>\$ 67,033</b>		<b>\$ 1,549,519</b>	

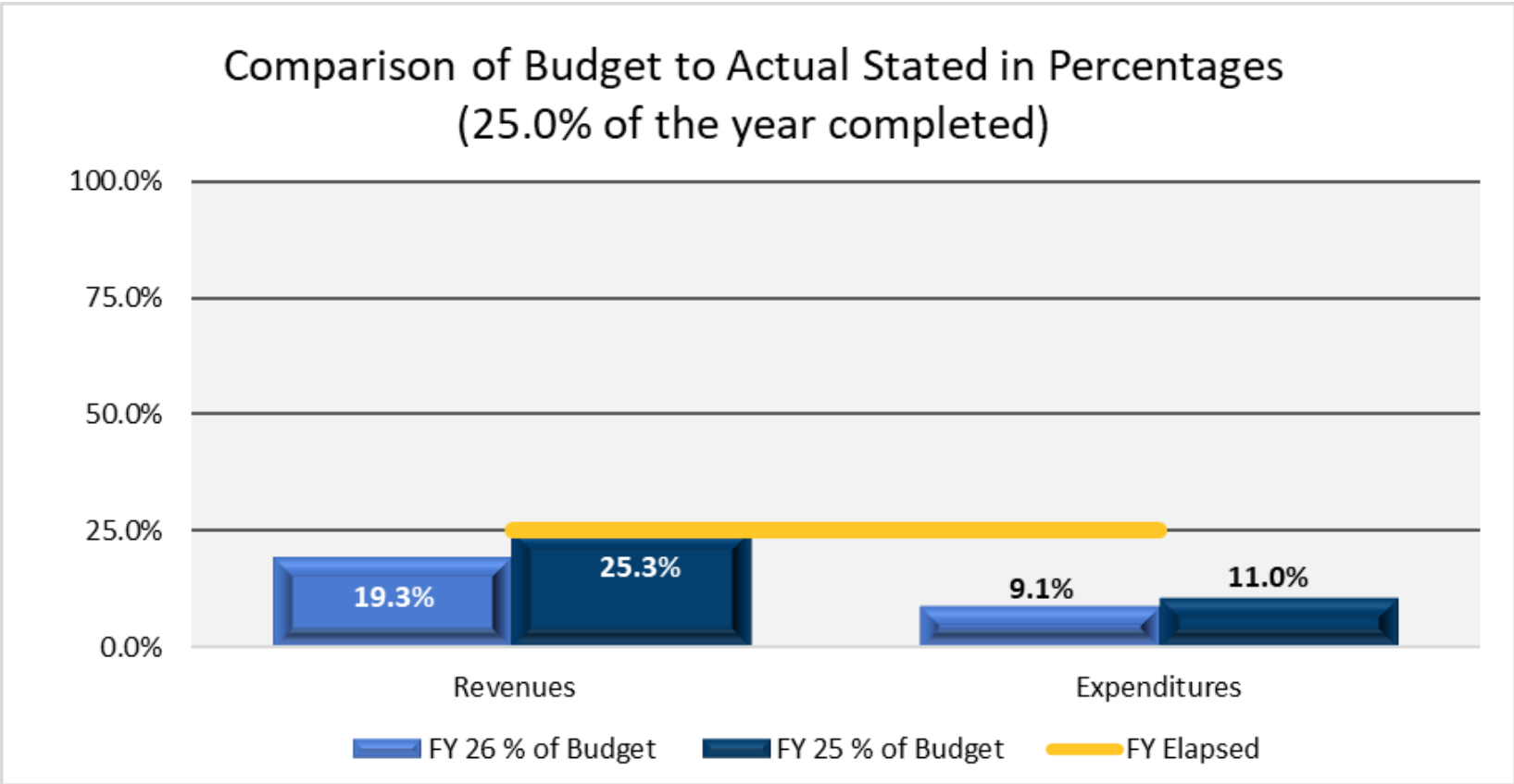


TRA			City		
	FY 26 Budget	FY 26 YTD		FY 26 Budget	FY 26 YTD
Revenues	\$ 22,028,899	\$ 4,925,040	Revenues	\$ 4,984,415	\$ 1,259,382
Expenditures	22,028,899	4,975,058	Expenditure	\$ 4,826,803	1,142,331
<b>Total</b>	<b>\$ -</b>	<b>\$ (50,018)</b>		<b>\$ 157,612</b>	<b>\$ 117,051</b>

# Drainage Fund Performance



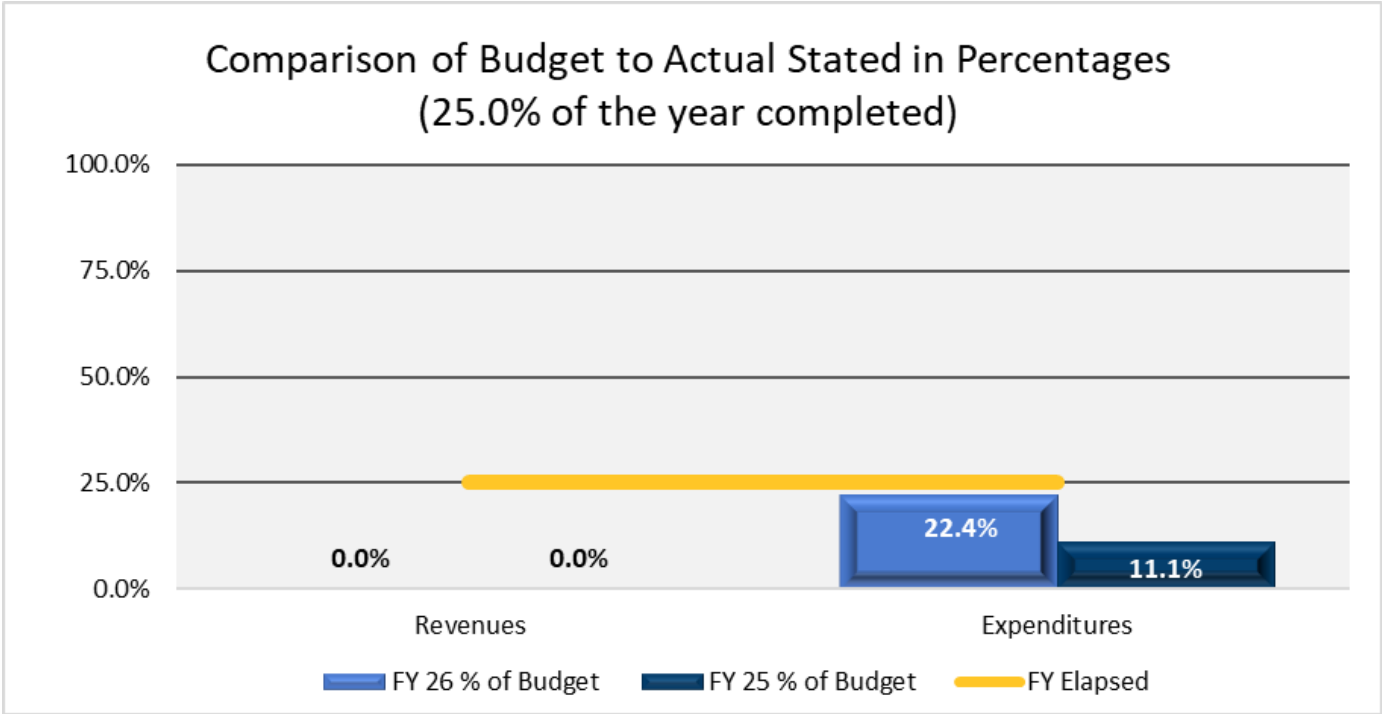
	FY 26 Budget	FY 26 YTD	FY 26 % of Budget	FY 25 YTD	FY 25 % of Budget
Revenues	\$ 2,061,000	\$ 397,955	19.3%	\$ 444,658	25.3%
Expenditures	1,994,787	182,475	9.1%	194,027	11.0%
Total	\$ 66,213	\$ 215,480		\$ 250,631	



