

CAPITAL IMPROVEMENT PLAN

Fiscal Years 2022-2026



**CAPITAL IMPROVEMENT PLAN MESSAGE
FISCAL YEAR 2022-2026**

Mayor Davis, Mayor Pro-Tem Caskey, and Councilmembers Snyder, Austin, and Kimball:

I am pleased to present the recommended Fiscal Year 2022-2026 Capital Improvement Plan (CIP) for your review and consideration. The Plan includes seven projects totaling \$769,750.

The Town's CIP represents a guide for maintenance and acquisition of capital assets as well as investment in new tools such as software. The CIP is an important management tool, as it evaluates the effects of capital costs on the Town's operating budget and allows for planning beyond the immediate fiscal year.

The CIP is not an adopted budget. Only the first year of the CIP (FY22) will become part of the Town's annual budget document, if approved. It is a dynamic planning tool, as it is evaluated annually and adjusted according to Town Council's goals and financial considerations.

Town Council will find that the proposed CIP addresses several projects focusing upon improvement of public engagement, new facilities, and equipment necessary for the efficient and professional delivery of services.

With the vision of Town Council, conservative budgeting, and efficient use of resources, the Town is able to fund several impactful projects to improve the quality of life of the citizens of Mills River without increasing taxes or other fees.

Sincerely,



Daniel Cobb, AICP, CFM, CZO
Town Manager

OVERVIEW OF THE CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan (CIP) is the planning mechanism by which the Town Council allocates limited financial resources to implement long-term goals. These goals are typically outlined in long-range planning documents such as the forthcoming *Making Mills River* Comprehensive Plan, the system-wide parks and recreation plan, and other previously approved projects.

The purpose of the CIP is to forecast and match projected revenues and major capital needs over a minimum five year period. Capital planning is an important management tool that strengthens the linkage between community infrastructure needs and the financial capacity of the town.

The CIP is a multi-year plan for major capital expenditures such as the acquisition of land, construction or significant renovation of public facilities such as Town Hall, construction of new transportation infrastructure, capital equipment to support operations, or any combination of the above. The minimum threshold for capital projects to be considered in the CIP is \$5,000.

The development of this CIP was based on (1) public access to local government, (2) additional public facilities, and (3) provision of tools necessary to ensure continued high quality service delivery.

Once adopted by the Town Council, the CIP becomes a statement of Town policy regarding the need, priority, timing, and funding of future capital projects. The CIP is a plan. As such, projects and funding mechanisms are subject to change based on new or shifting service needs, special financing opportunities, emergency needs, or other directives or priorities established by Town Council.

Future needs and financial constraints may result in changes in priority over the five year planning cycle of the document. The CIP represents the best judgement of the Town at the time the Plan is adopted. Priorities established in the CIP guide subsequent decisions made by staff and the various boards and commissions appointed by Town Council.

The Town of Mills River achieves five major objectives as a component of the Town's budget and financial planning process:

1. Helps the Town rationally and intelligently plan for the repair, replacement, and acquisition of capital items that are necessary in providing high quality services to the citizens of Mills River.
2. Assists in fiscal planning by forecasting capital demands together with future revenues and expenditures.
3. Ensures better coordination, evaluation, and planning of projects to serve the community and its needs.

4. Serves, together with the annual budget and other financial plans, as a guide to decision-making for the Town Council, Town Manager, and staff.
5. Serves as a systematic and comprehensive analysis of capital needs, increasing the probability of making rational budgetary judgements since improvements are identified, prioritized, and matched to the projected fiscal resources of the Town.

RELATIONSHIP TO THE ANNUAL OPERATING BUDGET

All of the proposed CIP projects are funded through a combination of appropriated fund balance (shown as “local”) and grant funds. The CIP and the Annual Operating Budget are directly linked as CIP projects become authorized through the adoption of the Annual Operating Budget.

The Town currently does not have any outstanding debt. If future CIP projects require financing they will have impacts upon the Town’s operating budget as ongoing debt service expenses.

It is worth considering as some CIP projects are completed, they will have direct and ongoing impacts to the Town’s operating budget. For example, if the Town acquires additional land or builds a new park at a satellite location, those facilities generate additional maintenance needs in the form of property or facilities maintenance.

All expenditures for the upcoming year come from the Town’s unassigned fund balance.

CAPITAL IMPROVEMENT PLAN STRUCTURE

In order to group projects with similar items, the CIP is organized into five functional categories:

1. Public Facilities
2. Transportation
3. Parks & Recreation
4. Community Development
5. Equipment

CAPITAL IMPROVEMENT FUNDING

The sources of funding used to execute the Plan are as important as the capital projects contained in the Plan. Capital improvements for the Town of Mills River are typically funded using one of two sources; cash or debt financing.

Cash funds come from sources such as tax revenue, development related fees (permits), rental fees (park and shelter), state revenue, and interest earnings.

General Fund: General Fund revenue such as ad valorem taxes, sales taxes, utility taxes and other similar revenue are used to fund Town operations and may be used to fund capital

projects such as facility improvements, transportation system improvements, and other similar projects. Compared to other sources, general fund resources are a flexible revenue source without restrictions on their use.

Debt Financing: Municipalities in North Carolina have the authority to utilize several types of debt mechanisms, including general obligation bonds, revenue bonds, traditional lease-purchase, or installment financing. The mechanism selected varies depending on the level of funding needed, the term of the need, and current debt market conditions. General obligation bonds are approved by voters and are backed by the Town's taxing authority to repay the bonds. In the past the Town has borrowed money to construct Town Hall and has since paid that obligation.

CAPTIAL IMPROVEMENT PLAN DEVELOPMENT

The process of developing the CIP is on-going throughout the fiscal year, beginning after July 1st. Staff monitors service delivery, analyzes existing programs, and ensures items such as maintenance are considered for upcoming budget cycles.

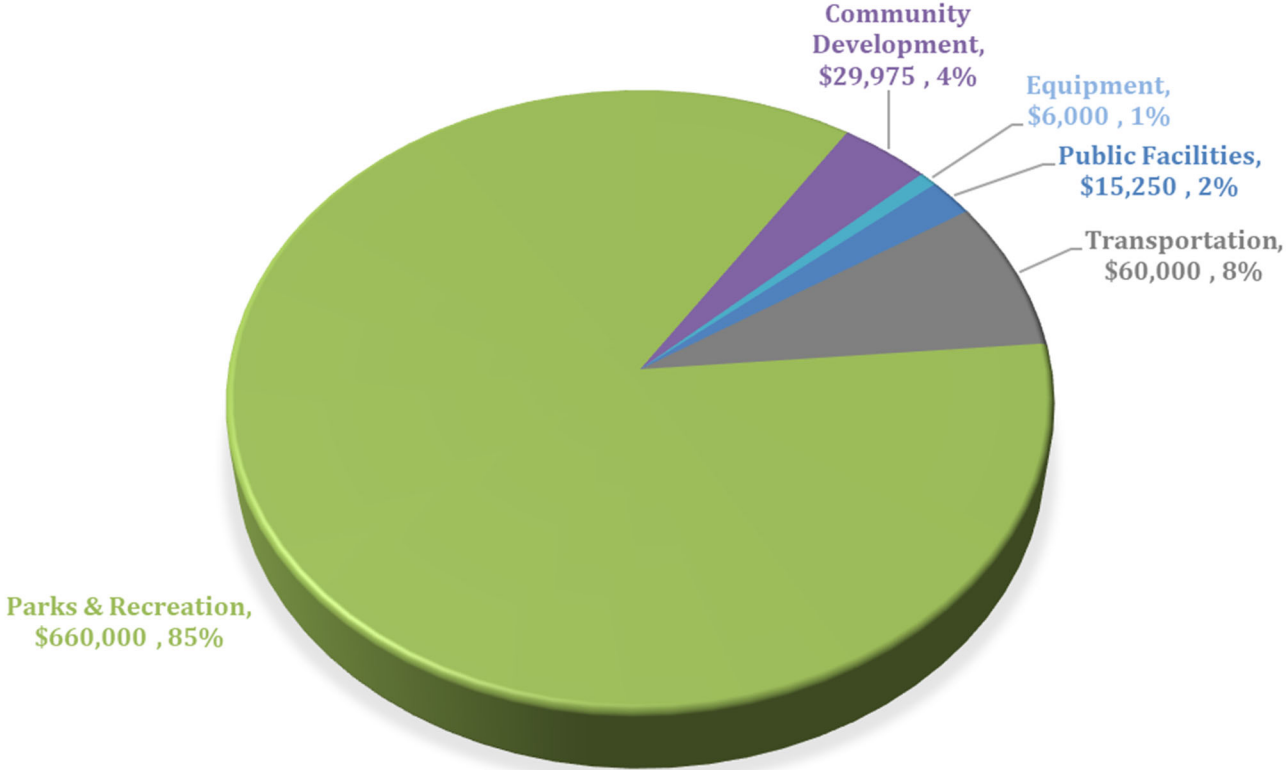
The formal process of submitting projects for consideration begins immediately following Council's visioning session in January. Oftentimes several capital projects are discussed and warrant further consideration. These projects are analyzed throughout the months of February and March and programmed into the Plan as appropriate.

