

- I. CALL TO ORDER
- II. MINUTES
- III. ACTION ITEMS
 - a. Consider a recommendation to amend the original terms of the Labette Health Incentive.
- IV. DISCUSSION
 - a. Montgomery County Action Council Update
 - b. KS Department of Commerce / Office of Rural Prosperity Updates
 - c. Comprehensive Plan Update
 - d. BASE Grant Update
 - e. SPRINT Grant - Central Park Sports Complex
 - f. Chamber of Commerce/BEST Updates
 - g. Broadband Update
 - h. CGI Digital Community Showcase Program
 - i. Other Items for Discussion
- V. ADJOURNMENT



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
MARCH 7, 2023**

Department Finance

Prepared By

AGENDA ITEM Consider a recommendation to amend the original terms of the Labette Health Incentive.

SUMMARY RECOMMENDATION

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**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
MARCH 7, 2023**

Department Finance

Prepared By

AGENDA ITEM Montgomery County Action Council Update

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**REQUEST FOR ECONOMIC DEVELOPMENT
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MARCH 7, 2023**

Department Finance

Prepared By

AGENDA ITEM KS Department of Commerce / Office of Rural Prosperity Updates

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**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
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Department Finance

Prepared By

AGENDA ITEM Comprehensive Plan Update

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1. RFP - Independence, Kansas Comp Plan
2. Letter of Support-Ysusi Passauer-USDA Planning Grant 02.26.2023 - signed
3. Cities Letter of Support EDA Grant for Montgomery County - signed



I. INTRODUCTION

The City of Independence, Kansas (the "City") is announcing a request for proposal ("RFP") from professional planning consultants to update the City's Comprehensive Plan.

II. BACKGROUND AND OBJECTIVES

The City is the county seat of Montgomery County with an estimated population of 8,600. Independence is located at the intersection of US-75 and US-160, along the Verdigris River south of its confluence with the Elk River. The City is organized under a Commission-Manager form of government. Municipal operations include water, wastewater (sewer), sanitation, police, and fire/EMS services.

The existing Comprehensive Plan was adopted in 1982 and thus reflects outdated information. This RFP states the general scope of work to update the Comprehensive Plan, outlines the requirements for potential consultants, and provides guidelines for preparing and submitting the proposal.

The proposal should clearly demonstrate how the firm(s) can best satisfy the City's requirements in this effort. The City shall reserve the right to enter an agreement with the firm(s) presenting the proposal that is most advantageous to the City or to reject all submitted proposals.

III. FOCUS OF STUDY

A major component of the Comprehensive Plan project is to determine the relevance of the existing plan, update it accordingly, and create a new path for the future. The Plan shall comply with the requirements found in K.S.A. 12-747.

The project should include assembling and analyzing data regarding all of the existing conditions within the City and utilizing that data to develop policies, strategies, actions, and an implementation plan to guide future development and

decision making within the community with a 20-year time horizon. It is anticipated the new Comprehensive Plan would cover, but is not limited to, the following content:

a. Community Assessment

Document the general location, extent and relationship of existing land uses within the City, including agriculture, residence, business, industry, recreation, education, public buildings and other community facilities (including the Independence Municipal Airport (IDP) (the "Airport")), and major utility facilities (public and private).

b. Demographic/Economic Overview

Analyze population, housing, access to healthcare, and demographic trends and projections. Make recommendations that will enhance quality of life within the City.

c. Public Facilities

Evaluate existing public facilities (including the Airport, Memorial Hall, Riverside Park and Ralph Mitchell Zoo, Animal Control/AWOL Humane Society, Mount Hope Cemetery, City Hall and other City facilities, and schools), and make recommendations for public improvement programming based upon a determination of relative urgency. Evaluate the major sources and expenditure of public revenue and develop long-range financial plans for financing public facilities and improvements based on a projection of the economic and fiscal activity of the City, both public and private.