# Hotel Tax (HOT) Fund Performance



	FY 26 Budget	FY 26 YTD	FY 26 % of Budget	FY 25 YTD	FY 25 % of Budget
Revenues	\$ 230,000	\$ 29	0.0%	\$ -	0.0%
Expenditures	260,439	58,437	22.4%	52,731	11.1%
Total	\$ (30,439)	\$ (58,409)		\$ (52,731)	



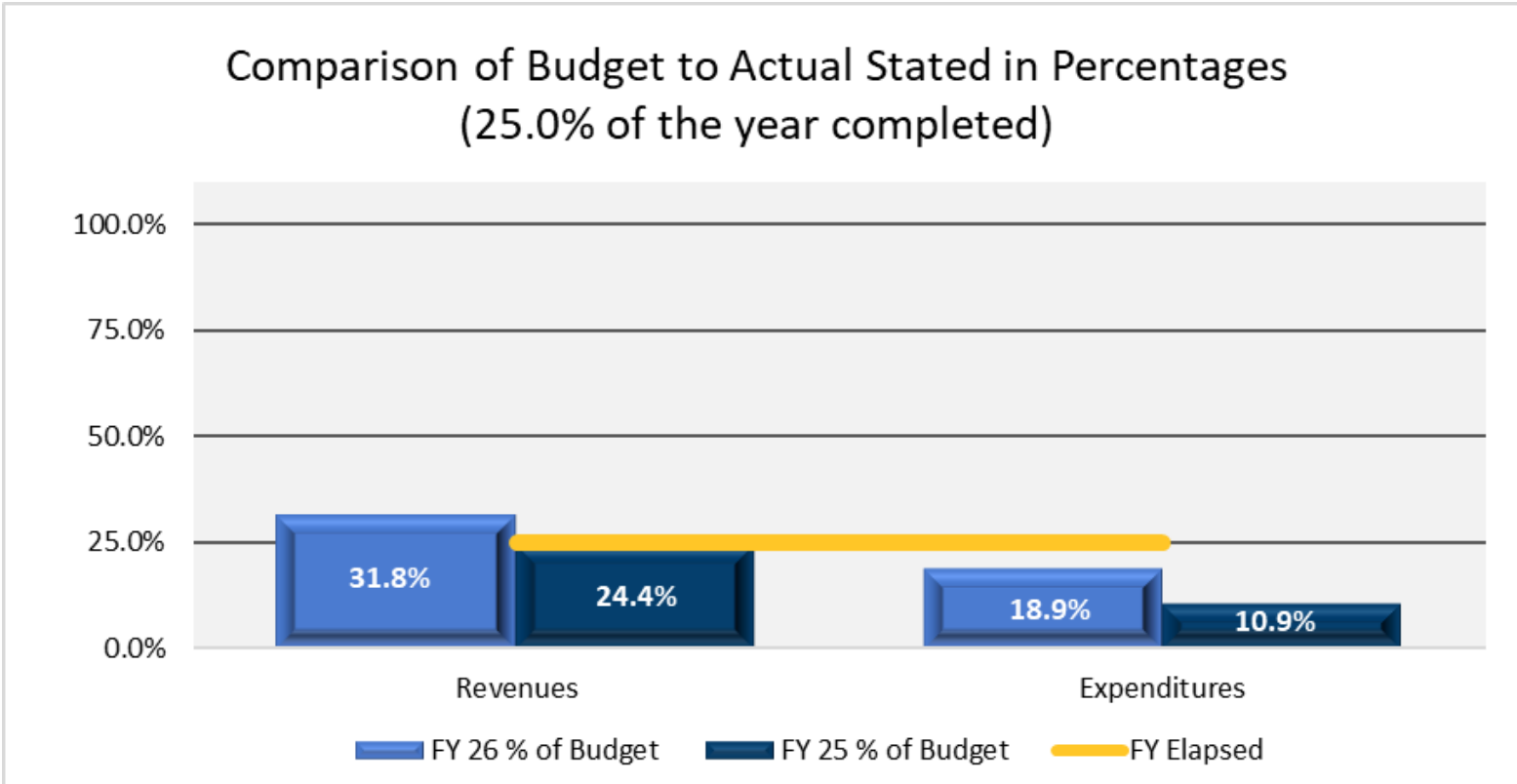
Hotel occupancy tax revenues are due quarterly.