**OVERVIEW OF FISCAL YEARS 2022-2026
CAPITAL IMPORVEMENT PLAN**

Below is a summary of the proposed Capital Improvement Plan for the period FY 2022-2026. These categories are described in detail in the following pages.

Capital Projects	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FUTURE YEARS
Public Facilities							
Total Expense	\$ 274,000	\$ 15,250	\$ -	\$ -	\$ -	\$ -	\$ 2,600,000
Revenue Sources							
Local	\$ 254,000	\$ 15,250	\$ -	\$ -	\$ -	\$ -	\$ 2,600,000
Grant	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To Be Determined	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 274,000	\$ 15,250	\$ -	\$ -	\$ -	\$ -	\$ 2,600,000
Transportation							
Total Expense	\$ 70,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000
Revenue Sources							
Local	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To Be Determined	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000
Total Revenue	\$ 70,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000
Parks & Recreation							
Total Expense	\$ 445,000	\$ 660,000	\$ 35,000	\$ 25,000	\$ -	\$ -	\$ 20,000
Revenue Sources							
Local	\$ 445,000	\$ 585,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 20,000
Grant	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To Be Determined	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Total Revenue	\$ 445,000	\$ 660,000	\$ 35,000	\$ 25,000	\$ -	\$ -	\$ 20,000
Community Development							
Total Expense	\$ 50,000	\$ 29,975	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Sources							
Local	\$ 50,000	\$ 29,975	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To Be Determined	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 50,000	\$ 29,975	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment							
Total Expense	\$ 10,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Sources							
Local	\$ 10,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To Be Determined	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 10,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FUTURE YEARS
Total Revenue	\$ 849,000	\$ 771,225	\$ 35,000	\$ 25,000	\$ -	\$ -	\$ 6,120,000
Total Expense	\$ 849,000	\$ 771,225	\$ 35,000	\$ 25,000	\$ -	\$ -	\$ 6,120,000
Total Revenue By Source							
Local	\$ 769,000	\$ 636,225	\$ 35,000	\$ -	\$ -	\$ -	\$ 2,620,000
Grant	\$ 80,000	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To Be Determined	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 3,500,000

TOWN OF MILLS RIVER CAPITAL EXPENDITURES



PUBLIC FACILITIES

Capital Projects	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FUTURE YEARS
Public Facilities							
EV Charging Station	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solar Panels	\$ 179,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Complex Pavement Resurfacing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Security Camera System Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Hall Renovation (paint/carpet)	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meeting Room Audio and Visual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Hall Expansion	\$ -	\$ 15,250	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000
Total Expense	\$ 274,000	\$ 15,250	\$ -	\$ -	\$ -	\$ -	\$ 2,600,000
Revenue							
Local (Fund Balance Appropriated)	\$ 254,000	\$ 15,250	\$ -	\$ -	\$ -	\$ -	\$ 2,600,000
Grant	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To Be Determined	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 274,000	\$ 15,250	\$ -	\$ -	\$ -	\$ -	\$ 2,600,000

Town Hall Expansion

As Mills River continues to grow so does the need to provide adequate facilities and space for the Town to operate from. Town Hall currently serves town functions such as tax bill payment, zoning permits, and parks and recreation. It also is home to the Mills River Branch of the Henderson County Library and contains a meeting space for boards and committees.

This project includes working with an architect to review the Town's needs for space and future facilities. From this the town can begin exploring costs for implementation.

Funding

The source of revenue for these projects is an appropriation of fund balance.

TRANSPORTATION

Capital Projects	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FUTURE YEARS
Transportation							
191 Match (R-2588B)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mills River Valley Trail - Engineering	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
Mills River Valley Trail Construction - Phase 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000
Bicycle and Pedestrian Planning Grant	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 70,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000
Revenue							
Local (Fund Balance Appropriated)	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To Be Determined	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000
Total Revenue	\$ 70,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000

Mills River Valley Trail

This project is a planned multiuse path along Highway 280 from its intersection with 191 South to the French Broad River. The total project cost for this effort is \$300,000, of which the Town is responsible for a 20% match, which is \$60,000.

Conserving Carolina began fundraising efforts for the Town's match and continues to seek the remaining funds. These funds are included for accounting purposes only as all revenues and expenditures must be accounted for, whether traditional revenue or donations.

Funding

These funds are included in this plan for accounting purposes. As these are grant funds the Town needs to budget for the full amount even if an agency such as Conserving Carolina is providing a grant to the Town.

PARKS AND RECREATION

Capital Projects	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FUTURE YEARS
Parks & Recreation							
Baseball/Softball Field	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Banner Farm Multiuse Field & Parking	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Banner Farm Trail	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Building (steps, storage, parking)	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mower	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Parks & Recreation Masterplan	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pier and Boat Launch Parking	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Playground Access (stairs/slide/sidewalks)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shelter & Restrooms	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
Streambank Restoration (DEQ)	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
Truck and Trailer	\$ 45,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -
UTV/Golf Cart	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 445,000	\$ 660,000	\$ 35,000	\$ 25,000	\$ -	\$ -	\$ 20,000
Revenue							
Local (Fund Balance Appropriated)	\$ 445,000	\$ 585,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 20,000
Grant	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To Be Determined	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Total Revenue	\$ 445,000	\$ 660,000	\$ 35,000	\$ 25,000	\$ -	\$ -	\$ 20,000

Shelter and Restrooms

This structure will provide additional covered space for visitors to utilize for small gatherings. It also includes restrooms which will be closer to the back walking trail and basketball courts. Both restrooms and additional shelter space were highlighted in the system-wide parks and recreation masterplan as high priorities by the public.

Streambank Restoration

Last year the Town was awarded a \$150,000 grant (50%) match for the rehabilitation of the river bank along the Mills River, for the entire reach adjacent to the park. This is both a critical safety need and a major improvement to the river ecosystem as it will repair incised banks, erosion, and debris removal. This is a carryover from last year.

Funding

The streambank grant will cover 50% of the project cost, up to \$75,000. The remaining 50% will be funded through an appropriation of fund balance.

COMMUNITY DEVELOPMENT

Capital Projects	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FUTURE YEARS
Community Development							
Website	\$ 50,000	\$ 29,975	\$ -	\$ -	\$ -	\$ -	\$ -
Farmland Preservation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 50,000	\$ 29,975	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue							
Local (Fund Balance Appropriated)	\$ 50,000	\$ 29,975	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To Be Determined	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 50,000	\$ 29,975	\$ -	\$ -	\$ -	\$ -	\$ -

Website

The development of a new website platform site will increase transparency by providing the ability for citizens to receive notices of meeting agendas, packet materials, calendars, and special announcements among others. Furthermore, it will streamline several internal practices such as publishing updated versions of documents automatically.

Funding

This project is anticipated for funding from an appropriation of fund balance.

EQUIPMENT

Capital Projects	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FUTURE YEARS
Equipment							
Recording Software	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
Large Format Printer	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 10,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue							
Local (Fund Balance Appropriated)	\$ 10,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To Be Determined	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 10,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -

Recording Software

The Town has been using an outdated version of FTR Gold for recording meetings. This item is programmed to upgrade the software.



Council Members

Chae Trantham Davis, Mayor
Brian Caskey, Mayor Pro Tem
Roger Snyder
Randy Austin
Brian Kimball

**Town of Mills River
Capital Request Form
FY 2022**

Department: Administration
Project Title: Space Needs Assessment
Year to be Funded: FY22
Estimated Cost: \$15,250

A. Type of Request

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Purchase | <input checked="" type="checkbox"/> New or <input type="checkbox"/> Replacement |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Continued from Previous Year |
| <input type="checkbox"/> Maintenance | <input checked="" type="checkbox"/> Other: Professional Services |

B. Type of Project

- | | |
|---|--|
| <input checked="" type="checkbox"/> Public Facilities | <input type="checkbox"/> Community Development |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Parks & Recreation | |

C. Project Summary

The purpose of this project is to assess the current and future needs of the Town of Mills River from a service and facilities approach.

D. Implementation

1. Estimated Date to be placed into Service: Work to begin fall 2021.
2. Estimated Additional Annual Operating Costs: \$0

3. Estimated Annual Savings in Operating Costs: \$0

4. Maintenance Contract Required?

Yes

No

E. Justification

As Mills River continues to grow so does the need to provide adequate facilities and space for the Town to operate from. Town Hall currently serves town functions such as tax bill payment, zoning permits, and parks and recreation. It also is home to the Mills River Branch of the Henderson County Library and contains a meeting space for boards and committees.

F. Proposed Funding Sources

Grants

Fund Balance

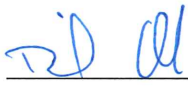
Loans

Other: American Rescue Plan

Operating Revenue

G. Other

Attached cost estimate/proposal?

