

**Enrolled Memorandum of the Meeting  
Study Session/Meeting (In person)  
Thirtieth Town Council of Highland  
Monday, April 27, 2026**

The Thirtieth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, April 27, 2026**, after the adjournment of the April 13, 2026 Plenary Meeting (7:39 O'clock P.M.), in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

\*\*Pursuant to Enrolled House Bill 1167, this meeting is convened as an in person meeting and live streamed to the Town of Highland Facebook. Facebook permits the public to observe and record the proceedings but allows no interaction between and among the Town Council and members of the public. The public is able to participate in person. If you are in the audience and unwilling to be recorded and live streamed, we ask you to depart the meeting now, otherwise your continued presence is your consent to be recorded and live streamed.

\*All Councilors were simultaneously seen and heard. Councilor Georgeff; Councilor Doug Turich; Councilor Alex Robertson, Councilor Tom Black and Councilor Philip Scheeringa all participated in person.

**Silent Roll Call:** Councilors George Georgeff, Doug Turich, Alex Robertson, Tom Black and Philip Scheeringa were present in person as indicated. Clerk-Treasurer, Mark Herak was present to memorialize the proceedings. *A quorum was attained.*

*Officials Present:* IT Director Ed Dabrowski, Redevelopment Director Maria Becerra, Metropolitan Police Chief Ralph Potesta and Fire Chief Glenn Schlessler were in person.

x. **Discussion:** Appointments. None  
*Unless otherwise noted, all terms expire on the 1<sup>st</sup> Monday in January 2026 and or until a successor is appointed or qualified, not exceeding ninety (90) days.*

• **Statutory Boards and Commissions**  
*Executive Appointments (May be made in meeting or at another time)*

• **Regional Statutory Appointments**

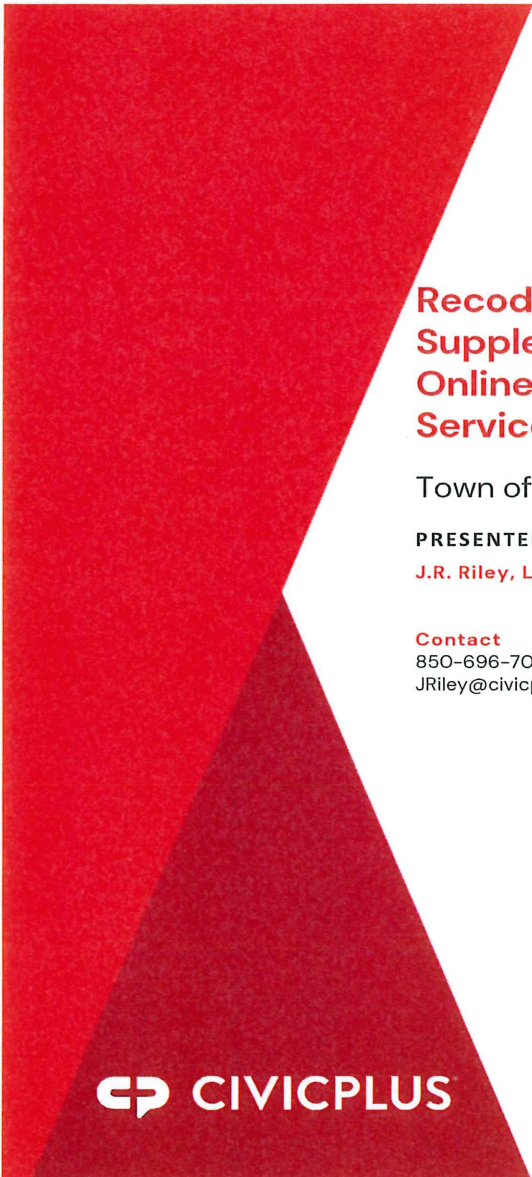
**Home Rule Commissions or Boards**

- **Legislative Appointments**
- **Regional Statutory Appointments**
- **Home Rule Commissions or Boards**

Place Holders should the Council decide to take up:

- 1. Main Street Bureau Board:** (17) appointments to be made by the Town Council.  
Term: Two years ending 1 Jan 2027. *Currently only 8 of 17 appointed.*  
*(Note: Current Appointees are: Diane Barr-Roumbus, James Roumbus, Sandy McKnight, Al Simmons, Sandy Ray, Ben Tomera, and Desiree Biro, term ending 1<sup>st</sup> Monday January 2027). Term is for two (2) years.*

x. Discussion: Demo with Civic Plus




**municode**  
codification  
POWERED BY CIVICPLUS

**Recodification,  
Supplementation, and  
Online Code Hosting  
Services**

Town of Highland, IN

**PRESENTED BY:**  
**J.R. Riley, Legal Account Executive**

**Contact**  
850-696-7012  
JRiley@civicplus.com



**CP CIVICPLUS**

# Recodification

During the recodification process, the attorney assigned to your project will organize and examine all ordinances and code-related material in order to produce a code of ordinances that is free from conflicts and inconsistencies and conforms to state statutes. Your codification attorney will be available to consult with you and your staff at any time during the recodification process. This personal dialogue ensures that your code will accurately reflect the intent of your ordinances and the unique needs of your community. The complete process is outlined below, followed by the scope of services for supplementation and online hosting of your new code.



## Recodification Process

1. **Ordinances** – Only legislation of a general and permanent nature, passed in final form by you, as set forth in this proposal, will be included in the code. All material that we receive will be acknowledged via e-mail to establish a record of included ordinances. Legislation not of a general and permanent nature is not included as part of the code and does not need to be provided to us. Notations can be added in the code to reference legislation adopted by reference, if elected.
2. **Attorney Analysis and Review of Material** – Your codification attorney, along with their team of legal editors, proofreaders, and indexers will be assigned to this project. Our legal team will research legislation permanent in nature submitted by you to ensure conformity with state statutes and to determine if there are any inconsistencies or conflicts within the legislation itself. If requested, we will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure.
3. **Page Format Options** – Based on our experience codifying legislation for thousands of customers, we have devised a standard style that has proven time and again to provide the most user-friendly and readable code for staff and residents alike. We will provide our Style Guide which outlines this effective style and layout. Any deviations from this style will add time and cost to your project. Please reach out for additional information.
4. **References** – We will provide state statutes references within the code. Editorial notes will be provided as appropriate. Internal cross references within the code will be hyperlinked in the online version.
5. **Legal Memorandum** – We will provide you with a user-friendly Legal Memorandum containing all our analyses and recommendations. This memorandum will reflect our attorney's Legal Review and will provide you with recommendations to remove conflicts and inconsistencies; delete obsolete provisions; conform to state statutes, when appropriate; and ensure compliance with your charter (if included in the project). This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible.
6. **Conference** – Within 45 days of your receipt of the Legal Memorandum, we will conduct a conference via either telephone or webinar to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for

resolution of issues brought up at the conference or noted in the Legal Memorandum. Up to three hours is included in the contract with additional hours available for purchase.

7. **Editing and Proofreading** – Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.
8. **Index, Graphics, and Tables** – Our team will create a hierarchical, subject matter Index (if elected) and all tables (contents, ordinance disposition, etc.) for your code as necessitated by the materials provided. We will insert the graphics you have provided into the printed and electronic versions of the code.

The following tables will be created and are included in the quoted cost: supplement history table, code comparative table, and ordinance history table. An additional hourly charge applies for creation, modification, addition, or updating of any table or schedule (including traffic and fee tables or schedule) other than those enumerated above.

Tabular matter, defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion can also be reviewed and included for an additional charge.


9. **Post Conference Code Draft** – After editing and proofreading, one post-conference code draft (Proofs) incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you for final review prior to printing and shipping. You will have 30 days to review and provide any needed corrections. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement. Any new legislation adopted after the code draft is provided will be held for your first supplement unless you would like to add it to the project for an additional charge.
10. **Sample Adopting Ordinance** – Our attorney will provide a sample adopting ordinance upon completion of the recodification.
11. **Printing and Binding** – We will print your new code on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. These copies will be housed in heavy duty, three-post leatherette binders (with two color choices, black and blue), name-stamped on the front and spine of each binder. Divider tabs for each major section of the code and index (if elected) will also be provided.

## Your Role

Your participation in the Scope of Services for Codification of the code is anticipated to be as follows:

- Provide all ordinances and code material in an editable, electronic format, preferably Microsoft Word format.
- Provide images, graphics, and tabular matter, preferably in original electronic format.
- Be available to answer any questions from the codification attorney conducting the project.
- Attend the conference to discuss the findings of the Legal Memorandum.
- Work with the codification attorney to resolve the findings of the Legal Memorandum.
- Determine the desired formatting and style of the new code.
- Return the draft code within 30 days with any revisions noted.
- Adopt the new code.



 <b>Codification Timeline</b>		
<b>STEP 1</b>	Immediately	<b>CUSTOMER</b> sends signed contract and all applicable material. <b>CIVICPLUS</b> acknowledges contract, provides a Disposition List of all ordinances/material received.
<b>STEP 2</b>	Within 2 Weeks	<b>CIVICPLUS</b> provides a project introduction letter outlining all phases of the project and all material received to date. <b>CUSTOMER</b> confirms CivicPlus has all applicable materials.
<b>STEP 3</b>	Within 6-10 Months	<b>CIVICPLUS</b> submits Legal Memorandum. <b>CUSTOMER</b> attorney reviews Legal Memorandum and prepares questions/comments for conference.
<b>STEP 4</b>	Within 45 Days	<b>CIVICPLUS</b> hosts Legal Memorandum conference. <b>CUSTOMER</b> attorney and other interested officials meet virtually with CivicPlus to discuss issues of concern noted in the Legal Memorandum and come to an agreement on the implementation of recommended changes.
<b>STEP 5</b>	Within 2-4 Months	<b>CIVICPLUS</b> submits final code draft. <b>CUSTOMER</b> reviews code draft, and returns it to CivicPlus within 30 days, with all corrections noted for final implementation and publication.
<b>STEP 6</b>	Within 3-5 Months	<b>CIVICPLUS</b> delivers final code and model adopting ordinance. <b>CUSTOMER</b> adopts code and provides CivicPlus with a copy of the officially enacted adopting ordinance. CivicPlus ships the code and publishes code online via our Online Code Hosting system. Supplementation begins anew with Supplement No. 1.

### MEETING DEADLINES

The time frame for completion of the codification project is within 15 to 18 months from our receipt of all relevant material in an editable, electronic format and excepting any delays occasioned by your submission of the material or return of the draft code. More time would need to be added to this project timeline if the materials provided must be converted to an editable, electronic format as well as incurring additional fees. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the code is adopted and published. Legislation added to the project must be approved and received prior to the established cutoff date.

To ensure a successful project completion, it is important that a conference is held to discuss the findings of the Legal Memorandum within 45 days of its receipt, and that the subsequent code draft we provide be returned within 30 days with any revisions noted. Following the delivery of the final code draft for customer proofing, any extensive changes requested in the code content, and/or any material added to the code that was not previously contemplated, will be subject to an additional code draft update fee. Further, if the code draft is not returned within 30 days, additional update fees may apply.




# Supplementation Services

Our supplementation process has been designed for timeliness, efficiency, simplicity, and most of all, for our customers' convenience. Supplements will be provided on your chosen schedule, and you will be billed on an annual basis. Color printing and an increase in the desired number of supplement hard copies may result in an increase in the annual fee.

We pride ourselves on a turnaround time of 40 to 45 days for printed supplements and can provide our always-up-to-date electronic update services within 15 days. The online code is updated within three days after shipping the supplement; there is no additional fee for this service. Rush supplements will be assessed an additional one-time fee. A recent analysis of our printed supplement services indicated an editorial error rate of less than 0.1 percent, which is made possible by our attention to detail, ongoing communication with our customers, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to CivicPlus during the preparation, printing, and maintenance of the code will be corrected at no cost. The printed supplement process is outlined as follows:

## Supplementation Process

- 1. Initial Receipt** – The receipt of the new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date, and ordinance number(s). You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our supplement team for codification. If our OrdBank service is elected (advance legislation service), the legislation will be posted online within 48 hours as a PDF under "adopted legislation not yet codified" at this time.
- 2. Editorial Review** – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated; and whether the table of contents in the front of the code and at the chapter/title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. Our editorial team will make no substantive changes to your legislation; however, minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal, or proofreading team find discrepancies in your ordinances, we will communicate with you promptly.
- 3. Indexing** – If an Index is elected, your supplement will be sent to our indexing team, where new legislation is indexed and cross-referenced in all appropriate locations.
- 4. Proofreading** – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy, and layout and confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Finally, your supplement is examined line by line again to ensure that the improvements made by

Printed Supplementation Process	
	Submission of Materials
	Editorial Review
	Mark Up
	Indexing
	Proofreading
	Corrections
	Printing & Shipping
	Upload to the Internet

the editorial team are thorough and accurate. The original ordinance is compared with the newly added text to ensure editorial accuracy.

