TOWN OF FAIRVIEW, TEXAS

Agenda

Town Council Regular Meeting

March 3, 2026	7:00 PM	Town Hall Council Chambers 372 Town Place Fairview, Texas

WATCH THE BROADCAST LIVE
This meeting will be broadcast live. Members of the public who wish to watch this meeting may watch the live broadcast by clicking the link below or scanning the QR Code:

CLICK HERE FOR THE LIVE BROADCAST

1. **Call to Order**

2. **Pledge of Allegiance: U.S. and Texas Flags**

3. **Citizen's Comment (for Non-Public Hearing Items)**
   At this time, any person may address the Council regarding an item on this meeting agenda or on matters not on this meeting agenda. Each person will have up to five (5) minutes. The Mayor may reduce the speaker time limit uniformly to accommodate the number of speakers or improve meeting efficiency.

   Pursuant to Section 551.007 of the Texas Government Code, any person wishing to address the Town Council for items listed as Public Hearings will be recognized when the Public Hearing is opened.

   No discussion or action may be taken at this meeting on items not listed on this agenda, other than to make statements of specific factual information in response to a citizen's inquiry or to recite existing policy in response to the inquiry.

4. **Consent Agenda**
   All items listed under the Consent Agenda are considered routine and will be acted on by one motion, with no separate discussion of these items. If discussion is desired, an item may be removed from the consent agenda and considered separately.

   a. Approve the minutes of the February 3, 2026, regular meeting of the Town Council

   b. Approve a resolution authorizing continued participation with the Oncor Cities Steering Committee and payment of assessed dues for 2026

5. **Reports from Staff**
   Reports from Staff may include presentations from the City Manager and department heads or their designees with respect to operational and administrative matters including tracked statistics and comparisons, expenditures, revenues, budget data, project timelines and progress, law enforcement and emergency calls and operations, and related matters.

   a. Monthly Finance, Police, Fire, Code, and Construction Project Reports on Department Updates and Operations for period ending January 31, 2026

6. **Action/Discussion Items**

   a. Consider, discuss, and take any necessary action on authorizing the Town Manager to enter into a contract, subject to legal form, with Sciens Consulting Group for ERP needs assessment, system selection, and implementation.

   b. Consider, discuss, and take any necessary action on Board & Commission Appointments

   c. Consider, discuss, and take any necessary action on setting dates for upcoming budget meetings

7. **Council and Staff Comments**
   Council and Staff Comments relating to items of public interest: Announcements regarding local or regional civic and charitable events, staff recognition, commendation of citizens, traffic issues, upcoming meetings, informational updates on Town projects, awards, acknowledgement of meeting attendees, birthdays, requests of the Town Manager for items to be placed on upcoming agendas, and condolences.

8. **Closed Session**
   In accordance with Texas Government Code:

   a. **A. Section 551.071 – to consult with legal counsel** regarding pending or contemplated litigation and/or on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional

Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code including CPDD development improvements, ordinances, agreements and financing; contracts for services; town property and infrastructure; administrative matters; drainage matters; town regulations; religious land use; transportation matters; *Williams v. Town of Fairview, et al.,* Case Number 471-00618-2026, 471st District Court of Collin County, Texas; *Taylor v. Town of Fairview et al.*, Case #493-09048-2025, 493rd District Court of Collin County, Texas; state law review and compliance.

B. Section 551.072 - discuss or deliberate the purchase, exchange, sale, lease, or value of real property, acquisition of right-of-way, easements, or land.

C. Section 551.074 Personnel - appointment of members of all non-advisory boards and commissions.

D. Section 551.087 – to discuss or deliberate Economic Development Negotiations: (1) To discuss or deliberate regarding commercial or financial information that the Town of Fairview has received from a business prospect that the Town seeks to have locate, stay, or expand in or near the territory of the Town of Fairview and with which the Town is conducting economic development negotiations; or (2) To deliberate the offer of a financial or other incentive to a business prospect described by subdivision (1). Proposed commercial/retail developments.

Under Texas Government Code Chapter 551, the Town Council may enter closed session to discuss any items listed or referenced on a posted agenda notice for this meeting as necessary under the listed exceptions to the Open Meetings Act.

The council further reserves the right to enter into executive session at any time throughout any duly noticed meeting under any applicable exception to the Open Meetings Act.

9. **Any Necessary Action(s) on Closed-session item(s)**

10. **Adjourn**

I, Joshua Stevenson, Town Secretary, hereby certify that this notice was posted in accordance with Texas Government Code, Chapter 551, on or before the 25th day of February 2026 at 6:00 p.m.

_____

Joshua Stevenson, Town Secretary

NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS:
The Town of Fairview Council Chambers is wheelchair accessible. Access to the building and special parking is available at the primary southwest and northwest entrance into the Town Hall parking lot. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the Town Secretary's office at least 48-hours prior to the meeting. Please e-mail your request to townsecretary@fairviewtexas.org or call at 972-886-4234. BRAILLE IS NOT AVAILABLE.

Median-valued Fairview homestead property per CCAD = $939,198

- Current fiscal year property tax bill = $2,914.15
- Estimated tax bill if proposed budget adopted = $2,974.05
- Estimated tax bill under balanced budget funded at NNR tax rate = $2,794.13

FAIRVIEW TOWN COUNCIL
MEETING MINUTES
FEBRUARY 3, 2026

The Town Council met on February 3, 2026 at 5:45 PM at 372 Town Place, Fairview, Texas.

Council present: Mayor John Hubbard and Mayor Pro Tem Gregg Custer, and Councilmembers Rich Connelly, Jill Hawkins, Larry Little, Pat Sheehan, and Lakia Works.

Staff present: Town Manager, Julie Couch; Assistant Town Manager Adam Wilbourn; Town Attorney, Clark McCoy; Town Engineer, James Chancellor; Planning Manager, Israel Roberts; Fire Chief, Jeff Bell; Assistant Fire Chief, Travis Green; Police Chief, Chris Chandler; CFO Steven Ventura; HR Director Whitney Casey; Communications and Marketing Manager, Karin Anderson; and Town Secretary, Joshua Stevenson.

Mayor Pro Tem Custer called the meeting to order at 5:45 PM and declared a quorum was present.

At 5:45 PM, the Council adjourned into executive session in accordance with the Texas Government Code:

A. Section 551.071 – to consult with legal counsel regarding pending or contemplated litigation and/or on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code including CPDD development improvements, ordinances, agreements and financing; contracts for services; town property and infrastructure; administrative matters; resolutions; drainage matters; town regulations; religious land use; transportation matters; *Culbertson, et al. vs. Town of Fairview*, Cause No. 471-03967-2025, 471st District Court, Collin County, Texas; *Taylor v. Town of Fairview, Texas, et al.,* Cause No. 493-09048-2025, 493rd District Court, Collin County, Texas; state law review and compliance.

B. Section 551.072 - discuss or deliberate the purchase, exchange, sale, lease, or value of real property, acquisition of right-of-way, easements, or land.

C. Section 551.074 Personnel - appointment of members of all non-advisory boards and commissions.

D. Section 551.087 – to discuss or deliberate Economic Development Negotiations: (1) To discuss or deliberate regarding commercial or financial information that the Town of Fairview has received from a business prospect that the Town seeks to have locate, stay, or expand in or near the territory of the Town of Fairview and with which the Town is conducting economic development negotiations; or (2) To deliberate the offer of a financial or other incentive to a business prospect described by subdivision

(1). Proposed commercial/retail developments.

Mayor Hubbard joined the meeting during closed session.

Mayor Hubbard reconvened the meeting from closed session and reopened the public portion of the meeting at 7:11 PM.

Mayor Hubbard adjourned the 5:45 PM meeting at 7:11 PM.

The Town Council met on February 3, 2026 at 7:00 PM at 372 Town Place, Fairview, Texas.

1. **Call to Order**

   Mayor Hubbard called the meeting to order at 7:11 PM upon determining a quorum of the Council was present.

   There were six (6) members of the public present when the meeting was called to order.

2. **Pledge of Allegiance: U.S. and Texas Flags**

   Mayor Hubbard invited everyone to stand for the Pledge of Allegiance to the U.S. and Texas Flags.

   The pledges were led by Mayor Pro Tem Custer.

3. **Citizen’s Comment (for Non-Public Hearing Items)**

   Mayor Hubbard called for Citizen's Comment.

   Ben Brown, 717 Mustang Court, spoke regarding the McKinney National Airport.

   Mayor Hubbard closed Citizen's Comments.

4. **Consent Agenda**

   Mayor Hubbard called for the Consent Agenda.

   Council passed the motion by Councilmember Connelly, seconded by Councilmember Works, to approve the Consent Agenda in a vote of Yes 7, No 0, Abstained 0.

   The following items were approved:

   a. Approve the minutes of the January 6, 2026, regular meeting of the Town

Council

b. Approve an ordinance calling the May 2, 2026 General Election and authorizing the Town Manager to execute a joint agreement with Collin County for the provision of election services

Ordinance caption reads as follows:

AN ORDINANCE OF THE TOWN OF FAIRVIEW, TEXAS, CALLING AND ORDERING A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 2, 2026; APPROVING A JOINT ELECTION AGREEMENT AND CONTRACT WITH COLLIN COUNTY; DESIGNATING A POLLING PLACE; APPOINTING AN ELECTION JUDGE AND AN ALTERNATE JUDGE; PROVIDING FOR NOTICE OF ELECTION; ESTABLISHING OTHER PROCEDURES FOR CONDUCTING THE ELECTION; AND PROVIDING AN EFFECTIVE DATE.

5. **Reports from Staff**

a. Monthly Finance, Police, Fire, Code, and Construction Project Reports on Department Updates and Operations for period ending December 31, 2025

Mayor Hubbard called for Staff Reports for period ending December 31, 2025.

Mr. Ventura reviewed the monthly Finance report and the quarterly investment report.

Police Chief Chandler review the monthly police reviewed the monthly Police report and the 2025 annual racial profiling report.

Fire Chief Bell reviewed the monthly Fire report.

The monthly Code report was submitted to Council for review.

Mr. Chancellor provided an update on construction projects.

b. Quarterly Investment Report for the period ending December 31, 2025

Mr. Ventura reviewed this item after he gave an update on the monthly Finance Report.

c. 2025 Annual Racial Profiling Report

Chief Chandler reviewed this item after he gave an update on the monthly Police report.

6. **Action/Discussion Items**

a. Consider, discuss, and take any necessary action on the Fairview Airport Impact Review Task Force

Mayor Hubbard called for this item.

The Task Force Chair, Henry Lessner, gave an update.

The Task Force Chair and the Council had discussion.

Mayor Hubbard spoke regarding this item.

No action was taken regarding this item.

b. Consider, discuss, and take any necessary action on ordinances adopting the 2024 International Building Code, the 2024 International Fire Code, and the 2026 National Electric Code as amended

Mayor Hubbard called for this item.

Mr. Chancellor spoke regarding this item.

Staff and Council had discussion regarding this item.

Council passed the motion by Councilmember Sheehan, seconded by Councilmember Connelly, to approve ordinances adopting the 2024 International Building Code, the 2024 International Fire Code, and the 2026 National Electric Code as amended in a vote of Yes 7, No 0, Abstained 0.

The Ordinance captions read as follows:

AN ORDINANCE OF THE TOWN OF FAIRVIEW, TEXAS, ADOPTING THE 2024 EDITION OF THE INTERNATIONAL FUEL GAS CODE, AMENDING SPECIFIC SECTIONS; ADOPTING APPENDICES; REPEALING ORDINANCE NUMBER 2020-21 WITH CERTAIN EXCEPTIONS AND ALL AMENDMENTS; PROVIDING A PENALTY CLAUSE; PROVIDING A SAVING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

AN ORDINANCE OF THE TOWN OF FAIRVIEW, TEXAS, ADOPTING THE 2024 EDITION OF THE INTERNATIONAL MECHANICAL CODE, AMENDING SPECIFIC SECTIONS; ADOPTING APPENDICES; REPEALING ORDINANCE NUMBER 2020-24 WITH CERTAIN EXCEPTIONS AND ALL AMENDMENTS; PROVIDING A PENALTY CLAUSE; PROVIDING A SAVING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

AN ORDINANCE OF THE TOWN OF FAIRVIEW, TEXAS, ADOPTING THE 2024 EDITION OF THE INTERNATIONAL PLUMBING CODE, AMENDING SPECIFIC SECTIONS; ADOPTING APPENDICES; REPEALING ORDINANCE NUMBER

2020-23 WITH CERTAIN EXCEPTIONS AND ALL AMENDMENTS; PROVIDING A PENALTY CLAUSE; PROVIDING A SAVING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

AN ORDINANCE OF THE TOWN OF FAIRVIEW, TEXAS, ADOPTING THE 2024 EDITION OF THE RESIDENTIAL BUILDING CODE, AMENDING SPECIFIC SECTIONS; ADOPTING APPENDICES; REPEALING ORDINANCE NUMBER 2020-29 WITH CERTAIN EXCEPTIONS AND ALL AMENDMENTS; PROVIDING A PENALTY CLAUSE; PROVIDING A SAVING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

AN ORDINANCE OF THE TOWN OF FAIRVIEW, TEXAS, ADOPTING THE 2024 EDITION OF THE INTERNATIONAL SWIMMING POOL AND SPA CODE, AMENDING SPECIFIC SECTIONS; ADOPTING APPENDICES; REPEALING ORDINANCE NUMBER 2020-25 WITH CERTAIN EXCEPTIONS AND ALL AMENDMENTS; PROVIDING A PENALTY CLAUSE; PROVIDING A SAVING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

AN ORDINANCE OF THE TOWN OF FAIRVIEW, TEXAS, ADOPTING THE 2026 EDITION OF THE NATIONAL ELECTRIC CODE, REPEALING ORDINANCE NUMBER 2020-26 AND ALL AMENDMENTS; PROVIDING A PENALTY CLAUSE; PROVIDING A SAVING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

AN ORDINANCE OF THE TOWN OF FAIRVIEW, TEXAS, REPEALING ORDINANCE 2020-28, ADOPTING THE 2024 EDITION OF THE INTERNATIONAL BUILDING CODE, AMENDING SPECIFIC SECTIONS; ADOPTING APPENDICES; REPEALING ORDINANCE NUMBER 2020-28 WITH CERTAIN EXCEPTIONS AND ALL AMENDMENTS; PROVIDING A PENALTY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

AN ORDINANCE OF THE TOWN OF FAIRVIEW, TEXAS, ADOPTING THE 2024 EDITION OF THE INTERNATIONAL ENERGY CONSERVATION CODE, AMENDING SPECIFIC SECTIONS; ADOPTING APPENDICES; REPEALING ORDINANCE NUMBER 2020-22 WITH CERTAIN EXCEPTIONS AND ALL AMENDMENTS; PROVIDING A PENALTY CLAUSE; PROVIDING A SAVING

CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

AN ORDINANCE OF THE TOWN OF FAIRVIEW, TEXAS, REPEALING ORDINANCE NO. 2020-27 WITH CERTAIN EXCEPTIONS; ADOPTING THE 2024 EDITION OF THE INTERNATIONAL FIRE CODE, AS THE FIRE CODE FOR THE TOWN OF FAIRVIEW; ADDING, AMENDING OR DELETING SECTIONS OF THE INTERNATIONAL FIRE CODE; PROVIDING A SAVINGS CLAUSE; REPEALING PRIOR CODE AND ORDINANCE PROVISIONS IN CONFLICT WITH THIS ORDINANCE SUBJECT TO SAVINGS CLAUSE; PROVIDING A PENALTY CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

c. Consider, discuss, and take any necessary action on an ordinance amending noise regulations within the Town

Mayor Hubbard called for this item.

Police Chief Chandler spoke regarding this item.

Staff and Council had discussion regarding this item.

Council passed the motion by Councilmember Hawkins, seconded by Mayor Pro Tem Custer, to approve an ordinance amending noise regulations within the Town in a vote of Yes 7, No 0, Abstained 0.

The ordinance caption reads as follows:

AN ORDINANCE OF THE TOWN OF FAIRVIEW, TEXAS, AMENDING THE CODE OF ORDINANCES, TOWN OF FAIRVIEW, TEXAS, CHAPTER 8 "OFFENSES AND NUISANCES," ARTICLE 8.04 "NOISE," AND RELATED PROVISIONS THEREIN; PROVIDING FOR SAVINGS, SEVERABILITY, AND REPEALING CLAUSES; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING A PENALTY CLAUSE WITH PENAL FINE FOR VIOLATION OF UP TO TWO THOUSAND DOLLARS ($2,000.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES

d. Consider, discuss, and take any necessary action on scheduling a joint meeting with the Economic/Community Development Corporation Board

Mayor Hubbard called for this item.

Ms. Couch spoke regarding this item.

The Council and Staff had discussion regarding this item.

The joint meeting will be held on Tuesday, February 24th, 2026, starting at 6:00 PM.

e. Consider and discuss establishing council liaisons to certain Town Boards and Commissions

Mayor Hubbard called for this item.

Ms. Couch spoke regarding this item.

Council and Staff had discussion regarding this item.

Council passed the motion by Councilmember Works, seconded by Councilmember Hawkins, to approve council liaisons to certain Town Boards and Commissions in a vote of Yes 7, No 0, Abstained 0.

The following liaisons were approved:

Board/Commission	Liaison
Planning & Zoning Commission	Councilmember Rich Connelly
Economic & Community Development Corporation	Councilmember Pat Sheehan
Parks & Recreation Advisory Board	Councilmember Jill Hawkins
Technology Advisory Board	Councilmember Lakia Works

f. Consider, discuss, and take any necessary action on Board & Commission Appointments

Mayor Hubbard called for this item.

Councilmember Hawkins spoke regarding this item.

Council passed the motion by Councilmember Hawkins, seconded by Councilmember Connelly, to appoint Janice James and Vanessa Buccella to the Parks & Recreation Advisory Board in a vote of Yes 7, No 0, Abstained 0.

Janice James' term will run from February 3, 2026 - August 1, 2027 at the will of the Council.
Vanessa Buccella's term will run from February 3, 2026 - August 1, 2026 at the will of the Council.

7. **Council and Staff Comments**

Mayor Hubbard called for Council and Staff Comments.

Mayor Hubbard spoke regarding Breakfast with the Mayor.

Ms. Couch spoke regarding the ribbon cutting for Fairview Parkway.

8. **Closed Session**

   The Council did not adjourn back into Closed Session.

9. **Any Necessary Action(s) on Closed-session item(s)**

   No action was taken on Closed session items.

10. **Adjourn**

    Mayor Hubbard adjourned the meeting at 8:50 PM

These minutes were approved by the Town Council on March 3, 2026.