d. Employment/Economic Development

Analyze economic trends and forecasts, and make recommendations for an economic development plan that will enhance the City's tax base, attract new business, retain existing businesses, create new jobs, improve job retention, and enhance quality of life within the City. The plan should provide sufficient neighborhood and community-wide shopping facilities efficiently distributed throughout the community and adequate opportunity for commercial expansion. The plan should provide opportunities for industrial development locations with suitable access, adequate community facilities, and favorable land use and environmental conditions.

e. Natural Resources and Stormwater Management

Development should be sustainable. The Comprehensive Plan should ensure the sustainable utilization and management of the City's natural resources.

f. Emergency Planning and Preparedness

Evaluate the City's existing emergency services and planning, and make recommendations that will enhance community safety and the City's preparedness for various types of emergencies, including improvement of response times for emergency services.

g. Future Land Use Plan

Develop future land use plan, with an appropriate balance of commercial, industrial, recreational and residential uses and potential mixed-use where appropriate. This plan should include policies and action steps for implementation to guide future development and land-use decisions, including proposals and policy for land annexation. The plan should provide ample opportunity for continued community development within an orderly, efficient and environmentally safe planning framework.

h. Housing

The State of Kansas Office of Rural Prosperity, in conjunction with the Kansas Housing Resources Corporation, recently released a statewide housing assessment. In addition, a Housing Needs Assessment was completed by the Independence Housing Authority in 2022. While the statewide assessment and local housing needs analysis may prove helpful, the City wants to ensure the Comprehensive Plan process evaluates the local housing environment in the City and provides recommendations that will accommodate population growth.

Such evaluation should include, but not be limited to: discussing existing housing conditions and a projection of future housing trends; identifying housing goals, objectives and policies for the City; and recommending future actions to implement the objectives to upgrade the condition of housing in the City. The Comprehensive Plan should provide decent and affordable housing for the City's present and future populations while preserving and improving existing residential areas.

i. Transportation and Thoroughfares

Transportation is an important component of community health. The Comprehensive Plan should evaluate transportation facilities of all types whether publicly or privately owned (including but not limited to bike lanes, walkability, rail service and air travel), and assess traffic patterns and the City's connectivity both within the City itself and with other communities in the region. Streets should be classified based on characteristics of traffic volume, travel mobility and property accessibility. Such street classification shall be used to group the streets and roadways into classes according to the character of service they provide. A thoroughfare system for street system planning should be developed that includes street design standards.

j. Parks and Recreation

The Comprehensive Plan update should evaluate the City's existing parks, open spaces, and recreational facilities, and provide guidance for future investment to promote citizen involvement and foster a strong sense of community. The Plan should provide recreational opportunities for all sectors of the community and preserve scenic open space.

k. Building Codes

The City currently utilizes the 2018 Edition of the International Building Code. The Comprehensive Plan should help guide the conversation and direction on building code updates.

l. Historic Resources

The Comprehensive Plan should encourage identification, protection, preservation and adaptive reuse of historic and archeological resources within the City, and make recommendations for balancing historic preservation and land use issues when making planning decisions.

m. Central Business District

The Independence Central Business District is, and should continue to be, the retail and office core of the City. The Plan should include a preliminary analysis of the viability of the Central Business District (CBD), particularly with regard to its current assets and deficiencies, short- and long-term needs, and potential implementation techniques for the purpose of ongoing planning and revitalization.

The City considers citizen input essential. The Comprehensive Plan process should be structured to maximize citizen involvement and participation. The consultant is encouraged to propose a process that is both creative and interactive for soliciting input from a diverse citizenry and ensuring an open public dialogue throughout the development of the Plan. Additionally, the selected firm should work with the City to develop an effective communication plan to ensure that citizens can fully participate in and track the process of the Comprehensive Plan project.

All mapping prepared in connection with this project should be compatible with ArcGIS.

IV. DEVELOPMENT OF SCOPE OF SERVICES

Following the selection of the successful firm, a detailed Scope of Services will be developed by the City and consultant to outline the specific purposes, objectives, and tasks of the Comprehensive Plan update.

V. PROPOSAL PROCEDURES

a. Anticipated Proposal Schedule

The following is a timetable for the consultant selection process.

