

Councilperson Hoffman

Councilperson Havercroft

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF CASTLE PINES NORTH, COLORADO  
APPROVING A MARKETING EXPENDITURES PROPOSAL AND APPROPRIATING  
FUNDS THEREFORE**

WHEREAS, pursuant to Section 31-15-302(1)(a)-(b), C.R.S., the governing body of a municipality has the authority to control the finances and property of the corporation and to appropriate money for municipal purposes only and provide for payment of debts and expenses of the municipality; and

WHEREAS, the City has been requested by the Castle Pines Economic Development Council to assist in funding relating to marketing activities; and

WHEREAS, the City Council directed staff to pursue the contribution of funding for Castle Pines Economic Development Council; and

WHEREAS, the request for funding by the Castle Pines Economic Development Council is in the amount of \$2,500.00; and

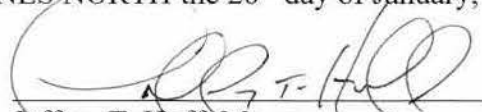
WHEREAS, the City Council wishes to approve the expenditure and appropriate funds therefore; and

WHEREAS, the City Council desires to direct staff to utilize funds resulting from a transfer of funds from the Community Development-Advertising-Variance Account to the General Operations- Other Services Account.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASTLE PINES NORTH, COLORADO:

Section 1. The City Council hereby approves the expenditure of up to \$2,500.00 from the 2009 budget to be used for marketing activities by the Castle Pines Economic Development Council and appropriates funds for the payment therefore from the transfer of funds from the Community Development-Advertising-Variance Account to the General Operations – Other Services Account for said services.

INTRODUCED, READ AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES NORTH the 26<sup>th</sup> day of January, 2010.

  
Jeffrey T. Huff, Mayor

ATTEST:  
  
Carl E. Kollmar, Interim City Clerk

# Web Development Proposal for the Castle Pines Economic Development Council

## Requirements Summary

Add a project management system to the CPEDC web site. The system should allow members to view projects, tasks, documents, comments and keep informed of the status of projects via e-mail updates.

## Project Management System

We propose a project management system that includes the following features:



**Control Panel** An administrator can manage all projects and all settings in one place.



**Milestones** Set goals and see how users and groups are progressing towards their goals for given tasks.



**Tasks** Tasks are subsets of projects. Each task has a deadline, priority, responsible person, contributing members, and can also have attached files and comments. The progress of a task can be viewed as a percentage.



**File Manager** Upload files and manage group files. Files can be assigned to tasks as necessary.



**User Manager** Different users can be set up differently (access to some but not all of the available features). Users can upload an picture of themselves as well as enter their contact information.