APPROVED:

_____
Dr. John Hubbard, Mayor

ATTEST:

_____
Joshua Stevenson, Town Secretary

Town of Fairview, Texas

Memorandum
March 3, 2026

FROM: Town Administration

SUBJECT: Approve a resolution authorizing continued participation with the Oncor Cities Steering Committee and payment of assessed dues for 2026

BACKGROUND: The Steering Committee of Cities Served by Oncor ("Steering Committee") undertakes activities on behalf of municipalities for which it needs funding support from its members. Municipalities have original jurisdiction over the electric distribution rates and services within the Town. The Steering Committee has been in existence since the late 1980s. It took on a formal structure in the early 1990s. Empowered by city resolutions and funded by per capita assessments, the Steering Committee has been the primary public interest advocate before the Public Utility Commission (PUC), Electric Reliability Council of Texas (ERCOT), the courts, and the Legislature on electric utility regulation matters for over three decades.

The Steering Committee is the most active consumer group advocating the interests of cities and residential and small commercial customers within the cities to keep electric transmission and distribution (i.e., wires) rates reasonable. Steering Committee activities protect the authority of municipalities over the regulated wires service and rates charged by Oncor Electric Delivery Company, LLC ("Oncor").

The work undertaken by the Steering Committee has saved cities and ratepayers millions of dollars in unreasonable charges. In order to continue to be an effective voice before the PUC, ERCOT, the Legislature, and in the courts, the Steering Committee must have your support. The membership assessment is deposited in an account which funds Steering Committee activities.

The Steering Committee is actively involved in rate cases, appeals, rulemakings, and legislative efforts impacting the rates charged by Oncor within the Town. Steering Committee representation is also strong at ERCOT. It is possible that additional efforts will be necessary on new issues that arise during the year.

STATUS OF ISSUE: The attached resolution authorizes the continuation of the Town's membership to the Steering Committee. Also, it authorizes the payment of the Town's assessment to the Steering Committee in the amount of ten cents ($0.10) per capita. The Steering Committee uses the latest population figure (10,851) shown in the Texas Municipal League Directory of City Officials when calculating membership assessments, which would bring the Town's total amount due to $1,085.10.

BUDGET: This Steering Committee membership assessment was approved in the FY 25-26 budget.

RECOMMENDATION: Approve the attached resolution authorizing payment of the Steering Committee of Cities Served by Oncor membership assessment for 2026.

Attachments:

1. Draft Resolution

TOWN OF FAIRVIEW, TEXAS

RESOLUTION NO. 2026-__

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRVIEW, TEXAS, AUTHORIZING CONTINUED PARTICIPATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR; AND AUTHORIZING THE PAYMENT OF TEN CENTS PER CAPITA TO THE STEERING COMMITTEE TO FUND REGULATORY AND LEGAL PROCEEDINGS AND ACTIVITIES RELATED TO ONCOR ELECTRIC DELIVERY COMPANY, LLC.

WHEREAS, the Town of Fairview is a regulatory authority under the Public Utility Regulatory Act (PURA) and has exclusive original jurisdiction over the rates and services of Oncor Electric Delivery Company, LLC (Oncor) within the municipal boundaries of the Town; and

WHEREAS, the Steering Committee of Cities Served by Oncor (Steering Committee) has historically intervened in Oncor rate proceedings and electric utility related rulemakings to protect the interests of municipalities and electric customers residing within municipal boundaries; and

WHEREAS, the Steering Committee is participating in Public Utility Commission dockets and projects, as well as court proceedings, and legislative activity, affecting transmission and distribution utility rates; and

WHEREAS, the Town of Fairview is a member of the Steering Committee; and

WHEREAS, the Steering Committee functions under the direction of an Executive Committee which sets an annual budget and directs interventions before state and federal agencies, courts and legislatures, subject to the right of any member to request and cause its party status to be withdrawn from such activities; and

WHEREAS, the Steering Committee at its December 2025 meeting set a budget for 2026 that compels an assessment of ten cents ($0.10) per capita; and

WHEREAS, in order for the Steering Committee to continue its participation in these activities which affects the provision of electric utility service and the rates to be charged, it must assess its members for such costs.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF FAIRVIEW, TEXAS:

Section 1. That the Town is authorized to continue its membership with the Steering Committee of Cities Served by Oncor to protect the interests of the Town of Fairview and protect

the interests of the customers of Oncor Electric Delivery Company, LLC residing and conducting business within the Town limits.

Section 2. The Town is further authorized to pay its assessment to the Steering Committee of ten cents ($0.10) per capita based on the population figures for the Town shown in the latest TML Directory of City Officials.

Section 3. A copy of this Resolution and the assessment payment check made payable to *"Steering Committee of Cities Served by Oncor"* shall be sent to Brandi Stigler, Steering Committee of Cities Served by Oncor, c/o City Attorney's Office, Mail Stop 63-0300, 101 S. Mesquite St., Suite 300, Arlington, Texas 76010.

PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF FAIRVIEW, TEXAS, this 3rd day of March, 2026.

_____
Dr. John Hubbard, Mayor
Town of Fairview

ATTEST:

_____
Joshua Stevenson, Town Secretary

APPROVED AS TO FORM:

_____
Clark McCoy, Town Attorney

Town of Fairview

Monthly Staff Reports

For the period ending January 31, 2026

Finance

Background

- Report is prepared for the following funds:
  - General Fund
  - Water & Sewer Fund
  - Solid Waste Fund
  - Debt service Fund
  - Stormwater Fund
  - Fairview EDC & CDC Funds
  - Hotel/Motel Tax Fund
- This report covers the fourth month of FY25-26 (or 33% of the budget)
- Some totals are subject to change due to year end accruals and/or audit adjustments.

General Fund - Revenues

- Revenue Collections for the fourth month:
  - $7,645,685 or 57% of the total annual budget.

- Revenue Collection is $378,830 more than last fiscal year.

General Fund - Expenditures

- Expenditures for the fourth month:
  - $4,682,926 or 35% of the total annual budget.

- Expenditures are $483,772 more than last fiscal year.

General Fund Revenues
January 2026 (33% of the Fiscal Year)

	Year to Date General Fund Revenues				
	Budget	Current Year	Prior Year	Variance vs. Last Year F/(UF)	% Actual yr to Date
Revenues:	FY 25-26	January 26	January 25		
Property Taxes	$ 7,765,000	$ 5,846,907	$ 5,476,069	$ 370,838	75.3%
Sales & Use Taxes	2,100,000	704,825	711,221	(6,396)	33.6%
Mixed Beverage Tax	110,000	37,462	37,915	(453)	34.1%
Franchises	701,000	109,094	142,170	(33,077)	15.6%
Licenses & Permits	295,550	187,668	154,730	32,938	63.5%
Charges for Service	312,500	135,846	96,709	39,138	43.5%
Fines & Fees	284,300	81,113	86,318	(5,205)	28.5%
Investment Income	475,000	245,187	270,899	(25,712)	51.6%
Miscellaneous	430,018	86,959	110,175	(23,216)	20.2%
Transfer from Water & Sewer Fund	817,531	204,383	171,250	33,133	25.0%
Transfer from Stormwater Fund	24,965	6,241	9,400	(3,159)	25.0%
Transfer from Hotel/Motel Fund	130,000	-	-	-	0.0%
Transfer from Court Fund	25,000	-	-	-	0.0%
Total Revenues	**$ 13,470,864**	**$ 7,645,685**	**$ 7,266,856**	**$ 378,830**	**56.8%**

General Fund Expenditures
January 2026 (33% of the Fiscal Year)

	Year to Date General Fund Expenditures				
	Budget	Current Year	Prior Year	Variance vs. Last Year F/(UF)	% Actual Spent yr to Date
Expenditures:	**FY 25-26**	**January 26**	**January 25**		
Mayor & Council	$ 31,800	$ 5,868	$ 5,507	$ (362)	18.5%
Administration	1,016,382	292,651	281,790	(10,861)	28.8%
Accounting	784,401	246,516	239,893	(6,623)	31.4%
Town Secretary	248,124	50,455	60,890	10,435	20.3%
Planning & Zoning	207,823	61,983	60,919	(1,065)	29.8%
Police	3,775,346	1,269,974	1,075,897	(194,077)	33.6%
Fire	5,280,775	1,936,708	1,732,590	(204,118)	36.7%
Public Works	688,831	223,941	175,929	(48,012)	32.5%
Inspections	265,511	65,262	78,990	13,728	24.6%
Municipal Court	271,182	93,696	78,727	(14,969)	34.6%
Parks & Recreation	95,749	27,459	27,172	(287)	28.7%
Non-Departmental	802,800	408,413	380,851	(27,563)	50.9%
Total Expenditures	**$ 13,468,724**	**$ 4,682,926**	**$ 4,199,154**	**$ (483,772)**	**34.8%**

Water and Sewer

- Revenue Collections for the fourth month:
  - $3,131,394 or 29% of the total annual budget.
- Revenue Collections are $143,742 less than last fiscal year.
- Water revenue decreased by; $108,503 and sewer revenue increased by $18,034 when compared to last year.
- Expenditures for the fourth month:
  - $3,265,050 or 28% of the total annual budget.
- Expenditures are $309,481 more than last fiscal year.

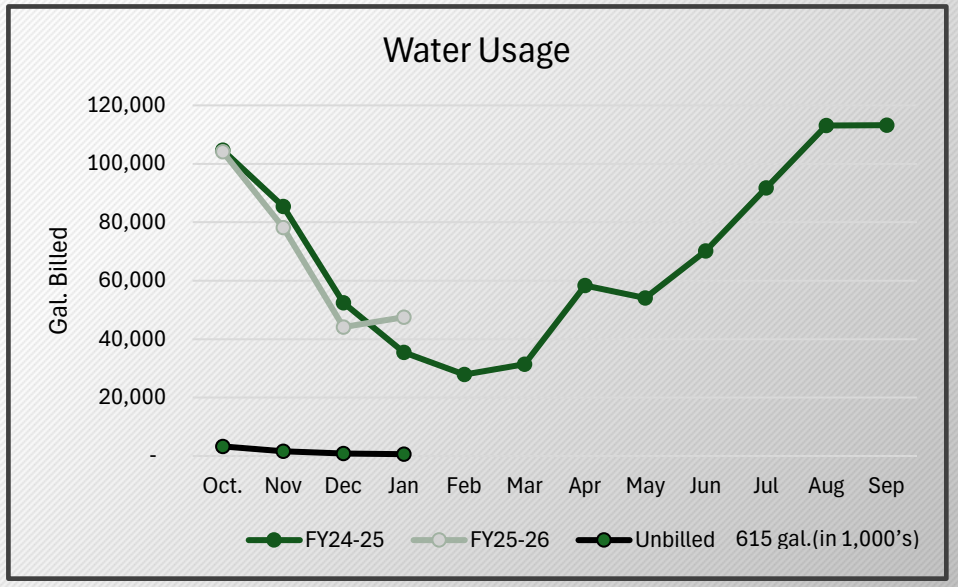
Utility Fund Revenues/Expenditures
January 2026 (33% of the Fiscal Year)

Year to Date Utility Fund Revenues					
	Budget	Current Year	Prior Year	Variance vs. Last Year F/(UF)	% Actual yr to Date
	FY 25-26	January 26	January 25		
Revenues:					
Water Service	$ 7,950,000	$ 2,280,114	$ 2,388,617	$ (108,503)	28.7%
Sewer Service	2,548,000	725,945	743,980	(18,034)	28.5%
Tower Lease	200,000	56,981	59,325	(2,344)	28.5%
Investment Income	10,000	8,767	9,965	(1,199)	87.7%
Miscellaneous	122,000	54,587	68,250	(13,662)	44.7%
Transfers	20,000	5,000	5,000	-	25.0%
Total Revenues	**$ 10,850,000**	**$ 3,131,394**	**$ 3,275,136**	**$ (143,742)**	**28.9%**

Year to Date Utility Fund Expenditures					
	Budget	Current Year	Prior Year	Variance vs. Last Year F/(UF)	% Actual yr to Date
	FY 25-26	January 26	January 25		
Expenses:					
Water Department	$ 6,537,215	$ 2,147,687	$ 1,945,002	$ (202,686)	32.9%
Utilities	336,639	101,927	94,610	(7,318)	30.3%
Sewer Department	2,102,264	758,021	714,292	(43,729)	36.1%
Debt Service	745,955	-	-	-	0.0%
General Fund Franchise Fee	400,000	100,000	86,250	(13,750)	25.0%
Transfer to General Fund	417,531	104,383	85,000	(19,383)	25.0%
Non-Departmental	1,019,950	53,031	30,415	(22,616)	5.2%
Total Expenses	**$ 11,559,554**	**$ 3,265,050**	**$ 2,955,569**	**$ (309,481)**	**28.2%**

Utility Billing Information

Report Period	Active Accounts	New Utility Accounts	Monthly Billing Total	Monthly Gallons Billed (in 1,000's)
January 2025	4,011	19	374,992	35,489
January 2026	4,036	10	526,833	47,515
Increase (Decrease)	25	(9)	151,841	12,026



Sales Tax Analysis

- Sales Tax Collections year to date-FY26 (Town, EDC and CDC):
  - $1,902,850: This amount is a decrease of $60,468 or 3.2% from last FY at this time.
- Sales Tax Collections January 2026-November Sales (Town, EDC and CDC):
  - $366,303: This amount is a decrease of $18,440 or 5% less than January 2025.
- Sales Tax Collections February 2026-December Sales (Town, EDC and CDC):
  - $485,184: This amount is a decrease of $55,692 or 11% less than February 2025.

Sales Tax – 2%
General Fund/EDC/CDC

	FY2026 Oct 25 - Sept 26	FY2025 Oct 24 - Sept 25	FY2024 Oct 23 - Sept 24	FY2023 Oct 22 - Sept 23	FY2022 Oct 21 - Sept 22
October	331,529	339,495	316,095	294,418	274,115
November	378,675	368,776	408,774	329,891	309,829
December	341,159	329,428	340,642	311,312	292,392
January	366,303	384,743	371,227	353,906	344,893
February	485,184	540,876	488,414	461,045	477,658
April		330,393	290,100	266,047	261,307
April		312,250	325,942	295,640	240,366
May		410,122	390,503	361,181	334,010
June		364,193	285,150	329,377	329,494
July		352,109	363,500	366,317	340,373
August		371,830	366,261	368,131	349,430
September		338,272	347,092	335,995	303,464
Total	**1,902,850**	**4,442,487**	**4,293,700**	**4,073,260**	**3,857,331**
Rebate Total / Net Revenue	**295,614 / 1,607,236**	**1,681,290 / 2,761,197**	**1,502,924 / 2,790,776**	**1,517,714 / 2,555,546**	**1,447,749 / 2,409,582**

Fund Summaries

Combined Revenue & Expenditure Report					
	Budget	Current Year	Last Year	Variance vs. Last Year F/(UF)	% Actual yr to Date
Solid Waste	**FY 25-26**	**January 26**	**January 25**		
Revenue	$ 1,047,090	$ 300,260	$ 318,231	$ (17,971)	28.7%
Expenses	1,069,494	252,903	244,773	(8,130)	23.6%
Debt Service					
Revenue	2,924,488	1,900,864	1,829,661	71,203	65.0%
Expenses	2,904,708	389,091	304,035	(85,055)	13.4%
Stormwater					
Revenue	400,000	121,639	137,697	(16,058)	30.4%
Expenses	369,608	49,358	94,273	44,915	13.4%
Fairview EDC					
Revenue	1,140,000	386,644	389,370	(2,726)	33.9%
Expenses	1,176,472	25,966	234,923	208,957	2.2%
Fairview CDC					
Revenue	1,140,000	382,292	386,370	(4,078)	33.5%
Expenses	1,200,620	98,932	290,170	191,238	8.2%
Hotel / Motel Tax					
Revenue	260,000	60,582	60,635	(53)	23.3%
Expenses	130,000	-	-	-	0.0%

Questions & Discussion

Steven Ventura, CFO

Police

2026	January	February	March	April	May	June	July	August	September	October	November	December	YTD	2025 Month	2025 Year
Calls															
Alarms	29												29	37	369
Accidents	31												31	30	365
Mutual Aid Given	24												24	20	257
Mutual Aid Received	6												6	4	76
Other Calls	374												374	211	3837
Traffic Stops	354												354	335	4243
Total	818												818	637	9141
Offenses															
Part I															
Homicide	0												0	0	0
Rape	0												0	0	1
Robbery	0												0	0	1
Assault	4												4	4	45
Burglary	1												1	0	6
Theft	4												4	6	68
Motor Vehicle Theft	1												1	2	5
Part II	26												26	12	248
Total	36												36	24	374
Offense/Incident															
Reports Generated	43												43	32	459
Arrests															
Part I	1												1	4	27
Part II	8												8	3	121
Total	9												9	7	148
Traffic Enforcement															
Citations	134												134	131	1892
Warnings	230												230	9	1745

Fire

Fairview Fire Rescue 2026

Incident Types	January	Februrary	March	April	May	June	July	August	Septembe	October	Novembe	Decembe	Totals	Avg/ month
Fires	8												8	8.0
EMS	54												54	54.0
MVAs/ Rescues	13												13	13.0
Hazardous Conditions	4												4	4.0
Service Calls	9												9	9.0
Good Intent	4												4	4.0
Fire Alarm	35												35	35.0
Other	1												1	1.0
Incident Totals	128	0	0	0	0	0	0	0	0	0			128	42.7
Avg Response Time	5:40												5:40	
Calls in District														
District 1	69												69	69.0
District 2	57												57	57.0
Mutual Aid Given														
Allen	6												6	
Lucas	6												6	
McKinney	0												0	
Princeton	0												0	
Other	1												1	
Total Aid Given	13												13	13.0
Mutual Aid Received														
Allen	1												1	
Lucas	2												2	
McKinney	0												0	
Other	0												0	