Date	Activity
 , 2023	Advertise RFP
 , 2023	Consultant proposals due
 , 2023	Approval by City Council

b. Inquiries Regarding the RFP

Questions concerning the RFP may be directed via email to: Kelly Passauer, City Manager/Zoning Administrator, kellyp@independence.gov.

c. Submission of Proposals

Proposers shall submit four copies of their proposal. An electronic PDF version of the proposal may be requested after the submittal deadline. Proposals for the City's Comprehensive Plan Update will be received at:

Independence City Hall
811 West Laurel Street
Independence, KS 67301

until 12:00 PM (Local Time) on [REDACTED], 2023. Proposals received after the submission deadline will not be considered. Proposals should be clearly marked by the proposer and addressed as follows:

2023 Comprehensive Plan Update
Attn: Kelly Passauer, City Manager/Zoning Administrator

d. Evaluation and Award Criteria

A Staff Screening and Selection Committee will review the Proposals and develop a ranking list based on the criteria stated below. After the initial screening process, the committee may also conduct interviews with selected firms, providing an opportunity for further clarification of the selected proposals. After this review process, the City Manager will present a recommendation to the City Council for consideration. Criteria that will be considered:

1. Project Approach – Adequacy of the proposal addressing the areas of focus to include project timeline, community engagement strategy, and implementation capacity.
2. Fees for Services – Provide the fee for the proposed services and the fee rate for any related services.
3. Technical Qualifications – Qualifications of the firm's professional personnel to be assigned to the engagement, and qualifications of the firm's management support personnel to be available for technical consultation.
4. Firm Experience – Consultant's past experience and demonstrated success with similar comprehensive planning projects, the firm's creativity and effectiveness in facilitating substantive and successful public participation processes in a diverse rural community, and the ability to provide the necessary professional staff on a timely basis to complete the study.

The successful firm will have a professional planner (AICP preferred) to manage and lead the project and a team of experienced professionals to help address the broad spectrum of issues and facilitate the public process.

e. Terms and Conditions

1. This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.
2. The City reserves the right to extend the date by which the submittals are due.
3. The City reserves the right to cancel, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If the City cancels or revises the RFP, such action shall be published as an addendum to the RFP.
4. All submittals become the property of the City. Except for the name of firms on the final list, no information contained in proposal submittals shall be made public until after the award and execution of a contract.
5. The City reserves the right to consider the requested options as a whole, in part, or not at all when determining the best product that best serves the City's interests.
6. The City reserves the right to request additional information and/or clarifications from any or all Respondents to this RFP.
7. All proposals must remain in effect for 90 days after the proposal due date.
8. The City is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals.

VI. PROPOSAL REQUIREMENTS

- a. **Cover Letter** – A signed transmittal letter briefly stating the proposer's understanding of the work to be done, why the firm believes itself to be the best qualified to perform the engagement, and any other information they consider essential to their proposal.
- b. **Project Approach** – The proposal should set forth a general project plan, including an explanation of the methodology to be followed to perform the services required in the request for proposal. Each proposal should detail

the strategies to be taken to develop an understanding of the community and nurture citizen engagement.

- c. **Firm Profile** – At a minimum, the proposal should state the size of the firm, the size of the firm’s governmental planning staff, and the location of the office from which the work on this engagement will be performed.
- d. **Project Team Qualifications** – The proposal should describe the qualifications of staff to be assigned to the project. The description should include the composition of the team and prior experience of the individual team members.
- e. **Proposed Fees** – Provide the firm’s all-inclusive maximum fee for the requested work in this proposal. The fee rate for related services should also be included.
- f. **Anticipated Project Schedule** – The proposal should include a general timeline for the project.
- g. **Work Samples & References** – The proposal should describe prior comprehensive planning experience. The experience listing should be limited to the last five (5) years and should include prior experience with municipalities that are similarly-situated to the City.

The proposal should include a maximum of three (3) client references, including contact persons and telephone numbers.