Department Head:  Date: 5/16/21

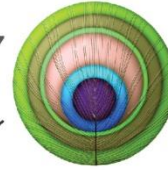
Recommended for Funding: Yes No

 Date: 5/11/21
Town Manager

Submitted to Town Council on 5/13/21.

THE TAMARA PEACOCK COMPANY

Architects



May 10, 2021

TOWN OF MILLS RIVER

Mr. Daniel Cobb, Town Manager
Town of Mills River
124 Town Center Drive, Suite 1
Mills River, NC 28759
Phone: (828) 890-2901
Email: Daniel.cobb@millsriver.org

**Re: MILLS RIVER NEEDS ASSESSMENT STUDY
Mills River, NC**

Dear Mr. Cobb,

The Tamara Peacock Company Architects is pleased to submit this Letter of Agreement for professional architectural services for the above referenced project as described under Basic Services below.

Project Scope:

Review Existing Facilities and staff needs and recommendations. Assess needs at a 10 year timeline and 20 year timeline. Diagram potential solutions involving existing owned property and potential future sites. If additional sites are recommended – requirements will be outlined to aid in searching for potential sites. Schematic Site Plans will be developed per Town needs to illustrate potential growth options.

An additional service will be provided to review sites the Town is interested in while the study is underway.

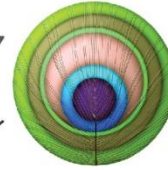
BASIC SERVICES:

The phases of the projects:

- Meeting with Town Staff
- Feasibility/Code Research
- Schematic Design/Site Plan/Phasing Plan

THE TAMARA PEACOCK COMPANY

Architects



FEES:

Our fee for services above shall be Stipulated Sums and broken down as follows:

Service	Fee
Existing Facility Reviews	\$2,200.00
Programming Needs	\$4,800.00
Schematic/Feasibility Design	\$5,500.00
Total Fee*	\$12,500.00

Service	Fee
Site Plan Review as needed	\$2,000.00
Total Fee*	\$2,000.00

Existing Facility Review

Coordinate existing floor plan and site drawings with existing conditions as they exist. Document FF&E (furniture, fixtures, and equipment) both existing and needed to determine spatial needs of existing and future staff. A full FF&E review can be conducted by an outside furniture consultant if required by the Town. Review and document and current facility deficiencies that will need to be addressed in either the 10 or 20 year plan.

Programming and Needs Research

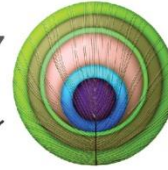
Interview Town staff as determined by the Town administration. Document anticipated staff additions, as well as the projected growth of existing and future departments. Research the needs of the departments as they relate to spaces but also how they operate and coordinate with other departments to keep or build on interdepartmental relations as facilities change. Articulate these relationships through programming and diagrams to illustrate spatial requirements and relationships between programs.

Schematic Design and Feasibility

With Town feedback on the programming diagrams, more realized drawings can be produced to help visual the needed spaces and articulate the site needs that come with those spaces. These drawings will define the unique site needs of new facilities so that the Town can prioritize new lots or start planning for future growth on their existing site - as determined from previous phases. These drawings will also help further define the aesthetic direction the Town will want to commit to as they experience the anticipated growth.

THE TAMARA PEACOCK COMPANY

Architects



Site Review

During the duration of this Needs Assessment, the Town may find potential sites that could house future facilities. Site Review will place recommended off-site programming on the potential site and conduct a full site review of all zoning and code requirements to judge the feasibility and unique obstacles or strengths of the subject property.

Standard Terms and Conditions

Additional Services

Some of the services not included as Basic Services (some may be provided as Additional Services):

1. Any Services, Disciplines (such as Interior Designer) or phases not specifically listed.
2. Changes to approved drawings.
3. Model or any other Rendering aside from greyscale.
4. Acquisition of existing facility or site information other than 'as built' drawings, such as surveys and geotechnical reports, environmental analysis, private development or improvement standards, deed or lease restrictions, etc.
5. Improvement or modifications to the land, buildings or other physical components outside the specified project.
6. Civil Design and adequate utility review by engineers.

Additional Service Rates

Additional Services shall be billed in accordance with the attached Professional Fee Schedule. Additional Services shall be performed only with the request and authorization of the client for these services.

Reimbursable Expenses

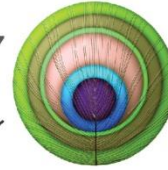
Reimbursable expenses shall be paid in accordance with the attached Reimbursable Fee Schedule, January 1st of 2016. The consultant shall be reimbursed for all printing, plotting, duplicating, courier and travel expenses pertaining to the production of these documents. Testing required will be submitted as a direct pass through expense billed at cost plus 10%. It should be anticipated that roof pull out tests will be required due to recent increased wind load requirements. Moisture contact, and asbestos testing will be required by the building department.

Payments

Invoices from the architect, based on the services rendered, will be prepared in accordance with the Architect's billing cycle. Payment from the client is due upon presentation of the invoice. Payments not received within 15 days may constitute a pause in services. Payments not received within 30 days will be subject to a charge of 1.5% per month and may constitute a 'hold' on service along with the reservation of lien rights on the subject property.

THE TAMARA PEACOCK COMPANY

Architects



Ownership of Drawings

Drawings are instruments of the Architect's services and shall bear the Architect's copyright notice. The client shall always be entitled to these documents without restriction in whatever format it requires as "service for hire" as it relates to use on this project. The Architect, whether the project is executed or not, may keep, store, or retain these same document without restriction as the Architect's intellectual property, forever. The Architect shall never unreasonably withhold these documents from the client. The Client may also retain hardcopies of all drawings for its information and records (in any format), as well and agrees not to release AutoCAD/Revit information to other parties outside of this project. The Architect agrees not to unreasonably withhold release right to the Client. Any drawings provided by the Client to the Architect remain the Client's property and shall never be withheld from the Client.

Again, we appreciate this opportunity. If you have any comments or concerns, please do not hesitate to contact us.

Sincerely,

Tamara Peacock, President
The Tamara Peacock Company Architects, Architect

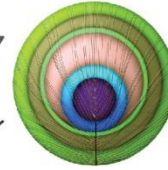
ACCEPTANCE OF PROPOSAL

By: Daniel Cobb, Town Manager
Town of Mills River

Date:

THE TAMARA PEACOCK COMPANY

Architects



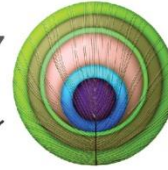
Professional Fee Schedule

Effective January 1, 2016

<u>SERVICE PROVIDED</u>	<u>HOURLY RATE</u>
Principal	\$150.00
Principal Associate	\$130.00
Project Manager	\$110.00
Intern Architect	\$90.00
Financial Analyst/Grant Writer	\$125.00
Business Development Specialist	\$75.00
Bookkeeper	\$65.00
Administrative Assistant	\$65.00
Marketing Coordinator	\$65.00

THE TAMARA PEACOCK COMPANY

Architects



Reimbursable Fee Schedule

Effective January 1, 2016

DESCRIPTION	AMOUNT
8 ½" X 11" Fascimiles	\$2.00 ea.
8 ½" x 11" Copies	\$.10 ea.
8 ½" x 11" Color Copies	\$2.00 ea.
8 ½" x 14" Copies	\$.15 ea.

Reproductions

11" x 17" Blackline Print	\$2.00 ea.
24" x 36" Sepia	\$8.00 ea.
24" x 36" Mylar	\$15.00 ea.
24" x 36" Blackline Print	\$3.00 ea.

Color Prints Unmounted

	Color	Glossy Color
8 ½" x 11"	\$2.00 ea.	\$5.00 ea.
8 ½" x 14"	\$4.00 ea.	\$10.00 ea.
11" x 17"	\$4.00 ea.	\$10.00 ea.
18" x 24"	\$5.00 ea.	\$15.00 ea.
24" x 36"	\$5.00 ea.	\$15.00 ea.

Mounted Boards

	Color	Black & White
11" x 17" Color Boards	\$20.00 ea.	\$15.00 ea.
11" x 17" Glossy Color Boards	\$25.00 ea.	\$20.00 ea.
24" x 36" Color Boards	\$40.00 ea.	\$30.00 ea.
24" x 36" Glossy Color Boards	\$50.00 ea.	\$35.00 ea.
30" x 40" Color Boards	\$40.00 ea.	\$30.00 ea.
30" x 40" Glossy Color Boards	\$50.00 ea.	\$35.00 ea.
40" x 60" Color Boards	\$50.00 ea.	\$35.00 ea.
40" x 60" Glossy Color Boards	\$60.00 ea.	\$45.00 ea.

Travel Reimbursable \$.50 per mile

*It is customary to add an administrative fee of 10% for all outside reimbursables.