Code Enforcement

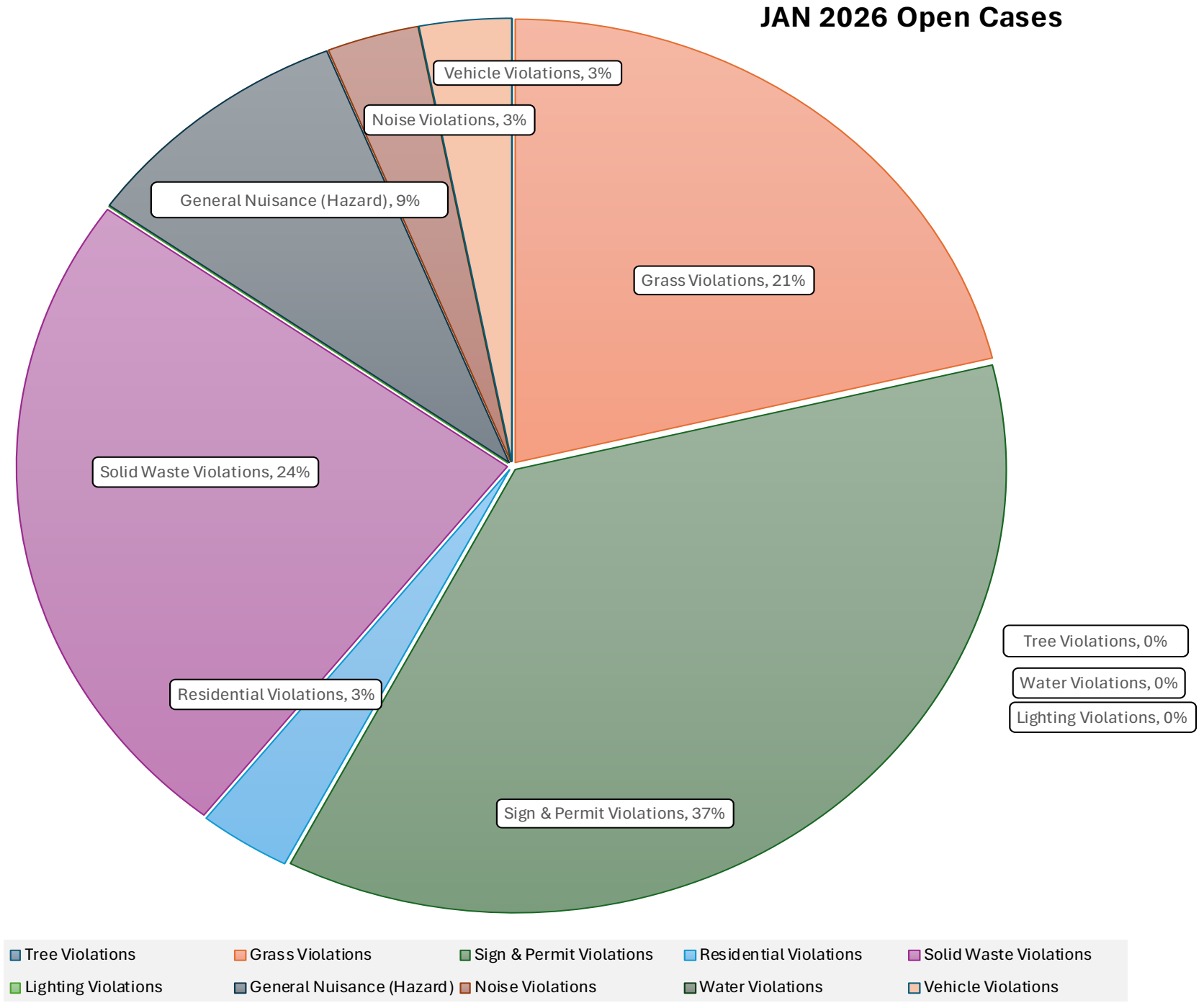
Code Compliance Activity Report

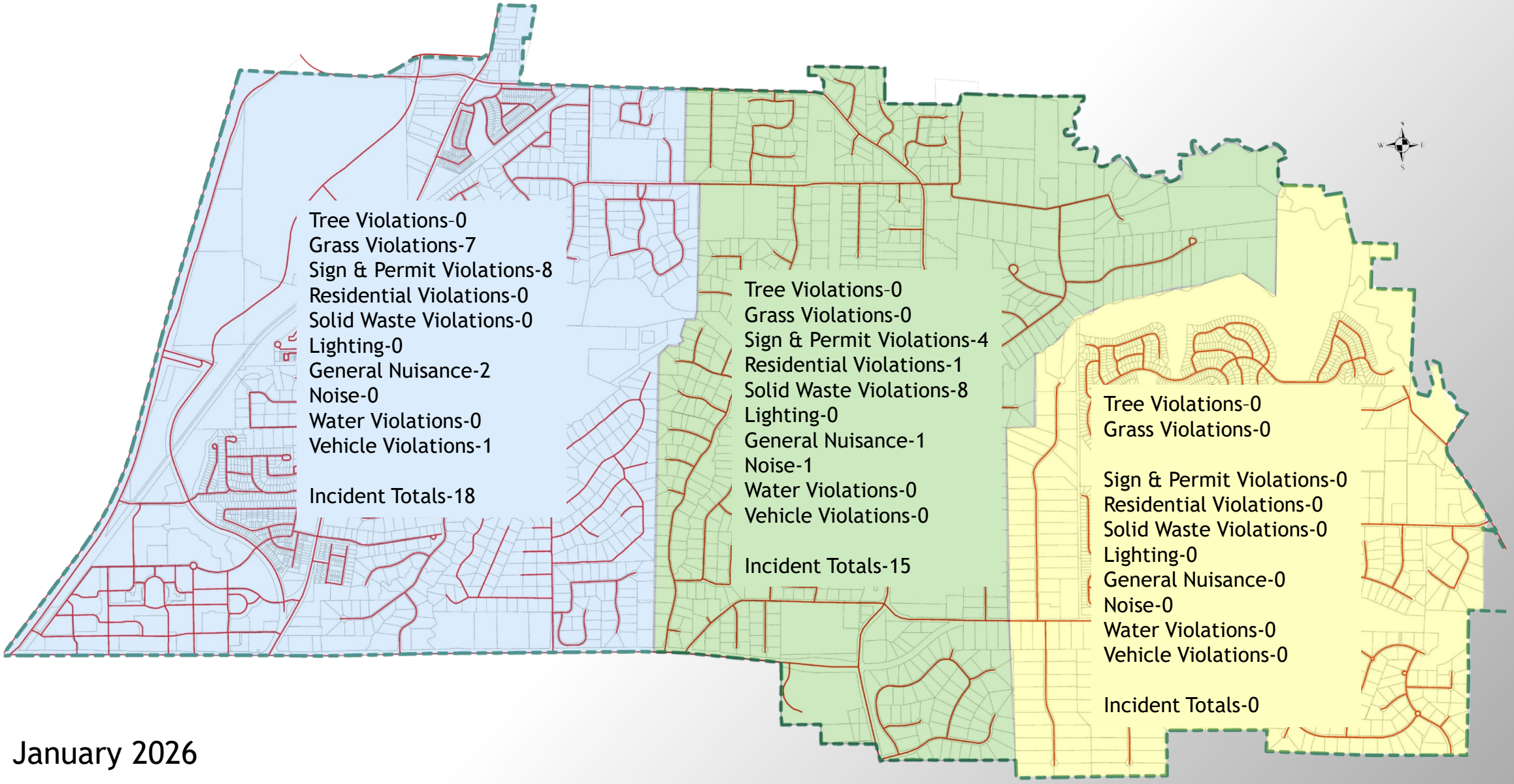
Cases Opened	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Total	*FY 24/25 totals*
Tree Violations	0	0	4	0									4	90
Grass Violations	5	4	0	7									16	115
Sign & Permit Violations	22	33	12	12									79	194
Residential Violations	0	0	0	1									1	23
Solid Waste Violations	17	6	16	8									47	133
Lighting Violations	0	1	0	0									1	7
General Nuisance (Hazard)	1	0	3	3									7	6
Noise Violations	1	0	0	1									2	4
Water Violations	0	0	0	0									0	32
Vehicle Violations	2	0	1	1									4	17
Monthly Totals	*48*	*44*	*36*	*33*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*161*	621

Origin of Complaints	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Total	*FY 24/25 totals*
Citizen Email/Website	2	1	1	10									14	56
Citizen phone call	3	0	9	8									20	38
Internal (Town of Fairview employee)	1	0	1	0									2	47
Code Compliance Officer - Proactive	42	43	25	15									125	478
Monthly Totals	*48*	*44*	*36*	*33*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	161	621

Communication Method	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Total	*FY 24/25 totals*
Citations Issued	0	0	0	0									0	3
Phone Contact/Personal Contact	8	4	8	14									34	156
Delivered Email/Letter	3	1	0	0									4	58
Door Hanger	15	6	15	7									43	214
Town Initiated	22	33	13	12									80	190
Monthly Totals	*48*	*44*	*36*	*33*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*161*	621

Total Code Enforcement Cases
OCT 2025- SEP 2026 Opened Cases:


JAN 2026 Open Cases
Vehicle Violations, 3%
Noise Violations, 3%
General Nuisance (Hazard), 9%
Grass Violations, 21%
Solid Waste Violations, 24%
Residential Violations, 3%
Tree Violations, 0%
Water Violations, 0%
Lighting Violations, 0%
Sign & Permit Violations, 37%
Tree Violations
Grass Violations
Sign & Permit Violations
Residential Violations
Solid Waste Violations
Lighting Violations
General Nuisance (Hazard)
Noise Violations
Water Violations
Vehicle Violations



January 2026

Planning and Construction Projects

Fairview Pkwy Post Completion Analysis

Budget (per Council approved change order 12-3-2024)
$12,043,812.38

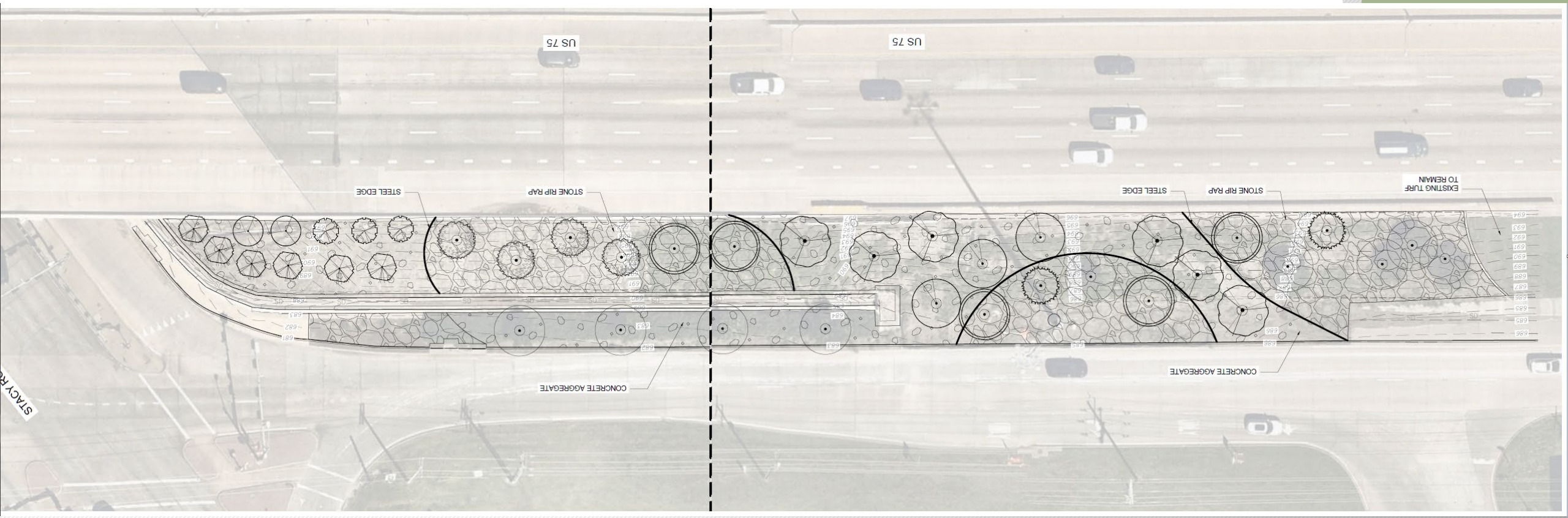
Final Cost
$11,892,703.18

Contract completion date
April 29, 2026

Actual completion date
Feb. 13, 2026

City of Allen
TxDOT Green Ribbon grant to provide landscaping and hardscape at US75 intersections: BETHANY, MCDERMOTT AND STACY RD

Project to go out for bid in April with the City of Allen managing the project.




ORR RD SITE
STACY RD SITE
North Texas Stars Softball Complex
Heritage Ranch Golf & Country Club
Jones Solar
Metroplex Aquatics Lovejoy
JONESAROSA BRANGUS
Parkside Trail
WWW.SINGHCAMERA.COM
Woodhaven Stable
Wilson Creek
Stacy Rd
Orr Rd
Fitzhugh Mill Rd
Country Club Rd
Camino Real
Meandro Ria Ln
Mustang Dr
Scenic Ranch Cir
Heritage Blvd
Big Bend Blvd
Summit Ct
Lucus Ln
Harper Lndg
Farmstead St
Shadow Creek Dr
Saddleback Dr
Ashcroft Dr

ORR ROAD

ADT Calculations

Use	Date	Volume	x	Axle Correction	x	User Factor	x	Daily Factor	=	ADT	x	Seasonal Factor	=	AADT
☐	2/9/2026	4565	x	1.000	x	1.000	x	1.000	=	4565	x	1.000	=	4565
☑	2/10/2026	4476	x	1.000	x	1.000	x	1.000	=	4476	x	1.000	=	4476
☑	2/11/2026	4987	x	1.000	x	1.000	x	1.000	=	4987	x	1.000	=	4987
☑	2/12/2026	4908	x	1.000	x	1.000	x	1.000	=	4908	x	1.000	=	4908
☐	2/13/2026	4440	x	1.000	x	1.000	x	1.000	=	4440	x	1.000	=	4440

TUES
WED
THURS

STACY RD

ADT Calculations

Use	Date	Volume	x	Axle Correction	x	User Factor	x	Daily Factor	=	ADT	x	Seasonal Factor	=	AADT
☑	2/18/2026	9926	x	1.000	x	1.000	x	1.000	=	9926	x	1.000	=	9926
☑	2/19/2026	10592	x	1.000	x	1.000	x	1.000	=	10592	x	1.000	=	10592
☑	2/20/2026	10757	x	1.000	x	1.000	x	1.000	=	10757	x	1.000	=	10757
☑	2/21/2026	8840	x	1.000	x	1.000	x	1.000	=	8840	x	1.000	=	8840
☑	2/22/2026	6837	x	1.000	x	1.000	x	1.000	=	6837	x	1.000	=	6837
☑	2/23/2026	8933	x	1.000	x	1.000	x	1.000	=	8933	x	1.000	=	8933

THURS
FRI
SAT
SUN

STILL WAITING ON COLLIN COUNTY FOR THE APPROVAL TO USE UNSPENT FUNDS

ON STACY RD SOUTH OF RIDGEVIEW OVERPASS AND THE TRAFFIC SIGNAL

AT FAIRVIEW PKWY/FAIRVIEW CROSSING $1.2 million of funds available

Memorandum
March 3, 2026

TO: Mayor and Town Council

FROM: Steven Ventura, Chief Financial Officer

SUBJECT: **Financial Report Through January 31st**

BACKGROUND: On a monthly basis, the finance department presents a financial report to the Town Council. The report details revenues and expenditures of the major operating funds. The information is provided year to date and compared to the same timeframe of the prior year.

STATUS OF ISSUE: The month of January is the fourth month of the fiscal year-or 33% of the annual budget. The following information provides a review of the attached report. Please note that some of the totals presented are subject to change due to year end accruals and/or audit adjustments.

GENERAL FUND:

- General fund revenue collection was $7,645,685 or 57% of the fiscal year budget. That total is $378,830 more than the prior year's revenue collections.
    - Franchise fees are lower compared to prior year; this is function of timing-revenue recognized Jan. FY25 vs. Feb. FY26.
    - Permit revenue is up due to an increase in permits issued.
    - Charges for service increased over prior year, primarily due to an increase in EMS revenue.
    - Misc. revenue was higher FY25 due to a payment to the Town for mutual aid given to help battle Texas wildfires-not received in FY26.

- General fund expenditures were $4,682,926, $483,772 more than expenditures during the same timeframe last fiscal year.
    - The police department was $194,077 higher than prior year due to an increase in salaries, equipment, ammo, supplies, and software expense, totaling $181,972.
    - Fire saw a $204,118 increase in expenses compared to last year. The items that made up that increase include salaries, equipment and uniform expense, and an increase in repairs and maintenance, totaling $200,316

UTILITY FUND:

- Utility fund revenue collection was $3,131,394, 143,742 lower than prior year
    - Water sales through the month of January were lower than the prior year by $108,503, while sewer revenue was $18,034 lower.
    - Misc rev was higher in FY25 because of rebate received from NTMWD, not received in FY26.

- Utility fund expenditures were $3,265,050 or 28% of budget, $309,481 more than expenditures during the same timeframe last fiscal year.
    - The water department was $202,686 higher than January 2025. The cost of water increased by $182,036 when compared to the same timeframe and an additional Maintenance Worker was approved in the FY26 budget.
    - The sewer department increased by $43,729. Included in FY26, not in FY25 is $49,200 in repairs to pumps.
    - Non-dept line items increased by $22,616 when compared to prior year, this increase is due to payments for a water and wastewater rate study approved in the FY26 budget-currently underway.

- There were 4,036 active utility accounts with 10 new accounts added for the month.
    - (New Account Type: 6 Residential, 2 Hydrant, 2 Builder)
- Gallons of water billed in January were more than those billed in January 2025, by 12,026 (in 1,000's).

SALES TAX:

- Sales tax collected totaled: $1,902,850. This includes the total 2% sales tax collection-Town (1%), EDC (0.50%), and CDC (0.50%) portions-and is a decrease of 3.2% compared to last fiscal year through the month of February.
    - A payment of $295,614 was made in accordance with the Town's 380 agreement for sales tax receipts in the first quarter of FY26.

OTHER OPERATING FUND

- These funds-Solid Waste, Debt Service, Stormwater, EDC, CDC and Hotel/Motel-remain at the appropriate levels for the budget year.
    - Debt payments are typically made in February and August of each year, but in both FY25 and FY26, payments due in January for outstanding Tax Notes were made.
    - The stormwater department saw a decrease in expenses-due to less expense on drainage repair, and a vacancy in the department.
    - The EDC and CDC expenditures are lower when compared to January FY25 due to the timing of the 380-payment mentioned above. The FY25 380 payment was posted in January 2025 while it was posted in February of this year.

BUDGET: N/A

RECOMMENDATION: Staff will be ready for any questions or comments at the meeting.

Memorandum
March 3, 2026

TO: Mayor and Council
Julie Couch, Town Manager

FROM: Jeff Bell, Fire Chief

SUBJECT: **March 2026 Fire Department Update**

Personnel:

- New employee Cory Larsen started February 23rd.
- Now fully staffed
- Goes on shift March 9th

Events/ News

- Texas Fire Chiefs Association (TFCA) Best Practices Accreditation.
- Large Grass Fire (see attached pictures) in Chambelain Crossing
    - Fire Damage (grass only) to 8 lots
    - Cause of Fire Edger
- Spring- Fairview Public Safety Open House at Fire Station 1 on May 16th from 1130am to 130pm
- Citizens Fire Academy update









Memorandum

TO: Mayor and Councilmembers
Julie Couch, Town Manager

FROM: Code Enforcement

SUBJECT: **MONTHLY CODE ENFORCEMENT REPORT**

BACKGROUND: Each month, the Public Works Department provides the Town Council with a report summarizing code enforcement activity. This report includes the number of cases opened by violation type, the methods used for issuing notifications, and how enforcement activity was initiated.