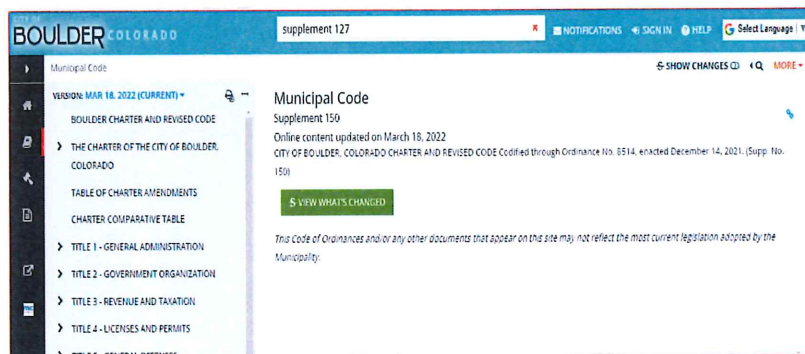
5. **Posting the Supplement Online** – After your supplement has been completed, your online code will be updated within one to three days, and we will provide any electronic products requested. You will receive a notification that the website has been updated via email. If our CodeBank Compare + eNotify service is elected, subscribers will be notified when the online code is updated. When your code is updated, all internal cross-reference links are updated on our Online Code Hosting system.
6. **Printing and Shipping** – We will print, cut, hole-punch, insert divider tabs (if elected), and ship your supplement to you per your elected schedule.

If you utilize OrdBank and a CivicPlus Agenda and Meetings Management solution, your newly adopted legislation will be posted on the landing page of your online code of ordinances within one minute of sending said legislation to CivicPlus. The history notes throughout your code of ordinances will also be automatically linked and associated to the meeting in which your newly adopted legislation was considered. If you are interested in learning more about our CivicPlus Agenda and Meetings Management solutions, please let me know.

## Online Code Hosting

Our Online Code Hosting system is continuously enhanced and improved by our in-house team of Internet Technology professionals. It includes Standard and upgradeable Premium features, designed to provide a wide variety of additional capabilities for researching and navigating your code and preserving its history.

Our system is extremely user-friendly and requires no special training or login information. In addition, we offer a variety of on-demand video tutorials. We can also host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new code goes live online.



## Online Code Hosting Standard Features

**Responsive Design** – We designed our intuitive User Interface (UI) to provide easy access to our full suite of features from any device, including a tablet or mobile device running iOS or Android.

4-2-1. - Legislative Intent. ⓘ

The purpose of this chapter is to protect the and welfare by requiring all persons to be licent offer for sale any alcohol beverage. The city cou city issue local licenses for sale of such beverag state law, and that the city's licencing requirem those for state licenses under state law.

Ordinance No. [8173 \(2017\)](#)

4-2-2. - City License to Sell Required. ⓘ

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[Compare](#)

**Print/Save/Email** – With delivery available in Microsoft Word or PDF format, users can share a link, print, download (as a Microsoft Word document), or email files at the section, article, or chapter levels or even non-sequential sections from multiple portions of your code(s).

Not all codification companies enable you to download Microsoft Word documents directly from the website. Being able to do so enhances your ability to draft new legislation.

**Social Media Sharing** – You and your users can share code sections via Facebook and Twitter. This functionality makes it easier for you and your team to utilize social media to engage your community and enhance your level of transparency.

**Browsing** – Online Code Hosting provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also sync as you scroll to deliver the most intuitive reading experience possible.

**Ease of Navigation** – Our collapsible table of contents, continuous next-hit feature, and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and residents the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets, and more.

**Searching** – Our powerful search engine allows users to easily search the code using keywords or phrases and print, download, or email any portion of your code. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the

Hometown, FL animals

Hometown, Florida - Code of Ordinances - PART I - GENERAL ORDINANCES - Chapter 6 - ANIMALS

VERSION: JUN 30, 2015 (CURRENT)

Chapter 6 - ANIMALS [1]

ARTICLE 1. - IN GENERAL

Sec. 6-1. - Penalty.

Any person who shall violate any provision of this chapter shall be subject to a penalty as provided in [section 1.3](#).

(Prior Code, § 9 15)

Sec. 6-2. - Animal control officer to be appointed.

The mayor shall appoint and the council shall confirm the appointment of some person to be known as the [animal](#) control officer. He shall hold his office during the pleasure of the mayor by whom he may be summarily discharged with or without cause.

(Prior Code, § 9 055)

Results for animals

1 Chapter 6 - ANIMALS Code of Ordinances - PART I - GENERAL ...

2 Sec. 6-8. - [Animals](#) in vehicles; Code of Ordinances - PART I - GENERAL ...

3 Sec. 6-9. - Duties of [animal](#) control officer; Code of Ordinances - PART I - GENERAL ...

4 Sec. 6-9. - Collection of [animals](#)



results, which enables a user to quickly move through search results and view results simultaneously. The section also indexes your code, returning more accurate, granular results. Search results can be sorted by relevance or book order.

- **Advanced Searching** – Conduct searches using Natural Language (think Google) or Boolean Logic, including simple or advanced searches supporting stemming, wildcards, proximity searches, and a global synonym list.
- **Multiple Publications** – Multiple publications (e.g., code, zoning) incorporated into the Online Code Hosting system will be searchable from one interface.
- **Narrow Searching** – Search terms can be applied to the entire code or narrowed within specific chapters or sections with the ability to sort results by relevance or book order.
- **Stored Searching** – Online Code Hosting allows all search result listings to be bookmarked under your browser's bookmark tabs; users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.
- **Searchable Ordinances** – With our OrdBank service, ordinances posted pre- and post-codification are full-text searchable.
- **Search All Content Types** – If you use our OrdBank or MuniDocs service, you can search any combination of your code, ordinances, and MuniDocs simultaneously; Search results are labeled for easy identification.

**Internal Cross-Reference Linking** – Cross-references within your code are linked to their respective destination article, chapter, or section.

**Mouseover (clue tips)** – Navigate to your code, and any linked cross-reference will quickly display in the pop-up preview window.

**Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your code. Easily view your maps, graphs, and charts by enlarging the item.

**Translation** – Google Translate allows users to view our hosted codes in over 100+ languages.

**Static Linking** – Copy links of any section, chapter, or title to share via email or social media.

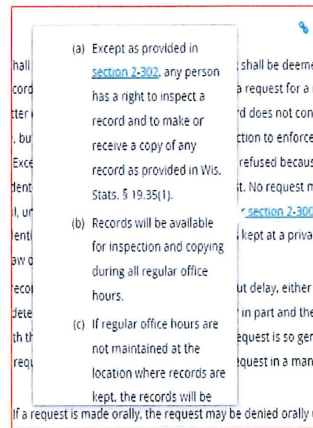
**Scrolling Tables and Charts** – Headers stay fixed while you scroll through the table/chart.

**GIS** – We can provide a permalink to any code section and assist staff in creating a link from your GIS system to relevant code sections.

**In-line Images and PDFs** – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. CivicPlus can also incorporate PDFs of certain portions of the code that have particular viewing and layout requirements.

**Public Notes** – Post public notes or documents within the online code to inform residents about current issues pertinent to any specific section of your code.

**Website Accessibility** – The User Interface and all HTML content viewed via our Online Code Hosting System's web application are WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the Online Code Hosting System, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our Online Code Hosting System, it will remain compliant while stored in our system. Each PDF document uploaded to our system is OCR scanned and document title, primary language, and other PDF metadata fields, and base level of tags for screen readers are set.



**Hosting and Security** – Our tech stack includes HTML5 and CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers, including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS: Safari™ 5.0 or later, and Chrome 18 or later. We host our Online Code Hosting System in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95 percent uptime. SSL encryption is used by default to secure access to the site, and the entire system is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

**Support** – Phone, email, and web support for residents and staff: 24-hour email response; phone support from 7 a.m. to 8 p.m. CT. We offer a variety of video tutorials, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

There are multiple premium features available to enhance your staff and residents' experience using and searching through your code – most available for purchase in our Premium Bundle or à la carte.

## Premium Features

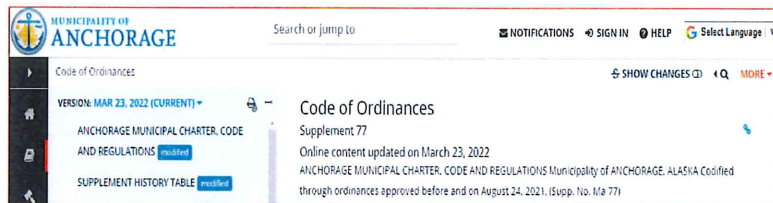
We recommend our **Premium Bundle** for the most transparent and feature-rich code possible at the best cost savings. The bundle includes our annual online code hosting and maintenance service along with each of the following features:

- Custom Banner
- CodeBank
- CodeBank Compare + eNotify
- OrdBank
- MuniPRO Service

OrdLink and MuniDocs can be added to a **Premium Bundle**, if desired.

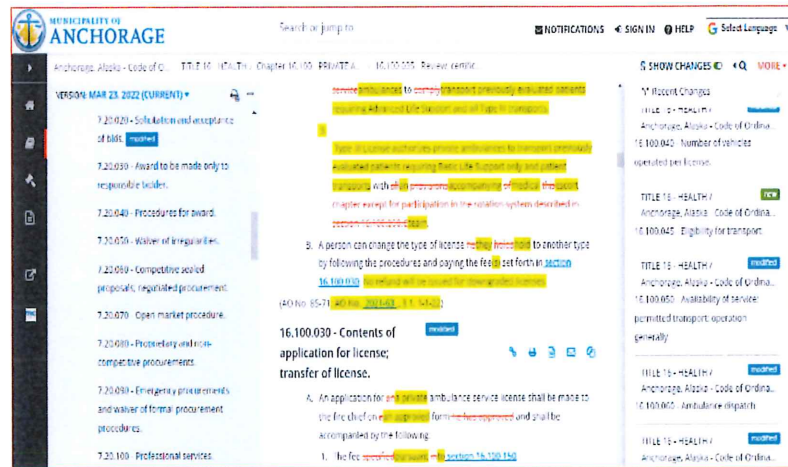
## Summary of All Premium Features

**Custom Banner** – We can customize the look and feel of your code to match your website more closely.



**CodeBank** – Our CodeBank feature provides an online archival system for previous supplements of your code. Empower your staff and residents to access every previous code version with one click.

**CodeBank Compare + eNotify** – Our CodeBank Compare service is a powerful feature that allows users to select a past version of your online code and compare it to any other version. The differences will be shown via highlights (added material) or strikethrough (deleted material). Users will be notified of the changes in the table of contents and within the text of the code via “modified,” “new,” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes made. In addition, the CodeBank Compare service will show all amendments to your code that were implemented during the most recent update. Please note that the CodeBank feature is required to access CodeBank Compare.



**Get Notified**

Fill out the form below to receive an email notification every time we receive new ordinances or the selected publication is updated online.

Email:  
 Enter email

Profession:  
 Select One

Publications ✓

- Code of Ordinances
  - CODE OF THE CITY OF ARVADA, COLORADO
  - SUPPLEMENT HISTORY TABLE
  - Part I - CHARTER
  - Chapter 1 - GENERAL PROVISIONS
  - Chapter 2 - ADMINISTRATION
  - Chapter 6 - ALCOHOLIC BEVERAGES

Our eNotify service allows users to enroll online and receive email notifications each time the online code is updated. Please note that the CodeBank Compare feature is required to utilize the eNotify service.



**OrdBank** – With our OrdBank solution, newly adopted, amendatory legislation will be posted online between supplements. Upon completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the "OrdBank" tab. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at [municodeords@civicplus.com](mailto:municodeords@civicplus.com).

Arvada, Colorado... / Chapter 102 - UT... / ARTICLE II. - WAT... / DIVISION 6. - WA... / Sec. 102.161. - R...