Council Members

Chae Trantham Davis, Mayor
Brian Caskey, Mayor Pro Tem
Roger Snyder
Randy Austin
Brian Kimball

**Town of Mills River
Capital Request Form
FY 2022**

Department: Parks and Recreation

Project Title: Golf Cart (Polaris Replacement)

Year to be Funded: 2021-22

Estimated Cost: \$10,000

A. Type of Request

- Purchase New or Replacement
 Construction Other:
 Maintenance

B. Type of Project

- Public Facilities Community Development
 Transportation Equipment
 Parks & Recreation

C. Project Summary

The Town's current Polaris, used by Parks Maintenance and Rangers, has several mechanical issues and high hours of use and is due for replacement. Instead of buying another UTV, staff is proposing to purchase an electric golf cart with a utility bed.

D. Implementation

1. Estimated Date to be placed into Service: August 1, 2021

2. Estimated Additional Annual Operating Costs:
Electric charging will be offset by the solar panels on the maintenance building. Every 3-5 years tires and battery replacement may be necessary.
3. Estimated Annual Savings in Operating Costs:
The Town will save on the cost of gas currently used to power the Polaris.
4. Maintenance Contract Required?
 Yes
 No

E. Justification

The current Polaris has over 26,000 hours and has several mechanical issues requiring over \$2,000 in repairs. Staff would like to replace the Polaris with an electric golf cart. A golf cart is more cost effective to power than a gas- or diesel-powered UTV, quieter (less disruptive for park users), and more environmentally friendly. A golf cart also costs approximately \$4,000 less than replacing the Polaris with another UTV.

F. Proposed Funding Sources

- | | |
|--|--|
| <input type="checkbox"/> Grants | <input checked="" type="checkbox"/> Fund Balance |
| <input type="checkbox"/> Loans | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Operating Revenue | |


G. Other

Attached cost estimate/proposal?

*Please note that quote does not include the addition of safety lights and mirrors or the delivery fee.

Department Head: Nicole Sweat Date: 5/6/2021

Recommended for Funding: Yes No


_____ Date: 5/7/21
Town Manager

Submitted to Town Council on 5/13/21.



ESTIMATE

ALLISON GOLF CARS, INC.
Club Car Dealer 1702220
2102 Gaffney Rd.
Shelby, NC 28152
United States

704-473-9349
mycustomgolfcar.com

BILL TO
Mills River
Nicole Sweat

828-890-2901
nicole.sweat@millsriver.org

Estimate Number: 316
Estimate Date: May 3, 2021
Expires On: June 3, 2021
Grand Total (USD): \$8,006.25

Items	Quantity	Price	Amount
2021 Club Car XRT 800 Electric	1	\$7,500.00	\$7,500.00
20x10-8 Off-Road Tires (Front)			
20x10-8 Off-Road Tires (Rear)			
Gray Seat Instl			
Cargo Box Option			
Standard Package XRT 800 Electric			
Standard 8-volt Electrical System			
Voltage Limiter			
Headlights Only			
17.0 MPH			
Motor Braking - Mild			
Fast Acceleration - On			
Controller Speed Calibration - 20' Tires			
Trojan T875 without Single Point			

Subtotal:	\$7,500.00
Tax 6.75%:	\$506.25
Total:	\$8,006.25
Grand Total (USD) :	\$8,006.25

Notes / Terms

NO REFUNDS.

NON-REFUNDABLE DEPOSITS.

Unclaimed property will be considered abandoned after 30 days. Action will be taken to recover any outstanding balance.

Allison Golf Cars, Inc. shall be excused from any delay or failure in performance required hereunder if caused by reason of any occurrence or contingency beyond its reasonable control, including, but not limited to, acts of God, acts of war, fire, insurrection, strikes, lock-outs or other serious labor disputes, riots, earthquakes, floods, explosions or other acts of nature.

The Client acknowledges and agrees that Allison Golf Cars, Inc. will not be liable for any losses or damages, whether indirect, incidental, special or consequential, in profits, goods or services, irrespective of whether or not the Client has been advised or otherwise might have anticipated the possibility of such loss or damage.

The client acknowledges and agrees that Allison Golf Cars, Inc. cannot guarantee the results or effectiveness of any of the services rendered or to be rendered. Rather, services shall be executed in a professional manner and in accordance with good industry practice. Best efforts will be used but no results are promised.

Thank you for the opportunity to earn your business!



Council Members

Chae Trantham Davis, Mayor
Brian Caskey, Mayor Pro Tem
Roger Snyder
Randy Austin
Brian Kimball

**Town of Mills River
Capital Request Form
FY 2022**

Department: Parks and Recreation

Project Title: Pick-up Truck (Ford F-250, Ram 2500, or equivalent)

Year to be Funded: 2021-22

Estimated Cost: \$36,000

A. Type of Request

- Purchase New or Replacement
 Construction Other:
 Maintenance

B. Type of Project

- Public Facilities Community Development
 Transportation Equipment
 Parks & Recreation

C. Project Summary

The Parks and Recreation Department maintenance staff is in need of a pick-up truck with a full-sized bed to properly perform job duties.

D. Implementation

1. Estimated Date to be placed into Service: As soon as commercial trucks are available for order (Expected around October 2021).

2. Estimated Additional Annual Operating Costs:
We expect annual maintenance cost such as oil changes, inspections, etc. to be covered by the existing vehicle maintenance budget.
3. Estimated Annual Savings in Operating Costs:
n/a
4. Maintenance Contract Required?
 Yes
 No

E. Justification

Currently Town staff often uses their personal vehicles to transport materials for Town business. The current Ford Ranger is not suited to complete the maintenance work required by the department.

F. Proposed Funding Sources

- Grants Fund Balance
- Loans Other:
- Operating Revenue

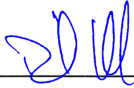
G. Other

Attached cost estimate/proposal?

*Please note that quote is for a 2021 model which are no longer available. We are estimating a 3% increase for the 2022 models expected in the fall of this year. This quote also does not include paint detailing with Town logo but is included in the Estimated Cost.

Department Head: Mark Sweet Date: 5/11/2021

Recommended for Funding: Yes No

 Date: 5/6/21
Town Manager

Submitted to Town Council on 5/13/21

**2021 NORTH CAROLINA TERM CONTRACT 070A-Vehicles-Passenger, Truck, Van, SUV, Law Enforcement
 OPTIONS LIST ITEM 9 F250 PICKUP
 BID NO. 201500915**

**ITEM 9 -2022 FORD F250 PICK UP TRUCK REGULAR CAB 4X2
 142"WHEELBASE XL PACKAGE**

SERIES/OPTION STATE PRICING

STANDARD ITEMS: 10000 GVWR, COLOR: WHITE, 6.2L V-8 E85 FLEX FUEL GAS ENGINE, TorqShift-G Six-Speed Automatic w/SelectShift® Automatic, 3.73 ELECTRONIC LOCKING REAR AXLE, POWER EQUIPMENT GROUP-POWER WINDOWS/LOCKS, MIRRORS, CRUISE CONTROL, SYNC BLUETOOTH, TILT STEERING WHEEL, AIR CONDITIONING, SPARE TIRE, AM/FM RADIO, STANDARD MIRRORS, ALL SEASON TIRES, HEAVY DUTY ALTERNATOR, LONG BED, 40/20/40 CLOTH (GRAY) SEATS, TRAILER TOW PACKAGE-TRAILER HITCH WITH 7&4 WAY TRAILER PLUG, REAR VIEW CAMERA

F2A-600A \$23,503.00

CREDITS

40/20/40 VINYL SEATS

AS \$0.00

CAB CONFIGURATION

4X4-includes Electronic Shift on the Fly system
 SUPERCAB

B \$3,384.00
 X \$3,221.00

TIRES

LT245/75RX17E BLACK SIDEWALL ALL TERRAIN

TBM \$154.00

OTHER OPTIONS

CAB STEPS (SUPERCAB/CREW CAB ONLY)

18B \$414.00

Upfitter Switches; (6) Located in overhead console

66S \$154.00

FACTORY TRAILER BRAKE CONTROLLER

52B \$252.00

FACTORY TOUGH BED SPRAY IN BEDLINER

85S \$554.00

EXTERIOR BACK UP ALARM

76C \$131.00

LED Warning Strobes – Amber (req. 59H center High-Mounted Stop Lamp; includes center high-mounted stop light bar and two (2) hood mounted lights)

91S \$628.00

Total for pickup & options

2.18.2021 \$32,395.00

quote#MRX2BG164-21821

budget quote - if PO received after 2.18.21 please add 3% to cover any pricing increases

Town of Mills River

Mike Miles

michael.miles@millsriver.org



Council Members

Chae Trantham Davis, Mayor
Brian Caskey, Mayor Pro Tem
Roger Snyder
Randy Austin
Brian Kimball

**Town of Mills River
Capital Request Form
FY 2022**

Department: Parks and Recreation

Project Title: Picnic Shelter / Restroom Facility

Year to be Funded: 2021-22

Estimated Cost: \$500,000

A. Type of Request

- | | |
|--|---|
| <input type="checkbox"/> Purchase | <input checked="" type="checkbox"/> New or <input type="checkbox"/> Replacement |
| <input checked="" type="checkbox"/> Construction | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Maintenance | |

B. Type of Project

- | | |
|--|--|
| <input checked="" type="checkbox"/> Public Facilities | <input type="checkbox"/> Community Development |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Equipment |
| <input checked="" type="checkbox"/> Parks & Recreation | |

C. Project Summary

The Picnic Shelter/ Restroom facility is a dual-purpose facility proposed to be located on the North end of the Basketball Courts. This facility will provide an additional shelter for gatherings as well as closer restroom access on the Northern end of the Park.