February 27, 2023

Christy Davis, State Director
Kansas State Office
Rural Development
United States Department of Agriculture
1303 SW First American Place, Suite 100
Topeka, KS 66604-4040

Re: USDA Rural Business Development Grant (RBDG) – City of Independence, Kansas Community Development Plan

Dear Ms. Davis,

As Mayor and City Manager of Independence, we are writing this letter to verify that our commission wholeheartedly endorses the City's application for USDA grant funding to support an update to the City's Comprehensive Community Development Plan. To that end, a commitment of \$76,500 in matching funds for the project has been allocated in the City's 2023 budget.

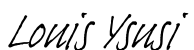
Our rural community of fewer than 8,500 residents - the county seat and second largest city in Montgomery County - is approaching a critical inflection point in terms of economic development and future sustainability. Long plagued by a repetitive cycle of large company/major employer closures, short-lived small business start-ups, challenges of aged infrastructure and a dearth of quality family housing, it seems the tide is beginning to turn for our town.

Growth and revitalization opportunities have emerged, including a current \$11 million private investment in rehabbing vacant buildings in our central business district to support fresh retail space and multiple upper-story housing units. Independence also recently became home to a sizeable new regional package sorting facility, and one of the state's largest ever new business construction projects – a \$400 million soybean processing plant – is underway less than 10 miles down the road.

These projects and others have generated a new wave of interest in our community as a prime location for more new business, new residents and visitors. As a municipality, our challenge now is to harness this renewed energy and thoughtfully and strategically develop a comprehensive, sustainable plan for our community that will address the infrastructure, programs, commerce and quality of life necessary in this new chapter. These initiatives include recruitment of new workers for an expanded offering of high-value jobs and quality housing for said workers and their families. Also in our plan will be opportunities to expand our City's industrial development sites to aid in recruitment of support businesses and larger employers, as well as current business expansion.

The USDA planning grant can ensure the necessary resources are available to help us professionally create a detailed and effective plan for long-term growth and viability. It is our hope that you and the USDA staff will strongly consider this RBDG application and help jump start our process. We look forward to and are hopeful for your positive response.

Sincerely,


[Louis Ysusi \(Feb 27, 2023 12:44 CST\)](#)

Louis Ysusi, Mayor



Kelly Passauer, City Manager

Letter of Support-Ysusi Passauer-USDA Planning Grant 02.26.2023

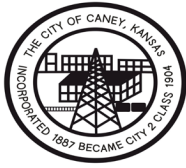
Final Audit Report

2023-02-27

Created:	2023-02-27
By:	Kelly Passauer (kellyp@independences.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAACrCYx7ZTtOo9VHj5wLRkPukxKPE4Rqw9

"Letter of Support-Ysusi Passauer-USDA Planning Grant 02.26.2023" History

-  Document created by Kelly Passauer (kellyp@independences.gov)
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-  Document emailed to Louis Ysusi (louisysusi@yahoo.com) for signature
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-  Document emailed to Kelly Passauer (kellyp@independences.gov) for signature
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-  Document e-signed by Kelly Passauer (kellyp@independences.gov)
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-  Email viewed by Louis Ysusi (louisysusi@yahoo.com)
2023-02-27 - 6:42:46 PM GMT- IP address: 174.126.5.229
-  Document e-signed by Louis Ysusi (louisysusi@yahoo.com)
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-  Agreement completed.
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March 1, 2023

Angela Belden Martinez, Regional Director
Denver Regional Office
Economic Development Administration
1244 Speer Boulevard, Suite 431
Denver, CO 80204

Re: 2023 EDA Planning and Local Technical Assistance Program – Short-Term Planning (STP) - Montgomery County, Kansas Economic Strategic Growth Plan

Dear Regional Director Martinez:

On behalf of the cities in Montgomery County, we are writing this letter to express our support for Montgomery County's STP Grant Application to develop a county-wide strategic growth plan.

Montgomery County, KS has been experiencing a wide-range of economic development activity over the last few years. Growth opportunities are continuing to present themselves based on the steady outreach to the county from businesses interested in locating in Montgomery County. A majority of this interest has developed due to the recent announcement of a new \$400M soybean processing plant to be located in the County. This has also spurred a new 438-car capacity multi-unit train facility to locate at the project site. Planning for the growth anticipated to occur near the plant and around the county is imperative to ensure economical sustainable growth.