# Debt Service Fund Performance



	FY 26 Budget	FY 26 YTD	FY 26 % of Budget	FY 25 YTD	FY 25 % of Budget
Revenues	\$ 1,702,645	\$ 541,527	31.8%	\$ 360,251	24.4%
Expenditures	1,693,245	320,060	18.9%	168,485	10.9%
Total	\$ 9,400	\$ 221,467		\$ 191,766	



# Questions & Discussion



**City of Colleyville  
Monthly Budget vs Actual Report  
December 31, 2025**

	FY 2026				FY 2025				
	Annual Budget	Actual Thru Mth	Variance Annual	% of Annual Bdg	Annual Actual YTD	Actual Thru Mth	Variance Annual	% of Annual Act	% chg from PY
<b>General Fund</b>									
Current Taxes	18,870,816	8,965,101	9,905,715	47.5%	17,980,445	5,836,796	12,143,649	32.5%	53.6%
Delinquent	30,000	12,404	17,596	41.3%	32,038	11,300	20,738	35.3%	9.8%
P&I	80,000	6,819	73,181	8.5%	98,948	3,919	95,028	4.0%	74.0%
<b>Property Tax Total</b>	<b>18,980,816</b>	<b>8,984,325</b>	<b>9,996,491</b>	<b>47.3%</b>	<b>18,111,431</b>	<b>5,852,016</b>	<b>12,259,415</b>	<b>32.3%</b>	<b>53.5%</b>
Sales Tax	5,304,000	443,094	4,860,906	8.4%	5,587,950	420,829	5,167,122	7.5%	5.3%
Oncor Electric	910,000	-	910,000	0.0%	887,583	-	887,583	0.0%	0.0%
Tri-County Electric	185,000	-	185,000	0.0%	172,925	-	172,925	0.0%	0.0%
Atmos Gas	600,000	-	600,000	0.0%	682,980	-	682,980	0.0%	0.0%
AT&T	15,000	7,278	7,722	48.5%	9,534	2,522	7,012	26.5%	188.5%
Verizon/Others	12,000	1,760	10,240	14.7%	7,462	2,009	5,454	26.9%	-12.4%
Refuse/Recycling	300,000	44,795	255,205	14.9%	325,103	54,176	270,927	16.7%	-17.3%
Cable TV	200,000	40,204	159,796	20.1%	186,044	49,729	136,315	26.7%	-19.2%
Network Nodes	250	-	250	0.0%	250	250	-	100.0%	-100.0%
<b>Franchise Fees</b>	<b>2,222,250</b>	<b>94,037</b>	<b>2,128,213</b>	<b>4.2%</b>	<b>2,271,880</b>	<b>108,686</b>	<b>2,163,195</b>	<b>4.8%</b>	<b>-13.5%</b>
GF Revenues	31,285,851	10,493,542	20,792,309	33.5%	31,191,433	7,413,632	23,777,801	23.8%	41.5%
GF Expenditures	31,268,504	7,517,990	23,750,514	24.0%	31,191,433	6,825,030	24,366,403	21.9%	10.2%
<b>Utilities Fund</b>									
Water - Base Rate	2,509,730	618,974	1,890,756	24.7%	2,429,276	600,819	1,828,458	24.7%	3.0%
Sewer - Base Rate	1,885,685	464,624	1,421,061	24.6%	1,728,568	433,240	1,295,328	25.1%	7.2%
Water - Volumetric Rate	17,072,779	3,818,977	13,253,802	22.4%	14,533,462	3,881,924	10,651,537	26.7%	-1.6%
Sewer - Volumetric Rate	4,956,120	1,106,063	3,850,057	22.3%	4,536,672	1,050,184	3,486,488	23.1%	5.3%
<b>Water &amp; Sewer</b>	<b>26,424,314</b>	<b>6,008,638</b>	<b>20,415,676</b>	<b>22.7%</b>	<b>23,227,979</b>	<b>5,966,167</b>	<b>17,261,812</b>	<b>25.7%</b>	<b>0.7%</b>
Utilities Revenues	27,013,314	6,184,422	20,828,892	22.9%	25,436,765	6,195,512	19,241,253	24.4%	-0.2%
Utilities Expenditures	26,855,702	6,117,389	20,738,313	22.8%	27,759,495	4,645,993	23,113,502	16.7%	31.7%
<b>Debt Service Fund</b>									
Current Taxes	924,135	539,280	384,855	58.4%	911,283	359,668	551,615	39.5%	49.9%
Delinquent	2,000	618	1,382	30.9%	1,242	432	810	34.8%	43.2%
P&I	3,400	366	3,034	10.8%	5,736	151	5,585	2.6%	142.4%
<b>Property Tax Total</b>	<b>929,535</b>	<b>540,264</b>	<b>389,271</b>	<b>58.1%</b>	<b>918,261</b>	<b>360,251</b>	<b>558,010</b>	<b>39.2%</b>	<b>50.0%</b>
DS Revenues	1,702,645	541,527	1,161,118	31.8%	1,475,019	360,251	1,114,768	24.4%	50.3%
DS Expenditures	1,693,245	320,060	1,373,185	18.9%	1,540,145	168,485	1,371,660	10.9%	90.0%
<b>Drainage Fund</b>									
Drainage Fee	2,021,000	380,224	1,640,776	18.8%	1,752,062	432,942	1,319,120	24.7%	-12.2%
Drain Revenues	2,061,000	397,955	1,663,045	19.3%	1,931,519	444,658	1,486,861	23.0%	-10.5%
Drain Expenditures	1,994,787	182,475	1,812,312	9.1%	2,112,445	194,027	1,918,418	9.2%	-6.0%
<b>Hotel Occupancy Tax (HOT) Fund</b>									
HOT Tax	230,000	-	230,000	0.0%	422,460	-	422,460	0.0%	0.0%
HOT Revenues	230,000	29	229,971	0.0%	422,500	-	422,500	0.0%	0.0%
HOT Expenditures	260,439	58,437	202,002	22.4%	510,960	52,731	458,229	10.3%	10.8%

**Note:** The financial figures presented are unaudited and subject to change pending final audit adjustments.



## CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

---

**Agenda Number** 6a  
**Type** Ordinance  
**Department** Finance

---

**Agenda Date** 1/21/2026

**Number** Ordinance O-26-2357

### **Title**

Amending Sections 3A and 3B of the Water and Sewer Policy and Procedure manual as contained in the Code of Ordinances of the City of Colleyville, Texas, adjusting water and wastewater volumetric rates to pass through changes from the Trinity River Authority

### **Explanation**

#### ***Second reading and public hearing***

There were no speakers regarding this item at the January 6, 2026, City Council meeting.