D. Implementation

1. Estimated Date to be placed into Service:

Fall of 2022 – When council originally approved funding for the design and bidding of this project in 2021, it was with the intent to bid the project in July. Currently there is a lot of volatility in the cost of building materials due to the recent pandemic and supply shortages. Staff is recommending bidding the project in January of 2022 when we costs are expected to stabilize.

2. Estimated Additional Annual Operating Costs:

We expect annual operating costs of this facility to include utilities such as electricity and water as well as supplies needed to clean and stock the facility. These costs will be able to be better estimated once design work is complete but they are not expected to be substantial.

3. Estimated Annual Savings in Operating Costs:

n/a

4. Maintenance Contract Required?

Yes

No

E. Justification

Additional restrooms and picnic shelters were amenities highly demanded in the most recent surveys conducted for both the Making Mills River Plan and the Mills River Park Master Plan update. With the recent addition of the baseball field the demand for restrooms at the north end of the park has increased. Additionally, the current shelter is booked most weekends and often citizens looking for outdoor gathering spaces are turned away due to lack of availability. This facility would alleviate both of these issues.

F. Proposed Funding Sources

Grants

Fund Balance

Loans

Other:

Operating Revenue

G. Other

Attached cost estimate/proposal?

Department Head: Nicole Sweat Date: 5/11/2021

Recommended for Funding: Yes No



Town Manager

Date: 5/10/21

Submitted to Town Council on 5/13/21

Mills River Park Picnic Shelter with Restrooms

Ball Park Estimate 03/04/2020

No.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	Mobilization, Insurance, Construction Staking	LS	1	\$6,500	\$ 6,500
2	Undercut	CY	300	\$25	\$ 7,500
3	Grading incl. borrow	CY	600	\$30	\$ 18,000
4	Storm Drainage Pipe	LF	75	\$45	\$ 3,375
5	Silt Fencing	LF	450	\$5	\$ 2,250
6	Sanitary Sewer Service Line (4 inch)	LF	320	\$15	\$ 4,800
7	Sanitary Sewer Cleanout	EA	6	\$250	\$ 1,500
8	Sanitary Sewer Service (Tie to Existing)	EA	1	\$1,500	\$ 1,500
9	Domestic Water Line (2 inch)	LF	300	\$15	\$ 4,500
10	Domestic Water Service (Tie To Existing)	EA	1	\$1,200	\$ 1,200
11	Yard Hydrant	EA	1	\$350	\$ 350
12	Backflow	EA	1	\$2,500	\$ 2,500
13	Concrete Sidewalk (New)	SY	40	\$50	\$ 2,000
14	Concrete Sidewalk (Repair)	SY	20	\$70	\$ 1,400
15	Asphalt Paving (Repair)	SY	10	\$70	\$ 700
16	Paint striping, wcr, accessible pkg sign	LS	1	\$2,500	\$ 2,500
17	Seeding and Mulching	LS	1	\$3,000	\$ 3,000
Total Site (No. 1 through 17)					\$63,575
Building					\$365,000
Engineering					\$10,000
Geotech Testing					\$4,000
TOTAL					\$442,575
Project Contingency (10%)					\$44,258
TOTAL PROJECT					\$486,833
BUDGET					\$500,000

Estimate does not include:

Lighting

Landscaping



Council Members

Chae Trantham Davis, Mayor
Brian Caskey, Mayor Pro Tem
Roger Snyder
Randy Austin
Brian Kimball

**Town of Mills River
Capital Request Form
FY 2022**

Department: Administration

Project Title: Website

Year to be Funded: FY22

Estimated Cost: \$29,975

A. Type of Request

- | | |
|--|---|
| <input checked="" type="checkbox"/> Purchase | <input checked="" type="checkbox"/> New or <input type="checkbox"/> Replacement |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Continued from Previous Year |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Other: |

B. Type of Project

- | | |
|---|---|
| <input type="checkbox"/> Public Facilities | <input checked="" type="checkbox"/> Community Development |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Parks & Recreation | |

C. Project Summary

The purpose of this project is to provide greater engagement with the citizens of Mills River and create internal efficiencies for staff.

D. Implementation

1. Estimated Date to be placed into Service: February 1, 2022
2. Estimated Additional Annual Operating Costs: \$9,141 (effective July 1, 2022)

3. Estimated Annual Savings in Operating Costs: To be determined. Staff is already managing the Town's site. Transitioning to a new platform will take some time as training is a component of the first year cost. True annual savings costs will likely be realized in subsequent fiscal years.
4. Maintenance Contract Required?
 Yes
 No

E. Justification

The Town's existing website (updated in 2018) is functional to an extent, however, it lacks several critical components crucial to public outreach and engagement. Moreover, it is difficult to use and provides little utility beyond static text and a platform to make announcements. The new site will increase transparency by providing the ability for citizens to receive notices of meeting agendas, packet materials, calendars, and special announcements among others. Furthermore, it will streamline several internal practices such as publishing updated versions of documents automatically.

F. Proposed Funding Sources

- Grants
 Loans
 Operating Revenue
- Fund Balance
 Other: American Rescue Plan

G. Other

The first year of expenditures is significantly higher than subsequent years due to the fact the first year includes approximately four to six months of design, training, and implementation. Moving forward the annual fee includes maintenance, customer support, etc. Every four years the Town will be eligible for an updated design (no additional cost). This can included a change in menu structure, layout, and general themes of the site. During this update the original site remains online and functional, eliminating any potential downtime between the redesign and the publication of the new site.

- Attached cost estimate/proposal?

Department Head: JD All Date: 2/5/21

Recommended for Funding: Yes No


_____ Date: 5/6/21
Town Manager

Submitted to Town Council on 5/13/21.



CIVICENGAGE CENTRAL

GOVERNMENT WEBSITE & ENGAGEMENT SOLUTION

Mills River, North Carolina

MAY 10, 2021



Natasha Martinez | CivicEngage Account Executive | nmartinez@civicplus.com | 785.370.7777

 **CIVICPLUS**



Company Overview

At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the citizens they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their citizens through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients, including solutions for website design & content management, recreation management, mass communications, agenda & meeting management, employee management, 311 & citizen requests, and digital optimization.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a world leader in government web technology. We consider it a privilege to partner with our clients and provide them with solutions that will serve their needs today and well into the future.

We will deliver a high-caliber, responsive web presence that reflects your vision in design, features, and functionality. CivicEngage Central (CivicEngage) is user-friendly, yet flexible and powerful with intuitive navigation for your citizens and easy-to-use administration for your staff. True live editing and training is included so your staff can be efficient on day one, and we'll continue to support you after launch. Your system will be secure and continuously updated, as our experts develop further cutting-edge solutions designed specifically for local government.

Primary Office

302 S. 4th Street, Suite 500, Manhattan, KS 66502
TF: 888.228.2233 | Fax: 785.587.8951 | civicplus.com

4,000 +

local government clients across the United States and Canada

20 +

years of experience with a focus to help local governments

350 +

employees, many with experience in local government

Recognition



10-time Inc. 5000 Honoree



govtech.com/100

Technical Support



Recognized with multiple, global Stevie® Awards for sales and customer service excellence



CivicEngage CMS



The CivicEngage CMS is robust and flexible with all the features and functionality you need today and in the future. Developed for organizations that need to update their site frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

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.

Bring Your Services Online

Our web technology is dedicated to finding the right solutions for government websites. With the CivicEngage CMS, you can bring daily services that your offices provide online.

- Create online forms with our Forms Center module. These completely customizable forms can be used as a means for citizens to contact you with questions, requests, feedback, or to sign up for various events and activities.
- Provide sign-up opportunities for your citizens to receive SMS and email communications on topics that are important to them with the Notify Me® module.
- Share the most critical and up-to-date information prominently on your website with the Alert Center, keeping your citizens informed on those important events and issues.
- Showcase the most important information your citizens need prominently on your site using modules such as Frequently Asked Questions, Quick Links, Calendar, and Staff Directory to provide much needed answers and stopping numerous phone calls or walk-ins.
- Smart design and layout choices as well as the use of our predictable site search will make locating key information quick and easy.

“I’m confident that any service our citizens need can now be found in one to two clicks.”