STATUS OF ISSUE: Between January 1 and January 31, 2026, a total of 33 new code enforcement cases were opened.

RECOMMENDATION: Please review the attached report for detailed information on code enforcement activity during January 2026.

Memorandum
March 3, 2026

TO: Mayor and Town Council

FROM: Julie Couch, Town Manager
Steven Ventura, Chief Financial Officer

SUBJECT: **ERP NEEDS ASSESSMENT AND STRATEGIC PLANNING PROJECT**

BACKGROUND: During the FY26 budget process, staff discussed the need to upgrade the Town's Enterprise Resource Planning (ERP) system soon. The Town has used the Tyler Technologies product; Incode since 2007 which is nearing end of life for ongoing support. The Town utilizes the ERP system for core finance functions, HR, payroll, utility billing, permitting, and municipal court.

An ERP system is vital to any organization, and proper planning and implementation must take place to ensure there are no interruptions to operations. Considering the amount of time since a new ERP has been implemented and the complexities involved in upgrading a system that impacts every function of the Town, expert assistance is needed with the process. The progression of activities for the selection and implementation of a new ERP system with the assistance of an expert consultant is outlined below:

1. A consultant who is actively involved in evaluating and implementing these types of systems and has an understanding of the current market of products will assist the Town in defining our organizational needs and capabilities.
2. With this assessment the consultant will then evaluate the market and develop a budget and implementation plan to complete the process. It is anticipated that this work will be completed during the budget development for FY26-27, so that funding for the new system can be addressed in the budget.
3. The next step in the process is the development and issuance of an RFP (Request for Proposal) and evaluation of the submitted proposals for the new system. The

consultant will assist with the vendor selection process and the development of a contract with the selected vendor.

4. The final step in the process is the actual implementation. This step will take some time and while this effort will primarily be managed by Town staff, the consultant will actively assist the Town in ensuring the implementation stays on track and addressing any issues that may arise.

STATUS OF ISSUE: In 2025 the Town entered into an interlocal agreement (ILA) with TXShare; a North Central TX Council of Governments (NCTCOG) program that allows qualifying organizations to utilize contracts for goods and services with vendors approved and contracted through NCTCOG. The Town utilized this ILA for the AMI meter project.

Civic Marketplace is a platform available to TXShare members to find products and services that have already been competitively sourced, independently evaluated, and approved for its members. The Town worked with Brian Funderburk at Civic Marketplace to develop and receive proposals, understand the process, interview the consultants, and provide support for our project. The Town received five proposals from vendors that have been preselected by TXShare that ranged in price and scope. The initial request to the vendors was to propose on the first two steps outlined above. Below is the pricing we received from the vendors.

Vendor	Cost
ALINEDS	$232,300
Kastech Solutions	$55,000
Plante Moran	$45,000
Sciens	$47,440
Avero Advisors	$192,250

Staff interviewed two of the groups-Sciens and Plante Moran-based on their submissions and an evaluation of their proposals. As a follow up with the two vendors interviewed, we requested that they provide estimates to complete all of the four phases outlined above. The total estimate from Sciens was $202,440. The estimate from Plante Moran was a range from $267,200 - $476,000 depending on scope.

After meeting with both and receiving a follow up to additional questions, staff is recommending to move forward with Sciens Consulting. Sciens is a highly specialized management consulting firm headquartered in Mckinney that has dedicated itself to serving the needs of local governments. They have extensive experience with replacing integrated municipal systems, including finance, human resources and payroll, utility billing, and others. For implementation, Sciens will utilize a “waterfall deployment” approach, meaning implementation will take place one module at a time with no overlap. This approach helps the Town as we have limited staff to work on the project. Sciens will provide an independent analysis of our core finance functions, HR, payroll, utility billing, permitting, and municipal court, as well as independent programs,

providing a thorough understanding of its functionality and limitations, and a strongly developed RFP designed specifically for the Town.

BUDGET: The project, which will take place over a couple of years, is broken into eight phases.
Phases 1-5: ERP Needs Assessment & Strategic Planning is priced not to exceed (NTE) $47,440.
Phases 6-7: ERP System Selection, NTE $45,000.
Phase 8: Implementation Project Management, NTE $110,400.

Total cost: $202,840. This project will be funded by the Capital Projects Fund.

RECOMMENDATION: Town staff recommends that the Town Council approve the proposal from Sciens for ERP consulting and authorize the Town Manager to enter into a contract for phases 1-8 with Sciens Consulting-pending Town Attorney's approval. We will be ready to discuss the proposal and representatives of the company will be present to answer any questions.

ATTACHMENTS: Initial proposal; submitted December 8, 2025
Pre-Interview Questionnaire; submitted January 5, 2026
Post-Interview Questionnaire; submitted January 12, 2026

TOWN OF FAIRVIEW, TX
PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the "Agreement") is made and entered into as of this ___ day of ___, 2026, by and between the Town of Fairview, TX (the "Town"), a municipal corporation, and Sciens LLC (the "Consultant"), a professional services firm duly organized and existing under the laws of the State of Texas.

1. Scope of Services
   Consultant shall provide the Town with professional services as described in **Exhibit A** ("Scope of Work"), and the Proposals submitted by Sciens which are attached hereto and incorporated by reference.

2. Term of Agreement
   This Agreement shall begin upon approval by the Town. If mutually agreed upon in writing by both Parties, this Agreement may be extended or renewed under the same terms or with modifications as negotiated.

3. Payment
   The Town agrees to pay the Consultant, including expenses, provided under this Agreement in accordance with **Exhibit B** ("Project Costs"), attached hereto and incorporated by reference. The acceptance by Consultant of the final payment made under this Agreement shall constitute a release of Town from all claims and liabilities for compensation to Consultant for anything completed, finished or relating to Consultant's services.

4. Standard of Performance
   Consultant agrees to perform services with the standard of care, skill, and diligence normally provided by a professional in the performance of similar services.

5. Method of Performing Services
   Consultant shall determine the method, details, and means of performing the services subject to the terms of this Agreement.

6. Coordination of Services
   Consultant shall coordinate all services with the Town's designated representative ("Project Manager").

7. Place of Work
   Consultant shall perform the services provided for in this Agreement at any place or location and at such times as the Consultant shall determine.

8. Principal in Charge
   Consultant will designate one of its staff members as its principal-in-charge and person responsible for necessary coordination with Project Manager.

9. Town's Responsibility

   Town shall cooperate with Consultant as may be reasonably necessary for Consultant to perform its services. Project Manager agrees to provide direction to Consultant as requested regarding particular project requirements.

10. Non-Appropriation of Funds

    Payments to be made to the Consultant by the Town for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted and unencumbered appropriation of the Town. In the event the Town does not appropriate sufficient funds for payment of the Consultant's services beyond the current fiscal year, this Agreement shall cover payment for the Consultant's services only up to the conclusion of the last fiscal year in which Town appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

11. Independent Contractor

    The Town and Consultant agree that, in performing the services under this Agreement, the Consultant is acting as an independent contractor and not as an employee of the Town. The Consultant and its employees shall not be considered Town employees, and the Consultant shall retain full control over the hiring, direction, compensation, and termination of all individuals assisting in the performance of services.

    The Consultant shall be solely responsible for all matters related to the payment and management of its employees, agents, subcontractors, and subconsultants. This includes compliance with Social Security requirements, federal and state income tax withholding, and all other regulations governing employer-employee relationships. The Consultant agrees to hold the Town harmless from any claims or liabilities arising from such obligations.

    It is understood and agreed by and between the Town and the Consultant, in satisfying the conditions of this Agreement, is acting independently and the Town assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by the Consultant pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of the Town. At no time shall the Town have any control over or charge of the Consultant's services or related work or undertakings, nor the means, methods, techniques, sequences or procedures utilized for the services provided.

12. Consultant Not Agent

    Unless expressly authorized in writing by the Project Manager, the Consultant, along with its agents, employees, subcontractors, and subconsultants, shall have no authority—whether express or implied—to act on behalf of the Town in any capacity or to bind the Town to any obligation. This Agreement does not create a joint enterprise or venture between the Town and the Consultant.

13. Non-Solicitation of Employees

The Town agrees that, during the term of this Agreement and for a period of twelve (12) months following its termination or expiration, it shall not solicit for employment or hire any employee, contractor, or subcontractor of the Consultant who has been involved in providing services under this Agreement.

In the event the Town knowingly violates this Section 13 by hiring or engaging any such individual it knows to be employed by Consultant without prior written approval from the Consultant, the Town agrees to pay the Consultant a placement fee equal to 100% of the individual's total annualized compensation (calculated based on the hourly rate billed under this Agreement). This fee shall be due within thirty (30) days of the individual's start date with the Town.

14. Non-Exclusive Services

Nothing in this Agreement shall prohibit or restrict Consultant from providing services to other clients or engaging in other business activities at its sole discretion. However, Consultant agrees that such activities shall not materially interfere with the timely and effective performance of services under this Agreement for the Town.

15. Termination

The Town may terminate this Agreement by providing written notice to the Consultant, delivered or mailed by the Project Manager. Such termination shall take effect thirty (30) calendar days from the date the notice is delivered or mailed. Upon termination, the Town agrees to compensate the Consultant in full for all amounts due as of the effective termination date, including any expenses incurred on behalf of the Town, whether for third-party services or otherwise.

Similarly, the Consultant may terminate this Agreement by providing written notice to the Project Manager. Such termination shall take effect thirty (30) calendar days from the date the notice is delivered or mailed. The Town agrees to compensate the Consultant in full for all amounts due as of the effective termination date.

16. Indemnity

The Consultant agrees to indemnify, defend, and hold harmless the Town, its Town Council, and each of its members, as well as all Town officers, officials, employees, representatives, attorneys, and agents, from any and all liabilities, claims, demands, actions, damages (whether arising from contract or tort, including but not limited to personal injury, death, or property damage), costs, and financial losses. This includes all litigation or arbitration expenses, fees, and associated costs that result directly or indirectly from any acts or omissions related to this Agreement by the Consultant or any of its agents, employees, subconsultants, subcontractors, consultants, or other persons acting on its behalf. This obligation to indemnify, defend, and hold harmless applies regardless of whether the acts or omissions in question arise from active negligence, passive negligence, or strict liability on the part of the Consultant or its representatives.

17. Confidentiality of Information

Any documents and materials provided to, prepared by, or assembled by the Consultant under this Agreement shall be treated as confidential. The Town shall not disclose or make these materials available to any third party without the prior written approval of the Consultant, except as required by the Texas Public Information Act (Chapter 552 of the Texas Government Code).

18. Ownership of Documents

Upon the Town's request, the Town shall have immediate access to all project deliverables. The Consultant shall provide these materials to the Project Manager within ten (10) calendar days. The Consultant may retain copies of these documents for its records.

Any significant modification of the documents and materials by Town staff, use of completed documents and materials for other Town projects, or use of uncompleted documents and materials without the Consultant's written consent shall be at the Town's sole risk. The Consultant shall bear no liability or legal responsibility for such use. The Town agrees to indemnify and hold the Consultant harmless from any damages, claims, expenses, or losses arising from the reuse of these documents and materials for purposes not specified in this Agreement.

19. Conflict of Interest

The Consultant shall promptly notify the Project Manager of any contracts, agreements, arrangements, or interests that arise during the performance of this Agreement that may create a conflict with the Town's interests. This includes any business relationships with manufacturers, suppliers, contractors, or other clients whose interests could be impacted by the services provided under this Agreement, as well as any personal or client interests in properties that may be affected. The Consultant shall take all necessary steps to prevent actual conflicts of interest or any appearance of impropriety.

20. Successors and Assigns

The Consultant and Town agree that this Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the Consultant and Town.

21. Fair Employment Practices

The Consultant agrees to ensure that all employees are treated equitably, without discrimination based on race, color, religion, ancestry, national origin, disability, sex, marital status, age, or any other protected status, in compliance with applicable anti-discrimination laws of the United States, the State of Texas, and the Town. During the execution of this Agreement, the Consultant and any subcontractors shall adhere to equal opportunity employment principles, ensuring fair treatment of applicants and employees without discrimination based on any legally protected status.

22. Force Majeure
Neither the Town or Consultant shall be liable for failure to perform its obligations under this Agreement and shall have the right to terminate this Agreement if performance is delayed by reason of war; civil commotion; acts of God; inclement weather; governmental restrictions or regulations; epidemics; pandemics; fires; strikes; lockouts; natural disasters; riots; material or labor restrictions; transportation restrictions; or other circumstances which are reasonably beyond the control of the Town or Consultant.

23. Governing Law and Venue
This Agreement, including its interpretation and enforcement, shall be governed by the laws of the State of Texas. Any legal proceedings arising from or related to this Agreement shall be brought exclusively in the state or federal courts located in Collin County, Texas, and both parties hereby consent to the jurisdiction of such courts.

24. Compliance with Laws
The Consultant agrees to adhere to all applicable Town, State, and federal laws, rules, and regulations that are currently in effect or may come into effect, as they pertain to the services provided under this Agreement.

25. Severability
The Town and Consultant agree that the invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

26. Waiver
The Town and Consultant agree that a waiver of any breach of a provision in this Agreement shall not be construed as a waiver of any subsequent breach of the same provision or any other provision. The failure of either party to enforce any provision at any time shall not be deemed a waiver of the right to enforce that provision in the future.

27. Counterparts
This Agreement may be executed in multiple counterparts, each of which shall be considered an original, but all of which together shall constitute one and the same instrument.

28. Intentionally Deleted

29. Attorney's Fees
The Town and Consultant agree that in the event of any claim, dispute, or legal action arising under this Agreement, each party shall be solely responsible for its own attorney's fees and associated costs. Under no circumstances shall either party be liable for the other party's legal fees or expenses, regardless of the outcome of the litigation.

30. Authority to Execute
The Town confirms that the individual signing this Agreement has been duly authorized by the Town Council to execute it on the Town's behalf. The Consultant affirms that the

individual signing this Agreement has the necessary authority to execute it on behalf of the Consultant.

31. Notices

All notices, requests, or other communications (excluding invoices) hereunder must be in writing and transmitted via overnight courier, or certified/registered mail, postage prepaid and return receipt requested to the Town and Consultant as follows:

TOWN:

Town of Fairview
ATTN: Town Manager
372 Town Place
Fairview, TX 75069

CONSULTANT:

Sciens LLC
ATTN: Ernest Pages, Partner
101 North Greenville Avenue, Suite 260C, Allen, TX 75002
epages@sciens.com

32. Amendment

The Town and Consultant agree that the terms and conditions of this Agreement may be reviewed or revised as needed. However, any modifications shall only become effective when documented in writing and signed by both the Town and Consultant.

33. Entire Agreement

This Agreement represents the full and complete understanding between the Town and the Consultant regarding the subject matter herein. It supersedes all prior negotiations, discussions, agreements, and commitments, whether verbal or written.

EXECUTED this ___ day of _____, 2026.

Town of Fairview, TX

By: _____ (signature)

Julie Couch(printed)

Town Manager

EXECUTED this ___ day of _____, 2026.

Sciens LLC

By: _____ (signature)

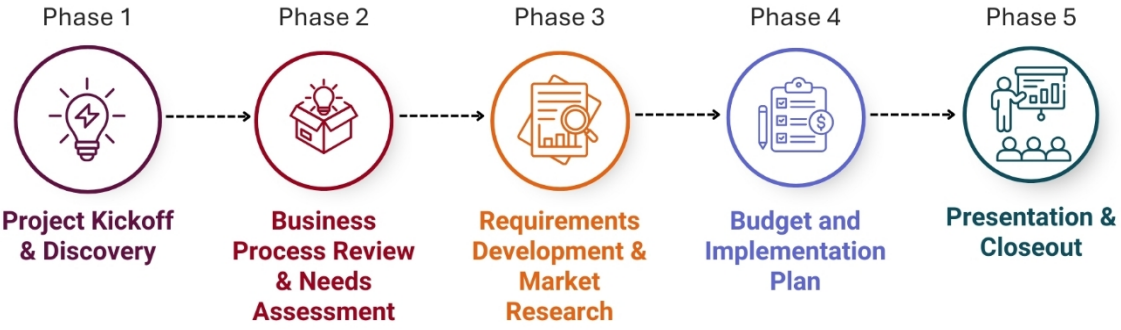
_____ (printed)

_____ (title)

Exhibit A
Scope of Work

Our Tailor-Made Project Methodology

The project is managed hand-in-hand with the Town, with Sciens' leadership every step of the way. The phase breakdown of our methodology is shown below.



Phase 1 – Project Kickoff & Discovery

Phase 1 sets the foundation for the project by establishing the business context, evaluating current processes, and identifying opportunities for improvement. The goal is to understand how the Town currently uses its ERP system and what changes may be needed going forward. We will complete the following tasks as a part of Phase 1.



- **Initial Project Planning** – We will review and confirm the project timeline and establish the communication cadence for the engagement, including frequency, format, and participants for status updates and coordination meetings. As part of this process, Sciens will work with the Town to develop a stakeholder contact list and define a communication schedule that ensures all relevant parties remain informed and engaged throughout the assessment. These discussions will support the planning of introductory meetings with departmental staff.
- **Kickoff Presentation** – A kickoff meeting will be conducted with Town leadership to officially launch the project, review objectives, identify key stakeholders, and confirm roles, responsibilities, and communication protocols. This session ensures all participants share a unified understanding of the project's goals, scope, and timeline before work begins.

◄ **Deliverable 1: Kickoff Presentation**

- **Sciens Data Collection Request** – Following the kickoff meeting, Sciens will provide a request outlining the initial information and documents needed to support the assessment. This request will include prelimiary sizing parameters, system reports, technical information, and organizational charts relevant to the Town's current environment. This request will allow Sciens to begin preparing for the onsite interviews, enabling productive and informed departmental discussions.

◄ **Deliverable 2: Sciens Data Collection Request**

- **Preliminary Interview Schedule** – Sciens will develop a preliminary interview schedule that outlines the departments, functional areas, and key personnel to be included in the onsite interviews. Sciens will coordinate with the Town to confirm availability, refine participant lists, and ensure that the appropriate subject matter experts are included in each discussion.

◄ **Deliverable 3: Interview Schedule**

Once the interview schedule is finalized, Sciens will conduct structured discussions with Town management, departmental leadership, IT, and key system users to gain a detailed understanding of current processes, technology usage, reporting needs, staffing considerations, and pain points. The interviews will help identify opportunities for improvement and document Town-specific requirements for the ERP. The on-site interviews comprise of the following tasks:

- **Town Strategic Direction and Goals –** We will collaborate with Town exectutives and stakeholders to understand strategic goals and define how a modern ERP system can support them.
- **Functional and Business Process Review** – Sciens meets with cross-functional teams and department representatives who are knowledgeable about their business processes and actively use the current ERP system. Through interviews and workshops with Finance, HR, Administration, Utility Billing, and Municipal Court, we document current workflows, data flows, systems, programs, and internal controls. During these sessions, we capture:
  - Workflow and business process limitations of the existing system
  - Financial reporting capabilities focused on Town-specific needs
  - Budget and grant tracking functionality or limitations
  - Manual or redundant data entry occurring within or between ancillary systems
  - SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) of current processes.