#### ***First Reading and Public Hearing***

On November 15, 2016, the City Council approved Ordinance O-16-1996, implementing the recommendations of the Water and Wastewater Rate Advisory Committee. This ordinance established a new rate structure in which City operating costs are recovered through base rates and volumetric rates are set to pass through the costs charged by the Trinity River Authority (TRA).

The base and volumetric rates are reviewed and updated on an annual basis. The new base rates are reflected in the bills sent out in October to coincide with the City's fiscal year, while the new volumetric rates are reflected in the bills sent out in January to coincide with TRA's rate change.

This agenda item provides for formal consideration and approval to amend Sections 3A and 3B of the Water and Sewer Policy and Procedure manual as contained in the Code of Ordinances of the City of Colleyville, Texas, to reflect the proposed new pass through rates to be in effect starting with the January billing for December's usage as follows:

#### **Water Rates**

Staff recommends consideration of increasing the current water volumetric rate from \$6.2446 to \$6.6587. The largest FY26 budgetary increases for the Trinity River Authority are related to debt service and raw water costs.

#### **Wastewater Rates**

Staff recommends consideration of increasing the current wastewater volumetric rate from \$4.3115 to \$4.7853. The largest FY26 budgetary increases for the Trinity River

Authority Wastewater Treatment are related to debt service.

**Financial Impact**

Adoption of this ordinance will provide the revenue to recover the costs from TRA.

**Recommendation**

Approve

**Attachments**

1. Ordinance O-26-2357
2. Volumetric Rates Presentation FY26

**ORDINANCE O-26-2357**

**AMENDING SECTION 3 – SERVICE CHARGES OF THE WATER AND SEWER POLICY AND PROCEDURE MANUAL OF THE CITY OF COLLEYVILLE, AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS,** water and wastewater base rates are set to recover the City’s annual operating costs for the utility system; and

**WHEREAS,** the Fiscal Year 2026 Utility Fund operating budget has been proposed and the required base rates to fund said budget have been calculated; and

**WHEREAS,** the FY26 – FY30 Capital Improvement Plan has been proposed and the required capital improvement rates to fund said plan have been calculated.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:**

Sec. 1. THAT Section 3 – Service Charges of the Water and Sewer Policy and Procedure Manual of Colleyville, Texas, which is “Appendix A” of the Colleyville Code be replaced in its entirety to read as follows:

**Sec. A. - Water rates.**

The following base and volumetric charges shall apply to residential and non-residential water customers. Base charges for out-of-city customers shall be \$4.00 higher than the charge for in-city customers.

Base charge per month for in-city customers:	
Water meters 1 inch or less	\$18.24
Water meters of 1.5 inches	\$36.48
Water meters of 2 inches	\$58.37
Water meters of 3 inches	\$109.45
Water meters of 4 inches	\$182.41
Base charge per month for out-of-city customers:	
Water meters 1 inch or less	\$22.24
Water meters of 1.5 inches	\$40.48
Water meters of 2 inches	\$62.37
Water meters of 3 inches	\$113.45

Water meters of 4 inches	\$186.41
Volumetric charge per 1,000 gallons	\$6.6587

***Rates for fire hydrant meters:***

The use of fire hydrant meters shall only be allowed within the Colleyville city limits. The use of the fire hydrant meters shall be limited to a period of no more than 90 cumulative calendar days. Under special conditions, a customer may submit a written request to the public works department for use of a fire hydrant meter for a period longer than 90 cumulative calendar days, subject to public works director approval. In considering special condition(s), the public works director shall not consider requests which are necessary to relieve a self-created or personal hardship, failure of performance by a contractor, nor for financial reasons. In considering the customer request, the public works director shall solicit the recommendation of the fire chief and fire marshal in consideration of the request. Further, the public works director shall consider alternative means available to the customer. If special condition(s) are approved by the public works director, in no case shall the meter be used for more than an additional 30 calendar days. The public works director may provide a written ruling within 15 working days of receipt of the customer's written request.

In the event a request for special condition(s) is denied by the public works director, customer shall, within 14 calendar days, make written appeal to the city manager of the public works director's decision. The city manager shall render a written decision within 30 working days of receipt of the customer's appeal. Such decision by the city manager shall be final and not appealable to the city council.

For purposes of this section, written communication shall be considered communication, which is deposited with the United States Postal Service for delivery.

The user must submit in writing, the location of where the meter will be used and such meter shall be used exclusively at the location on record with the city. For purposes of this section, the use of a meter shall be allowed cumulatively for only one location within an individual subdivision and/or development.

For a period of 90 cumulative calendar days after a meter is returned and read by the city, a user shall not be permitted to check out another meter for use at the same designated location, as defined herein.

The monthly base charge for a fire hydrant meter shall be \$50.00. Water usage for a fire hydrant meter shall be charged at the same volumetric rate as all other water customers.

The customer shall be in possession of and responsible for the meter. The customer will be responsible for bringing the meter to the public works service center by the 20th of each month for reading. The customer is required to use a proper fire hydrant wrench for operation of the fire hydrant. The customer shall be responsible for any damage and repair, as reasonably determined by the city, to the fire hydrant or the fire hydrant meter by the use of a temporary water meter.

The customer will be required to provide for any backflow device necessary to meet the current city ordinance for protection of the city's drinking water supply.

The City of Colleyville, Tarrant County, and Texas Department of Transportation (TxDOT) shall be exempt from the provisions of this policy.

**Sec. B. - Sewer rates.**

This schedule of rates per month or fraction thereof shall be the basis for determining charges to all customers for rendering sanitary sewage service, where the sewage produced by such customer is a normal strength wastewater (170 mg/l BOD and 260 mg/l suspended solids) and where such customer is located within the City of Colleyville. The base charge for non-residential customers shall be \$6.00 higher than the charge for residential customers.

A base charge per month shall be charged as follows:	
Residential customers	\$15.49
Non-residential customers	\$21.49

A monthly sewer volume charge shall also be charged to all customers as set forth hereinafter. The sewer volume charge for residential customers will be based upon the individual customer's average monthly water use during the months of December, January and February. Where no preceding winter quarter average is available from records, a volume of 9,000 gallons shall be used for this volume charge.