VERSION: DEC 30, 2021 (CURRENT) +

- > DIVISION 5. - SEWAGE
- ▼ DIVISION 6. - WATER FEES AND RATES
  - Sec. 102.161. - Residential water fees within city.
  - Sec. 102.161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden Rock Metropolitan District, the Leyden Ranch Metropolitan District, and Candelas Fillings 2, 3, 4 and designated properties in

latest edition of the AWWA Manual M22, "Sizing Water Service Lines and Meters," which is hereby adopted by reference. Justifies the change. Calculations so made will be submitted to the Utilities Director for review and approval.

(Code 1981, § 33-77; Ord. No. 2574, § 1, 11-21-1988; Ord. No. 2671, § 14, 10-16-1989; Ord. No. 2763, § 3, 11-5-1990; Ord. No. 2823, § 11, 7-1-1991; Ord. No. 2931, § 10, 10-19-1992; Ord. No. 2938, § 1, 12-14-1992; Ord. No. 3127, § 10, 10-24-1994; Ord. No. 3202, § 5, 8-7-1995; Ord. No. 3223, § 7, 10-23-1995; Ord. No. 3262, § 9, 4-15-1996; Ord. No. 3297, § 1, 10-21-1996; Ord. No. 3403, § 15, 10-20-1997; Ord. No. 3489, § 1, 10-26-1998; Ord. No. 3560, § 3, 10-11-1999; Ord. No. 3650, § 1, 10-23-2000; Ord. No. 3722, § 1, 10-6-2001; Ord. No. 3773, § 1, 10-21-2002; Ord. No. 3839, § 1, 10-13-2003; Ord. No. 3920, § 1, 11-8-2004; Ord. No. 3969, § 1, 10-10-2005; [Ord. No. 4027, § 1, 10-16-2006](#); [Ord. No. 4099, § 1, 11-19-2007, eff. 1-1-2008](#); [Ord. No. 4139, § 1, 11-17-2008, eff. 1-1-2009](#); [Ord. No. 4184, § 2, 10-19-2009, eff. 1-1-2010](#); [Ord. No. 4193, § 1, 1-11-2010, eff. 7-1-2010, 1-1-2011](#); [Ord. No. 4361, § 1, 10-22-2017, eff. 1-1-2013](#); [Ord. No. 4411, § 1, 10-21-2013, eff. 1-1-2014](#); [Ord. No. 4465, § 1, 10-20-2014, eff. 1-1-2015](#); [Ord. No. 4524, § 1, 10-19-2015, eff. 1-1-2016](#); [Ord. No. 4571, § 1, eff. 1-1-2017](#))

Sec. 102.161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden

**OrdLink** – Before incorporating the ordinances into your code via supplementation, the OrdLink feature can hyperlink newly adopted amendatory ordinances to the amended code section. Linked sections are highlighted in the table of contents, and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted. OrdLink must be purchased with OrdBank or as an addition to the Premium Bundle.

VERSION: JUL 29, 2021 (CURRENT) +

IRVINE MUNICIPAL CODE

SUPPLEMENT HISTORY TABLE [modified](#)

- > CHARTER - CITY OF IRVINE
- ▼ TITLE 1 - GENERAL SERVICES [Amended](#)
  - ▼ Division 1 - GENERAL PROVISIONS [Amended](#)
    - Sec. 1-1-101. - How designated, cited.
    - Sec. 1-1-102. - Rules of construction, definitions.
    - Sec. 1-1-103. - Headings; catchlines of sections; history notes; etc.
    - Sec. 1-1-104. - Incorporation by reference.
    - Sec. 1-1-105. - Reference to Code, conflicts

Division 1 - GENERAL PROVISIONS

[Amended by](#) Ordinance No. 21-15

Sec. 1-1-101. - How designated, cited.

This Code, which consists of administrative, criminal and regulatory ordinances of this City, shall be known as the "Irvine Municipal Code," and it shall be sufficient to refer to said Code as the "Irvine Municipal Code" in any prosecution for the violation thereof; it shall also be sufficient to designate any ordinance adding to, amending or repealing said Code as an addition to or amendment to or repeal of the "Irvine Municipal Code."

(Code 1976, § 1 A-101)

[Charter reference](#)— Codification of ordinances [1,402](#)

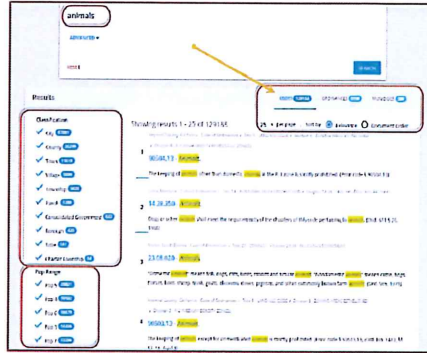
Sec. 1-1-102. - Rules of construction, definitions.

In the construction of this Code and of all ordinances of this City, the following definitions and



**MuniPRO Services** – MuniPRO searching allows you to search the over 4,300 codes we host (the entire country, a single state, or individually selected codes of your choosing). MuniPRO searches are ideal for researching local regulations of interest or discovering how other communities are dealing with similar issues. In addition, MuniPRO provides subscribers with the following tools:

- Multiple Code Search – Search all codes within one state, multiple codes within one state, or search all codes in the U.S. hosted by CivicPlus; search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- MuniPRO Saved Searches – Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- MuniPRO Notes – Create a note and attach it to any section in any publication; note icons are present when viewing the section, alerting the user to a previously written note; a global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- MuniPRO Drafts – Begin a new ordinance draft to keep track of pending legislation.
  - Draft icons are present when viewing the section, alerting the user to a previously created draft.
  - A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.

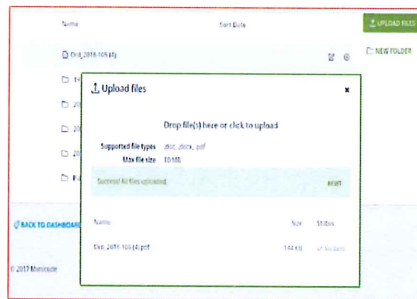


**MuniDocs** – MuniDocs allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users log in, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users can pick from a list of predefined document types.

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders.

The public can then browse and search these documents immediately.

Your MuniDocs files can also serve as storage for archived ordinances within MuniDocs. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online code.



# Investment Proposal

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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 90 days upon date received.

## Recodification

- Includes Zoning, through April 15, 2015 with ordinances received through April 2026
- 1,057 single column, 10-point font pages \$22.23 per page
- Receipt, review, and organization of materials
- Legal analysis and research by a codification attorney
- Legal memorandum by a codification attorney
- Up to three-hour virtual conference with attorney
- Implementation of approved legal findings
- Update state statutes references
- Editorial preparation, proofreading, page formatting, and indexing
- Insertion of tables and graphics
- Final proofreading, corrections, and quality control review
- Print three copies, including three post-stamped binders and tabs Sample adopting ordinance prepared by a codification attorney

## Supplementation

- Supplementation of legislation permanent and general in nature (omitted legislation not included)
- Includes Zoning
- Acknowledgment of material
- Editorial work, proofreading, and updating the index
- Updating online code upon completion of each supplement
- Printing up to three black and white copies per print schedule elected, includes instruction sheet and checklist of up-to-date pages
- Freight for supplements
- Images, graphics, and tabular matter
- **(Optional) Increase to Supplementation Plus to update your Code online on a bi-monthly basis (must select supplementation and supplementation plus)**

## Online Code Hosting

- Mobile friendly site with full functionality and optimal screen resolution on all devices
- In-line images with scrolling tables and charts
- Narrow, pinpoint, and advanced (including Boolean) searching
- Previous and hit buttons
- Persistent breadcrumb trail
- Print or save as formatted Word (DOCX)
- **(Optional) Premium Bundle – Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPro Service**



Investment	One-Time
Recodification	\$23,500.00
Gender Neutralization (suggested)	\$1,057.00
<b>Total One-Time</b>	<b>\$24,557.00</b>
	Renewable
Supplementation	\$3,000.00
Online Code Hosting Premium Bundle (recommended)	\$1,375.00
<b>Total Annual Renewable</b>	<b>\$4,375.00</b>
<b>Total Project Cost</b>	<b>\$28,932.00</b>

## Standard Invoicing

### Additional Fees

- Sales tax will be applied, if applicable
- Actual freight costs will be submitted for initial code delivery, but excluded from annual supplement cost
- Additional pages outside materials submitted for proposal, will be charged \$25.00 per-page changed in the code of ordinance before publication.

### Invoicing

- An Initial Term shall commence upon contract signing and continue for 18 months. Payments for the initial term shall be invoiced as follows:
  - 25% upon execution of agreement (estimated \$7,233)
  - 25% upon submission of the legal memorandum (estimated \$7,233)
  - 25% upon submission of proofs (estimated \$7,233)
  - Balance upon delivery of final code (estimated \$7,233)
  - Any additional costs will be billed separately, upon delivery
- The Initial Annual Recurring Services will be invoiced 18 months from the date of signing
- Subsequent Annual Recurring Services shall be invoiced annually on the anniversary date of the Initial Annual Recurring Services and will be subject to a 5% increase start of year 3.



## Optional Enhancements

We are confident in the ability of our proposed project to meet your main needs. However, we recommend the following options that could positively impact your experience and goals.

Optional Services & Tools	One-Time	Annual
<b>Codification</b>		
Gender Neutralization of code	\$1,057	N/A
Archival OrdBank, per ordinance	\$25	N/A
One additional hour of virtual conference with attorney	\$200	N/A
Creation, modification, addition, or updating of any table or schedule (including traffic and fee tables or schedules) not described as included.	Quote upon request	N/A
<b>Supplementation</b>		
Adobe PDF of each supplement (sent via email download)	N/A	\$175
State Statute Linking	\$75/hour	\$425
Additional copies, reprints, binders, and/or tab orders	Quote upon request	
The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent).	Quote upon receipt of material	
<b>Online Code Hosting</b>		
Online Code Hosting Only	N/A	\$550
Custom Banner	\$250	N/A
CodeBank	N/A	\$275
CodeBank Compare + eNotify	N/A	\$275
OrdBank	N/A	\$450
OrdLink (must be purchased with OrdBank)	N/A	\$275



MuniDocs – Upgraded capabilities to host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets, and more for self-loading to the MuniDocs platform	N/A	Up to: 25GB \$375 50GB \$685 75GB \$975 100GB \$1,375 Over 100GB – quote upon request
MuniPRO Service – Search over 4,000 codes in our full-service codification library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances	N/A	\$500.00
Additional MuniPRO service licenses	N/A	\$150 each
Premium Bundle: Online Code Hosting, Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPRO Service	N/A	\$1,375

## Proposal as Non-Binding Document

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.

x. Discussion: Envisio

# HighlandIndiana

## Envisio's Proposal for The City of Highland, IN

**Strategy Execution, Project Management,  
Performance Management & Reporting Solution**

Envisio designated point of contact:

Laurence Matthews  
Senior Account Executive  
(321) 334-2511  
[lmattews@envisio.com](mailto:lmattews@envisio.com)

Submitted by:

**Envisio Solutions, Inc.**

## Letter of Introduction

On behalf of the Envisio team, I am excited to share this proposal for the City of Highland, IN. We commend the leadership at Highland for their commitment to high-performing governance, accountability, and transparency. We are very excited about the opportunity to partner with you!

At Envisio, we believe trusted public agencies create thriving communities. Our mission is to be your trusted partner in making your vision a reality and performance transparent by providing purpose-built software and expert services to **execute and report on plans, projects, and performance measures**.

Envisio is the premier choice for public agencies seeking a software solution and professional expertise in **strategy execution, performance management, project management, and progress reporting**. Our exclusive focus on the public sector, user-friendly software, and partnership approach positions Envisio as the go-to solution.

By partnering with Envisio you will:

- **Enhance Strategic Planning & Execution:** Incorporate dynamic planning and a data-driven approach to ensure that activities align with the goals and needs of the community.
- **Strengthen Public Trust & Transparency:** Share your story with public-facing dashboards to promote transparency and engage with your community.
- **Improve Visibility & Alignment:** Encourage a culture of accountability and results to enhance the quality and effectiveness of public services and achieve community outcomes.
- **Increase Efficiency & Save Time:** Modernize monitoring and reporting, automating data collection, progress updates, report and dashboard creation.
- **Drive Evidence-Based Decisions:** Elevate performance management practices and use performance data in decision-making.