  This review enables the identification of redundant or manual tasks and highlights opportunities for streamlining and improvement across departments.
- **Technology and Infrastructure Review** – We work with IT staff to review the Town's data management and integrety practices, current state technologies, including servers, network infrastructure, and business applications, to determine how to support a modern ERP system. This helps identify any upgrades or changes that may be needed to ensure system compatibility, minimize disruptions and reduce the need for future technical rework.

- **Integration Review** – During both operational department and IT Department discussions, we conduct a review of all systems currently integrated with the ERP environment. This includes evaluating the purpose, data flow, and technical type of each integration. Sciens assesses opportunities to streamline interfaces, enhance data accuracy, and improve automation between systems, ensuring that future ERP integrations are secure, scalable, and aligned with the Town's enterprise architecture and operational goals.
- **System Support Review** – We evaluate how the current ERP system is supported across both IT and operational departments through interviews with IT staff and end-user support personnel in the operational departments. The review focuses on identifying strengths, gaps, and improvement opportunities in the Town's overall support model, including:
  - Level of support provided by current ERP vendor, including responsiveness and escalation process
  - Town's reliance on external support for issue resolution and system changes
  - Internal IT support structure for handling back-end administrative tasks
  - The effectiveness of SMEs and System Administrators within operational departments in coordinating with IT, managing data integrity, and supporting end users.

◄ Deliverable 4: On-Site Interviews with Executive Management, Operational Departments, and IT

Phase 2 – Business Process Review & Needs Assessment



Building on the findings from Phase 1, Sciens will produce a comprehensive report that clearly documents the Town of Fairview's current ERP environment and outlines a practical roadmap for its future enterprise system. This report will be developed and used as the foundational element to the Town's RFP.

- **ERP Needs Assessment Report** – As part of the ERP Needs Assessment report, we document the existing state of the ERP environment, the Town's vision for a future system, and all relevant technical requirements. We will also document the Town's vision for a future system and define key technical requirements, including infrastructure, application architecture, integration needs, and system support expectations. A SWOT analysis of current business processes will further inform targeted, actionable recommendations to enhance operational efficiency and prepare the Town for ERP modernization. The Needs Assessment Report will also include the following elements:

- **Business Process Review** - Sciens will evaluate the Town's current operational workflows across key departments to understand how services are delivered, how information flows between divisions, and where system or process constraints may exist. This review will examine day-to-day tasks, approvals, reporting methods, and any manual workarounds used to support financial, human resources, utility billing, procurement, and court operations. The goal is to identify inefficiencies, pain points, and improvement opportunities that will inform future system requirements and modernization strategies.
- **Existing Software Inventory** – We will develop an inventory list of the Town's existing financial software to include HR/payroll applications, utility billing, procurement systems, and Municipal Court applications. We will then identify whether the software is to be kept or replaced, standalone or integrated with the new ERP.
- **Business Process Review** - Sciens will evaluate the Town's current operational workflows across key departments to understand how services are delivered, how information flows between divisions, and where system or process constraints may exist. This review will examine day-to-day tasks, approvals, reporting methods, and any manual workarounds used to support financial, human resources, utility billing, procurement, and court operations. The goal is to identify inefficiencies, pain points, and improvement opportunities that will inform future system requirements and modernization strategies.
- **Existing Software Inventory** – We will develop an inventory list of the Town's existing financial software to include HR/payroll applications, utility billing, procurement systems, and Municipal Court applications. We will then identify whether the software is to be kept or replaced, standalone or integrated with the new ERP.
- **System Integration Map** – Sciens will conduct a thorough analysis of the Town's current ERP environment and develop a detailed applications interaction diagram for the ERP System Assessment. We will also develop a future-state ERP applications diagram tailored to the Town's operational and strategic goals. This visual will outline the core functional capabilities needed to streamline processes, enhance integration, and support scalable growth, providing a clear comparison between the current environment and the proposed ERP landscape.
- **Functional Fit-Gap Analysis** – We will conduct a pain-point and gap analysis against public-sector best practices, including a Functional Fit-Gap Analysis comparing current capabilities to leading ERP options. The Needs Assessment Report is meant to assess the current environment and provide actionable recommendations for next steps and decision points.

  - ✓ Business Process Review of Departments
  - ✓ Town Management Vision and Goals
  - ✓ IT/Backend Technical Review
  - ✓ Existing Software Inventory
  - ✓ Applications Integration Diagram
  - ✓ Functional Fit-Gap Analysis
  - ✓ SWOT Analysis
  - ✓ Recommended Next Steps

◄ Deliverable 5: ERP Needs Assessment Report

Phase 3 – Requirements Development & Market Research

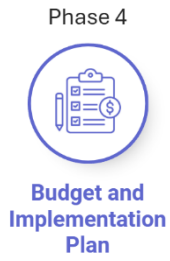


Sciens will use the insights gathered from interviews, workshops, and Needs Assessment to translate the Town's operational needs into high-level functional requirements, including enhanced analytics, workflow automation, and practical AI capabilities. We will evaluate suitable ERP vendors and develop an ERP Options Comparison Matrix based on existing market intelligence. These combined findings will provide a clear understanding of available ERP solutions and define the technical and functional expectations needed to guide the Town into the next phases of vendor selection and implementation planning.

- **Functional Requirements** – We will translate our findings from user interviews, process reviews, and system assessments into high-level functional specifications that define what the Town's future ERP solution must support. These specifications will articulate key business needs, reporting expectations, and workflow requirements**.** The resulting requirements will serve as the foundation for the Town's RFP specifications, guiding future vendor evaluations, contract negotiations, and implementation planning.
- **Technical Requirements** – Sciens will define the technical specifications necessary to support the Town's future ERP environment, including infrastructure needs, security standards, data management expectations, integration requirements, and user access protocols. These requirements will address system performance, cloud hosting considerations, backup and recovery needs, role-based security, and integrations with existing municipal applications.
- **Advanced Analytics, Automation, and AI Capability Requirements** – Sciens will define high-level future-state requirements that enhance decision-making, operational efficiency, and user productivity through modern analytical tools, workflow automation, and practical AI capabilities. These requirements may include real-time dashboards, configurable reporting, automated approvals and task routing, intelligent data validation, and secure AI features such as predictive modeling or anomaly detection. Specifications will be based on departmental use cases, observed inefficiencies, and public-sector best practices, ensuring the future ERP environment supports more insightful analytics, streamlined processes, and scalable automation that reduces administrative burden.
- **Market Research/Scan** – Sciens will utilize our existing client database of hundreds of ERP projects to research small-city ERP solutions and vendor options using market intelligence and vendor materials. Leveraging this existing dataset allows us to efficiently detail what modules ERP vendors offer, cloud vs. on-premise solutions, and benchmark pricing for licenses, implementation, and maintenance. Sciens will synthesize this information into an ERP Options Comparison Matrix, ensuring that vendor options and costs are presented in a clear and comparable format. This analysis will highlight current market considerations and provide the Town with the insights necessary to move forward confidently through the remaining assessment and planning phases.

◄ Deliverable 6: Functional Requirements Summary and ERP Options Comparison Matrix

Phase 4 – Budget and Implementation Plan



In Phase 4, Sciens will prepare a comprehensive Budget and Implementation Plan that defines the recommended path for transitioning to a new ERP solution. It will provide the Town with a clear, actionable roadmap that includes implementation timelines, required resources, cost considerations, and prioritized module sequencing to support a successful ERP deployment.

- **Five-Year Total Cost of Ownership (TCO) Estimate** – Sciens will develop a comprehensive five-year TCO estimate for shortlisted ERP options, incorporating software licensing or subscription costs, implementation services, data migration, training, staffing resources, integrations, and ongoing support. This financial model will provide the Town with a clear understanding of long-term costs to support budgeting and strategic planning.
- **Budget Request** – We will assist the Town's Finance Director to develop a budget request aligned with the 2026 Fiscal Year to ensure accuracy and alignment with fiscal priorities. The budget plan will provide cost estimates for software, consulting, and ongoing support to support the Town's long-term financial planning and ERP implementation roadmap.
- **Preliminary Data Migration and Cleansing Assessment** – Sciens will work with the Town to review existing data sources and quality to identify data migration needs, detailed vs. summary level financial transactions, and potential cleansing requirements. This includes determining the level of effort required for extraction and transformation and highlighting issues that may impact implementation timelines or accuracy.
- **Staffing Requirements and Resource Allocation** – Sciens defines the staffing model required to support implementation, including Town project governance roles, departmental subject-matter experts, technical resources, change-management support, and expected vendor responsibilities. As part of this planning, Sciens will also estimate resource requirements, including IT staff time, training needs, and the effort associated with data migration activities. The plan outlines recommended resource allocation across each phase of the project to ensure the Town is adequately supported throughout implementation.
- **Timeline Development** – Sciens will develop a realistic implementation timeline that reflects the Town's staffing capacity, operational priorities, and vendor approach. The timeline will outline key phases, and milestones to ensure expectations are aligned and the project is properly planned. The result will provide a clear roadmap for scheduling, resource planning, and managing project risks through go-live.
- **Implementation Plan –** Sciens will consolidate all findings and recommendations into a comprehensive Implementation Plan that guides the Town's transition to a new ERP system. The plan will recommend a governance structure for effective project oversight and outline a risk-mitigation and communication strategy to support project continuity. As part of this effort, Sciens will also conduct an **Organizational Change Management (OCM) and Readiness Assessment** to outline the Town's preparedness for ERP adoption and identify areas requiring focused support. Together, these components will equip the Town with a clear

framework for managing implementation activities and preparing departments for organizational and system change.

◄ Deliverable 7: Budget and Implementation Plan

Phase 5 – Presentation & Closeout



In Phase 5, Sciens will deliver a complete ERP Strategy Report and ERP Roadmap summarizing all findings and recommendations. We will conduct a workshop and Q&A session with executive leadership to review key conclusions and ensure alignment on next steps. Sciens will also prepare a final written report and PowerPoint briefing and present the results to Town Council and management through an on-site presentation.

- **Final ERP Strategy Report** – Sciens will prepare a report that consolidates all previous reports (Phases 2-4) into a clear ERP Strategy and Roadmap. This document will serve as the authoritative reference for moving into RFP development, system selection and implementation planning.

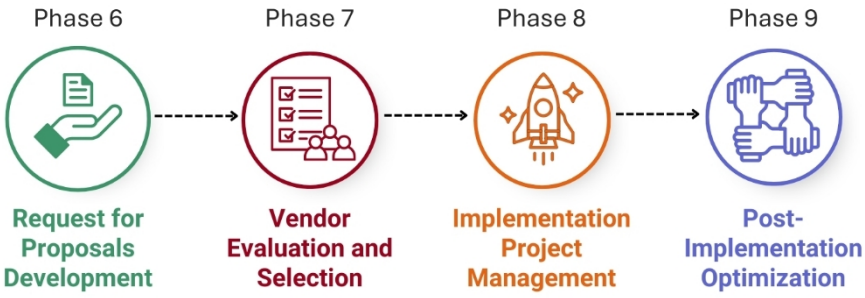
  ◄ Deliverable 8: ERP Strategy Report

- **Town Council Presentation**– Sciens will deliver a presentation to either executive Town management or Town Council that highlights key findings, recommendations, and next steps. This presentation will be used to ensure clear communication and transparency with Council in order to obtain alignment on the path forward.

  ◄ Deliverable 9: Town Council Presentation

Phases 6-9

The Town's RFP also identifies several future phases of work that will occur after completion of the Needs Assessment and Strategy development. These upcoming phases include RFP Development, where detailed procurement documents and evaluation criteria are created; Vendor Evaluation and Selection, during which proposals are reviewed, demonstrations are conducted, and a preferred vendor is identified; Project Implementation Assessment & Planning, encompassing oversight of system configuration, data migration, testing, training, and change management; and Project Implementation Management Support, which focuses on stabilizing the system, optimizing performance, and ensuring long-term success. Together, these phases outline the full lifecycle of the Town's ERP modernization effort.



Phase 6 – Request for Proposals Development



In this phase, Sciens works closely with the Town and its Procurement team to develop a complete Request for Proposals (RFP) package. We begin by drafting detailed functional specifications based on the findings from the interviews and data gathered from previous phases. Once reviewed and approved by the Town, these specifications are compiled into the RFP package, along with structured response forms and supporting documentation.

Specifically, the compiled RFP package includes:

- **RFP Narrative** – The RFP Narrative serves as the core of the RFP package. It provides vendors with essential context and clear instructions for submitting a complete and compliant proposal. The narrative outlines the history of the project, a high-level description of the Town's current environment, why the Town is replacing its ERP system, what goals and objectives the new system is intended to achieve, and a summary of the current and future application environment. It also includes detailed sections on:
  - Infrastructure and hosting requirements
  - Maintenance and support expectations
  - Implementation approach and timeline
  - Acceptance testing criteria
  - Contractual requirements and terms.

  ◄ Deliverable 10: RFP Narrative
- **Detailed Functional Requirements** – Sciens develops over 1,500 tailored specifications based on input gathered during earlier phases. These specifications form the functional requirements document for core ERP modules, including Finance, Human Resources, Purchasing, Asset Management, Reporting, and Municipal Court. Requirements are grouped by major components of the ERP system and may also include related areas such as Payroll, Grants, Budgeting, Time Entry, Utility Billing, and other functions essential to the Town's operations.

  ◄ Deliverable 11: Functional Requirement's Spreadsheets
- **Detailed Technical Specifications** – In addition, infrastructure specifications are created that define technical requirements including system architecture (On-Premises vs. Cloud), network design, server and storage needs, database compatibility, security, scalability, performance, system backup, and integration capabilities.

  ◄ Deliverable 12: Technical Requirement's Spreadsheets
- **Vendor Response Forms** - Sciens develops formal, structured response forms that vendors are required to complete as part of their proposal submission. These forms are designed to ensure that all vendors answer questions in a standardized format, allowing the Town to make clear, side-by-side comparisons across key functional, technical, and service areas. In addition, detailed pricing sheets are included to establish uniform pricing parameters, ensuring consistency in vendor cost proposals and eliminating hidden or non-comparable pricing components.

◄ **Deliverable 13: Vendor Response Forms**

As part of the RFP definition process and prior to its release to the marketplace, Sciens collaborates with the Town to define the evaluation criteria and assign weights to key scoring categories, ensuring that all vendor proposals are assessed consistently and aligned with the Town's priorities. In conjunction with this effort, Sciens prepares a prioritized list of process improvement opportunities identified during earlier phases, along with clearly defined integration needs for existing software systems (e.g., Incode, Tyler Technologies). These elements inform the RFP content and shape the Town's expectations for vendor solutions. Sciens also reviews the complete RFP package with the project team to finalize language and confirm that all components are ready for release. Once approved, the package is submitted for publication by the Procurement Department, with support from Sciens.

Phase 7 – Vendor Evaluation and Selection



In Phase 7, Sciens supports the Town throughout the evaluation and selection process for ERP vendors. We guide the Town in reviewing submitted proposals, shortlisting vendors for demonstrations, scoring performance, and making a final selection. This phase also includes reference checks, site visit feedback, and contract and statement of work (SOW) negotiation support.

Sciens facilitates this process by coordinating the Bidders' Conference, evaluating vendor submissions for compliance with RFP requirements, and using a structured Vendor Evaluation Matrix to track performance across all evaluation steps. We work closely with the Town to ensure that both technical and business needs are objectively assessed and reflected in the final decision.

Once all proposals and demonstrations have been evaluated, Sciens assists the Town in selecting a finalist and supports contract and SOW development. Specifically, this phase involves the following activities:

- **Bidders' Conference and Vendor Q&A Addendum** – Shortly after the RFP is released, Sciens coordinates and proctors the Bidders' Conference via MS Teams. At the conference, the Town and Sciens presents an overview of the RFP, outlines its objectives, and answers vendor questions. Following the meeting, Sciens drafts a formal Q&A addendum summarizing responses to all submitted questions, which is posted by the Town as an official RFP update.

  ◄ **Deliverable 14: Vendor Q&A Addendum**

- **Vendor Evaluation Matrix** – Sciens develops a weighted scoring matrix to evaluate each vendor's performance at all stages of the process, proposal review, demonstrations, pricing, and more. This tool ensures consistent and objective evaluation across all categories.

  ◄ **Deliverable 15: Vendor Evaluation Matrix**

- **Vendor Proposals Evaluation** – Sciens leads the review of vendor proposals using the evaluation matrix, assessing each submission for technical and functional compliance, completeness, and overall fit with the Town's goals. We also guide the Town's internal project team in conducting their own evaluations, ensuring all perspectives are considered.

◄ **Deliverable 16: Vendor Proposals Evaluation**

- **10-Year Total Cost Analysis** – To provide a long-term cost perspective, Sciens prepares a 10-year total cost of ownership (TCO) model for each vendor. These cost estimates are incorporated into the evaluation matrix and contribute to the final scoring and ranking.
- **Vendor Shortlist** – Sciens will facilitate a meeting with the Town's evaluation team to review proposal summaries, discuss each submission, and collect evaluations to identify the top vendors for demonstrations. Together with the Town, Sciens will finalize the shortlist based on evaluation results, and will develop a vendor demonstration script template for demos.

◄ **Deliverable 17: Shortlist Notification**

- **Vendor Demonstrations** – Sciens manages and facilitates up to four vendor demonstration days (two vendors, two days each). We provide scoring tools for Town staff to evaluate each demonstration consistently. If requested, Sciens will also score vendor performance independently. Results are compiled and added to the evaluation matrix.

◄ **Deliverable 18: Vendor Demonstration Schedule**
◄ **Deliverable 19: Vendor Demonstration Scorecards**

- **Contract and Statement of Work (SOW) Negotiation Support** – Once a vendor is selected, Sciens supports the Town through up to 40 hours of contract and SOW review and negotiation. We work closely with the Town to review vendor documents, participate in negotiations, and help ensure the final agreement reflects the Town's goals and setup for a successful and collaborative implementation.

◄ **Deliverable 20: Contract and SOW Review**

Phase 8 – Implementation Project Management



In Phase 8, the Sciens team will assist the Town with implementation management of the new system, including project planning and governance, vendor supervision, and expert guidance during each module's business process analysis.