This Planning Grant will create a detailed scope of work to secure a long-term growth plan for Montgomery County. This will provide the County with the necessary steps for continued success and continue to increase high-value jobs. It will also allow us the opportunity to coordinate those efforts with our individual community plan allowing for a cohesive – rather than individual – approach to the long-term plan further strengthening our community and county initiatives.

It is our hope that you and the EDA staff will strongly consider this STP Grant application. As a rural county, it is always challenging to find the resources to advance such important initiatives. The possibility for Montgomery County and its 31,486 citizens to receive this STP Grant would be a tremendous “jumpstart” to the path for sustainable growth. We look forward to and are hopeful for your positive response.

Sincerely,

Kelley Zellner

Kelley Zellner (Mar 2, 2023 08:58 CST)

Kelley R. Zellner
City Administrator
City of Caney, Kansas
100 W. 4th, P.O. 129
Caney, KS 67333

Jonathan Booe

Jonathan Booe (Mar 2, 2023 13:36 CST)

Jonathan Booe
City Administrator
City of Cherryvale, Kansas
123 W. Main Street
Cherryvale, KS 67335

Mark D. Hall

Mark D. Hall (Mar 2, 2023 12:19 CST)

Mark Hall
City Manager
City of Coffeyville, Kansas
102 W. 7th, P.O. Box 1629
Coffeyville, KS 67337

Kelly Passauer

Kelly Passauer
City Manager
City of Independence, Kansas
811 W. Laurel Street
Independence, KS 67301

Cities Letter of Support EDA Grant for Montgomery County

Final Audit Report

2023-03-02

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"Cities Letter of Support EDA Grant for Montgomery County" History

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-  Document emailed to jbooe@cherryvaleusa.com for signature
2023-03-01 - 9:52:29 PM GMT
-  Document emailed to mhall@coffeyville.com for signature
2023-03-01 - 9:52:29 PM GMT
-  Document emailed to Kelley Zellner (cityadmin@caney.kscoxmail.com) for signature
2023-03-01 - 9:52:29 PM GMT
-  Document emailed to Kelly Passauer (kellyp@independencesks.gov) for signature
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 Signer jbooe@cherryvaleusa.com entered name at signing as Jonathan Booe

2023-03-02 - 7:36:35 PM GMT- IP address: 68.99.119.104

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Department Finance

Prepared By

AGENDA ITEM BASE Grant Update

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AGENDA ITEM SPRINT Grant - Central Park Sports Complex

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AGENDA ITEM Chamber of Commerce/BEST Updates

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Prepared By

AGENDA ITEM Broadband Update

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AGENDA ITEM CGI Digital Community Showcase Program

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1. CGI Digital Video Tour Program - Independence, KS
2. Independence KS Agreement_Proposed

From: [Andrea Tempio](#)
To: [David Cowan](#); [Kelly Passauer](#); [Lacey Lies](#); [Lisa Wilson](#); indyksmnst@gmail.com
Subject: CGI Digital Video Tour Program - Independence, KS
Date: Monday, February 27, 2023 3:16:41 PM
Attachments: [Independence, KS Agreement.pdf](#)
[Independence, KS Letter.docx](#)
[Get the most out of your video tour.pdf](#)

Good Afternoon,

It was a pleasure speaking with you all over Zoom today. Thank you again for taking the time to learn more about our cost-free Community Showcase Video Program. This program is endorsed by both the [National League of Cities](#) and the [U.S. Conference of Mayors](#).

You will find two documents attached. The first document is our one page agreement. The second is a Letter of Introduction to the program for CGI to provide to the local businesses. We ask for this letter to be placed on the official Borough letterhead.

Video Tour Examples:

[NLC Community Showcase Video Program - Examples](#)

[St. George, UT Video Tour](#)

[Leavenworth, KS Video Tour](#)

[Cody, WY Video Tour](#)

[Mount Vernon, Ohio](#)

I look forward to connecting next week to follow up on this opportunity. In the meantime, please give me a call or send me an email with any additional questions. Again, I'll send over the agreement via DocuSign once it's approved and ready for a signature.