## Company Details

<b>Company Name</b>	Envisio Solutions, Inc.
<b>Website</b>	<a href="http://www.envisio.com">www.envisio.com</a>
<b>Company Background</b>	14 years in business. Envisio was founded in 2012 by a team of entrepreneurs who share a passion for public service and building technology to transform how public sector organizations develop and execute plans, track and improve performance, and communicate results.
<b>Company Overview</b>	<p>Envisio is the premier choice for public agencies seeking a software solution and professional expertise in strategy execution, performance management, project management and progress reporting. Our exclusive focus on the public sector, user-friendly software, and partnership approach positions Envisio as the go-to solution.</p> <p>As your dedicated partner, we go beyond being a mere vendor. Our commitment to your success is evident in our comprehensive implementation and consulting services and ongoing support from pre-implementation through adoption and beyond.</p>

<b>Core Competencies</b>	Envisio's core competencies are: <ul style="list-style-type: none"><li>• User-friendly Technology</li><li>• Implementation &amp; Consulting Services</li><li>• Strategic &amp; Operational Planning</li><li>• Project Management</li><li>• Performance Measurement &amp; Management</li><li>• Data Analysis &amp; Visualization</li><li>• Progress Reporting</li><li>• Community Dashboards</li><li>• Performance Benchmarking</li></ul>
<b>Implementation Services</b>	Implementation, training & adoption support resources include: <ul style="list-style-type: none"><li>• Dedicated Implementation Consultant</li><li>• Live Consultation Sessions</li><li>• On-demand Video Learning Courses</li><li>• Guided Plan &amp; Data Building Sessions</li><li>• Hands-on Training Sessions</li><li>• Customized Reporting Framework</li><li>• Public Dashboard Design &amp; Promotion Kit</li><li>• Process &amp; Change Management Support</li></ul>
<b>Consulting Services</b>	Consulting support resources include: <ul style="list-style-type: none"><li>• Dedicated Planning &amp; Performance Coach</li><li>• Operational Planning Services</li><li>• Performance Measurement Services</li></ul>

<b>Ongoing Support</b>	Ongoing support resources include: <ul style="list-style-type: none"><li>• Dedicated Customer Success Manager</li><li>• Access to Envisio's Academy</li><li>• Access to Envisio's Knowledge Base</li><li>• Access to Envisio's Live Agent Help Center</li><li>• Access to High-Performing Public Sector Community</li></ul>
<b>Pricing Model</b>	Envisio provides unlimited users. This scalability will empower you to accommodate evolving needs and a growing user base without any limitations.

**Enterprise Software Subscription**

Product & Service	Description	Price
Enterprise Subscription License	<ul style="list-style-type: none"> <li>• Unlimited Plans, Projects &amp; Performance Measures</li> <li>• Unlimited Users</li> <li>• Unlimited Reports</li> <li>• Unlimited Internal Dashboards</li> <li>• Unlimited Public Dashboards</li> <li>• Single Sign-On (SSO) &amp; Setup</li> </ul>	<del>\$19,500</del> <b>\$14,500</b> Annual Fee
Implementation Services	<ul style="list-style-type: none"> <li>• First Plan Setup and Training</li> <li>• Performance Measures Setup and Training</li> <li>• Projects/Initiatives Setup and Training</li> <li>• Reporting and Dashboards Setup and Training</li> <li>• Single-Sign-On (SSO) and O365 Integration</li> </ul>	\$10,800 One-time Fee
Enablement Services	<ul style="list-style-type: none"> <li>• Operational Planning - Pilot (3 Workshops)</li> <li>• Performance Measures - Pilot (3 Workshops)</li> </ul>	\$12,600 One-time Fee
<b>Year 1 Total</b>		<del>\$42,900</del> <b>\$37,900</b>

Pricing Notes:

- The discounted price (**total savings of \$25,000**) is valid until **June 21st, 2026**
- Envisio annual subscription is based on a 5-year term
- Envisio will apply a 5% annual increase beginning in year 2

All prices are exclusive of applicable taxes. Customer is responsible for any sales, use, excise, or similar taxes imposed on amounts payable. If Envisio is required by law to collect such taxes, they will be added to the invoice unless the Customer provides a valid tax-exemption certificate.

## Procurement Methods

When procuring Envisio, multiple methods are available to accommodate your organization's needs. Each procurement method offers distinct advantages, and Envisio provides the resources necessary to support your selected approach.

**Direct Procurement:** Direct procurement is used for purchasing software or services directly from Envisio when the total cost is below a certain threshold or when an informal procurement process is allowed. Upon request, Envisio will provide a Master Service Agreement (MSA) and formal quote to be reviewed and approved.

**Sole Source:** Sole source procurement is used when a vendor provides unique capabilities and/or is the only vendor capable of delivering the required software or services, making competitive bidding impractical. Upon request, Envisio will provide detailed documentation to demonstrate our unique capabilities and support the sole source justification.

**Cooperative Contract:** Cooperative contracts allow local governments to purchase software or services through agreements already negotiated by other public entities or purchasing consortia. Envisio participates in numerous cooperative contracts (i.e., NASPO, and OMNIA Partners), making it easy to take advantage of pre-negotiated terms. Upon request, Envisio can guide you through accessing and utilizing these contracts. This may include additional costs.



## Appendix B - Scope of Work (SOW)

Submitted by:  
Envisio Solutions, Inc.



## Overview of Services Proposed

### Our Unique Process - *Strategy Meets Execution*

#### Implementation Services

Envisio values ease of onboarding and comprehensive training, and we are dedicated to high-quality service and customer satisfaction. Our Professional Services and Implementation teams will work together to ensure you receive the proper support and training at the right time. Our customer engagements are led by a team of in-house planning, performance management, and local government experts who consult on the best ways to configure Envisio to your unique plans and performance measures. We follow best practices in technology deployment that have been refined over hundreds of successful implementations. We design with the result in mind, ensuring your configuration and training in Envisio meet all of your communication and tracking goals.

#### Consulting Services

Our professional services are designed for customers who do not have the time and capacity to design and/or build their plan details and performance measures in Envisio. You see the value in communicating planning and performance measure data and are keen to adopt this practice in your organization, but have steps to complete before you can effectively get started. Envisio's Planning and Performance Coaches fill these gaps with our professional services offerings and build that capacity on your team. We know Envisio inside and out; let us take the heavy load off your organization's shoulders to help you design and gather the information you need to use the Envisio platform to its full value.

#### Continued Support

Your partnership with Envisio is an ongoing one. We will be with you every step of the way on your customer journey as you continue to achieve your goals. Your dedicated Customer Success Manager will guide you through the required business process change, successful rollout, and full solution adoption in Envisio. Once you've achieved your current goals, we will work with you to define new goals, always pushing your organization to expand your sophistication and become a star performer in the planning and performance management space.

## Envisio Implementation Service

Get started on the right foot, every time, for all of your plans and performance measures.

Begin your journey with Envisio on a strong path to building your planning, performance, and project management toolkit. Our implementation consultants guide you through a prescriptive, proven process to implement the software and empower your organization for long-term success. We work directly with your team to configure the software, share best practices to enable the organization through change management, and automate reporting to ensure consistent communication on your plan's progress and performance. We host training sessions to ensure all of your users know how, when, and - most importantly - why to input their updates to Envisio, as well as leadership report training to provide your leadership team with direct insight into the results of the plan and understand the importance of regularly scheduled reviews of progress, using Envisio reports.

Our implementation services enable you to build your plan and performance measures in Envisio, to ensure your team can easily provide ongoing updates and share progress with both internal and external stakeholders. We host collaborative weekly consultation sessions as you build and configure the software, and equip you with best practices along the way to ensure your planning and performance remain in focus throughout the organization as time goes on. We develop a reporting framework and automate the delivery of both reminder notifications and results reporting, and set up templates to give your team the guidance they need to input meaningful updates.

At the end of your implementation, your organization will be ready to execute your plan and share performance-proven results with stakeholders to share the story of your success.

## Scope of Work

Envisio implementation follows a prescriptive process to guide your organization to early success using the platform, along with robust reporting and training for your team.

### Plans Implementation

#### Project Kick-Off

During this phase of work, we introduce key team players and define project roles, define a work plan to accomplish project deliverables, and take stock of existing plan details to inform subsequent phases of work.

During this phase **Envisio** will:

- Host a partnership kick-off meeting with key stakeholders to get to know your team and define roles, responsibilities, timelines, and communication channels.
- Host an executive leadership meeting to present our partnership journey, an Envisio roll-out plan, and our expectation of their role as the key to success
- Document and define a detailed implementation plan outlining the phases, milestones, and timelines of our implementation process for your organization.
- Review the finalized plan your organization will input to Envisio through the implementation phase, and prepare recommendations surrounding the plan structure.
- Provision your Envisio instance for initial access and provide logins for up to thirty (30) key project participants to access the platform. Your organization will be able to add additional users to the platform without limitation.
- Provide up to four (4) hours of Project Management time throughout implementation. Service is provided until all other services are delivered or ten (10) weeks contiguous from project kick-off, whichever occurs first.

During this phase **You** will:

- Define and share participants for the partnership kick-off meeting
- Confirm your organization's goals and timeline expectations
- Acquaint yourself and your team with our implementation process

- Select the plan for implementation and coach review and share with Envisio

#### Key Deliverables

- Detailed implementation project plan tracker with timelines defined, outlining key implementation milestones and deliverables. This tracker will serve as a valuable tool to monitor progress and ensure timely completion of tasks.
- Envisio Instance Provisioned and Logins Created: up to thirty (30) initial users are sent login credentials and your Envisio instance is ready to use.

#### Plans Implementation - Get Started

To implement your priority plan in Envisio, a dedicated implementation consultant will guide your project champion and plan owner/builder through a prescriptive implementation process to ensure the successful launch of your plan in the Envisio platform.

During this phase **Envisio** will:

- Host five (5) weekly, one-hour implementation consultation sessions to train and provide support and guidance as you configure your Envisio instance for optimal use and input your plan into the system.
  - System configuration and plan structure framework consultation
  - Reporting dates and update cadence consultation
  - Internal Reporting framework consultation and build session
  - Public Dashboard consultation and build session
  - Preparation for user and leadership training
- Collaborate with you to build one (1) draft Public Dashboard, which can be shared internally to showcase early successes and milestones achieved through the platform's usage, and published for public consumption later, when appropriate.
- Build five (5) standard, best practice reports and provide support and guidance as you customize these reports to your organization's needs.
- Host one (1) one-hour ad-hoc support session as needed, in case of additional questions throughout building of the plan or public dashboard.
- Host two (2) one-hour training sessions for non-administrative Envisio users:

- o End-user training to teach staff how to input updates to the plan, and set cadence expectations
- o Leadership report training to share built reports with the leadership team and best practices on how to leverage reports to keep the plan in focus

During this phase **You** will:

- Actively participate in implementation consultation sessions: Your active participation in implementation consultation sessions is vital for aligning Envisio's configuration with your organization's specific requirements.
- Familiarize yourself with technical usage: To empower your team with the necessary skills to build plans and other administrative setup, you will watch on-demand learning video courses. These courses provide insights into the technical aspects of the platform, facilitating a smooth onboarding process.
- Dedicate time to building your plan(s): It will be important that you dedicate time to building your plan(s) and completing assigned "homework" assignments after each consultation session with your Implementation Consultant.

#### Key Deliverables

- Your operationalized plan entered into Envisio platform, ready to receive updates
- Configured reporting periods and automated update notifications
- Historical updates entered, if applicable (i.e. when entering established plans)
- Draft public dashboard built, ready to be socialized internally
- Five (5) standard, best practice reports configured and scheduled to your organization's needs

### Performance Measures Implementation

In this phase our expert trainers will support as your core team builds up to ten (10) performance measures to be showcased on your dashboards. If applicable, this implementation portion will be completed after consulting services have been delivered to define your performance measures.

During Performance Measures implementation, **Envisio** will:

- Host three (3) weekly, one-hour consultation/build sessions to train and provide support and guidance as you build your performance measures in Envisio.
  - Envisio Data Source structure
  - Visualizing your data in Envisio
  - Dashboards and plan linking
- Host one (1) one-hour support and guidance session as you build your data sources, visuals, and dashboards following best practices and tailored to your organization's needs.