The monthly sewer volume charges to commercial and industrial class customers will be based on total water use each month as measured by appropriate meters, with the provision that if a customer can show to the

satisfaction of the public works director that a significant portion of the metered water usage does not enter the sanitary sewers, the customer will be charged for only that volume entering the sewers, as determined by a method approved by the director of public works.

Volumetric rate per 1,000 gallons:	\$4.7853
------------------------------------	----------

**Sec. C. – Capital Projects rates.**

The following base charges shall apply to residential and non-residential customers to provide funding for utility capital projects necessary to maintain the utility system:

Base charge per month for in-city and out-of-city customers:	
Water meters 1 inch or less	\$5.83
Water meters of 1.5 inches	\$10.78
Water meters of 2 inches	\$16.74
Water meters of 3 inches	\$30.63
Water meters of 4 inches	\$50.46

**Sec. D. – Billing; delinquent penalty.**

All charges for services furnished or rendered by the City of Colleyville Utility Department are due and payable on the date bill is received. If payment is not received within sixteen days of the billing date a (10%) penalty will be imposed for failure to pay by the due date of the bill.

In the event the meter is not delivered to the city for reading, a penalty fee would be imposed as follows:

\$100.00	1 <sup>st</sup> missed reading
\$200.00	2 <sup>nd</sup> missed reading
\$300.00	3 <sup>rd</sup> missed reading

After the third missed reading, the security deposit will be forfeited and the City of Colleyville will revoke the use of the fire hydrant meter.

**Sec. E. – Discontinuance of service, notice; reconnection fee.**

In the event that any month's charges remain delinquent and unpaid at the time of a subsequent billing's due date, the user or customer shall receive a cut-off notice which will be mailed no later than two working days after the

subsequent billing's due date. Services will be disconnected if any arrearages over 30 days are not paid within six working days of the cut-off notice. Where service has been discontinued for failure to pay for service rendered, a charge of \$25.00 shall be made for each meter disconnected before said service shall be restored. In the event the customer requests reconnection at hours other than 8:00 a.m. to 4:30 p.m., said reconnect fee shall be increased to \$75.00.

Sec. 2. THAT the effective date of this ordinance shall be for the bills sent out starting February 1, 2026.

**AND IT IS SO ORDERED.**

The first reading and public hearing being conducted on the 6<sup>th</sup> day of January 2026.

The second reading and public hearing being conducted on the 21<sup>st</sup> day of January 2026.

APPROVED BY A VOTE OF \_ AYES, \_ NAYS, ON THIS THE 21<sup>ST</sup> DAY OF JANUARY 2026.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

**ATTEST:**

**CITY OF COLLEYVILLE**

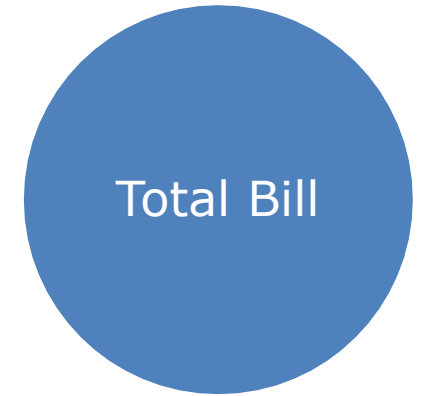
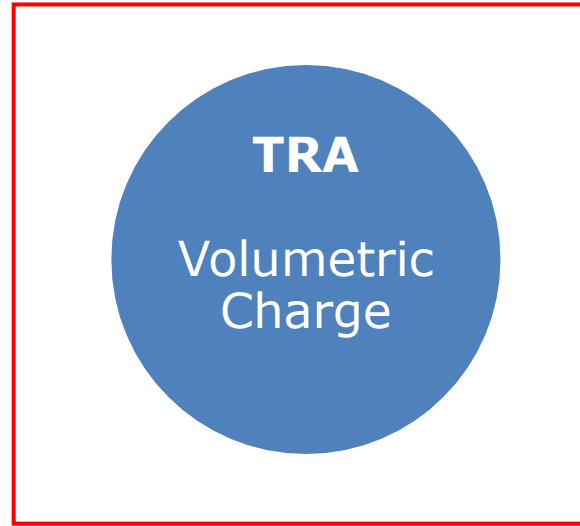
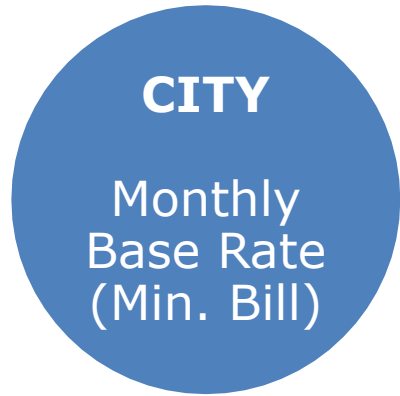
Christine Loven, TRMC  
City Secretary

Bobby Lindamood  
Mayor

**APPROVED AS TO FORM:**

Whitt Wyatt  
City Attorney

# SECOND READING AND PUBLIC HEARING ORDINANCE O-26-2356



- Fixed monthly charges calculated based on the amount of revenue necessary to recover the City's operating costs.
  - Water Base Rate
  - Wastewater Base Rate
  - Capital Improvement Plan (CIP) Rate
- Effective Date: October 1

- TRA bills Colleyville for water and wastewater treatment.
  - WATER: Based on volume of treated water purchased
  - WASTEWATER: Based on volume of wastewater treated
- Effective Date: February 1

- Colleyville bills customers:
  - A base rate to recover the operating costs.
  - A volumetric rate based on projected payments to TRA

# SECOND READING AND PUBLIC HEARING ORDINANCE O-26-2356



<u>Water</u>		<b>2025</b>	<b>2026</b>	
	<b>OM</b>	\$3.7414	\$3.8623	
	<b>Debt</b>	\$2.5032	\$2.7964	
		<hr/>		
		\$6.2446	<b>\$6.6587</b>	6.63%

<u>WW</u>		<b>2025</b>	<b>2026</b>	
	<b>OM</b>	\$1.7883	\$2.0421	
	<b>Debt</b>	\$2.5232	\$2.7432	
		<hr/>		
		\$4.3115	<b>\$4.7853</b>	10.99%



# CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

---

**Agenda Number** 7a

**Agenda Date** 1/21/2026

**Number** Resolution R-26-5112

**Type** Resolution

**Department** Fire

---

## **Title**

Approval of a resolution adopting the Tarrant County Multi-Jurisdiction Hazard Mitigation Action Plan

## **Explanation**

### ***Reading and Public Hearing***

The Federal Disaster Mitigation Act of 2000 DMA 2000 requires a community have an approved Hazard Mitigation Plan and an Emergency Management Plan in order to qualify for federal funding from the following grant programs:

- Pre-Disaster Mitigation Competitive (PDM-C)
- Hazard Mitigation Grant Program (HMGP)
- Flood Mitigation Assistance (FMA)

Hazard mitigation is any action that reduces the effects of future disasters. It has been demonstrated hazard mitigation is most effective when based on an inclusive, comprehensive, long-term plan, which is developed before a disaster occurs. Hazard mitigation, preparedness, response, and recovery are the four phases of emergency management. Hazard mitigation is the only phase of emergency management specifically dedicated to breaking the cycle of damage, reconstruction, and repeated damage.

In July 2015, the City of Colleyville adopted the Tarrant County Hazard Mitigation Action Plan (HAZMAP), which was a culmination of three years of work by a total of 27 jurisdictions in Tarrant County who developed the HAZMAP, which was approved by the Federal Emergency Management Agency (FEMA). The plan is required to be updated and approved by each entity every five years. The last update and approval by City Council was in January 2020. The entities have updated the Plan, and in December 2025, FEMA once again began the review, and has issued a letter stating, in part, FEMA has concluded its review of the referenced plan, in conformance with the Final Rule on Mitigation Planning (44 CFR § 201.6). Formal approval of this plan is contingent upon the adoption by the participants. Adopting resolutions must be submitted to this agency for review and approval. Failure to submit these resolutions in a timely manner could lead to a required update of the plan prior to FEMA approval. Once this final requirement has been met, a letter of official approval will be generated.

With the HAZMAP in place, a more sustainable and disaster-resistant city is created, strategies to lessen or eliminate the effects of potential hazards are identified,

strategies are communicated to the state and federal partners, to help with funding if it becomes available, and public awareness is increased.

With the Tarrant County Hazard Mitigation Action Plan of 2015 in place, the City of Colleyville has been eligible to apply for the Local Hazard Mitigation Action Plan grants, including one that offset seventy-five percent of the costs for a backup generator at City Hall, and a backup pump station generator.

Approval of this resolution will provide for the final adoption of the plan by FEMA, assist in the City's efforts to mitigate hazards, and continue the City's ability to apply for grants.

**Financial Impact**

There is no financial impact to the City.

**Recommendation**

Approve

**Attachments**

1. Resolution R-26-5112

## **RESOLUTION R-26-5112**

### **A RESOLUTION OF THE CITY OF COLLEYVILLE, TEXAS, ADOPTING THE 2025 TARRANT COUNTY HAZARD MITIGATION ACTION PLAN**

- WHEREAS,** the City of Colleyville recognizes the threat that natural hazards pose to people and property within our community; and
- WHEREAS,** undertaking hazard mitigation actions before disasters occur reduces the potential for harm to people and property and saves taxpayer dollars; and
- WHEREAS,** an adopted hazard mitigation plan is required as a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre-and post-disaster mitigation grant programs; and
- WHEREAS,** the City of Colleyville has fully participated in the update process of the 2025 Tarrant County Hazard Mitigation Action Plan in coordination with Tarrant County and other participating jurisdictions; and
- WHEREAS,** the 2025 Tarrant County Hazard Mitigation Action Plan identifies natural hazards and mitigation strategies specific to the City of Colleyville being adopted by the Tarrant County Commissioners' Court for submission to the Texas Division of Emergency Management and FEMA.

#### **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:**

- Sec. 1. THAT the Colleyville City Council hereby adopts the 2025 Tarrant County Hazard Mitigation Action Plan as the official hazard mitigation plan for the City of Colleyville.
- Sec. 2. THAT the Emergency Manager and all appropriate departments are encouraged to pursue implementation of the recommended mitigation actions, as feasible and appropriate.
- Sec. 3. THAT the City of Colleyville will continue to actively participate in future updates and implementation efforts of the countywide hazard mitigation plan.
- Sec. 4. THAT this resolution shall take effect immediately upon adoption.

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_ AYES, \_ NAYS, ON THIS THE 21<sup>ST</sup> DAY OF JANUARY 2026.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven  
City Secretary, TRMC

Bobby Lindamood  
Mayor



# CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

---

**Agenda Number** 7b

**Agenda Date** 1/21/2026

**Number** Resolution R-26-5113

**Type** Resolution

**Department** City Secretary

---

## **Title**

Approval of a resolution calling a General Election for the purpose of electing City Councilmembers to Place 3 and Place 4 and authorizing a joint election agreement and contract for election services with Tarrant County Elections Administration

## **Explanation**

### ***Reading and Public Hearing***

This item provides for the election order calling a General Election for May 2, 2026, for the purpose of electing City Councilmembers to Place 3 and Place 4.

The City contracts with Tarrant County Elections Administration for election services, which provides for citizens to vote at any early voting and election day location in Tarrant County.

The attached proposed resolution provides the dates, times, and locations for voting in the General Election and authorizes the joint election agreement with Tarrant County Elections Administration.

## **Financial Impact**

Funds for the 2026 General Election are allocated in the FY2026 City Secretary's Office budget.

## **Recommendation**

Approve

## **Attachments**

1. Resolution R-26-5113

## **RESOLUTION R-26-5113**

### **CALLING A GENERAL ELECTION FOR MAY 2, 2026, FOR THE PURPOSE OF ELECTING CITY COUNCILMEMBERS TO PLACE 3 AND PLACE 4 AND AUTHORIZING A JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES WITH TARRANT COUNTY ELECTIONS ADMINISTRATION; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS,** the City of Colleyville, Texas, desires to conduct a General Election as set forth by the City of Colleyville Charter and Texas Election Code, Section 41.001, to be held on Saturday, May 2, 2026, at which time the voters will elect City Councilmembers to Place 3 and Place 4, including the conduct of early voting.