Complex, technical projects are prone to failure; however, that failure is largely due to inadequate or insufficient project planning and management. While the vendor typically provides a project manager, their mission is to represent the interests of the vendor, not the Town; and, the project typically is larger than the scope being overseen by the vendor. Sciens will work with the Town to ensure that activities critical to the project's success are planned and executed well, and that sufficient vendor oversight is provided to ensure the project is successful and remains on schedule and budget. The specific tasks performed as part of this project are as follows:

- **Establish Project Teams** – Assist the Town with identification of roles to be filled on the project teams, by phase, including subject matter experts (SMEs), business leads and IT leads. Provide characteristics of individuals that make strong, successful team members.
- **Roles and Responsibilities** – We collaborate with the Town's project sponsors to define responsibilities for reviewing, validating, and approving project deliverables.

- **Develop the Project Charter** – We develop an internal Project Charter that outlines the project scope, key deliverables, success criteria, and governance structure. Town feedback is incorporated to finalize the charter and ensure mutual understanding and agreement.

  ◄ Deliverable 21: Internal Project Charter

- **Change Management Planning** – Sciens will work with the Town to plan for change management that focuses on clear communications and maintaining a positive perception of the system change for the duration of the project.
- **Data Conversion Planning** – Sciens will work with the Town and Vendor to plan for data conversion detailing data sources, resources required, validation and testing methods, schedules.
- **End User Training Planning** – Sciens will work with the Town and Vendor to plan for training detailing (a) required training by user group, (b) timing, and (c) logistical requirements.
- **Risk Mitigation Planning** – Sciens will work with the Town to identify Vendor-dependent (e.g., data conversion) and non-Vendor-dependent (e.g., Town resources availability) project risks. Create a project risk register which the Project Management team will use to identify the probability of risks occurring, potential impact on the project (including dependencies), mitigation actions to be taken, and assignment of resources responsible for mitigation.
- **Vendor Kickoff and Project Plan Review** – Sciens will work with the Town and the Vendor to conduct upfront project planning and review the Vendor's Project Plan. This will include a review of materials, conference calls and onsite participation in the kickoff and negotiation of the Vendor's plan. The plan and GANTT should include both vendor activity (e.g., system installation, configuration, data conversion, training) and non-vendor activity (e.g., change management, infrastructure setup, risk management planning, disaster recovery planning) required to make the project successful.

  ◄ Deliverable 22: Vendor Project Plan Review

- **Project Status Reporting** – Sciens will periodically provide updates and project status reports to the Town on the progress of the project. These can include upcoming tasks, completed work, risks, and current budget levels.

  ◄ Deliverable 23: Regular Project Status Updates

During the implementation of the new ERP system, the Sciens team will assist the Town with implementation project management, including project plan and GANTT execution and vendor supervision. This will be executed through onsite project management meetings and remote project management activities, including regular weekly conference calls with the Town's Project Management Team and separate calls with the Vendor.

- **Onsite Project Management Meetings** – Onsite Reviews, coordinated with both the Town and the Vendor, to monitor execution of the Project Plan, do a comprehensive review of tasks completed during the preceding period, identify changes in practices required moving forward, and the upcoming tasks and assignments to ensure success.

- **Ongoing Remote Project Management Support** – Assist the Town in active management of the vendor and its execution of the project over the project implementation by actively participating in weekly Vendor Management Calls for the duration of the project to assist with keeping tasks and resources on schedule; includes review of the overall project, progress against both schedule and budget, and review of Risk Register and Change Management requests.

Given the early stage of this project and current unknowns, we are prepared to tailor our implementation support to the Town at the appropriate time to ensure the right level of assistance is delivered. The Town will need to assign a project analyst/coordinator to assist with this project internally for the Town. Sciens will work directly with them to ensure that activities critical to the project's success are planned and executed well, and that vendor oversight is provided to ensure the project is successful and remains on schedule and budget.

Phase 9 – Post-Implementation Optimization



In Phase 9, the Sciens team can assist the Town with post-implementation optimization of the project, if needed. The objective of this phase is to implement targeted changes to enhance system functionality, streamline operations, and support continuous improvement within the ERP environment. In this phase, Sciens will work one-on-one with Town staff to ensure these improvements align with departmental workflows and optimize overall efficiency.

Some optimization tasks may include:

- **Implementation of Recommended System Changes** – Sciens will work with the Town's operational departments and IT to configure, test, and deploy system changes identified in the Needs Assessment. This may include setting up undeployed modules, refining reporting capabilities, enhancing user interfaces, and automating specific manual processes.
- **Process Optimization and User Training** – As part of the optimization, Sciens will provide targeted training and support to Town staff to ensure they are fully equipped to use the updated ERP functionalities. We will conduct workshops and training sessions to improve user proficiency and facilitate smooth adoption of new processes.
- **Report Writing and Dashboards Creation** – Sciens can develop ERP related reports and dashboards tailored to the needs of various departments. We can provide technical expertise in report-building tools to improve data accessibility and reporting capabilities.
- **Continuous Improvement and Monitoring** – Sciens will establish a framework for continuous improvement, helping the Town to regularly assess ERP system performance, gather user feedback, and make incremental improvements. This approach will support sustained optimization and ensure the ERP system evolves in response to operational needs.
- **Training and Knowledge Transfer** – Sciens will conduct tailored training sessions for end-users and administrators to ensure effective use of optimized ERP functionalities. We can also create comprehensive process documentation and transfer knowledge to Town staff to promote self-sufficiency in ERP use.

Exhibit B
Project Costs

Based on Fairview's size, complexity, and the information gathered during this process, Sciens is submitting its best and final not-to-exceed fixed fee for the project, as outlined below. As a McKinney-based firm, no travel expenses will be charged. Additionally, by consolidating the Phase 2–4 deliverables into a single, integrated ERP Strategy and Roadmap, Sciens is able to streamline production effort and pass a 5% cost savings directly to the Town while maintaining the full scope and quality of services.

ERP NEEDS ASSESSMENT & STRATEGIC PLANNING (PHASES 1-5)

Phase	Activity	Hours	Fees	Expenses	Total
1	**Project Kickoff & Discovery**				
A	Data Gathering and Onsite Interviews	96	$ 20,640	$ -	$ 20,640
2	**Business Process Review & Needs Assessment**				
A	Needs Assessment Development	52	$ 10,200	$ -	$ 10,200
3	**Requirements Development & Market Research**				
A	Requirements Definition & Market Analysis	50	$ 9,700	$ -	$ 9,700
4	**Budget and Implementation Plan (Phases 2-4, Single Consolidated Deliverable)**				
A	Budget and Implementation Plan Development	28	$ 5,600	$ -	$ 5,600
5	**Presentation & Closeout**				
A	Final ERP Strategy Report and Council Presentation	18	$ 3,800	$ -	$ 3,800
SUBTOTAL		244	$ 49,940	$ -	$ 49,940
NEW CLIENT DISCOUNT (5%)					$ (2,500)
TOTAL					$ 47,440

Following the completion of the ERP Strategy and Roadmap (Phases 1–5), Sciens will begin work with the Town on the ERP System Selection phases (6–7). The detailed fee structure for these activities is presented below.

ERP SYSTEM SELECTION (PHASES 6-7)

Phase	Activity	Hours	Fees	Expenses	Total
6	**Request for Proposals Development**				
A	RFP Development and Review	80	$ 15,800	$ -	$ 15,800
7	**Vendor Evaluation & Selection**				
A	Bidders Conference, Q&A Addendum, Vendor Evaluation Matrix & Proposals Evaluation	40	$ 7,200	$ -	$ 7,200
B	Short List Demos	48	$ 12,000	$ -	$ 12,000
C	Contract & SOW Negotiation Support	40	$ 10,000	$ -	$ 10,000
TOTAL		208	$ 45,000	$ -	$ 45,000

Once the ERP System Selection is completed and the vendor contract is finalized, Sciens will move into Implementation Project Management and Post-Implementation Optimization support **(Phases 8–9).** Below is an estimate based off of similarly sized ERP projects, but costs can vary based on the selected ERP vendor, the overall project timeline/intensity, and the level of support needed during deployment and stabilization. This is based on a waterfall deployment (each core module will be implemented one at a time with no overlap).

IMPLEMENTATION PROJECT MANAGEMENT (PHASE 8)

Phase	Activity	Hours	Fees	Expenses	Total
8	**ERP System Implementation Project Management**				
A	Onsite Project Review Meetings (Billed each Trip, Estimated 3 Trips per Year)	24	$ 4,800	$ -	$ 4,800
B	Ongoing Remote Project Management Support (8 Hours/Week, Billed Monthly)	40	$ 8,000	$ -	$ 8,000
ESTIMATED 12-MONTH TOTAL		552	$110,400	$ -	$110,400

Pricing Assumptions

For the ERP System Selection Phases 6–7, the proposed pricing is based on a single, integrated RFP effort aligned with the Town's original scope to evaluate the Incode 9 ERP modules, including Finance, Budget, Procurement, HR, Payroll, Utility Billing, and Municipal Court, along with all required integrations. If additional RFPs are required or the scope is expanded to include other departmental systems, pricing would be adjusted proportionally to reflect the additional level of effort. Any such changes would be clearly defined and approved in advance to ensure transparency and maintain budget control.



The Town of Fairview, TX

ERP Needs Assessment & Strategic Planning Project Proposal

Sciens LLC
5900 South Lake Forest Drive
McKinney, Texas 75070

Proposal Contact:
Steven Barcey, Partner
sbarcey@sciens.com
(469) 346-6288
www.sciens.com

Proposal Submitted On:
December 8, 2025 before 5:00 p.m. CST

Letter of Transmittal

December 8, 2025

Town of Fairview, Texas
Steven Ventura, Chief Financial Officer
Brian Funderburk, Vice-President of Agencies
372 Town Place
Fairview, TX 75069

Dear Steven Ventura and Brian Funderburk:

Thank you for the opportunity for Sciens Consulting to present this proposal in response to the Town of Fairview's Request for Proposals (RFP) for ERP Needs Assessment & Strategic Planning. We are excited to partner with the Town and contribute our expertise to ensure a successful outcome for your organization.

Sciens is a highly specialized management consulting firm headquartered in the Dallas metroplex, dedicated to serving the needs of local governments like the Town of Fairview. We provide our clients with the personal service and dedicated attention not typically available from larger consulting firms. Our team brings deep expertise in governmental finance, operations, and technology, with many consultants having served in local government roles themselves. This first-hand experience enables us to offer practical, actionable guidance grounded in the realities of public-sector operations.

We recognize that the Town's objective is to replace its aging Incode ERP system with a modern, integrated solution that fully supports the Town's finance business processes and other essential municipal functions. The successful implementation of this project will lay the foundation for improved efficiency, transparency, citizen access, and interdepartmental collaboration across the Town's operations.

Sciens will be your champion throughout this process, working with your operational departments to provide an independent analysis of your core Finance, Human Resources & Payroll, Procurement & Contract Management, Utility Billing and Municipal Court software and a strongly developed RFP designed for the Town. As one of the firm's owners, you have my commitment that your project will achieve these goals, and we will do it within the schedule defined, and the budget allotted. Sciens has no vendor affiliations, relationships or preferences and will act in an unbiased manner as we assist the Town.

Should you have any questions regarding this proposal or wish to discuss our approach further, please do not hesitate to contact me directly.

Respectfully submitted,

STEVEN BARCEY
Partner, Sciens LLC
5900 South Lake Forest Drive
McKinney, Texas 75070
(469) 346-6288 | sbarcey@sciens.com

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Firm Overview

Local government leaders partner with Sciens to transform their organizations by enhancing performance, planning for the future, modernizing technologies, and strengthening their operational environment. Through a full spectrum of planning, consulting, and staffing services, we bring the deep industry specialization and unconventional thinking our clients seek.



We deliver trusted, experience-driven guidance for local government. Our team blends ERP experts with former city managers, finance directors, HR leaders, and IT executives with decades of hands-on experience running successful organizations. Because we come directly from local government, we understand your challenges and bring practical, actionable insight that drives meaningful improvement.

Headquartered in McKinney, TX, Sciens is one of the largest consulting firms in the nation focused exclusively on local government. Founded over 35 years ago, with more than 500 clients across the U.S. and Canada, Sciens specializes in ERP planning and strategy, selection advisory, implementation support, and modernization efforts.

Our Highly Specialized ERP Consulting Practice

Sciens' dedicated ERP advisory practice built exclusively for local government focuses on helping cities, counties, and utility districts modernize core business processes, strengthen financial and operational practices, and successfully select and implement ERP systems that fit their long-term needs. Unlike generic, large accounting firms that do a little bit of everything, our work is rooted in local government requirements, regulations, and day-to-day operational realities.

As for the Town's current ERP environment, we have extensive experience working with **dozens of cities to assess and replace their Tyler Incode ERPs**. Whether navigating chart of accounts restructuring, process redesign, system selection, or implementation governance, Sciens delivers guidance that is realistic, defensible, and built for long-term success.

- Taylor-made ERP deliverables to capture your goals
- True local government experts with first hand experience
- Practical, results-oriented methodology to ensure success
- Specialized teams considering every angle of the project
- In depth business process analysis and recommendations
- ERP system experienced project management and advisement

Full-Service ERP Capabilities

Every local government client we serve is unique. Each comes with their own set of goals, priorities, and challenges. Sciens' team of dedicated ERP advisors and local government leaders partner closely with your organization to assess your needs and provide comprehensive, end-to-end support that drives successful ERP modernization efforts.

Sciens' ERP System Consulting Practice

Strategy & Planning	Selection Advisory	Implementation & Support
ERP System Assessment	RFP Development	Project Management
Organizational Structuring	Functional and Technical Specifications	Change Management
ERP System Budget Forecasting	ERP Vendor Proposals Management	Data Conversion
Chart of Accounts Analysis	Procurement Guidance	Interface Development
Business Process Mapping	Comprehensive ERP Vendor Analysis	Testing Lead Support
Infrastructure and Network Review	Long Term ERP Cost Analysis	Written and Video Documentation
Applications Integration Strategy	ERP Vendor Demo Management	End User Training
Business Operations Strategy and Planning	Scope of Work Refinement	Staff Augmentation
Management Vision and Strategy	Contract Negotiations	Post Go-Live Support
Data Analytics and Trends		System Optimization
Staffing and Resource Advisement		

Why Choose Sciens?

When selecting a firm to assist you with your ERP system transition, you'll likely consider many factors: fees, experience, technical expertise, and knowledge of your industry. But there are other elements you'll want to take into account. For example:

- **Resources:** Will you have access to the entire firm's senior industry and technical resources, or just lower-level staff? Will your project team be locally accessible and able to be onsite when needed?
- **Team continuity:** Will the project team you hire remain consistent, or will you have to continually get new members up to speed on your operations?
- **Relationship:** Will the relationship extend beyond the conclusion of the engagement?
- **Additional services:** If you have implementation, project management, data conversion, technical, post go-live support, interim staffing, or other needs, can your firm handle those too?

Sciens understands you are looking for a firm that's more than just technically qualified, you need a true partner. Delivering a full spectrum of specialized ERP consulting, advisory and staffing services, we offer our expertise to help you conquer challenges as you plan for what's next.

We believe that our Sciens team is the right fit for this project. There are five main differences that set Sciens apart from the other accounting firms.



Partner Level Engagement: One of our firm's service hallmarks is the high level of senior partner time we build into our engagements. Over 50% of the hours dedicated to your project will be fulfilled by a Sciens partner, ensuring you receive the highest quality advisory and experience in every stage of the process.



75% of Our Staff Are Prior Local Government: Three quarters of your project team has previous direct experience serving in local government leadership. We've assembled a team that not only provides expert guidance but also is a partner who understands your operational realities, speaks your language, and knows how to drive practical outcomes in your environment.



Extensive Experience with Tyler Incode: We've completed dozens of Tyler Incode transitions and replacements for municipalities nationwide. Our firsthand knowledge of Incode's limitations helps us dive deep into your business processes and understand your pain points clearly, so we can procure a system that modernizes your operations effectively.



Top Tier Client Satisfaction: With over a 90% retention rate, our clients stay with us (many for decades) because we're responsive, reliable, and committed to supporting them well beyond selection. We build long-term relationships grounded in trust and a dedication to resolving every question quickly and thoroughly.



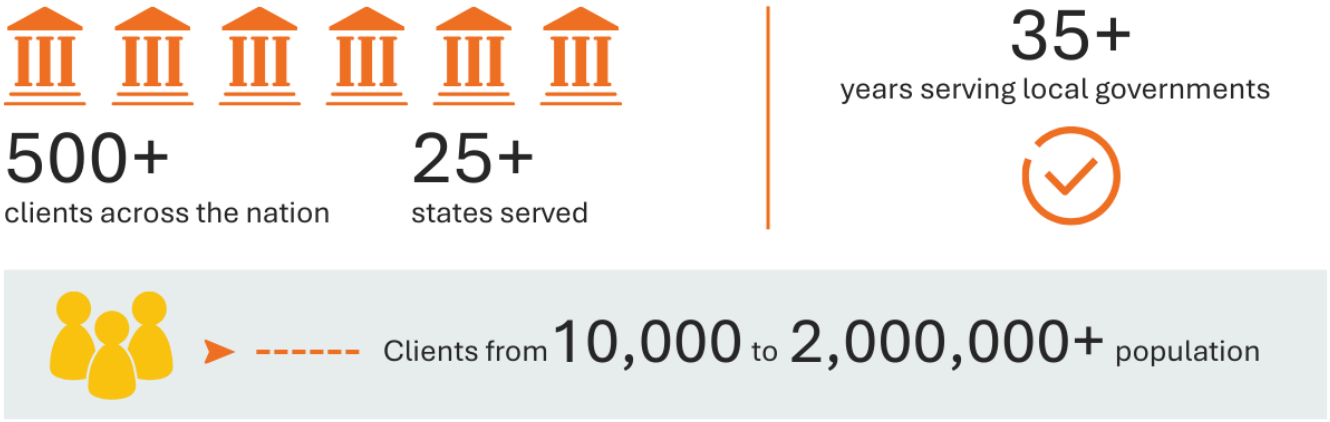
True Local Government ERP Niche Expertise: We don't do oil & gas, education, or even non-profit consulting. Our expertise lies in strengthening city, town and county government organizations. We're ERP specialists rather than generalists, focusing our strengths on delivering results for a specific group of clients.

Relevant Experience

Our Dedication to the Local Government Sector

For over 35 years, Sciens has been dedicated to helping local governments modernize their technology landscapes and optimize day-to-day operations. Public sector consulting is our sole focus, and we've built a highly skilled team of ERP specialists, city managers, finance directors, HR leaders, and IT executives who bring deep operational and technical expertise to every engagement.

Our local government clients rely on us for solutions, not just services. From small towns to large metropolitan cities with populations in the millions, we've assisted over 500 public sector clients on a variety of strategic initiatives. Every engagement is thoughtfully tailored, grounded in real-world constraints, and focused on delivering sustainable, actionable results.