During Performance Measures implementation, **You** will:

- Actively participate in online admin training sessions: Our expert trainers will conduct dedicated online admin training sessions to equip your team with the knowledge and skills required to fully build all features in Envisio's Analytics module. This will require personnel who are system-savvy analytical thinkers.
- Build Data Sources: Following our team's recommendations for data source structure, and with the support of your Implementation Consultant, you will build the data sources required for each performance measure.
- Dedicate Time to Building Visuals - graphs, scorecards, summary labels, etc.: with the support of your Implementation Consultant, you will build visualizations, such as graphs, tables, and scorecards, to present the performance data effectively.
- Build Analytics Dashboards: Your team will construct analytics dashboards, tailored to each department's needs, showcasing performance metrics in a coherent and visually appealing manner.
- Map Visuals to Corresponding Plan Elements (where appropriate): If applicable, you will link visuals to specific plan elements, ensuring accurate representation of performance data.

#### **Key Deliverables**

- Performance measures built in Envisio and aligned to your plan (where appropriate)
- Analytics dashboards built to support tracking of performance measures where applicable
- Integration built by your team and jointly tested to support automated data entry into Envisio

## Projects Implementation

In this phase our expert trainers will equip your team with the capacity to build, manage, and track projects in Envisio.

During Projects implementation, **Envisio** will:

- Host three (3) weekly, one-hour consultation/build sessions to train and provide support and guidance as you build your projects in Envisio.
  - Projects configuration and best practices
  - Project and task building
  - Projects dashboard, plan linking, and reporting
- Host one (1) one-hour ad-hoc support session as needed, in case of additional questions throughout building.
- Host one (1) one-hour project manager training session.

During Projects implementation, **You** will:

- Actively participate in online admin training sessions: Our expert trainers will conduct dedicated online admin training sessions to equip your team with the knowledge and skills required to fully utilize Envisio's Projects module, including related reporting and plan linkage, where appropriate.
- Build project(s) and tasks: Following best practice recommendations for structure, and with the support of your Implementation Consultant, you will build your projects into Envisio
- Projects Dashboards: Your team will construct Projects dashboards, tailored to topical needs, showcasing your ongoing projects in a coherent and visually appealing manner.
- Map Projects to Plans (where appropriate): If applicable, you will link your projects to specific plan elements, ensuring accurate representation of performance data.

### Key Deliverables

- Up to ten (10) Projects and a corresponding set of tasks built in Envisio with start/end dates and ownership, where defined
- Two project-specific reports, automated from Envisio, dependent on plan linking
- One (1) draft Projects Dashboard created

- Project Manager training

## Implementation Timeline

Implementation phases are flexible and can be adjusted to suit your organization's readiness and needs. Each implementation phase is broken out into its own timeline below.

Envisio and The Customer agree that implementing Envisio is a shared responsibility. Neither Envisio nor The Customer is expected to have resources available to mitigate timeframe slippage caused by the other party. Delays on the part of The Customer, including putting the project on temporary hold or changes in project personnel, may result in a Change Order to cover the cost of restart, rework, rescheduling, and retraining.

### Plans Implementation Timeline

Our standard timeline to complete Plans Implementation is eight (8) weeks and typically follows the general timeline below. These timelines are subject to tasks and activities assigned to your team being completed on time.

Timeline	W1	W2	W3	W4	W5	W6	W7	W8
<b>Phase 1: Project Kickoff &amp; Internal Scan</b>								
Task 1.1 - Host partnership kickoff meeting								
Task 1.2 - Host an executive leadership meeting								
Task 1.3 - Document and define a detailed implementation plan								
Task 1.4 - Review the finalized plan your organization will input to Envisio								
Task 1.5 - Provision your Envisio instance for initial access								
Task 1.6 - Project Management								
<b>Phase 2: Plans Implementation</b>								

Timeline	W1	W2	W3	W4	W5	W6
Phase 4: Projects Implementation						
Task 4.1 - Host three (3) weekly, one-hour consultation/build sessions						
Task 4.2 - Host one (1) ad-hoc support session						
Task 4.3 - Host one (1) project manager training session						

## Operational Planning Consulting Service

We lead a process to gather and define S.M.A.R.T. Actions from across your organization to operationalize your plan.

Envisio's Operational Planning Design service is focused on meeting strategy with execution. Our Planning and Performance Coaches facilitate a process to motivate and support your teams to create SMART Actions that align with strategy but are also suited for tracking in Envisio, reporting on progress, and telling the overall story. We make sure your team's efforts put towards defining SMART Actions aligns with Envisio from the start to make the best use of your organization's investment in operational planning.

Our Operational Planning Service is built on the development of SMART Actions that are:

**Specific.** Your organizational goals will be defined by practical tasks and activities completed by staff members. The more specific and defined your actions are, the easier they will be to implement compared to higher-level, general goals.

**Measurable.** Evaluating your progress is contingent on having actions that can be measured. SMART Actions clearly define how you will know when you have achieved your goal, using indicators such as numbers, dates, or times.

**Attainable.** The development of actions is grounded in the realities of an organization's current staff, considering their existing workload, responsibilities, and capabilities.

**Relevant.** Actions are tied directly to the goals you've identified in the higher levels of your plan and will help you achieve your long-term objectives.

**Time-based.** Every action has a clearly defined timeline, including a start and end date, ensuring that staff are motivated to work towards their actions.

## Scope of Work

### Operational Planning Phase Details

#### Phase 1: Project Kick-off & Internal Review

The objective of Phase 1 is to finalize the work plan, timelines, and due dates and review the client's existing plan and documentation. Through this phase of work, we will develop an understanding of the organization's current context and form the foundation for the successful development of an operational plan.

During this phase **Envisio** will:

- Host a project kick-off meeting
  - Confirm finalized work plan, timelines, communications standards, and project team, including roles and responsibilities.
  - Answer key questions related to hosting workshops. Identify any additional information required to support the design. This could include:
    - Identify key staff (e.g., department leads) to be involved in the action planning design workshops
    - Gather input from the project champion on preferred working styles and workshop design
    - Development of action planning design workshop agenda and tools
- Review background documentation, including the plan in its current form and any other relevant documents, to understand the plan and any actions that have been identified to date

During this phase **You** will:

- Attend and actively participate in all meetings.
- Send Envisio all plan background documents.
- Work with Envisio to design workshops and lead all logistics around the workshop(s).

#### Key Deliverables

- Finalized project plan and schedule
- Action planning design workshop agenda delivered

### **Phase 2: Action Planning Design Workshop**

In Phase 2, Envisio will work closely with your team to conduct a pilot process supporting the creation of SMART Actions that align to strategy but are also suited for tracking in Envisio, reporting on progress, and telling your overall story. During this phase, you will select one department for us to work with directly, taking you through the process. This will enable your Project Champion with the best practices and processes to conduct the workshops with all remaining departments.

During this phase **Envisio** will:

- Host a remote meeting with your project team to review the results of the internal scan, and discuss the workshop design.
- Facilitation of three (3) workshops with one (1) pilot department to generate SMART Actions aligned to one Plan and designed for the Envisio system. Workshops will give participating departments the tools and resources needed to create SMART actions. We anticipate each workshop will take up to two hours and cover key topics such as:
  - Workshop 1: Brainstorming Actions
  - Workshop 2: Prioritizing Actions
  - Workshop 3: SMART Actions
- Facilitate up to two coaching sessions with the Project Team and/or Project Champion to review and fine-tune the pilot process. Ensure the team has the knowledge and capacity to lead and facilitate the action planning process with all remaining departments.

During this phase **You** will:

- Attend and actively participate in action planning design workshops.
- Attend and actively participate in all coaching sessions.
- Complete all tasks and work assigned between workshops. This will include tasks such as:
  - Lead development of department-level SMART actions using knowledge and resources shared by Envisio
  - Work with staff to determine appropriate prioritization of activities, staffing and resource allocation, and timelines
- Replicate the pilot process with all other departments in your organization.

**Key Deliverables**

- Up to three (3) workshops with one department to build SMART actions for one plan
- Up to two coaching sessions to refine the pilot process and answer questions
- Draft SMART Actions for one pilot department

**Phase 3: Finalizing the Action Plan**

Phase 3 will bring together all of the SMART Actions developed in Phase 2 into one comprehensive document that is ready to be transferred into Envisio, so you are ready to operationalize and track progress towards your plan!

Envisio and The Customer agree that the completion of phase three is a shared responsibility. Neither Envisio nor The Customer is expected to have resources available to mitigate timeframe slippage caused by the other party. Delays on the part of The Customer, including putting the project on temporary hold or changes in project personnel, may result in a Change Order to cover the cost of restart, rework, rescheduling, and retraining. Phase three services are provided until all services are delivered or 90 days contiguous from the start of phase 3, whichever occurs first.

During this phase **Envisio** will:

- Review the draft SMART Actions generated by each department.
- Host a remote meeting to identify and review gaps that remain in the design of the Actions.

During this phase **You** will:

- Attend and actively participate in all meetings.
- Share draft SMART Actions with Envisio for review and feedback.
- Gather information needed to finalize any remaining Actions or identified gaps.

**Key Deliverables**

- Finalized SMART Actions in a format that can easily be transferred to Envisio

## Operational Planning Services Timeline

### Pilot Workshop

Our standard timeline to complete the operational planning service is between three to four months. Operational Plans are typically completed following the general timeline below. These timelines are subject to tasks and activities assigned to your team being completed on time.

Timeline	M1	M2	M3	M4
<b>Phase 1: Project kick-off &amp; internal review</b>				
Task 1.1 - Host project kick-off meeting				
Task 1.2 - Review background documentation				
<b>Phase 2: Action planning design workshop</b>				
Task 2.1 - Remote meeting to review internal scan and discuss workshop design				
Task 2.2 - Facilitation of three remote workshops with one pilot department				
Task 2.3 - Host up to two coaching sessions with the Project Champion and/or Project Team				
<b>Phase 3: Finalizing the action plan</b>				
Task 3.1 - Review draft SMART actions				
Task 3.2 - Host virtual session to review gaps				

## Performance Measure Development

Let Envisio take the guesswork out of your performance measures for your plan and help you design an initial set of measures that tell a meaningful story. Our Planning and Performance Coaches work with you to uncover existing quantitative data already being gathered at your organization and employ it in new ways to produce greater value.

We also engage your key stakeholders to understand the story of performance that is meaningful to ensure we are designing with the end audience in mind. We draw from hundreds of customers and partners in our existing networks to inform your design process with relevant best practices from other jurisdictions and organizations.

This service will help you create an initial set of performance measures, or build on those that already exist, to construct a cohesive and compelling story around your plan. Envisio will conduct a review to identify quantitative information that already exists at the organization and determine how it relates to the plan—from there, we'll help you build out any missing measures. We will bring this information together in a workshop format to support your organization in designing an overarching set of performance measures that provides a holistic overview of your progress.

Our process is designed to build capacity in organizational leaders who can work with their staff to build meaningful performance measures. While the top levels of an organization often determine the performance measures, the data that supports the performance measures is dispersed throughout the organization. To have an executable and resource-efficient professional service scope, we will draw on key leaders at your organization to reach out to their teams to gather the quantitative data the project requires. We work with your key leaders, building their capacity to lead the development and implementation of performance measures internally. We ensure they have the appropriate resources and tools so they can draw from this process to design performance measures in the future.

## Scope of Work

### Performance Measure Development Phase Details

#### Phase 1: Project kick-off & internal scan

During this phase of work, we will define the work plan to accomplish the project deliverables and take stock of existing quantitative data and plan information to inform subsequent phases of work.

During this phase **Envisio** will:

- Host a project kick-off meeting.
  - Confirm the finalized work plan, timelines, communications standards and project team, including roles and responsibilities.
  - Determine the approach for Envisio to get access to necessary information for the internal review.
    - Plan document(s)
    - Scan of existing quantitative data being measured
  - Answer key questions related to Phase 2. Identify any additional information required to support the design. This could include:
    - Setting the workshop schedule and participants
- Review background documentation, including existing performance measures collected by the organization (quantitative data), the plan the measures are being designed to support, and any other relevant documents to gain further relevant context about the project scope.

During this phase **You** will:

- Attend and actively participate in all meetings.
- Provide your plan and any additional documentation that will support Envisio in gaining an understanding of your desired measures.
- Support Envisio in conducting an internal scan to identify existing quantitative data at the organization.