### **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:**

- Sec. 1. THAT a General Election, including any necessary run-off election(s), is hereby called to elect City Councilmembers to Place 3 and Place 4, to serve until their successors are duly elected and qualified. The General Election shall be held at Colleyville Recreation Center, Annex A, 5008 Roberts Road, Colleyville, Texas, on Saturday, May 2, 2026, from 7:00 a.m. to 7:00 p.m.
- Sec. 2. THAT the Mayor, or his designee, is authorized to negotiate and execute an agreement with the Tarrant County Elections Administration to administer the election (the "Election Agreement") in conformance with the Texas Elections Code and City Charter.
- Sec. 3. THAT qualified persons for City Council may file as candidates by filing applications in the Office of the City Secretary, 100 Main Street, Colleyville, Texas, Wednesday, January 14, 2026, through Friday, February 13, 2026, Monday through Friday, from 9:00 a.m. to 4:00 p.m.
- Sec. 4. THAT Clint Ludwig, Elections Administrator, or his successor, 2700 Premier Street, Fort Worth, Texas 76111, is hereby appointed as Early Voting Clerk and may appoint additional deputy early voting clerks, as necessary, to properly conduct the election. Applications for ballot by mail must be received by mail no later than the close of business on Tuesday, April 22, 2026 (Mailing address: Tarrant County Elections, Early

Voting Clerk, or his successor, P.O. Box 961011, Fort Worth, Texas, 76161-0011).

Sec. 5. THAT Early Voting shall be conducted at Tarrant County’s Main Early Voting location at Tarrant County Elections Center, 2700 Premier Street, Fort Worth, Texas 76111, Colleyville Recreation Center, Annex A, 5008 Roberts Road, Colleyville, Texas 76034, and locations established and to be published by the Tarrant County Elections Administration, and in conformance with the Election Agreement.

Sec. 6. THAT this resolution shall take effect immediately upon passage.

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_ AYES, \_ NAYS, ON THIS THE 21<sup>ST</sup> DAY OF JANUARY 2026.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven  
City Secretary, TRMC

Bobby Lindamood  
Mayor

**EXHIBIT A**  
**Resolution R-26-5113**  
**Calling the May 2, 2026 General Election**

**Early Voting Location Information**

Early voting shall be conducted at the following locations:

*Tarrant County's Main Early Voting location:*

Tarrant County Elections Center  
2700 Premier Street  
Fort Worth, Texas 76111

Annex A – Colleyville Recreation Center  
5008 Roberts Road  
Colleyville, Texas 76034

and all such branch offices for early voting by personal appearance as may be established in the Election Agreement with Tarrant County.

**Early Voting Times**

Early voting shall begin on Monday, April 20, 2026, and shall end Tuesday, April 28, 2026, and the dates and times shall be as set forth below:

April 20 – 24	Monday – Friday	8:00 a.m. - 5:00 p.m.
April 25	Saturday	7:00 a.m. - 7:00 p.m.
April 26	Sunday	10:00 a.m. - 4:00 p.m.
April 28-29	Monday – Tuesday	7:00 a.m. - 7:00 p.m.



# CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

---

**Agenda Number** 9

**Agenda Date** 1/21/2026

**Type** Report

**Department** City Secretary

---

## **Title**

September 9, 2025 Sign Board of Appeals Minutes

December 8, 2025 Planning and Zoning Commission Minutes

December 22, 2025 Planning and Zoning Commission Worksession Minutes

## **Attachments**

1. September 9, 2025 - Sign Board of Appeals Minutes
2. December 8, 2025 - Planning and Zoning Commission Minutes
3. December 22, 2025 - Planning and Zoning Commission Worksession Minutes



# CITY OF COLLEYVILLE SIGN BOARD OF APPEALS MINUTES

100 Main Street, Colleyville, Texas, 76034

---

**TUESDAY, SEPTEMBER 9, 2025**

---

## **CALL MEETING TO ORDER CITY COUNCIL CHAMBERS**

The City of Colleyville Sign Board of Appeals Meeting was called to order by Chair Carroll on September 9, 2025, at 7:00 p.m.

### **Roll Call**

**Present:** Frank Carroll, Dan Shadle, Michael Deakin, Eric Holland, and Rick Ramirez

**Absent:** Dee Kamerman and Richard Vallario

**Staff Present:** Planner Kris Potts and Planner Bethany Lopez

## **1. APPROVAL OF MINUTES**

**1a** May 15, 2025 Sign Board of Appeals Minutes

**Board Member Shadle made a motion to approve the May 15, 2025 minutes. Board Member Deakin seconded the motion.**

**The motion was carried by the following vote:**

**Aye: 4 – Deakin, Ramirez, Carroll, and Shadle**

**Nay: 0**

**Abs: 1 - Holland**

## **2. PUBLIC HEARING AGENDA ITEMS**

**2a** Consideration of a variance to the provisions of Chapter 7 of the Land Development Code, specifically to Section 7-150, Maximum Sign Area and Height, on Lot 2R, Block 1, Chamber Addition, located at 6630 Colleyville Boulevard, Case SC25-003

Planner Kris Potts presented the case and briefed the Sign Board on the regulations and why the variance is necessary to allow the sign to be rebuilt. The previous sign was destroyed after being hit by a car. The new sign would be smaller than the previous sign, though still out of compliance.

Ken Green, 7205 Vanguard Court, the applicant, spoke on the case. He expressed a desire for the sign to match existing signs at his other buildings.

The public hearing was opened. With no one wishing to speak, the public hearing was closed.

There was general discussion between the board members regarding the proposed variance.

**Board Member Deakin made a motion to approve case SC25-003, seconded by Board Member Holland.**

**The motion was carried by the following vote:**

**Aye: 5 – Deakin, Ramirez, Carroll, Holland, and Shadle**

**Nay: 0**

### **3. ADJOURNMENT**

The meeting adjourned at 7:11 p.m.

The minutes were written and prepared by:

*Bethany Lopez*

Bethany Lopez

Planner

The meeting minutes were approved on January 13, 2026 by a vote 5-0.



# CITY OF COLLEYVILLE PLANNING AND ZONING COMMISSION MINUTES

100 Main Street, Colleyville, Texas, 76034

---

**MONDAY, DECEMBER 8, 2025**

---

## **CALL MEETING TO ORDER EXECUTIVE CONFERENCE ROOM**

The City of Colleyville Planning and Zoning Commission Pre Commission Meeting was called to order by Vice Chair Groves on December 8, 2025 at 6:15 p.m.