**Message Board** Users can post messages, and other users can reply (similar to a forum)

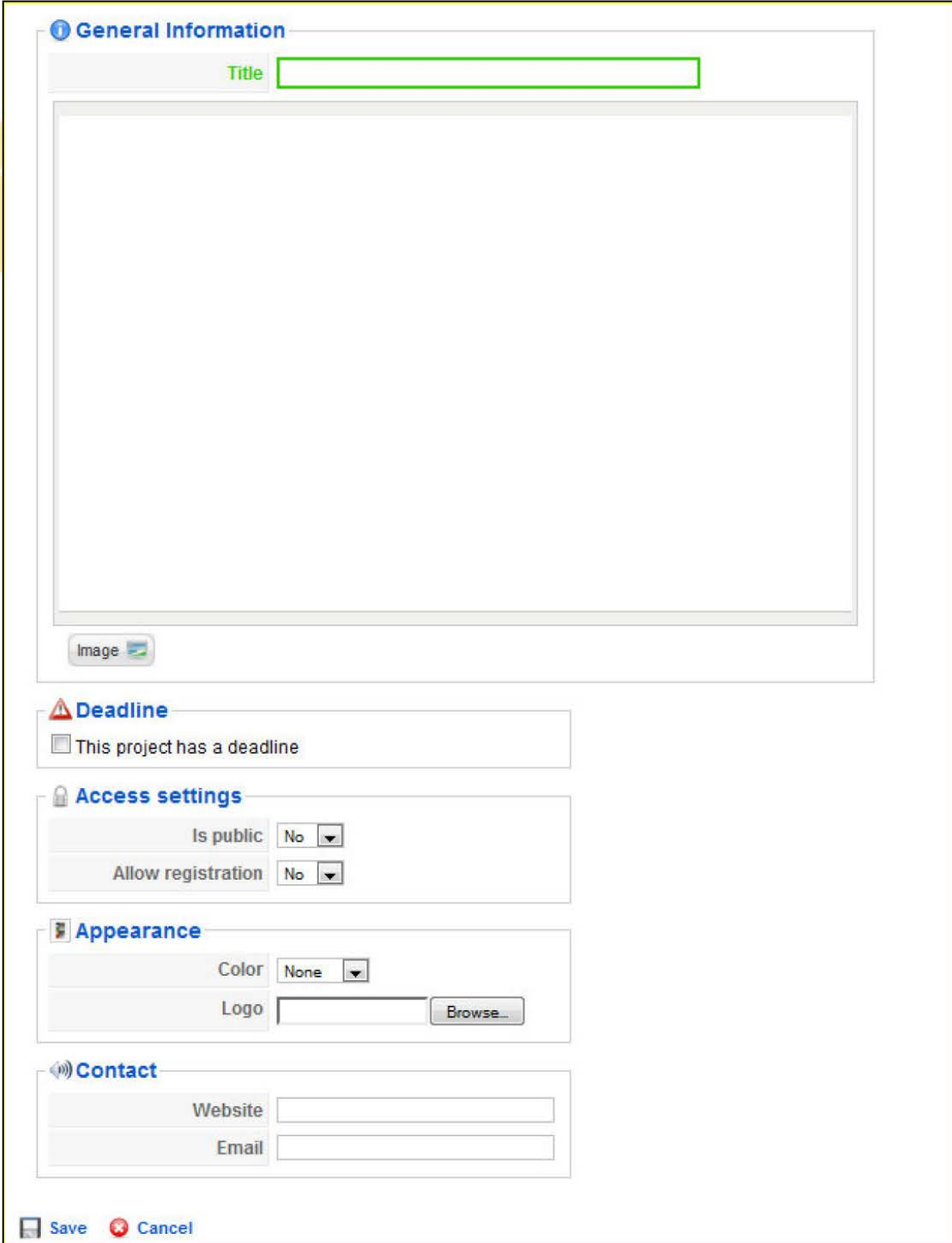


**Email Notification** Users can be notified when new tasks are created for them, and/or subscribe to postings on the message board.



## Screenshots of top features

### Creating a new project



The screenshot shows a web form for creating a new project, titled "General Information". The form is divided into several sections:

- General Information:** Contains a "Title" text input field and a large empty text area. Below the text area is an "Image" button with a small image icon.
- Deadline:** A checkbox labeled "This project has a deadline".
- Access settings:** Two dropdown menus: "Is public" (set to "No") and "Allow registration" (set to "No").
- Appearance:** A "Color" dropdown menu (set to "None") and a "Logo" text input field with a "Browse..." button.
- Contact:** Two text input fields: "Website" and "Email".

At the bottom of the form, there are "Save" and "Cancel" buttons.



## Creating a new task

### General Information

Title

Milestone

### Deadline

This task has a deadline

### Progress and priority

Progress

Priority

### Responsible persons



**Adding a new file to a task (with sample tasks)**

Save Add Cancel

**General Information**

File C:\Users\Sam\Documents\notes\_restore.txt Browse...

Description Notes from our conversation

**Connect to tasks**

Add task

Save Add Cancel

- Select task -
- Select task -
- Uncategorized**
- Project Kickoff**
  - Finalize Statement of Work
  - Initial Statement of Work
  - Invite team to project manager
  - Setup meeting
- Website Design**
  - Define target audience
  - Deliver final homepage design**
  - Deliver final subpage design
  - Deliver preliminary design(s)
  - Research competing sites and similar verticals
  - Revise design
- Create Joomla! Template**
  - Add 3rd party extensions CSS
  - Add core Joomla! CSS
  - Convert html page to template
  - Create conditionals for alternate homepage layout
  - Deliver custom Joomla! template

### Calendar View (with sample project data)

Search  [OK](#)

[+ New](#) [\\* Delete](#) [Display month](#) [Display week](#) [Display day](#) [Config](#)

10  August  2009 [OK](#)

[Projects](#) [Milestone](#) [Tasks](#) [Events](#)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
					1	2	
3	4	5	6	7 Deliver preliminary design(s)	8	9	
10	11	12 Deliver final homepage design	13	14 Deliver final subpage design	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28 Deliver custom Joomla! template	29	30	
31							

[+ New](#) [\\* Delete](#) [Display month](#) [Display week](#) [Display day](#) [Config](#)



## Support & Training

We will provide up to five click-by-click video tutorials to educate you on how to use the project management system. These video tutorials are available to you at all times on your web site (hidden from regular visitors). Instructional videos / tutorials can also be created for users on an as needed basis<sup>1</sup>.

Support beyond the initial site build is available through the [purchase of an on-going support contract](#).



## What do we need from you?

In order to properly set up and configure the system, we need to know the following:

- Current users / groups
- Who will administer the site
- Projects and tasks and/or files that can be used to pre-populate the project management system

## Proposed Cost & Payment Schedule

### Web Site Design & Delivery

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<u>Phase</u>	<u>Date</u>	<u>Cost</u>
Installation & Configuration	Project start (50%)	\$1,250.00
Review / Testing / Video Tutorials	Project completion (50%)	\$1,250.00
		<b><u>\$2,500.00</u></b>

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<sup>1</sup> Additional videos can be recorded and uploaded at an additional cost.

### **Continued Support Retainer**

After the web site is delivered, we are pleased to offer several monthly retainer packages to support additional updates, upgrades, and other modifications. Please let us know if you are interested in one of the following monthly support packages:



**Bronze** up to 5 hours \$500



**Silver** up to 15 hours: \$1,500



**Gold** up to 30 hours: \$3,000

### **Delivery**

The project management software will be set up on the new web site within two weeks of signing and receipt of payment.

By signing this contract, the undersigned client agrees to pay according to the project timeline.

\_\_\_\_\_  
**CPEDC Representative**

\_\_\_\_\_  
Signature / Date

\_\_\_\_\_  
**Tech Umbrella Group** Signature / Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