#### Key Deliverables

Finalized workplan and project timeline  
Completed scan of existing quantitative data collected by the organization

## Phase 2: Performance Measure Design

In Phase 2, Envisio will complete work to support a productive design process for the client. This pre-design work will entail hosting a meeting with your project team to review the internal scan of existing quantitative data and determine which data tells a meaningful story toward performance. During this phase, you will select one (1) department for us to work with directly, taking you through the process. This will enable your Project Champion with the best practices and processes to conduct with all remaining departments.

During this phase **Envisio** will:

- Host a remote workshop with your project team to review the results of the scan and evaluate what existing quantitative data can contribute meaningfully to your plan.
- In partnership with the client, design a series of up to three (3) remote workshops to support one (1) pilot department with the design and selection of an initial set of performance measures (up to fifteen (15) measures). We anticipate each workshop will take up to two (2) hours and cover key topics such as:
  - Workshop 1: Defining Core Services
  - Workshop 2: Identifying Performance Measures
  - Workshop 3: Data Collection Plan
- Facilitate up to two (2) coaching sessions with the Project Team and/or Project Champion to review and fine-tune the pilot process. Ensure the team has the knowledge and capacity to lead and facilitate the action planning process with all remaining departments.

During this phase **You** will:

- Attend a meeting to review results from the initial scan and evaluate which quantitative data is most relevant for your organization in telling the story of your plan.
- Identify the staff who should participate in the performance measure design workshops.
- Attend and participate in the performance measure design workshops and coaching sessions.
- Replicate the pilot process with all other departments in your organization.

### Key Deliverables

- Up to three (3) remote workshops to design the initial set of performance measures
- Set of up to fifteen (15) performance measures for one Pilot Department

### **Phase 3: Finalizing Performance Measures**

In Phase 3, Envisio will work with the project team on any outstanding items to finalize the initial performance measures. Once measures are finalized, Envisio will host a remote workshop with the project team to review the measures.

Envisio and The Customer agree that the completion of phase three is a shared responsibility. Neither Envisio nor The Customer is expected to have resources available to mitigate timeframe slippage caused by the other party. Delays on the part of The Customer, including putting the project on temporary hold or changes in project personnel, may result in a Change Order to cover the cost of restart, rework, rescheduling, and retraining. Phase three services are provided until all services are delivered or 90 days contiguous from the start of phase 3, whichever occurs first.

During this phase, **Envisio** will:

- Review the Performance Measures generated in subsequent workshops led internally
- Host a remote meeting with the project team to review the initial set of measures defined and make any final edits to these measures.

During this phase, **You** will:

- Attend and actively participate in all meetings and workshops.
- Provide feedback and final approval on the final set of measures.

### **Key Deliverables**

- Finalized set of performance measures

## Performance Measure Consulting Timeline

### Pilot Workshop

Our standard timeline to complete the performance measure service is between three to four (3-4) months. This service is typically completed following the general timeline below. These timelines are subject to tasks and activities assigned to your team being completed on time.

Timeline	M1	M2	M3	M4
<b>Phase 1: Project Kick-off &amp; Internal Scan</b>				
Task 1.1 - Host project kick-off meeting				
Task 1.2 - Review background documentation and complete internal scan				
<b>Phase 2: Performance Measure Design</b>				
Task 2.1 - Facilitation of a remote workshop to review internal scan and evaluate relevant measures.				
Task 2.2 - Design and deliver three (3) remote workshops to design performance measures				
Task 2.3 - Host up to two (2) coaching sessions with the Project Champion and/or Project Team				
<b>Phase 3: Finalizing Performance Measures &amp; Data Collection Plan</b>				
Task 3.1 - Review performance measures				
Task 3.2 - Host a remote meeting to review the performance measures created				

## Customer Support Resources

Envisio's Customer Success Team and Technical Support is available Monday to Friday, between 8 am and 6 pm EST. We use Google Meet to host video meetings and provide recordings for all consulting & training sessions.

### Online Support – Envisio Help Center

Go to <https://envisio.zendesk.com/hc/en-us/requests/new> or click on "Need Help?" and then "Contact Support" in the lower right-hand corner of your Envisio environment to open a support ticket. Fill out your information and send it our way. Support tickets are addressed during regular business hours.

### Live Agent Phone Support

We prefer help desk tickets to track your support request but you can also email [support@envisio.com](mailto:support@envisio.com) or call (888) 371-4800 and press 1 to access technical support during regular business hours.

### Online Knowledge Base

Our online knowledge base (<https://envisio.zendesk.com/>) is available 24/7 and contains articles explaining Envisio features and step-by-step instructions on how to accomplish common tasks within the software.

### Envisio Academy

Envisio Academy is our one-stop shop for learning how to use Envisio. Register for live online or OnDemand classes through our website (<https://academy.envisio.com/main>), and ask questions of our expert training team in a webinar-like environment. We offer classes across a variety of topics, both tactical how-to within the platform as well as best practice planning and performance-related content. We also cater to various user roles, from brand-new users to seasoned system admins. Most classes run for about an hour, and the schedule varies monthly.

### Envisio Envisionary Community

Our Envisionary Community connects you with like-minded individuals to share experiences, accomplishments, and challenges in a safe and inclusive space. Join webinars co-hosted by our customers who give tactical advice. Be a co-host yourself. Leverage our library of Performance Measures from actual living plans across our community.

x. Discussion: Town of Highland – Vehicle use Policy

Tom Brown began by passing a template for a Vehicle Usage Policy. He also provided a one-page cover letter. He said the other hand-outs are based on his knowledge, of Highland's present vehicle usage policy but does not include, the police department's policies and procedures. He said the police chief developed his own policies and procedures, however the Chief was asked to participate in helping developing policies and procedures for the other Town departments. One of the key suggestions is to develop an accident review committee, that would be a base standard for the Town. He elaborated that the idea of base standards or investigative standards for third-party incidents, which is similar to the Police Accident Review Board. Rather than having a police supervisor, each department would pick someone who is credible and experienced within their department that would review the police report for all incidents that involve a town vehicle, or a personal vehicle used on Town business. It is important to have a neutral standard. Then within the department review, you would have individuals from that department participating in that committee but not the department head. The committee reports to the department head, who is the ultimate authority for disciplinary actions, up to the point of termination. He said from the insurance companies perspective, this structure works well. The two (2) risk managers he works with concurs with the structure.

Councilor Turich said he, the Chief and the police commission talked about this a little bit more last week at the police commission study meeting. He said he was thinking very similar in thought process. He said he envisioned that there would be three (3) members of the police department that are on that committee at all times. Then, depending upon what department is involved, like the Parks or the Public Works, then you would bring in two employees from that department to make up the committee of five (5).

Tom Brown said it is truly up to the Town discretion, and there's no right or wrong answer. He said his thought process is more departmentally focused, with maybe some police presence to oversee but the majority would be that department. He said there was discussion about leaving directors and supervisors out. What about salaried employees? He said you could have at least one (1) employee and two (2) supervisors, not including the department head and two (2) from the police department. He said peers on the accident review board may have a different perspective than an outsider. He felt that the members should rotate off. He said he just placed this policy in the Chief's hand at 2:00 o'clock p.m. today. He said the policy has to do with approval standards. He said the Town should implement branding guidelines, especially for personal vehicles used on Town business. A strict policy prohibiting the use of handheld cell phones when operating a vehicle and employees must report accidents. Employees are not to operate a vehicle with physical or mental impairments. He said there is a page on Town rules in the handout. There is a page on personal vehicle usage and it hits some of the areas that we may or may not have come across or haven't thought about. He gave the example if

an individual's on paid or unpaid leave, there's some restrictions associated with use of a Town asset and the vehicle should be returned to the Town. He said there is a sign-off form in Exhibit A and Exhibit B is a Motor Vehicle Record Qualifications. He said there is an infraction table, that is pretty generous. If the employee has one or two moving violations within a three (3) year period, the employee is on border line about driving a Town vehicle. One at-fault accident is acceptable, two at-fault accidents is unacceptable. He said these are only suggestions and can be changed at the Town's discretion. A DUI or reckless driving are unacceptable. He said he didn't think the Town was actually running motor vehicle records. He said like most Town's, Highland is depending upon the insurance company to do the checks. He said he found a company that would do the check for a charge of \$5 plus the cost of the MBR of \$19. He said the absence of knowledge is not defensible in court. The courts view it that the Town should have known as there are resources available to enable the Town to monitor driver safety.

The Council said they would review what Tom Brown presented, work with the police department and commission, mock-up the hand-out and then bring Tom back and review the mark-up documents.

Tom said this is a template and does not to supersede what other departments might have but to incorporate this into their department's policy.

*Town of Highland Policy Manual*

**Vehicle Usage Policy**

**Effective Date:**

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**Purpose:** This statement defines the vehicle usage and vehicle issuance policy for the Town of Highland, IN.

**Scope:** This statement applies to all governmental units, enterprise operations, and operations of the Town of Highland.

**Responsibility:** This policy is the responsibility of the Council of the Town of Highland. Changes or revisions to this policy are affected only with the consent and approval of the Council.

**Effective Date:** This policy is effective July 01, 2026.

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**1.0 Policy Statement**

The Town of Highland ("Town") provides Town Vehicles for employees to drive on Town-designated business and may also reimburse employees for use of personal vehicles for Town business according to the guidelines below. In addition to applicable Town Ordinances and the Employee Handbook, this policy shall apply to all employees who are issued a Town Vehicle or those employees who operate a personal vehicle for Town business. This policy also applies to any rented or leased vehicles that are utilized for Town business. Individual departments may develop their own guidelines, but this policy provides the minimum standards that shall be enforced. If the Town of Highland Police Department and/or Fire Department choose to adopt and implement analogous policies, the policy specific to each department shall take precedence over this policy in the event of a conflict. Violations of this policy may result in suspension or revocation of Town driving privileges. If driving is an essential function of an employee's job, revocation or suspension of Town driving privileges may result in disciplinary action up to and including termination. The Town is not responsible for any loss or damage to any personal property being carried or left in a Town Vehicle. The Town retains the right to amend or terminate this policy at any time.

**2.0 Definitions**

- 2.1 Town Vehicle:** Any vehicle owned or leased by the Town of Highland.
- 2.2 Personal Vehicle:** Any vehicle that is privately owned but used for Town of Highland business.
- 2.3 Take Home Vehicle:** Any vehicle owned or leased by the Town of Highland which, upon authorization, can be used by an employee during both working and non-working hours.
- 2.4 Rented/Leased Vehicle:** Any vehicle that is rented or leased on behalf of the Town of Highland.
- 2.5 Accident:** A Town Vehicle involved in an incident while being operated that results in any vehicle or property being damaged; any person being injured; or completion of an Indiana State Crash Report.
- 2.6 Vehicle:** Includes, but is not limited to, cars, trucks, backhoes, front-end loaders, and graders.

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**3.0 Policy**

**3.1 Town Vehicle Usage:**

1. Employees may not drive any Town Vehicles without prior approval of their Department Head. Prior to approving a driver and periodically thereafter, the employee's Department Head must check the employee's driving record. Employees approved to drive Town Vehicles are required to inform their Department Head of any changes that may affect either their legal or physical ability to drive, or their continued insurability.
2. Employees holding jobs requiring regular driving as a job function must, as a condition of employment, always be able to meet the driver approval standards of all applicable laws and of this policy.
3. All Town Vehicles, with the exception of vehicles issued to the Fire Department, Police Department, or Council's Office, are required to have the Town seal on the drivers and front passenger doors and must comply with the Town's Vehicle Branding Guidelines.
4. If possible, Town Vehicles will be permanently assigned to departments that have demonstrated a continued need for them. Additional vehicles are maintained in a motor pool for use by individual employees, as needed.
5. Employees who drive Town Vehicles must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving Town Vehicle is strictly prohibited. Employees must hold all required licenses and are solely responsible for any driving infractions or fines received as a result of their driving.
6. Employees who use their personal vehicles for approved business purposes may receive mileage allowance as permitted by law.
7. Employees must report any accident, theft, or malicious damage involving a Town Vehicle to their Supervisor, Department Head and the Controller's Office, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible, but no later than 24 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident.
8. Employees who are "on call" may be allowed to take a Town Vehicle home so they can respond to any emergencies or calls as soon as possible. Such employees must provide a written acknowledgment that they fully understand that the Town Vehicle is to be used only for emergency response and not for personal use. Certain job requirements may require an employee to always be "on call". If that is the case, the Town may issue a Take Home Vehicle for the duration of their employment.
9. The Council may assign Take Home Vehicles to Department Heads and direct reports if it is determined that a need exists.
10. Employees are not permitted, under any circumstances, to operate a Town Vehicle or a personal vehicle for Town business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any Town Vehicle at any time, or operate any personal vehicle while on Town business, when use or consumption of alcohol, illegal drugs, or prescription medications may affect their ability to drive. These prohibitions include

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circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.