What makes Sciens different is our partners and senior managers, whose high degree of local government leadership and experience gives you access to nationally recognized expertise when it comes to municipal financial operations. You'll benefit from big-firm resources with boutique-firm specialization, personalization, and partner attention.

You're in Good Company

Cities, counties, and public agencies across the country choose Sciens because they know we understand the unique demands of local government. We support small and mid-sized communities with limited internal capacity, as well as large metropolitan organizations navigating complex, multi-department transformations. No matter your size or challenges, we bring proven experience, disciplined methodologies, and senior-level leadership to ensure your project moves forward with confidence.

Across the nation, local government leaders turn to Sciens because they know we appreciate their world, speak their language, and deliver results that are realistic, sustainable, and grounded in day-to-day operational realities. You're in good company.

Our Extensive Experience in the State of Texas

As a Texas-based firm headquartered right up the road in McKinney, Sciens has spent decades supporting cities, counties, and public agencies across the state. Because local government consulting is all we do, we understand the operational, regulatory, and funding environments unique to Texas. From rapid growth and aging infrastructure to tight budgets and stringent transparency and audit requirements, we've seen it all. That experience means we don't just understand ERP, we understand your environment, your systems, and the practical challenges Texas agencies must navigate. As a result, the solutions we deliver are not only industry best practice, but also realistic, actionable, and truly built for Texas communities.

The following list provides representative samples of Sciens' local government clients within the State of Texas and their respective population sizes.

- City of Allen (113,700)
- City of Amarillo (203,700)
- City of Burleson (55,100)
- City of Carrollton (136,500)
- City of Cedar Park (78,400)
- City of Cibolo (38,700)
- City of Cleburne (38,100)
- City of Colleyville (25,500)
- Collin County (1,254,700)
- City of Conroe (119,600)
- Dallas County (2,656,000)
- City of Deer Park (32,400)
- City of DeSoto (55,500)
- Ector County (171,400)
- City of Forney (43,200)
- Fort Bend CAD (960,500)
- City of Grand Prairie (210,100)
- Haltom City (45,700)
- City of Irving (252,750)
- Johnson County (217,900)
- City of Joshua (11,000)
- City of Keller (47,000)
- City of Lancaster (41,000)
- City of Lubbock (272,100)
- Montgomery County Hospital District (750,000)
- City of McKinney (224,000)
- City of NRH (70,000)
- North Texas Municipal Water District (2,300,000)
- City of Odessa (120,000)
- City of Pearland (160,400)
- City of Plano (299,300)
- City of Port Arthur (55,800)
- Town of Prosper (46,100)
- City of Richardson (122,700)
- City of Richland Hills (8,900)
- City of San Marcos (90,800)
- City of Southlake (32,000)
- City of Sugarland (109,600)
- City of Terrell (18,500)
- City of University Park (25,600)
- City of Victoria (66,100)
- City of Waco (146,600)
- Town of Westlake (2,000)
- City of Wylie (62,900)

Representative ERP System Client Experience

The Sciens team brings extensive expertise in delivering ERP consulting services to organizations comparable in size and complexity to the Town. The table below outlines a sampling of recent representative clients that have implemented new ERP systems, along with the key modules deployed.

	Population	Finance	Budget	Procurement	Human Resources	Payroll	Utility Billing	Asset Management	Community Development
City of Boulder, CO	105,898	✓	✓	✓	✓	✓	✓		
City of Burleson, TX	57,625	✓	✓	✓	✓	✓	✓		
City of Carrollton, TX	135,456	✓			✓	✓			
City of Clebrune, TX	36,209	✓	✓	✓	✓	✓	✓		
Collin County, TX	1,255,000	✓	✓	✓	✓	✓	✓		
City of Conroe, TX	108,248	✓	✓	✓	✓	✓	✓		
Dallas County, TX	2,656,000	✓	✓	✓	✓	✓	✓		
City of Deer Park, TX	33,823	✓	✓	✓					
Ector County, TX	170,022	✓	✓	✓	✓	✓	✓		
El Paso County, TX	875,784	✓	✓	✓	✓	✓			
City of Forney, TX	28,222	✓	✓	✓	✓	✓	✓		
City of Grand Prairie, TX	207,331	✓	✓	✓	✓	✓	✓		
City of Halton City, TX	45,681	✓	✓	✓	✓	✓	✓		
City of Hastings, NE	25,152	✓	✓	✓	✓	✓	✓	✓	
City of Jacksonville Beach, FL	23,830	✓	✓	✓	✓	✓	✓	✓	✓
City of Keller, TX	45,598	✓	✓	✓	✓	✓	✓	✓	✓
City of Kennewick, WA	84,389	✓	✓	✓	✓	✓	✓	✓	

	Population	Finance	Budget	Procurement	Human Resources	Payroll	Utility Billing	Asset Management	Community Development
Lancaster County, SC	111,652	✓	✓	✓	✓	✓			
City of Longmont, CO	99,818	✓	✓	✓	✓	✓	✓		
City of Longview, TX	23,236	✓	✓	✓	✓	✓	✓		
City of Manhattan Beach, CA	34,584	✓	✓	✓	✓	✓	✓		
Montgomery County Hospital District	749,613	✓	✓	✓					
City of Norman, OK	130,052	✓	✓	✓	✓	✓	✓	✓	
City of North Richland Hills, TX	70,338	✓	✓	✓	✓	✓	✓	✓	✓
City of Oxnard, CA	200,616	✓	✓	✓	✓	✓	✓	✓	✓
City of Plantaton, FL	100,694	✓	✓	✓	✓	✓	✓		
City of Port Arthur, TX	55,799	✓	✓	✓	✓	✓	✓	✓	✓
Town of Prosper, TX	34,567	✓	✓	✓	✓	✓	✓		
City of Richardson, TX	118,221	✓	✓	✓	✓	✓	✓	✓	✓
City of San Marcos, TX	90,988	✓	✓	✓	✓	✓			
Santa Margarita Water District, CA	200,000	✓	✓	✓	✓	✓	✓		
City of Southlake, TX	31,044	✓	✓	✓	✓	✓	✓	✓	✓
Summit County, OH	538,370	✓	✓	✓	✓	✓	✓		
City of Terrell, TX	20,000	✓	✓	✓	✓	✓	✓		
Vallejo Flood and Wastewater, CA	120,000	✓	✓	✓	✓	✓	✓		
City of Waco, TX	146,608	✓	✓	✓	✓	✓	✓		
City of Westminster, CA	89,537	✓	✓	✓	✓	✓			

Recent ERP Client Success Stories

Sciens has successfully supported public sector agencies across the country in selecting and implementing new Enterprise Resource Planning Systems. Our experience spans diverse municipal and county environments, each with its own operational complexity, technical infrastructure, and stakeholder engagement requirements. Below are a few representative projects of similar scope and scale:

Town of Prosper, TX – ERP Assessment, Selection, and Implementation Support

Sciens supported the Town of Prosper, Texas, through a challenging ERP modernization effort as the Town transitioned away from its legacy system. Midway through the project, the Town's Finance Director and entire finance team resigned, creating a significant risk to continuity, system readiness, and organizational preparedness. Despite this unexpected disruption, Sciens maintained project momentum, stabilized the implementation effort, and ensured that the Town experienced no delays. Our team stepped in to provide critical financial and operational expertise, temporarily filling knowledge gaps and ensuring that all functional and technical requirements were fully addressed.

Working closely with Town leadership, Sciens helped recruit and onboard a new Finance Director, reestablished project governance, and revitalized departmental engagement. We completed a comprehensive assessment of the Town's needs and successfully procured a modern ERP solution that aligned with Prosper's operational goals, scalability requirements, and long-term technology vision. The Town ultimately adopted an ERP system that improved financial reporting, strengthened internal controls, and supported more efficient workflows across departments. Through adaptive project management and deep public-sector expertise, Sciens delivered a seamless transition and positioned Prosper for sustained growth and operational excellence.

City of North Richland Hills, TX – ERP Assessment, Selection, and Implementation Support

Sciens supported the City of North Richland Hills, Texas, in its effort to select and implement a unified ERP system that could meet the needs of Finance, HR/Payroll, Utility Billing, Community Development, Public Works, and Procurement. The City sought to move away from fragmented applications and transition to a modern, integrated solution capable of supporting all core operational functions. Sciens guided the City through a structured procurement process, helping evaluate alternatives and ultimately select a comprehensive ERP platform.

Following go-live, the City experienced evolving operational needs and gaps in module deployment. Sciens provided targeted Post Go-Live support to address these challenges, including deploying previously unused modules, refining workflows, and stabilizing areas such as payroll and timekeeping. Our team re-implemented or optimized key functions, introduced recruiting and benefits capabilities, and configured additional ERP features to strengthen system performance. Through responsive technical support and a deep understanding of public-sector operations, Sciens helped North Richland Hills fully realize the value of its ERP investment and achieve a more efficient, unified, and capable enterprise system.

City of Plantation, FL – ERP Assessment, Selection, and Implementation Support

We supported the City of Plantation, Florida, in carrying out a comprehensive needs assessment and selecting a modern ERP system to replace its aging Finance and HCM applications. Sciens conducted in-depth interviews and workshops across departments to understand current-state processes, pain points, and improvement opportunities. Our team documented workflow and system inefficiencies, mapped cross-departmental integrations, and developed detailed diagrams to illustrate how data moved throughout the organization. These insights allowed us to clearly define the City's functional, technical, and reporting requirements and ensure that the envisioned future-state environment aligned with industry best practices and the City's operational goals.

Using this foundation, Sciens prepared a highly structured and competitive RFP that attracted strong vendor participation and enabled an objective, side-by-side comparison of leading ERP solutions. We guided the City through a disciplined evaluation process, including demonstrations, scoring, reference checks, cost validation, and contract negotiations that resulted in a balanced, multi-year implementation agreement. With implementation scheduled to begin in January 2026, the City is now positioned for a major organizational transformation. Sciens will continue to support the City by providing project management, change-management guidance, and strategic oversight to help ensure a successful ERP deployment and the long-term realization of system benefits.

City of Cleburne, TX – ERP Assessment, Selection, and Implementation Support

We supported the City of Cleburne, Texas, as it embarked on a major modernization initiative to replace its aging Tyler Incode system with a unified ERP platform capable of supporting the City's rapid growth and evolving operational needs. Cleburne sought a solution that not only strengthened Finance and HR functions but also integrated seamlessly with its payment processors citywide and connected directly to its CityWorks environment for Public Works and Asset Management. To lay the foundation for this transformation, Sciens conducted an in-depth assessment of the City's existing workflows, system limitations, and integration challenges. Our team documented current-state processes, identified opportunities for improvement, and helped the City define the functional and technical requirements essential for a future-ready ERP environment.

Using this analysis, Sciens developed a comprehensive and competitive RFP that reflected Cleburne's desire for a fully unified and scalable system. We facilitated the vendor evaluation process, guided structured demonstrations, and supported the City throughout contract and SOW negotiations to ensure a balanced and achievable agreement. Cleburne is now actively engaged in the implementation phase, supported by Sciens' project advisory services. The City aims to enhance financial reporting, streamline key business processes, achieve true enterprise-wide integration, and improve service delivery for its residents. With Sciens' continued guidance, Cleburne is well positioned to achieve a modernized operational environment that supports long-term efficiency, transparency, and community value.

Deep Knowledge Base of Local Government ERP System Functionality

Sciens has extensive experience with the core functional areas that make up modern local government ERP systems. We understand how financial, human resources, procurement, and budget management work together to support efficient and transparent service delivery.

Our team has guided numerous counties in aligning ERP functionality with their business processes, streamlining financial management, automating payroll and benefits, improving procurement controls, and enhancing budgeting and performance reporting. The graphic below highlights Sciens' experience across local government key operational areas.



Experience with ERP System Products

As a truly local government ERP consulting firm, Sciens offers **objective, vendor-neutral guidance** backed by deep knowledge of the software landscape.

We have led hundreds of local government clients through the full lifecycle of ERP transformation, from needs assessment and system selection to contract negotiation and successful implementation. Our team has hands-on experience with a wide range of ERP platforms, ensuring we bring practical insight and proven strategies tailored to each client's goals. Below is a list of ERP systems with which we have recent, hands-on experience.



Project Team

The foundation of a successful project is assembling a highly qualified team supported by a clear and disciplined framework for execution. In our experience, the strongest outcomes are achieved through partnerships built on trust, respect, and accountability. As outlined in the project organization below, Sciens will integrate seamlessly with the Town's project management team while establishing a formal governance structure to guide planning, execution, and quality assurance.

To deliver on this commitment, the following Sciens team members bring the specialized expertise required to support the Town throughout the project lifecycle:



We are 100% committed to the success of the Town's ERP project. Working with executive management and end users, the Sciens team provides leadership and execution expertise to ensure the project stays within budget and schedule. Other members of the Sciens team may be brought in throughout the project as needed.



Ernest Pages – Engagement Lead

Ernest Pages, founder of Sciens Consulting, has over 25 years of experience helping municipalities modernize operations and technology. He has guided 100+ public-sector organizations through ERP needs analysis, process improvement, and implementation planning. Ernest specializes in municipal process improvement across Financial Management, Human Resources, Utility Billing, and Community Development, providing strategic oversight and stakeholder alignment through all modernization phases. With expertise in municipal business processes, technology strategy, and operational risk, Ernest ensures projects stay aligned with strategic and technical goals while maintaining continuity in day-to-day operations.

As **Engagement Lead**, Ernest oversees service delivery, guiding strategy, coordinating resources, and ensuring alignment between technical solutions, municipal priorities, and long-term efficiency.



Steven Barcey – Project Manager

Steven Barcey, Partner at Sciens, has more than a decade of experience leading ERP advisory and implementation projects for local governments. He combines expertise in governmental finance, risk management, and municipal operations to help cities strengthen financial processes, streamline workflows, and implement best-practice systems through clear project coordination and communication. Steven has directed ERP needs assessments, business process reviews, and procurement initiatives, guiding municipalities through system selection and implementation planning. His data-driven approach ensures ERP solutions align with organizational objectives and operational goals.

As **Project Manager**, Steven serves as liaison between Town staff, the ERP vendor, and Sciens, coordinating all project activities and deliverables to ensure each phase aligns with the Town's priorities and success criteria.



Sarah Martin – Finance/UB SME

Sarah Martin has 20+ years of experience supporting local government ERP projects and financial process modernization. Sarah has implemented ERP systems while working for a local government, giving her firsthand understanding of internal operations, constraints, and priorities. During her tenure with Sciens, she has led ERP evaluations, needs assessments, selections, and large-scale system implementations for city and county governments. Sarah specializes in financial process optimization, budget module design, data migration, and end-user training. She aligns system functionality with client objectives, optimizing financial workflows, and ensuring projects are delivered on time and within budget. Her ERP functional expertise ensures system configurations meet compliance, accuracy, and reporting standards.

As **Finance SME**, Sarah evaluates financial processes, recommends best-practice improvements, and ensures the future ERP system supports efficient, compliant, and sustainable workflows.



Lani Munguia – HR/Payroll SME

Lani Munguia brings 12+ years of Human Resources leadership and Information Systems management experience, including eight years focused on ERP and timekeeping modernization. Previously, an HR Director at a large school district where she managed 5,000 employees, Lani brings hands-on experience and knowledge of HR/Payroll operational processes. She has extensive expertise evaluating and implementing ERP systems in local government environments, leading HR and Finance module deployments, developing reports, and applying workforce process design, system configuration, and policy alignment strategies to enhance efficiency and compliance. She has supported numerous municipalities through ERP needs analyses and implementation, ensuring HR and payroll functions are effectively designed and configured.

As **HR/Payroll SME**, Lani advises on HR and Payroll best practices and collaborates with staff to ensure the ERP system is optimized to support the Town's operational and compliance needs.



Steven Graves – Technical Advisor

Steven Graves offers 30+ years of local government leadership, providing hands-on experience aligning IT strategy with municipal operations. His expertise includes system architecture and integration, security and continuity planning, and technology modernization for resilient municipal infrastructures. As a former Chief Information Officer for the City of Richardson, Texas, he led large teams deploying ERP modules, standardizing applications, and developing technology roadmaps that enhanced service delivery and reduced operational risk. Steven's ERP analysis, resource planning, and contract negotiation experience enables him to guide secure, cost-effective transitions to modern ERP platforms.

As **Technical Advisor**, Steven leverages his extensive IT and ERP leadership experience to assess current systems, define technical requirements, and recommend best-practice strategies that ensure scalable, reliable, and future-ready technology foundation.



Austin Cheatham – Business Analyst

Austin Cheatham brings 10+ years of experience in financial data analytics and ERP selection support. He blends expertise in financial economics, risk management, and data analytics to support ERP modernization and process improvement initiatives. At Sciens, Austin delivers market research, consultant support, and documentation to help cities evaluate and optimize their technology environments. He has supported ERP software needs assessments, vendor evaluations, process mapping, requirements analysis, cross-functional collaboration for local government clients across the country.

As a **Business Analyst**, Austin helps develop key project deliverables, including the Needs Assessment, Recommendations Report, the Request for Proposals, and the Vendor Evaluation, ensuring each is clearly documented, data-driven, and aligned with client objectives.



Ernest Pages

Engagement Lead

Summary

Ernest is an internationally recognized operations management expert with over 25 years of experience advising private and public-sector leaders on strategic operations improvements spanning financial management, work process optimization, and technology modernization. Ernest balances technical depth and business insight to create effective ERP implementations.

Relevant Experience

Engagement Leadership

Ernest has led planning and implementation projects for ERP systems in more than 80 public-sector organizations. He has developed RFPs, facilitated stakeholder workshops, and assisted with vendor evaluations, demonstrations, and contract negotiations to secure cost-effective, high-performing ERP solutions. His approach emphasizes aligning technology capabilities with municipal priorities to maximize system value and reduce implementation risk.

Municipal ERP Modernization & Process Improvement

Ernest has conducted ERP software needs analyses for dozens of city and county governments nationwide, identifying improvement opportunities across Finance, HR, Purchasing, Utility Billing, and Permitting. He is highly experienced in evaluating current workflow processes, performing needs and gap analyses, and defining detailed functional and technical requirements to support successful ERP transitions and long-term modernization efforts.

Technology Strategy, Risk & Continuity Planning

Ernest has overseen IT governance assessments, organizational redesigns, and disaster recovery planning using COBIT and ITIL best practices. He designs resilient network and system configurations, including cloud, hybrid, and on-premises options, to ensure continuity, security, and scalability for future-ready ERP environments.