— Lana Beck, Government Relations and Communications Administrator for Pinellas Park, Florida

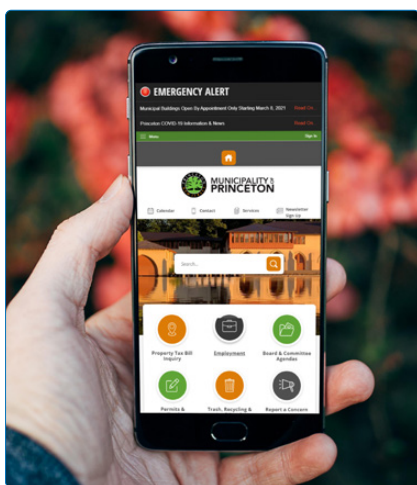
Features like these will make your jobs easier while also giving quick access to information for everyone in your community.

CivicEngage Modules & Widgets

Citizen Engagement

CivicEngage offers several effective and easy-to-use citizen engagement features. These tools easily integrate with the other key CivicEngage features.

- **Alert Center** – Post emergency or important information on your website and notify citizens via email and SMS.



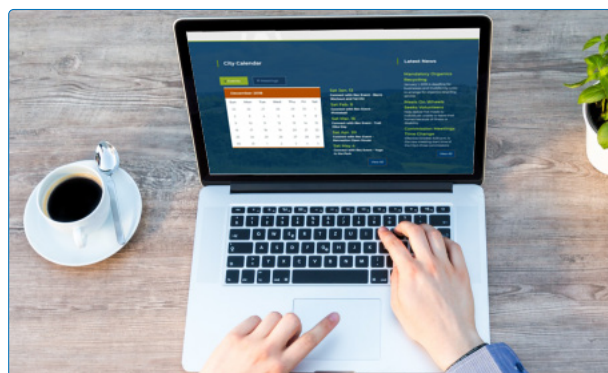
- **Blog** – Post opinions/information about various community topics and allow citizen comments and subscriptions.
- **Calendar** – Create multiple calendars and events to inform citizens of upcoming activities that are viewable by list, week, or month.
- **Citizen Request Tracker (CRT)** – Allow users to report a problem and provide follow-up communication with the point of contact (includes 5 user licenses & 10 request types).
- **Community Voice** – Interact with citizens about projects in your community.
- **My Dashboard** – Allow users to personalize their dashboard to stay updated on news, events, and information they care about.

- **News Flash** – Post organizational news items that are important to your citizens.
- **Notify Me**® – Send out SMS messages and mass emails to list subscribers (includes up to 500 SMS users).

Document Management

CivicEngage comes fully-equipped with a robust set of document management tools that work with other key features of our CMS and making it easy to build dynamic content that is easy for citizens to navigate and access.

- **Agenda Center** – Create and display agendas and minutes for various civic organizations.
- **Archive Center** – Store agendas, minutes, newsletters, and other data-driven documents.
- **Document Center** – Organize and house documents in one central location.
- **Form Center** – Create custom, online forms via simple drag-and-drop functionality. Receive notifications via email and track within the CMS.
- **Photo Gallery** – Store and display photos.
- **Staff Directory** – Share detailed contact information for your staff and offices.



Information & Navigation

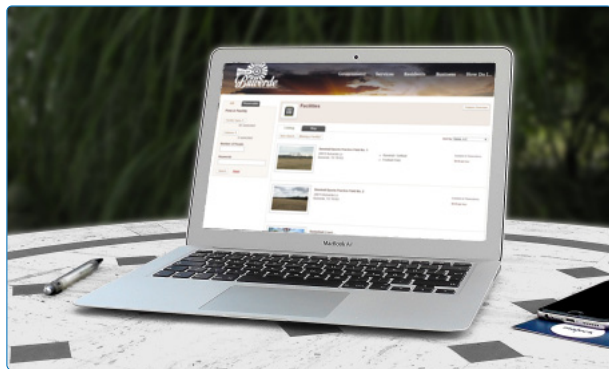
Organize your content and pages to make it easy to locate the information you and your citizens need most with modules that help you update information quickly.

- **Frequently Asked Questions (FAQs)** – Answer the most frequently asked questions to reduce phone and foot traffic for staff.
- **Graphic Links** – Place graphics on your site as links to other pages.
- **Info Advanced** – Display important information on pages in a compact and easy-to-update module that provides detailed formatting.
- **Quick Links** – Place links to often-requested information directly on the page of your choice.

Department-Specific

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

- **Activities** – Create, organize, and track activities.
- **Facilities & Reservations** – Showcase community facilities and allow reservations online.

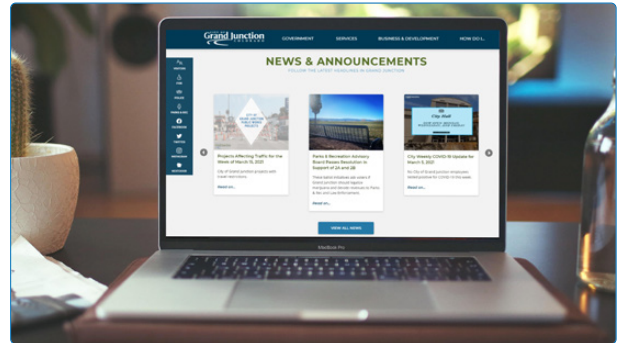


- **Job Postings** – Post available jobs online and accept online applications.
- **Bids** – Post sortable and subscribable bids.

Helpful Widgets

Widgets help your staff visually organize content on your site and tailor the look to meet the page's needs. A few of the most helpful widgets are:

- **Carousel Widget** – Group and display widgets in one location with arrow navigation functionality.



- **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.
- **Image Widget** – Add images to a page.
- **Related Documents Widget** – Create a dynamic list of documents referenced in the Document Center.
- **Share Widget** – Add a share button to your page so citizens can share content to their social media.
- **Slideshow Widget** – Add a slideshow of images.

Administrative Features

The administration of your CivicEngage site is browser based, with no installation of software needed. You'll be able to update the site 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.

- **Admin 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 Breadcrumbs & Site Map** – Breadcrumbs (used to show a visitor's location within the site) and the site map are dynamically generated and automatically update reflecting any changes made.
- **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** – Admins have access to a queue of pending items to be published or reviewed.
- **Website Statistics** – Piwik or Google Analytics provides web statistics for analysis.

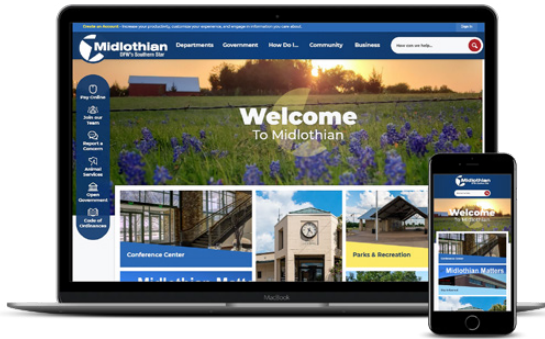
User-Friendly Features

Not only is the CivicEngage CMS easy for your staff to use, various administrative features help your staff make a more attractive, engaging, and intuitive for your citizens.

- **Automatic Alt Tags** – Built-in features allow ongoing ADA compliance of your site.
- **Design Essentials**® – Tools that allow your staff to build, modify, and manage your website's look within the design and structure parameters of your website.
- **Link Redirects** – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, 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 site quickly.
- **Predictive Site Search & Log** – A powerful site search automatically indexes all content making it easy for visitors to find information across pages, documents, and images. All search words are kept in a log.



- **Printer Friendly** – Separates critical content from the site template to provide a clean print without menu structure and banner information included.
- **Real Simple Syndication (RSS) Feeds** – Allow patrons to sign up to receive email notifications.
- **Responsive Design** – With responsive design, your site 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 Twitter feeds and incorporate compatible social media feeds and widgets into your site.
- **Supported Browsers** – View your website in the two most recent 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 as well as options from Zapier to build applications right from your website.
- **Translation** – Integration with Google Translate translates web pages into over 100 languages.

Accessibility Compliance

With having over 20% of adults in the United States having a disability, you need a website that conforms to all citizens. We provide highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. This maximizes accessibility for all users while providing freedom to create a visually rich and appealing site. Our approach for each website includes the following steps to provide you a compliant and accessible website:

- We will deliver you a site that meet ADA (Section 508) and WCAG 2.0 A and AA levels.
- Your staff can use the Accessibility Checker within the CMS to scan content in the editor widget, News Flash, and FAQs for any accessibility issues so you can correct them before publishing.
- 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.
- Any new regulations that require code changes are done automatically, at least quarterly, with no additional effort required from you.
- In addition to updating the code, our product team also updates our best practices and provides regular updates to clients via our CivicPlus website, blog articles, webinars, and other publications.

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our clients. Additional details and a quote can be provided upon request.

Credit Card Processing

CivicPlus Pay (Pay) is our secure, PCI-compliant, utility application integrated within the CivicPlus Platform. Local governments can use Pay within the CivicEngage, CivicRec®, and CivicOptimize® solutions to enable seamless payment capabilities.

Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. Pay offers integrations with several common payment gateways to provide flexible payment solutions. CivicPlus has partnered with several integrated gateways to enhance the client experience through a streamlined relationship between the CivicPlus solution and the gateway that processes the payments.

If a partner payment gateway is utilized by Mills River, CivicPlus can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, on a more limited fashion, to assist you in developing a successful system. Contact your sales representative for more details on our approved partner network and other supported gateway providers.

To utilize any of the approved gateways, an agreement will need to be executed directly between Mills River and the vendor, who will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to leverage any required devices directly from your selected gateway provider for either purchase or rent. We are happy to assist in your procurement of such devices.



Functionality Disclosure

As CivicPlus continues to evolve and improve our solution to support our clients' needs and goals, we reserve the right to upgrade, replace, modify, or terminate any of the features and functionality elements listed, at our sole discretion, and when feasible, providing reasonable notice to our clients of any changes. These features and functionality are offered on a gratuitous basis to our clients, with no monetary value per feature, and should any changes be enacted, will not affect any terms in a signed agreement with CivicPlus.

The CivicPlus Platform

CivicEngage is part of the CivicPlus Platform, the integrated technology platform for local government, which means local governments minimize the need to rely on various third-party providers for multiple technology solutions.

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- Easily access all purchased CivicPlus products and integrated solutions from one dashboard and toolbar
- Access to a continually growing and fully documented set of APIs in order to better connect your organization's processes and applications
- Centralized data store built on the HCMS with robust data automation and integration capabilities

Integration Hub

In today's world, your website has become the new city hall. To effectively reach the public of today, it is imperative that you integrate your data and systems, streamline your operations, and consolidate your messaging channels. Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and setup complex automations – without the need for a developer.

With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus products or with third parties (for an additional fee) without the need for a developer. You can even easily create integrations using manual import, polling, and webhooks (for an additional cost).



The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with CivicEngage today:

- An integration that will take a News Flash update in a specific category and immediately post it to the Alert Center.
- An integration that will push a new Calendar Event to post directly in the News Flash module.

The Integration Hub will reduce the amount of manual work your staff needs to do in the course of their daily work. This will save valuable time by automating your most time-consuming manual workflows.

Project Enhancement

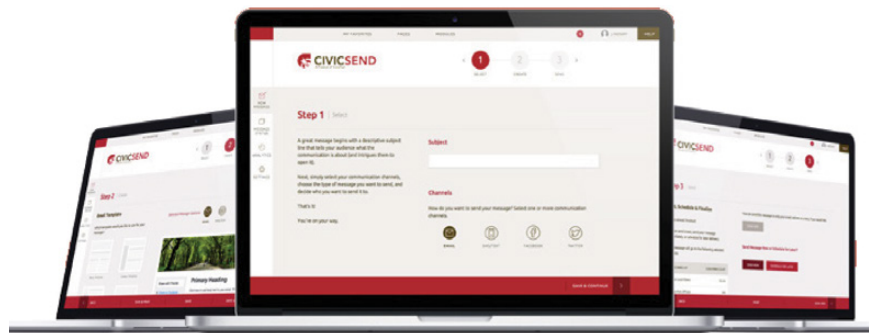
CivicSend

CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to citizens.

CivicSend is more than a simple email newsletter tool – it provides CivicPlus clients with a single point of access, via integration with CivicEngage, to multiple communication channels, including email, SMS/text, Facebook, and 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 CivicEngage website, including the ability to select multiple lists





Implementation

A typical project timeline ranges from 16 – 28 weeks. Mills River’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 Mavenlink project management software.

PROJECT START

1

Initiate

TWO TO FOUR WEEKS

- Project Kickoff Meeting
- Planning & Scheduling

Analyze

FOUR TO SIX WEEKS

- Client Deliverable Submission
- Design Discovery Meeting
- Content Process Meeting

2

3

Design & Configure

SIX TO TEN WEEKS

- Design Concept Development
- Design Concept Meeting
- Content Development
- Agendas & Minutes Migration
- Website Completion

Optimize

ONE TO TWO WEEKS

- Website Finalization

4

5

Educate

ONE TO TWO WEEKS

- Training Engagement

Launch

TWO TO FOUR WEEKS

- Website Launch

6

GO LIVE

Implementation

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

Flexible Layout Design

You will meet with your Art Director to discuss your website vision based on the goals and needs of your users. This process involves selecting the order, placement, and format of your homepage content from a library of over 1,200 vetted layout configurations aimed at achieving your usability goals. This layout wireframe will provide the structural blueprint for the visual design application.

We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one advanced design component– a layout or design element that requires significant time to style and implement. Working with your Art Director, you'll identify the appropriate component to achieve or enhance the usability goals for your site.

Content Migration

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, CivicEngage 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.

Training

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 virtual 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 utilize your production website, so users are familiar with your specific configuration and you get real, hands-on learning opportunities.

“This was hands down the easiest and most intuitive group I have ever worked with for a website redesign. Other website development companies I have worked with do not respond as quickly. My CivicPlus team read my mind whenever I needed something. Plus, our website’s launch was flawless.”

— Nicole Smestad, Marketing Director for Grand Forks, North Dakota Library

Mills River's Role

We will need your help to create the strongest possible website for your community. We will need you to:



Gather photos and logos that will be used in the overall branding and design of your new website



Update the content on your current website and delete any pages you no longer need



Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)



Track website updates to be completed during your training session



Complete the Design Form to communicate design preferences



Ensure you have the most up-to-date web browsers installed on your organization's computers



Provide technical information in the DNS form for the set-up of your website domain name(s)



Compile a list of your website users and desired permission levels



Perform reviews and provide official approvals throughout the project



Reserve training location and necessary resources (computers, conference phone, etc.)

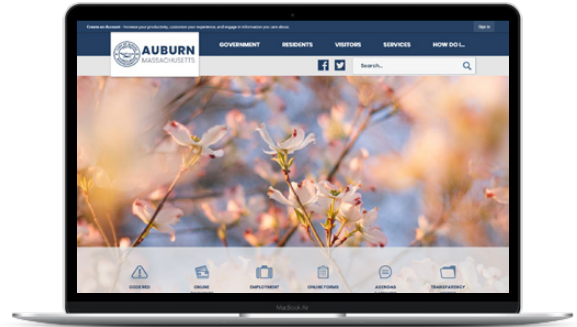
Design Portfolio



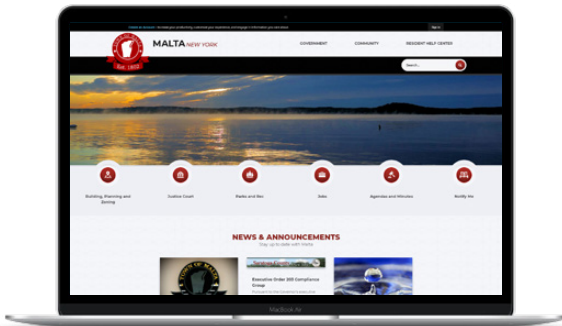
The included design portfolio will provide you with an idea of the different directions we can take your creative design. Please note that not all parties listed have agreed to be contacted for reference.



Jamestown BPU, New York
jamestownbpu.com



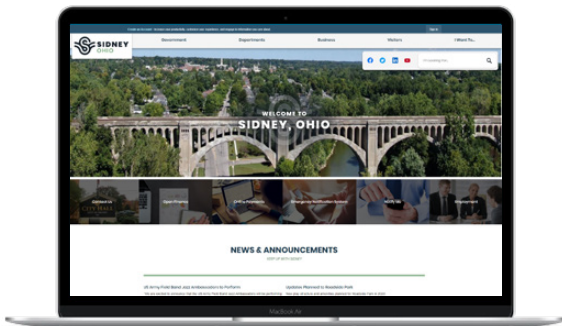
Auburn, Massachusetts
auburnguide.com



Malta, New York
malta-town.org



Bloom Township, Illinois
bloomtownship.org



Sidney, Ohio
sidneyoh.com



Port Angeles, Washington
cityofpa.us



Ongoing Services

Award-Winning Team

Over the past three years, CivicPlus has been honored with two Silver Stevie® Awards and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software - Up to 100 Employees, and Most Valuable Response by a Customer Service Team (COVID-19). The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

Technical & Ongoing Support

- Live technical support personnel based in the U.S.
- Weekday business hours: 7 a.m. – 7 p.m. (CST)
- Contact via phone, email, and live chat
- 4-hour response during business hours
- 24/7 emergency support
- Self-Service Help Center for tutorials and user guides and ENGAGEXCHANGE for client connection
- Assigned Client Success Manager to ensure your complete and ongoing satisfaction

Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades, fixes, enhancements, and OS patches

Hosting & Security

- 24/7/365 system monitoring
- Guaranteed 99.9% uptime (excluding maintenance)
- Highly reliable data center with a fully redundant network
- Software updates and security patches
- Multiple, geographically diverse data centers
- Disaster recovery with emergency, after-hours, live-agent support
- Guaranteed Recovery Time Objective of 8 hours
- Guaranteed Recovery Point Objective of 24 hours
- DDoS Mitigation
- DDoS Advanced Security Coverage at time of attack (additional fees)

“It’s your people that make you good at what you do. Every time I call my Client Success Manager, it seems like he drops everything to help me.