11. The use of a Town Vehicle is a privilege that is subject to revocation at any time in the Town's sole discretion.

**3.2 Town Vehicle Rules:**

1. Only operate a Town Vehicle if you are appropriately authorized.
2. Adhere to and obey all local, state, and federal traffic laws, including seatbelt usage, and all policies and procedures of the Town.
3. Document driving expenses, including but not limited to maintenance and oil changes.
4. Monitor gas, tire pressure, and all fluid levels.
5. Report any damage or problems to your assigned vehicle immediately. Abuse or intentional damage to any Town Vehicle or equipment will result in disciplinary action, up to and including termination.
6. Report changes to your driver privileges, such as driver's license suspension or revocation. This must be reported to your immediate supervisor immediately. Supervisors or Department Heads will then report this information to the Human Resource Department immediately.
7. Always lock Town Vehicles.
8. Bring the vehicle to scheduled maintenance appointments.
9. Do not consume alcoholic beverages before or while operating any Town Vehicle, at any time.
10. Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
11. Exercise sound judgment at all times when using a Town Vehicle.
12. Do not smoke in any Town Vehicle.
13. Do not alter or modify a Town Vehicle without written authorization. Modifications include but are not limited to audio equipment, window tinting, lights, changes to the engine/performance, drilling/bolting/screwing equipment to vehicle, etc.
14. Do not lease, sell, or lend a Town Vehicle.
15. Do not use a phone or text while driving.
16. Do not allow unauthorized drivers to operate a Town Vehicle unless required by an emergency.

**3.3 Personal Vehicle Usage:**

1. Town employees may, on occasion, use their personal vehicles for Town business. There are certain limitations to this usage as outlined below.
2. Any Town employee operating a personal vehicle for Town business shall have and maintain a valid driver's license. A copy of this shall be kept in the employee's file.
3. Town employee driving records are subject to an annual review.
4. Town employees shall maintain adequate insurance coverage and report accidents and incidents promptly to their supervisor. Their supervisor shall report incidents to the Controller's Office within 2 business days.
5. Utilizing personal vehicles for Town business shall be limited to a 50-mile radius of the Town.
6. If an employee is planning on driving outside the policy limit, they must obtain approval for use of a Town pool vehicle. If a pool vehicle is not available, a rental car may be obtained.

**3.4 Take Home Vehicle Criteria:**

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1. A Take Home Vehicle is considered a taxable benefit under the IRS and the employee will be liable for all associated taxes in accordance with the law. An employee with a Take Home Vehicle shall follow the following provisions:
  1. A driver must seek prior approval through his/her Supervisor before using a Take Home Vehicle outside of Marion County or its surrounding counties.
  2. If an employee is on any form of paid or unpaid leave from the Town, the Take Home Vehicle approval may be suspended during the leave.
  3. A list of employees authorized to use a Take Home Vehicle must be updated annually and be maintained by a Department Head or designated person.
  4. Take home vehicles are not to be used for personal travel.
  5. Whenever a position becomes vacant, the authorization for a Take Home Vehicle will be re-evaluated.
  6. Family members and other non-employees are not allowed to drive a Take Home Vehicle, only authorized employees.

**3.5 Motor Vehicle Record Qualifications:**

1. Please reference Exhibit B for the Town's motor vehicle record (MVR) qualifications.

**4.0 Policy Questions**

Questions or matters of clarification concerning any statements or definitions as contained in the policy documents should be directed to the Office of the Clerk Treasurer. Employees who violate the Vehicle Usage Policy are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination, and legal action.

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**Exhibit A**

**Town Vehicle Usage Policy Acknowledgement Form**

Employees who violate this Town Vehicle Usage Policy are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination, and legal action.

I acknowledge that I have carefully read and understood the Town Vehicle Usage Policy.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Exhibit B**

**MOTOR VEHICLE RECORD QUALIFICATIONS**

The Town of Highland is committed to ensuring the safety of its employees and others when driving a motor vehicle is necessary for conducting official company business. This policy applies to individuals who currently operate a Town vehicle, are authorized to do so, or use their personal vehicle while on Town business. Such individuals are subject to regular driver's license checks.

**Driver's License Checks:** After extending a conditional offer of employment, the Town conducts motor vehicle record checks on all final job candidates. These checks are intended to assess the driving status of applicants and employees. If driving is an essential job function, the Town will continue to monitor the driving records of employees through annual random checks.

**License and Medical Certificate:** Employees must carry their valid driver's license and, if they are Commercial Driver's License (CDL) holders, their medical certificate at all times while operating a Town vehicle. Any changes in the status of their driver's license must be immediately reported to their immediate supervisor.

**Ineligibility for Town-Provided Vehicle Insurance:** Employees with the following incidents noted on their Motor Vehicle Records (MVRs) will not be eligible for coverage under Town of Highland, Indiana-provided vehicle insurance:

- a. Any MVR with a DWI/DUI within the past 3 years.
- b. Any MVR with three or more moving violations within the past 3 years.
- c. Any MVR with a suspended or revoked license in the past 3 years.
- d. Leaving the scene of an accident within the past 24 months.
- e. Reckless driving within the past 24 months.
- f. At-fault involvement in an accident resulting in fatality or serious injury within the past five years.

Actions in Response to Ineligible MVR: If any of the above-listed items are noted on an employee's MVR, one of the following actions must be taken:

- a. Coverage for the driver must be secured from an alternative source.
- b. The employee should be transitioned into a non-driving position.
- c. Auto coverage from the Town shall be declined.
- d. Usage of the Driver exclusion form is not an option.

This policy underscores our commitment to ensuring the safety and compliance of our employees while driving on behalf of the Town of Highland. Employees are expected to fully cooperate with these guidelines to maintain a safe and responsible driving record. Motor Vehicle Record standards are determined based on an individual's accident and violation history over the preceding three years. An "at-fault" accident is discernible on an MVR when the date of the accident coincides with a violation date. It's important to note that all accidents, regardless of fault, will be documented on the record. The MVR classifications are as follows:

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Motor Vehicle Record standards are set using the number of accidents and violations an individual has during the most recent three-year period. An "at-fault" accident is identifiable on an MVR when the accident date is the same as a violation date. All accidents will be shown on record regardless of fault. MVR classifications are as follows:

0 violations/ 0 accidents	Acceptable
1 moving	Acceptable
2 Moving violations	Borderline
3 Or more moving violations	Unacceptable
1 At-fault accident	Acceptable
2 At-fault accident	Unacceptable
Any DUI or DWI violation	Unacceptable
Any reckless operation violation	Unacceptable
Any license suspension	Unacceptable

If your driving record is categorized as "UNACCEPTABLE" and your job mandates a valid operator's license or CDL license, and you refuse to engage in the remedial/defensive driving course or your license is suspended, you may face suspension from driving any Town vehicle and potential disciplinary measures, which may include termination.

If your job does not necessitate driving a Town vehicle, but you operate one or use your personal vehicle for Town business, and your driving record is classified as "UNACCEPTABLE," and you decline participation in the remedial/defensive driving course, you will be considered uninsurable. You will receive written notification stating that you are prohibited from operating any Town vehicle or your personal vehicle while on Town business until you complete the remedial/defensive driving training. In the event of an accident or incident during this uninsurable period, you will be responsible for all liabilities and associated costs.

All driver's license suspensions will undergo review by the departmental fleet manager and department head to determine the appropriate course of action.

License suspensions due to factors such as failure to appear in court, failure to attend a driving class, failure to provide proof of insurance, or failure to pay fines will result in the employee's inability to operate a Town vehicle until the issue is resolved.

In situations where an employee cannot obtain coverage under the Town of Highland vehicle insurance, a leave of absence, not exceeding six months, will be granted to allow the employee to bid on other posted positions for which they are qualified. If, after six months, the employee is still unable to secure another position, termination may occur.

It is imperative that you carry your driver's license at all times and promptly report any changes in your license status to your immediate supervisor.

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Town of Highland  
Municipal Employee Handbook  
Compensation & Benefits Ordinance

- (D) Marital status
- (E) Military service status
- (F) Births or deaths and increases or decreases in immediate family members
- (G) Individual to contact in case of emergency
- (H) Number of tax exemptions
- (I) Beneficiary of insurance
- (J) Change of legal name

**§ 3.14 Appropriate Dress and Grooming**

As an employee of the Town, you are a representative of the Town and a role model to the public. Although we do not have a formal dress code, you are required to be neatly groomed and to wear suitable clothing for your work environment, including approved uniforms as required by your Department.

**§ 3.15 Outside Employment**

We expect that your employment with the Town to be your major obligation. In order to avoid any misunderstandings or potential conflict of interests, any outside employment must be approved in advance by your Department Manager. Generally, we have no objection to employees holding other jobs or being self-employed as long as: you are able to meet the performance, attendance, overtime and other requirements of your job; your off-duty work activities do not constitute a conflict of interest, interfere or negatively reflect on the interests and reputation of the Town; and you do not engage in off duty work activities that directly compete with the Town or obligate the Town to overtime under FLSA requirements. During scheduled work hours, employees are required to conduct only the business of the Town.

**§ 3.16 Use of Municipal Property and Facilities**

Employees who operate vehicles owned by the Town will lock the vehicle when it is not occupied or otherwise secured in a facility that is locked down. The use of Town postage stamps or the postage meter for personal use is strictly prohibited. Except as otherwise provided in Sections §5.17 et seq., §5.24.03 and § 5.24.04, use of Town tools, material, facilities or equipment for personal use is prohibited.

This prohibition does not prevent the use of facsimile or photo-coping machines provided the authorized fees for such uses are paid. Still further, this does not prohibit the use of personal properties that are otherwise made available to the public subject to a rental or user fee, provided the employee applies for the use as would any member of the public and pays the appropriate user fees. Further, this prohibition does not affect the reasonable use of telephones for personal use that does not adversely affect the performance of an employee's official duties or the functions of an employee's department.

If, for any reason, you leave our employment, you must return any property of the Town in your possession. These items should be returned not later than your last day of work.

*(Amended 24 August 2009; Ordinance No. 1432)*

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in a lump sum on the retirement date or in three equal annual payments commencing on the retirement date.

§ 5.17 Authorized Use of Town Owned and/or Leased Vehicles

§ 5.17.01 The following individuals by title are permitted subject to the concurrence of the governing board of jurisdiction to utilize municipal leased and owned vehicles for the purpose of conducting public business, the providing of transportation to and from the work place and reasonable, limited personal business:

Metropolitan Police Chief  
Metropolitan Police Commanders  
Metropolitan Police Detectives, Criminal Investigation Division  
Metropolitan Police Officer Friendly/School Resource Officer  
Public Works Director  
Public Works Supervisors  
Pump Station Mechanic  
Superintendent of Parks & Recreation  
Fire Chief

The persons identified by title and only those persons are authorized to use the vehicle for reasonable personal business. Except as otherwise restricted by rules or regulations of the Metropolitan Police Department, reasonable personal business is described as using the vehicle within a fifty (50) mile radius of the Town of Highland and the assigned worker could be expected to be called for duty. In all cases municipal vehicles may not be used for personal business beyond the fifty-mile radius. No other person but the municipal employee(s) as listed by title in this section is authorized to operate the vehicle for personal use. Pursuant to Federal and State income tax guidelines, employees using town owned or leased vehicles shall keep records of personal use. Personal use shall be taxed as fringe benefit according to the mileage rates established by the United States Internal Revenue Code.

