



City of Glenarden  
Special Work Session  
March 26, 2019 at 6:30PM  
Minutes

**Attendees:**

Council President – Deborah Eason  
Council Vice President – James Herring  
Councilwoman – Angela Ferguson  
Councilwoman – Robin Jones  
Councilman – Donjuan Williams  
Councilwoman – Celestine Wilson  
Mayor, Edward Estes

- Call to Order at 6:30PM
- Invocation led by Councilman Donjuan Williams
- Roll Call

Council President – Deborah Eason  
Council Vice President – James Herring  
Councilwoman – Angela Ferguson  
Councilwoman – Robin Jones  
Councilwoman – Carolyn Smallwood - Absent  
Councilman – Donjuan Williams  
Councilwoman – Celestine Wilson

**We have a Quorum**

- Motion to Adopt Agenda

Councilman Williams motion to adopt the agenda – Seconded by Councilwoman Ferguson

Councilwoman Eason - Yes  
Councilman Herring - Yes  
Councilwoman Ferguson – Yes  
Councilwoman Jones - Yes  
Councilwoman Smallwood – Absent  
Councilman Williams – Yes  
Councilwoman Wilson – Yes

**6 Yes - Agenda Approved**

- Topic of Discussion



- Website Presenters from Mayor Edward Estes
  - ✓ Richard Jones from CivicPlus via teleconference
    - Council President Eason offers that the current website needs to be revamped
    - Councilman Williams offers that he like to see the website offer commerce and to train the staff for content updates
    - Cost is noted on the proposal
    - Includes customer support/help desk
    - Templates used: CivicPlus custom in house templates created for government/municipality usage
    - Smart City: meaning connecting the community with the website
    - Can also provide a mobile app of the website
    - Civic Ready offers emergency communication i.e., amber alerts, weather updates, robo calls
    - Commerce payments, for business license, permits, etc.
    - Merchant transaction fees are 3% (negotiable) plus .30
    - 1 Stop Shop
    - Secure website, solution that citizens communicating with City Hall – all pushing through the City web site
    - Allowing residents to receive agendas, legislation and minutes
    - CivicPlus will do a re-look after 4 years
    - Website Security
    - Hosting the website on CivicPlus server – servers through-out the Country in various location
    - Implementation – strategic review, needs, wants, information to be available then build-out; 5 Phases



- Mock of design – implementation time frame is 4-6 months
- Who needs to be at the table for design: Department Heads, Mayor, Council pertinent stake holders
  - Add-ons: no hidden cost with the software
  - Storage capacity – 25GB
  - Invillapark.com and Greenbaywi.gov - website design sample
  - Great feature is: End date for content to expire
  - CivicPlus has been in business for 20+ years
  - Started has a Network Plus in Manhattan, Kansas
  - Focus on governments only
  - Uploading the image is automatic optimizing
- ✓ Thomas Jean from Revize
  - Troy Michigan – over 20 years for governments
  - Content management system – updated 4 times a year
  - 100% of custom design
  - Live Phone support
  - 24 Hour customer service portal
  - supportRevize.com - online help center
  - City of Glenarden owns the website
    - Kick off meeting
    - Style guide
    - Choose designer
    - Mock up
  - Can push out to Facebook (don't need to post twice)
  - Can offer online forms i.e., dog license
  - Can make the navigation public or not



- Off the shelf features (can modify) or Custom new
- Content Management system
- Unlimited Storage
- Training – 2 hours - free retraining
- Re-design in 4 years
- Can leave Revize at any time after the kick off
- Create buttons, icons, etc.
- Q & A
  - Mobile apps are possible
  - Alerts are included
  - Has an E-Commerce Platform
  - Riverdale Park is a client
  - 4-6 months to complete design
  - Can photo shop pictures and City of Glenarden own the photos
- Councilman Williams offers that the price is half the price from Revize and the City of Glenarden owns the website.
- Mayor likes them both
- Council Consensus for Revize
- Will obtain a contract from Revize

Adjourn at 9:13

Submitted By:

Toni Taylor, Council Clerk