If I contact the Technical Support Team, they are right there to answer my questions and get it figured out.

I’ve always had very responsive experiences when I’ve reached out to CivicPlus. I’ve worked with some great customer service reps at CivicPlus, and it’s that relationship that matters.”

— **Jean Carder, Communications Coordinator for Louisburg, Kansas**



Project Cost

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 is valid for 60 days from May 10, 2021.

Features & Functionality

- CivicEngage Central CMS tools, widgets, & features
- One SSL certificate
- DNS setup & hosting for URL millsriver.org
- 100 GB of storage
- CivicSend

Design & Content

- One website layout built using available flexible layout options
- One custom website design built using approved layout & up to one advanced design component
- 119 pages Content Development from URL millsriver.org
- Up to 100 meetings worth of Agendas & Minutes PDF/DOC Migration
- Four-year premium website redesign

Professional Services

- Two days virtual training (limit eight attendees/session)

Annual Recurring Services

- Hosting & Security
- Software maintenance including service patches & system enhancements
- 24/7 Technical support & access to the CivicPlus Help Center
- Dedicated Client Success Manager

Year 1 Standard List Price	\$30,859
Year 1 Total Discount	(\$884)
<hr/>	
Total Year 1 Investment <small>Includes development fees and Year 1 annual services</small>	\$29,975
Year 2 Annual Recurring Services <small>Includes 2% technology uplift</small>	\$8,880

CivicPlus Project Pricing & Invoicing

CivicPlus prices on a per-project, all-inclusive basis (stated in US dollars). This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our clients. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

CivicPlus Offers:

Standard CivicEngage Central Invoicing

- 30% of Year 1 fees due at contract signing – remaining 70% due at project completion or at the six-month mark in the implementation process – whichever date is earlier
- The first-year Annual Services fee is included with your Year 1 cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a two percent technology fee uplift each year starting Year 2 of your contract

Customized Billing/Invoicing

- We can discuss other billing options with you before contract signing and, if feasible, develop a plan that works for all parties
- Not available with all CivicPlus products – please contact your sales representatives for more details

CivicPlus Advantage Invoicing

- Zero-interest payments that divide the One-Time Implementation expense of your project over the first three years of your contract
- Each payment will also include your Annual Services and any other fees if applicable
- May not be available with all products offered by CivicPlus

Payment Gateway Account

- Your chosen Payment Gateway will collect and disburse all credit card monies
- If selected, any of our partner Payment Gateway Vendors will conduct a rate analysis upon discovery to provide the most competitive percentage + fee per transaction rate
- CivicPlus Pay integrates with several Payment Gateways to provide maximum flexibility to our clients' needs

CivicPlus wants our clients to succeed in delivering a viable, sustainable, and flexible technology solution to their communities. We will work with you before contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

Right to Negotiate

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with Mills River.



Council Members

Chae Trantham Davis, Mayor
Brian Caskey, Mayor Pro Tem
Roger Snyder
Randy Austin
Brian Kimball

**Town of Mills River
Capital Request Form
FY 2022**

Department: Administration

Project Title: Recording Software

Year to be Funded: 2021-2022

Estimated Cost: \$5,593.70

A. Type of Request

Purchase

New or Replacement

Construction

Other:

Maintenance

B. Type of Project

Public Facilities

Community Development

Transportation

Equipment

Parks & Recreation

C. Project Summary

FTR Gold recording software for meetings has an annual service support agreement of \$1,250.00 and this year requires an upgraded software version to remain compatible with Windows 10. The upgrade is \$5,495.00 less a returning customer discount of \$1,500.00.

D. Implementation

1. Estimated Date to be placed into Service: July, 2021
2. Estimated Additional Annual Operating Costs: n/a

3. Estimated Annual Savings in Operating Costs: n/a
4. Maintenance Contract Required?
 Yes
 No

E. Justification

This software makes recordings of a higher quality for playback and more efficient minute taking than listening to FaceBook Live or Zoom.

F. Proposed Funding Sources

- Grants Fund Balance
 Loans Other:
 Operating Revenue

G. Other

- Attached cost estimate/proposal?

Department Head: DD CA Date: 3/18/21

Recommended for Funding: Yes No

DD CA Date: 5/6/21
Town Manager

Submitted to Town Council on 5/13/21.



849 Bluffcreek Dr., Ste 100
Fuquay Varina, North Carolina 27526
Phone: 1-855-849-8550
919-567-5316
Website: www.analogdigital.com
Email: analogdi@bellsouth.net
Fax: 919-567-5317

March 18, 2021
Software and System Support Contract

We at ADS, INC. will furnish software support upon request which includes testing, checking performance, updating current software 5.X and service in order to keep the system in good working order during the period(s) covered by this agreement. This service will be provided during the regular business hours of this service organization (ADS, INC.). Service provided after normal business hours will be at the field rate of \$150.00 per hour. MAINTENANCE HEREUNDER DOES NOT INCLUDE REPAIRS MADE NECESSARY BY

ELECTRICAL POWER FAILURE, RELOCATION OF EQUIPMENT, Re-Installation of Software and Re- Setup, FIRE, THEFT, WATER DAMAGE, ABUSE OR OTHER CASUALTIES. In addition to the annual maintenance charge, the following charges will be added: (a) any applicable tax now or hereafter imposed on, or in connection with the services herein provided for; (b) additional supplies for system use;(c) headsets, foot controls, USB microphones. Contract period 7/1/21-6/30/22
If the systems are upgraded to Windows 10 there will be an FTR Software Upgrade Requirement to Reporter 6.5 at a charge of \$3995.00 per system. With the Service Support Agreement in place there will be no charge for installation or training for the upgrade.

In such event, repair or alteration will be rendered only upon special order by the customer (Town of Mills River) and after approval by the customer (Town of Mills River) of the estimated additional charge.

This agreement is not transferable, and cannot be modified except by agreement in writing signed by the customer (Town of Mills River) and the servicing organization (ADS, INC.).

This agreement will be declared void if the serial number is altered or removed; and if repairs are made by other than the organization specified below.

This agreement shall become effective for the period stated below, and will be automatically renewed thereafter for annual terms at the rates in effect at the time of renewal, unless terminated by either party in writing thirty (30) days prior to the end of any contract year. This contract shall cover the following:

The current contract price is as follows: FTR5.6, Log Notes, and Player Plus and Mileage.
Service Support for FTR System Software-----1 year-@ 1250.00/year

Date: July 1, 2021 to June 30, 2022

Accepted by: Analog Digital Solutions, Inc. Representative: James Mills, President

Signed: James Mills

Accepted Town of Mills River Representative : Sue Powell

Signed: _____

Address: Town of Mills River
Attn: Sue Powell
124 Town Ctr. Drive
Mills River, North Carolina 28759



Capturing Voice & Video

849 Bluffcreek Dr., Ste 100
Fuquay-Varina, North Carolina 27526
Phone: 1-800-849-0496
919-303-0254
Website: www.analogdigital.com
Email: analogdi@bellsouth.net
Fax: 919-303-3126

March 18, 2021

Town of Mills River
Attn: Sue Powell
124 Town Ctr. Drive
Mills River, North Carolina 28759

DESCRIPTION	Qty	UNIT PRICE	Total
FTR Reporter 6.5 Upgrade System for Audio and Video Digital Recording Software	1	\$5495.00	\$5495.00
Clerk Discount/existing Customer			-1500.00
Installation, setup, training	1	N/C	N/C
FTR 6.5 Upgrade total			\$3,990.00
Service Support Agreement July 1,2021-June 30, 2022	1		\$1,250.00
System Total			\$5,240.00
NC Sales Tax 6.75			353.70
System total Installed with 2021-2022 Service Support			\$5,593.70

SYSTEM REQUIREMENTS

The computer is to be supplied by using agency. PC Minimum Requirements for recording:

- 2.9 GByte i3 or i5 Processor
- 1 GByte Ram
- 200 GByte hard drive or larger
- Microsoft Windows 10
- Microsoft Office for small business 2007 or 2013 32bit or 64 bit
- Full duplex Stereo Sound Card

The software and equipment supplied on this quote meets or exceeds the Federal Guidelines for a four channel digital recording system section 16-4a, 16-4b and 16-4c.

If you have any questions or would like to see the FTR product and how it can save you time and money please contact me at 1-800-849-0496 or 919-303-0254.

Analog Digital Solutions, Inc. is the sole source vendor for FTR North Carolina and South Carolina.

Analog Digital Solutions has been a Sponsor to the NC Association of Municipal Clerks and the NC Association of County Clerks since 1999.