§ 5.17.02 The Metropolitan Police Department may permit certain Criminal Investigation Division assigned officers to employ one of the following:

- (A) Such officer(s) who reside within the corporate boundaries of the Town may utilize Municipal leased or owned vehicles for reasonable personal business and for the purpose of conducting business and the providing of transportation to support call-out duty, when such officer is scheduled; or
- (B) If departmental regulations and circumstances prohibit the use of a municipal vehicle, such officer(s) may utilize his or her leased or owned personal vehicle for the limited purpose of conducting business and the providing of transportation to support call-out duty, when such officer is scheduled for which the utilizing officer may be reimbursed for mileage at the prevailing IRS rate;

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§ 5.17.03 The Metropolitan Police Department may permit certain Patrol Division assigned officers who reside within the corporate boundaries of the Town to utilize Municipal leased or owned vehicles for reasonable personal business and for the purpose of conducting business and the providing of transportation to support call-out duty, when such officer is scheduled according to the terms of rules and regulations of the Board of Metropolitan Police Commissioners, that are not in conflict with this section.

§ 5.17.04 The Metropolitan Police Department may adopt regulations that are more restrictive than the general fifty-mile allowance for reasonable personal business contained in this section.

**§ 5.18 Use of Personal Vehicle for Public Business**

§ 5.18.01 Elected Officers, appointed officers and employees with proper approval may use personal vehicles in the conduct of public business. Adequate liability coverage must be carried before consideration can be given for use of personal automobile in connection with Town business.

(A) For routine and reoccurring use of a personal vehicle for public business, the Employee's insurer will provide a certificate of insurance naming the Town of Highland as an "additional insured" in limits of at least \$250,000 each person and \$500,000 each accident for death and bodily injury exposures and \$100,000 for property damage exposures.

(B) For employees, whose use of a personal vehicle for public business use is infrequent, the employee will provide proof of insurance in limits prescribed by Indiana statutes.

§ 5.18.02 Except for travel which may be defined as commuting to and from work, elected officers, appointed officers and employees may be reimbursed for mileage incurred in the performance of public business at the prevailing IRS rate. The Clerk-Treasurer shall have the authority to provide for the manner and frequency of the reimbursement provided that reimbursement shall be made at least quarterly.

x. Discussion: Credit Card Policy

The Clerk-Treasurer had passed out a draft of the credit card policy. He explained that in talking with the various other towns, their policies are a little different. He cited two examples. Some towns prefer to go with a national credit card chain, as their card is recognized everywhere. Other towns, preferred to have a credit card from their local bank because since they have money in that bank, they get better customer service should a problem arise versus a national chain where you are only a number. The other example is in the number of cards issued. In many towns and recommended by the SBOA, you limit the number of cards issued. The card is controlled by the Clerk-Treasurer. The card can be used by employees designated in the ordinance. The department head would come to the Clerk-Treasurer's office and sign out the card. The department head would have to fill out a log with various information. The department head would then sign the card back in. The department head is responsible to make sure all of the receipts are turned in in the proper time frame. Any late fees are the responsibility of the employee. If a purchase is rejected, the department head has to resolve. Other towns give all of their department heads a card. The idea is if you are a department head you should be responsible enough to care for a credit card. The department head would be responsible for having the card logged and logged out, turn the receipts in a timely matter as not to absorb penalties. He told the Council that the State Board of Accounts will audit every transaction on the credit cards.

Councilor Georgeff said he has talked with other towns and there is a no fee policy. The Clerk-Treasurer concurred.

Place Holders should the Council decide to take up:

x. Discussion: Wheel Tax (placeholder)

Attorney Reed said he received a spreadsheet from the Clerk-Treasurer prior to the meeting. He said he hasn't finished updating the spreadsheet as he wants to show the Council the variance between the first version as submitted by the Clerk-Treasurer and latest version the Council talked about. He said he wants to show the delta. He said he hopes to have it completed in the next couple of meetings.

x. Discussion: E-Bikes & Scooters (placeholder)

Attorney Reed said the e-bikes and e-scooters ordinance is just about ready. Since the ordinance contains fines, before the fines take effect, they have to be published the ordinance in the newspaper, sixty (60) days prior to. He said he realized that this is holding up Ordinance No. 1839 because the fines in the e-bike and e-scooter ordinance will also appear in Ordinance No. 1839 and we'll want to advertise both at the same time. He hopes to have a version to mark-up in the next couple of meetings.

x. Discussion: Food & Beverage Tax (placeholder)

Attorney Reed said he and Councilor Robertson will sit down and review the Food & Beverage Tax ordinance. He said the Council still needs to come up with the uses.

Councilor Robertson passed out an exhibit he prepared on what the revenue from the food and Beverage tax could be used for.

Attorney Reed said he hopes to have a marked up version in the next couple of weeks.

Councilor Scheeringa said he thought the last time we talked about the food & beverage tax, we were only going to go with two (2) or three (3) ideas. He thought it had to be spent on parks and tourism? He wanted to make sure it could be used to secure a bond for the Park Department.

Councilor Robertson said it is in there. He said it was in Section 9, number 1 to reduce the Town's property tax levy or supplement bond payments. He said everyone he read contained language for supplementing bond payments but reducing a towns property tax levy was not. He saw some smaller towns whose revenue went to their comprehensive plan. He said the Town might want to consider implementing the recommendations from the SS4A Safety Study.

Attorney Reed said we should get a copy of Crown Points and see what they included to get rejected by the State. He said we want to keep the wording a little more general to have flexibility.

Councilor Georgeff said we obviously don't want to have, like, 10 things on here. That might be a little too much. He said he just wanted to make sure whatever we come up with is going to meet the criteria that's in the law that allows it. He said if it is too broad, they're going to say, hey, they want to buy the kitchen sink with this.

Councilor Robertson said there were some that were extremely broad and others like Hammonds which was very specific, referencing the Hammond Sports Complex

Attorney Reed whatever you decide to spend the revenues on, the Clerk-Treasurer can then take that money that was allocated for those projects and allocate it to something else.

Councilor Georgeff said he'd like to use some of the money to make improvements to the Gazebo and replace the sidewalks around the public facilities, especially making them ADA compliant.

Sec. 9. Money in the food and beverage tax receipts fund must be used by the town only for the following purposes:

- (1) To reduce the town's property tax levy for a particular year at the discretion of the town, but this use does not reduce the maximum permissible ad valorem property tax levy under IC 6-1.1-18.5 for the town.
- (2) Economic development and tourism related purposes or facilities, including the purchase of land for economic development or tourism related purposes. (identified in the Highland, IN comprehensive and Gateway Corridors Redevelopment Plans.)
- (3) Public Safety (Fire Apparatus Fleet Replacement Plan)
- (4) Finance, construct, improve, equip, operate, and maintain sidewalks and other streetscape improvements.
- (5) The pledge of money under IC 5-1-14-4 for bonds, leases, or other obligations incurred for a purpose described in subdivisions (2), (3), and (4).

Revenue derived from the imposition of a tax under this chapter may be treated by the town as additional revenue for the purpose of fixing its budget for the budget year during which the revenues are to be distributed to the Town.

Other subsections to consider:

Implement priority recommendations from the SS4A Safety Study.

Construction, renovation, improvement, equipping, or maintenance of town capital improvements.

[REDACTED] = Add for specificity?

(2) - See comprehensive plan on the following pages:

Pg.2, Pg15, Pg19, Pg20, Pg21, Pg25, Pg36, Pg40, Pg45, Pg46, Pg53,

(4) - See comp plan on the following pages:

Pg.30, Pg45, Pg46, Pg49, Pg50,

- x. Discussion: Proposed Ordinance No. 1845: An Ordinance to Amend the Compensation, Benefits and Personnel Program of the Municipality, to be known as the Compensation and Benefits Ordinance commonly known as the Employee Handbook, particularly creating a Residency Stipend Provision in the Public Works Department (Agency) and the Parks and Recreation Department. (placeholder)

- x. Discussion: Proposed Ordinance No. 1842-A: An Ordinance to Amend Ordinance No. 1842 to establish the Wage and Salary Rates of the Elected Officers, the Non-Elected Officers and the Employees of the Town of Highland, Indiana particularly creating a Residency Provision in the Parks and Recreation Department and the Public Works Department (Agency). (placeholder)

Councilor Robertson said he and Councilor Turich need to have another conversation after Mark Knesek when he returns from vacation. He said they are close to bringing a marked up version to the Council to mark-up.

- x. Discussion: Proposed Ordinance No. 1839 – Violations Bureau Payable Fines

Once the ordinance for the e-bikes and e-scooters is completed, the fine schedule in that ordinance will also be included Ordinance No. 1839. Attorney Reed hopes to have e-bike and e-scooter completed in the next several weeks.

- x. Discussion: Revised renewal lease documentation regarding the Town's property which has the Lamar Advertising sign structure on it.

Shawn Pettit of Lamar Advertising, began by saying that former Clerk-Treasurer Michael Griffin is their Town Manager and they love him to death. He said the sign was built fifteen (15) years ago. The license was a 15-year license and written in the way Rhett Tauber and Michael Griffin wanted it. He said they put up the sign with one (1) digital panel and a static on the other side. They later did an amendment when they removed the static sign with a digital. The sign is 14' x 28' and Lamar Advertising pays the Town of Highland, \$40,000 annually. The original lease is up August 31, 2026. He said to give the Council an idea of how Lamar works or their business model, this board made \$163,000 in a 12-month period. Our business model is typically 30% of the revenue goes back to the property owner. That's where the figures came from in the new lease renewal. The renewal lease is for 10 years and an annual lease agreement of \$40,000. The Council came back with a counter offer of an annual lease of \$200,000 or to purchase the easement at \$2m. He said there are two parcels out there. There's the square that the water tower is on and then there's an L-shaped parcel that contains the access road to get to the water tower but the column to the sign is in that access parcel. He said the decision by the Council to remove the sign hit not only Lamar local but Lamar National which brings me here tonight. He said Lamar National is not thrilled with having to take down a sign, a sign they installed 15 years ago at a cost of \$400,000. He said we have a very good relationship with the Chief of Police and with the Fire Chief, in giving free advertising to the Town of Highland to the tune of \$103,000. He said when Highland is hiring police officers, we'll post it on the sign, as well as, The Force be with You. We've advertised the various pancake breakfasts. He said over a 15 year period, Highland has received 86 weeks of free advertising. He said Lamar does that for every community and Lamar doesn't mind doing it. We want to build that relationship, and quite honestly, my job is not to take signs down. My job is to build signs and to renew the leases, whatever it

might take. Attorney Reed and I had a brief conversation prior to the meeting and the number Mark gave me was buy the property for \$2 million. He said in Merrillville, they are trying to liquidate property and they are going to sell the easements to Lamar. They are getting to appraisals and taking the average. He said no offense but an appraisal would not come close to the \$2m the Town is asking. He said Lamar would prefer to purchase the easement and would pay all the closing costs. Lamar would designate an area around the sign as utility access and would once again offer \$600,000. He said Highland is in the same predicament as Merrillville and the other Indiana communities. Merrillville will lose \$850,000 in the general fund because of our illustrious governor. He said he doesn't like him or a lot of people in the general assembly. He said I'm losing money in my general fund, yet the FOP and firefighters are looking for a raise. He said Merrillville is building a \$15m fire station and the firefighters want an additional eight (8) firefighters at a fully charged rate of \$1.9m. He said the \$600,000 will help with your shortfall in the general fund. He said he begs the Council to reconsider. Let us try to work something out. Let Mark, myself and Attorney Reed try to work something out. He said there is national advertisers on those boards that they would really like to keep.

Councilor Scheeringa asked if you were to purchase the easement, is there an interlocal advertising agreement that is carried out? Phil said you're leasing from the Town and that is built into the lease and now, if you buy the easement, how do you build that into the sale?

Shawn said the lease would be extinguished, you get the money in present-day value, as opposed to having it trickle in as you have had for the past 15 years. He said they would honor the community advertising absolutely.

Shawn reiterated that Lamar would really like to resolve this before the lease expires as they don't want to lose the national advertisers. He did say he spoke to the sales account executives and informed them that Highland had said to take the sign down. He added, it is one of their most popular sign locations. He advised upper management who asked if he could sit down either individually or as a group and try to resolve. He was prepared to raise the annual lease payments from \$40,000 to \$50,000. He said they would do another 15 year lease.

The Council advised the Clerk-Treasurer to advertise for an executive after the Redevelopment Meeting, May 11, to discuss the lease renewal with Shawn Pettit of Lamar Advertising.

- x. Discussion: Determination of the type, location and the number of chargers for the recently purchased EV vehicles.

Commander Banasiak reported that he had not heard back from NIRPC by the time of tonight's study session.

**Plenary Business Meeting of Monday May 11, 2026**

- Minutes of the Meeting of Monday, April 27, 2026.
- Accounts Payable Voucher
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