### **Roll Call**

**Present:** David Groves, Jerry Savoie, Richard Remley, David Ebert, Jerome Obinabo, Brandon Arnold, and Candace Sandifer

**Staff Present:** Community Development Director Ben Bryner, Planning Manager Daniel Ponder, Planner Christopher Pham, Planner/Urban Forester Ivana Gonzalez, Planner Bethany Lopez, and Fire Marshal Rob Mckeown

Community Development Director Ben Bryner briefed the Commission on the item that would be presented on tonight's agenda. There was general discussion regarding the updates to the case the Commission would be voting on.

Vice Chair Groves adjourned the Planning and Zoning Commission Pre Commission Meeting at 6:19 p.m.

## **CALL MEETING TO ORDER CITY COUNCIL CHAMBERS**

The City of Colleyville Planning and Zoning Commission Meeting was called to order by Vice Chair Groves on December 8, 2025, at 7:00 p.m.

### **Roll Call**

**Present:** David Groves, Jerry Savoie, Richard Remley, David Ebert, Jerome Obinabo, Brandon Arnold, and Candace Sandifer

**Staff Present:** Community Development Director Ben Bryner, Planning Manager Daniel Ponder, Planner Christopher Pham, Planner/Urban Forester Ivana Gonzalez, Planner Bethany Lopez, and Fire Marshal Rob Mckeown

**1. APPROVAL OF MINUTES**

- 1a** November 10, 2025 Planning and Zoning Commission Meeting Minutes  
November 24, 2025 Planning and Zoning Commission Worksession Meeting Minutes

**Commissioner Savoie made a motion to approve the November 10, 2025 Planning and Zoning Commission Meeting Minutes and the November 24, 2025 Planning and Zoning Worksession meeting minutes, seconded by Commissioner Obinabo.**

**The motion was carried by the following vote:**

**Aye: 7 – Groves, Savoie, Obinabo, Arnold, Remley, Ebert, and Sandifer  
Nay: 0**

**2. ELECTION OF CHAIR AND VICE-CHAIR OF THE PLANNING AND ZONING COMMISSION**

- 2a** Election of Chair and Vice-Chair

**Commissioner Obinabo made a motion to nominate David Groves as Chair of the Planning and Zoning Commission, seconded by Commissioner Savoie.**

**The motion was carried by the following vote:**

**Aye: 7 – Groves, Savoie, Obinabo, Arnold, Remley, Ebert, and Sandifer  
Nay: 0**

**Commissioner Obinabo made a motion to nominate Jerry Savoie as Vice-Chair of the Planning and Zoning Commission, seconded by Commissioner Ebert.**

**The motion was carried by the following vote:**

**Aye: 7 – Groves, Savoie, Obinabo, Arnold, Remley, Ebert, and Sandifer  
Nay: 0**

**3. PUBLIC HEARING AGENDA ITEMS**

- 3a** Consideration of a replat for Lots 1R, 2R, and 5-7, Block 1, Northeast Professional Park, located at 1105 Professional Court and 5301 Colleyville Boulevard, Case PC25-022

Planning Manager Daniel Ponder presented case PC25-022 and briefed the Commission on the request. The applicant is requesting a replat to divide two existing lots into five lots. The request would meet all requirements of the CPO Professional Office zoning district.

The public hearing was opened. With no one wishing to speak, the public hearing was closed.

**Commissioner Savoie made a motion to approve case PC25-022, seconded by Commissioner Obinabo.**

**The motion was carried by the following vote:**

**Aye: 7 – Groves, Savoie, Obinabo, Arnold, Remley, Ebert, and Sandifer  
Nay: 0**

**3. CITIZEN COMMENTS**

The public hearing was opened. With no one wishing to speak the public hearing was closed.

**4. ADJOURNMENT**

The meeting adjourned at 7:07 p.m.

The minutes were written and prepared by:

*Bethany Lopez*

Bethany Lopez  
Planner

The meeting minutes were approved on January 12, 2026, by a vote of 6-0.



# CITY OF COLLEYVILLE PLANNING AND ZONING COMMISSION WORKSESSION MINUTES

100 Main Street, Colleyville, Texas, 76034

---

**MONDAY, DECEMBER 22, 2025**

---

## **CALL MEETING TO ORDER EXECUTIVE CONFERENCE ROOM**

The City of Colleyville Planning and Zoning Commission Worksession Meeting was called to order by Chair David Groves on December 22, 2025, at 6:15 p.m.

### **Roll Call**

**Present:** David Groves, David Ebert, Richard Remley, Jerome Obinabo, Jerry Savoie, Brandon Arnold, and Candace Sandifer.

**Staff Present:** Community Development Director Ben Bryner, Planner Christopher Pham, Planner/Urban Forester Ivana Gonzalez, and Fire Marshal Rob Mckeown.

## **2. WORKSESSION AGENDA ITEMS**

- 2a** Presentation and discussion of a rezoning from RD Two Family Residential to PUD-R Planned Unit Development Residential on Lots 1-12, Block 1; Lots 1-14, Block 2; Lots 1-30, Block 3; and Lots 1-34, Block 4, of the Fox Meadows Addition, Case ZC25-030

Planner Christopher Pham presented the case and briefed the Commission on the request. There was discussion regarding the open space and the overall requirements of the zoning district.

## **3. ADJOURNMENT**

The meeting adjourned at 6:24 p.m.

The minutes were written and prepared by:

*Ivana Gonzalez*

Ivana Gonzalez  
Planner/Urban Forester

The meeting minutes were approved on January 12, 2026 by a vote of 6-0.

**RESOLUTION R-26-5114**

**A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER  
BUSINESS AT THE REGULAR CITY COUNCIL MEETING OF  
JANUARY 21, 2026**

**WHEREAS**, City Council has taken action on certain items on the agenda under Business.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:**

Sec. 1. THAT

**AND IT IS SO RESOLVED.**

APPROVED BY A VOTE OF \_ AYES, \_ NAYS, ON THIS THE 21<sup>ST</sup> DAY OF JANUARY 2026.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

**ATTEST:**

**CITY OF COLLEYVILLE**

Christine Loven  
City Secretary, TRMC

Bobby Lindamood  
Mayor