Kindly,
Andrea



Andrea Tempio
Executive of Government Relations & Strategic Partnerships

☐ 130 E. Main St. Rochester NY, 14604
☐ 585-427-0020 Ext. 557
☐ atempio@cgicompany.com
☐ www.cgidigital.com





Name: Kelly Passauer
Title: City Manager
Address: 811 West Laurel Street
City, State, Zip: Independence, KS 67301
Phone number: 620-332-2528
Website: www.independenceks.gov
Email: kellyp@independenceks.gov

This Agreement is between CGI Communications, Inc. D/B/A CGI Digital ("CGI") and the City of Independence (the "City") and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved Community Video Program is made available for viewer access on different devices via a link on the www.independenceks.gov including any alternate versions of that homepage.

During the term of this Agreement, CGI shall:

- Produce up to **four videos** with subject matter that may include but is not limited to: Welcome, Education, Healthy Living, Homes / Real Estate, or Community Organizations
- Provide script writing and video content consultation
- Send a videographer to City locations to shoot footage for the videos
- Reserve the right to use still images and photos for video production
- Create all aspects of video production which includes, storyboarding, shot lists, filming, graphics, color grading, music selection and audio mastering
- Provide our patented OneClick™ Technology and encode all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds; recognized player formats include WindowsMedia™ and QuickTime™
- Store and stream all videos on CGI's dedicated server
- Afford businesses the opportunity to purchase various digital media products and services from CGI and its affiliates
- Feature business sponsors around the perimeter of video panels
- Be solely responsible for sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Facilitate viewer access of the Community Video Program from City website, including any alternate versions of City's homepage, for different devices, by providing HTML source code for a graphic link to be prominently displayed on the www.independenceks.gov website homepage as follows: "Coming Soon" graphic link designed to coordinate with existing website color theme to be provided within 10 business days of execution of this Agreement. "Community Video Program" graphic link to be provided to replace the "Coming Soon" link upon completion and approval of videos
- Grant to City a license to use CGI's Line of Code to link to and/or stream the videos
- Own copyrights of the master Community Video Program
- Assume all costs for the Community Video Program

During the term of this Agreement, the City shall:

- Provide a letter of introduction for the program on City's letterhead
- Assist with the content and script for the Community Video Program
- Provide notice of any changes, revisions, requests or modifications to final video content within 30 days of its receipt
- Grant CGI the right to use City's name in connection with the preparation, production, and marketing of the Community Video Program
- Display the "Coming Soon" graphic link prominently on the www.independenceks.gov within 10 business days of receipt of HTML source code
- Display the "Community Video Program" link prominently on its www.independenceks.gov homepage, including any alternate versions of your home page, for viewer access on different devices for the entire term of this Agreement
- Ensure that this Agreement remains valid and in force until the agreed upon expiration date, regardless of change in administration
- Grant full and exclusive streaming video rights for CGI and its subsidiaries, affiliates, successors and assigns to stream all video content produced by CGI for the Community Video Program
- Agree that the City will not knowingly submit any photograph, video, or other content that infringes on any third party's copyright, trademark or other intellectual property, privacy or publicity right for use in any video or other display comprising this program. Submissions should be received by CGI by the agreed-upon primary filming date.

This Agreement constitutes the entire Agreement of the parties and supersedes any and all prior communications, understandings and Agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein. City warrants that it is a tax exempt entity. The undersigned, have read and understand the above information and have full authority to sign this Agreement.

City of Independence, Kansas

CGI Communications, Inc. D/B/A CGI Digital

Signature:

Name (printed):

Name (printed): Nicole Rongo

Title:

Title: Vice President, Government Relations & Strategic Partnerships

Date:

Date: 2/27/23

PROPOSED



**REQUEST FOR ECONOMIC DEVELOPMENT
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Department Finance

Prepared By

AGENDA ITEM Other Items for Discussion

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