Recent Clients

Conroe, TX
Delray Beach, FL
Hastings, NE
Keller, TX
Kennewick, WA
McKinney, TX
Moore, OK
North Richland Hills, TX
Owensboro, KY
Plano, TX
Prosper, TX
Southlake, TX
Waco, TX

Specialization

Executive Advisory Leadership
ERP Systems Analysis, Selection & Procurement
Business Process Analysis

Education

University of Miami School of Business
Masters of Business Administration

Florida Atlantic University School of Engineering
Bachelors of Science in Mechanical Engineering



Steven Barcey

Project Manager

Summary

Steven applies deep expertise in governmental finance, risk management, and ERP advisory services to help cities modernize operations and implement best-practice administrative systems. He has led needs assessments, software evaluations, and vendor selections for municipal clients, developing data-driven recommendations that enhance efficiency, strengthen financial integrity, and ensure seamless integration across various functions.

Relevant Experience

Project Management

Steven has provided project management, vendor management, and risk mitigation assistance during implementation of numerous municipal ERP systems. He has overseen successful transitions across Finance, Human Resources, Utility Billing, and Citizen Portals, including conducting detailed ERP software needs analyses, defining requirements, and guiding organizations through change management and implementation planning.

Municipal Process & Data Planning

Steven has analyzed city department operations and data management practices, identified improvement opportunities, documented, and trained new processes. He has conducted detailed user-needs analyses, developed specifications, guided vendor evaluations, demonstrations, and contract negotiations to ensure smooth, cost-effective ERP migrations.

ERP Procurement & Evaluation

Steven has prepared procurement documents covering cloud hosting options, pricing alternatives, technical environment limitations, and municipal contractual requirements. He has provided objective scoring of vendor proposals, overseen demonstrations, and delivered final recommendations to city management to align ERP investments with municipal priorities and industry best practices.

Recent Clients

Boone County, KY
Conroe, TX
Delray Beach, FL
Johnson County, TX
Keller, TX
Kennewick, WA
Lubbock, TX
Moore, OK
North Richland Hills, TX
Owensboro, KY
Oxnard, CA
Plano, TX
Prosper, TX
Southlake, TX
Truckee, CA
Waco, TX

Specialization

Leadership
Project Management
ERP Systems Analysis, Selection & Procurement
Business Process Analysis

Education

University of Texas
Bachelors of Science in Finance and Economics



Sarah Martin

Finance/UB SME

Summary

Sarah is a seasoned leader and project manager with over 20 years of experience managing ERP implementations, evaluations, and business process optimization for public-sector organizations. She has led ERP software needs analyses for numerous city and county governments, providing actionable recommendations to guide system selection, migration planning, and process improvement.

Relevant Experience

Municipal Finance Expertise

Sarah brings extensive experience supporting municipalities with fund-based accounting and ERP financial modules. She is skilled in budget development, analysis, and monitoring to ensure fiscal accountability and alignment with organizational goals. She has deep knowledge of best practices, including compliance with public-sector purchasing requirements, and is adept at translating complex financial requirements into clear system configurations and process improvements.

ERP Conversion & Transition Management

Sarah has provided project management support for large-scale ERP conversions across Finance, HR, Utility Billing, and related modules. She has overseen the migration of financial and HR data into new ERP environments and coordinated cross-departmental stakeholders. Her work includes conducting needs assessments, defining functional and technical requirements, and guiding change management strategies.

Process Mapping & Needs Assessment

Sarah has conducted comprehensive assessments of operational needs for dozens of public-sector organizations to identify gaps and opportunities for improved productivity and efficiency in finance and HR processes. She collaborates with city executives and department leadership to evaluate ERP proposals, facilitate vendor evaluations, and prepare actionable roadmaps for successful ERP transitions.

Recent Clients

Prosper, TX
Cleburne, TX
Longview, TX
Haltom City, TX
North Richland Hills, TX
Longmont, CO
Vallejo Flood and Wastewater, CA
Ector County ISD, TX
Richardson ISD, TX
Leander ISD, TX

Specialization

Local Government Financial Processes
Budget Processes
Procurement Processes
Chart of Accounts Structuring
Systems Analysis, Selection & Procurement
Data Management
Business Process Analysis

Education

University of Texas Permian Basin
Bachelors of Science in Computer Science
Bachelors of Arts in History and Arts



Lani Munguia

HR/Payroll SME

Summary

Lani provides over 12 years of combined HR and IS management experience and over eight years working directly with ERP and timekeeping systems. She has guided multiple ERP software needs analyses, bringing deep expertise in HR functionality, process documentation, and system optimization. Prior to joining Sciens, Lani served as HR Director at a large school district where she managed more than 3,000 employees on their ERP platform.

Relevant Experience

Municipal Human Resources Expertise

Lani has extensive experience analyzing and redesigning HR and payroll processes to improve efficiency, accuracy, and compliance. She is skilled in implementing position control, benefits administration, time and attendance, and talent management best practices. She applies proven change management strategies to ensure successful adoption of new HR systems and workflows, aligning HR processes with organizational objectives to enhance workforce management and employee services.

ERP Conversion & Transition Management

Lani has provided project management support for ERP systems, including Finance and HR modules, and has led multiple large-scale ERP migrations for local governments. Lani develops and trains power users, creates centralized documentation for ERP users, and partners with leadership teams to plan module upgrades and ongoing improvements. Her work includes conducting ERP software needs analyses to define requirements and guide successful transitions.

Payroll and Timekeeping Analysis

Lani conducts in-depth analysis of payroll and timekeeping workflows to identify inefficiencies, redundancies, and compliance risks. She develops and recommends process improvements that streamline data entry, approvals, and reporting across departments, ensuring accurate and efficient payroll operations within ERP environments.

Recent Clients

Cibolo, TX
Lancaster County, SC
Plantation, FL
Forney, TX
Prosper, TX
Boone County, KY
Cleburne, TX
Longview, TX
Haltom City, TX
North Richland Hills, TX

Specialization

Project Management
Team Building
Systems Analysis, Selection & Procurement
Human Resources Business Processes
Finance Business Processes
Data Management
Business Process Analysis
Leadership
Time Keeping Systems

Education

Angelo State University
Bachelor of Business Administration in Marketing



Steven Graves

Technical Advisor

Summary

With over 30 years in local government leadership, Steven applies practical experience to solving complex IT challenges. He has led ERP software needs analyses for multiple local governments, providing recommendations on system selection, migration, and enterprise architecture improvements. Prior to joining Sciens, Steven served as CIO for the City of Richardson, Texas, where he managed a staff of over thirty professionals at two locations.

Relevant Experience

ERP and Applications Strategy & Deployment

Steven has led teams deploying major municipal systems and configuring application portfolios to improve efficiency and long-term maintainability. He has managed multiple ERP implementations for local governments, including conducting needs assessments, defining technical requirements, and developing strategies for standardization and simplification to create cohesive, manageable enterprise architectures.

Technology Assessment & Planning

Steven has continuously assessed city technology environments for risks and opportunities, producing forward-looking roadmaps that incorporate new products, services, and improved configurations to enhance service delivery and user satisfaction. His work helps municipal clients align technology with operational goals and public-sector best practices.

Technology Budgeting & Cloud/Outsourcing

Steven has directed all technology planning, budgeting, and operational initiatives for a 1,000+ employee local government, making executive decisions on IT development, expansion, and hybrid cloud strategies using AWS and Microsoft Azure to ensure cost-effective, secure solutions. His expertise supports municipalities in selecting scalable, future-ready ERP and enterprise platforms.

Recent Clients

Plano, TX
Prosper, TX
Lubbock, TX
McKinney, TX
Moore, OK
Cleburne, TX
Johnson County, TX
Westminster, CO

Specialization

Applications Development
City-wide Applications Strategy
Public Safety System Deployment
Capital Planning & Zero-based Budgeting
Data Center Operations
Voice/Data Communications
WiMAX 4.9 / Mesh Wireless Planning
Cloud/Outsourcing Models
IT Green Initiatives
Disaster Recovery Planning
SCADA Water Systems
Trunked Radio Systems
NexGen 911 Systems



Austin Cheatham

Business Analyst

Summary

With more than 10 years in financial data analytics, Austin brings expertise in complex data migration and conversion as well as ERP procurement and implementation support. He keeps a consistently fresh view on technology by staying up-to-date on emerging trends, governance best practices, and the evolving demands of citizens and staff. Prior to joining Sciens Consulting, Austin performed market and data analytics for Jones Lang LaSalle.

Relevant Experience

Business Analytics

Austin provides high quality business analysis services to local government clients. He brings strong communication and critical thinking skills to software system selection and implementation projects, and is adept at coordinating communications between staff, vendors, system implementors, and Sciens. He assists with scheduling, reporting, and contributing to project deliverables.

ERP Applications Procurement

Austin has developed procurement documents for local governments that include optional cloud-hosting, alternate pricing, contractual requirements, end-user functional requirements, technical environment limitations, and prioritization criteria. He has provided objective evaluation and ranking of proposals, guided and evaluated vendor demonstrations, and delivered final reports with actionable recommendations. His work has supported ERP software needs analyses and vendor selection for multiple public-sector clients.

Technology Assessment & Planning

Austin provides robust support to local governments implementing and transitioning ERP systems. His strong written and verbal skills make him effective at coordinating communications among city staff, vendors, and project teams. Austin contributes to best-practice research, project documentation, and meeting logistics to ensure needs assessments and procurement activities run smoothly for municipalities.

Recent Clients

Plantation, FL
Lancaster County, SC
Plano, TX
Prosper, TX
Lubbock, TX
McKinney, TX
Moore, OK

Specialization

Business Analysis
Assessment, RFP and Planning Development
Vendor Evaluations
Applications Procurement
Systems Analysis, Selection & Procurement
Data Management
Business Process Analysis
Project Management

Education

University of North Texas
Bachelor of Business Administration in Finance and Economics

Project Approach

Our Understanding of Your Needs

The Town of Fairview is seeking to modernize and integrate its financial and administrative operations through the assessment, evaluation and future implementation of a modern, cloud-ready ERP solution. Today, the Town relies on the Tyler Incode ERP to support Finance, HR/Payroll, Utility Billing, Procurement, and Municipal Court functions. While these systems might have been the right for the Town when first implemented, today they do not provide the Town with an integrated platform for growth or modern functionality. The Town's objective is to replace this legacy ERP with a modern, unified ERP platform that improves efficiency, enhances reporting and analytics, strengthens internal controls, and supports long-term operational growth.

Upon careful review of the Town's SOW, Sciens understands that the Town is seeking a consultant with proven local government ERP expertise to:

- Assess the Town's current systems, processes, integrations, and data environment through a comprehensive Needs Assessment and Fit-Gap Analysis.
- Define business and functional requirements for all core ERP modules, including Finance, HR/Payroll, Purchasing, Asset Management, Reporting, and Municipal Court, with dedicated attention to analytics, automation, and AI capabilities.
- Identify viable ERP solution options and associated costs, including market research, system comparison, data migration considerations, and a five-year total cost of ownership estimate.
- Develop a phased ERP Implementation Roadmap, including timeline, resource requirements, change-management considerations, and risk-mitigation strategies, ensuring readiness for inclusion in the Town's FY 2027 budget planning.
- Prepare a comprehensive ERP Strategy Report and executive presentation, summarizing findings, recommendations, and next steps for leadership and Council review.

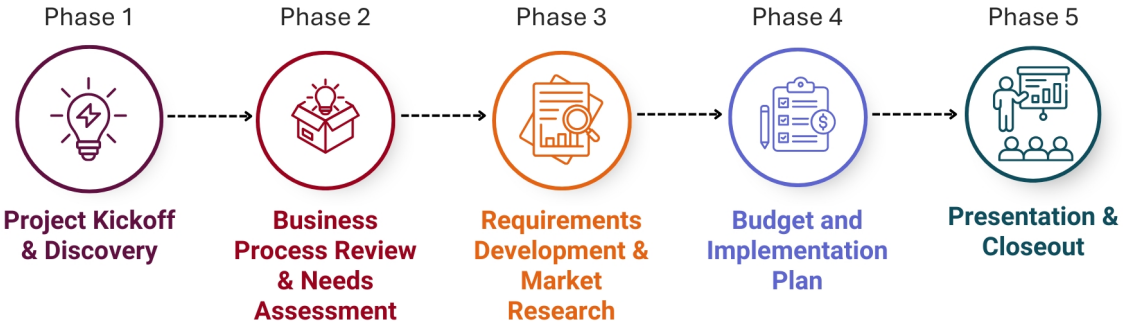
Sciens also understands that the Town is seeking continued support through several future phases upon completion of the Needs Assessment and Strategy engagement. We understand these needs are:

- Develop a complete ERP RFP package, including the narrative, functional and technical requirements, structured response forms, and evaluation criteria.
- Support vendor evaluation and selection, including proposal review, Bidders' Conference facilitation, scoring, demonstrations, comparison reporting, and contract/SOW negotiation assistance.
- Deliver implementation management support, including ongoing project oversight, vendor performance monitoring, risk and change-management guidance, weekly project coordination, and on-site go-live and post–go-live support.

Based off these key drivers and the Town's draft SOW document, Sciens has prepared the following Scope of Work to help the Town assess its operational requirements and deliver a clear, actionable roadmap for selecting and implementing a modern ERP system.

Our Tailor-Made Project Methodology

The project is managed hand-in-hand with the Town, with Sciens' leadership every step of the way. The phase breakdown of our methodology is shown below.



Phase 1 – Project Kickoff & Discovery



Phase 1 sets the foundation for the project by establishing the business context, evaluating current processes, and identifying opportunities for improvement. The goal is to understand how the Town currently uses its ERP system and what changes may be needed going forward. We will complete the following tasks as a part of Phase 1.

- Initial Project Planning – We will review and confirm the project timeline and establish the communication cadence for the engagement, including frequency, format, and participants for status updates and coordination meetings. As part of this process, Sciens will work with the Town to develop a stakeholder contact list and define a communication schedule that ensures all relevant parties remain informed and engaged throughout the assessment. These discussions will support the planning of introductory meetings with departmental staff.
- Kickoff Presentation – A kickoff meeting will be conducted with Town leadership to officially launch the project, review objectives, identify key stakeholders, and confirm roles, responsibilities, and communication protocols. This session ensures all participants share a unified understanding of the project's goals, scope, and timeline before work begins.

  ◄ Deliverable 1: Kickoff Presentation

- Sciens Data Collection Request – Following the kickoff meeting, Sciens will provide a request outlining the initial information and documents needed to support the assessment. This request will include prelimiary sizing parameters, system reports, technical information, and organizational charts relevant to the Town's current environment. This request will allow Sciens to begin preparing for the onsite interviews, enabling productive and informed departmental discussions.

  ◄ Deliverable 2: Sciens Data Collection Request

- Preliminary Interview Schedule – Sciens will develop a preliminary interview schedule that outlines the departments, functional areas, and key personnel to be included in the onsite interviews. Sciens will coordinate with the Town to confirm availability, refine participant lists, and ensure that the appropriate subject matter experts are included in each discussion.

  ◄ Deliverable 3: Interview Schedule

Once the interview schedule is finalized, Sciens will conduct structured discussions with Town management, departmental leadership, IT, and key system users to gain a detailed understanding of current processes, technology usage, reporting needs, staffing considerations, and pain points. The interviews will help identify opportunities for improvement and document Town-specific requirements for the ERP. The on-site interviews comprise of the following tasks:

- Town Strategic Direction and Goals – We will collaborate with Town exectutives and stakeholders to understand strategic goals and define how a modern ERP system can support them.
- Functional and Business Process Review – Sciens meets with cross-functional teams and department representatives who are knowledgeable about their business processes and actively use the current ERP system. Through interviews and workshops with Finance, HR, Administration, Utility Billing, and Municipal Court, we document current workflows, data flows, systems, programs, and internal controls. During these sessions, we capture:
  - Workflow and business process limitations of the existing system
  - Financial reporting capabilities focused on Town-specific needs
  - Budget and grant tracking functionality or limitations
  - Manual or redundant data entry occurring within or between ancillary systems
  - SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) of current processes.

  This review enables the identification of redundant or manual tasks and highlights opportunities for streamlining and improvement across departments.
- Technology and Infrastructure Review – We work with IT staff to review the Town's data management and integrety practices, current state technologies, including servers, network infrastructure, and business applications, to determine how to support a modern ERP system. This helps identify any upgrades or changes that may be needed to ensure system compatibility, minimize disruptions and reduce the need for future technical rework.
- Integration Review – During both operational department and IT Department discussions, we conduct a review of all systems currently integrated with the ERP environment. This includes evaluating the purpose, data flow, and technical type of each integration. Sciens assesses opportunities to streamline interfaces, enhance data accuracy, and improve automation between systems, ensuring that future ERP integrations are secure, scalable, and aligned with the Town's enterprise architecture and operational goals.
- System Support Review – We evaluate how the current ERP system is supported across both IT and operational departments through interviews with IT staff and end-user support personnel in the operational departments. The review focuses on identifying strengths, gaps, and improvement opportunities in the Town's overall support model, including:
  - Level of support provided by current ERP vendor, including responsiveness and escalation process
  - Town's reliance on external support for issue resolution and system changes
  - Internal IT support structure for handling back-end administrative tasks
  - The effectiveness of SMEs and System Administrators within operational departments in coordinating with IT, managing data integrity, and supporting end users.

◄ Deliverable 4: On-Site Interviews with Executive Management, Operational Departments, and IT

Phase 2 – Business Process Review & Needs Assessment

Phase 2



Business Process Review & Needs Assessment

Building on the findings from Phase 1, Sciens will produce a comprehensive report that clearly documents the Town of Fairview's current ERP environment and outlines a practical roadmap for its future enterprise system. This report will be developed and used as the foundational element to the Town's RFP.

- ERP Needs Assessment Report – As part of the ERP Needs Assessment report, we document the existing state of the ERP environment, the Town's vision for a future system, and all relevant technical requirements. We will also document the Town's vision for a future system and define key technical requirements, including infrastructure, application architecture, integration needs, and system support expectations. A SWOT analysis of current business processes will further inform targeted, actionable recommendations to enhance operational efficiency and prepare the Town for ERP modernization. The Needs Assessment Report will also include the following elements:
  - Business Process Review - Sciens will evaluate the Town's current operational workflows across key departments to understand how services are delivered, how information flows between divisions, and where system or process constraints may exist. This review will examine day-to-day tasks, approvals, reporting methods, and any manual workarounds used to support financial, human resources, utility billing, procurement, and court operations. The goal is to identify inefficiencies, pain points, and improvement opportunities that will inform future system requirements and modernization strategies.
  - Existing Software Inventory – We will develop an inventory list of the Town's existing financial software to include HR/payroll applications, utility billing, procurement systems, and Municipal Court applications. We will then identify whether the software is to be kept or replaced, standalone or integrated with the new ERP.
  - System Integration Map – Sciens will conduct a thorough analysis of the Town's current ERP environment and develop a detailed applications interaction diagram for the ERP System Assessment. We will also develop a future-state ERP applications diagram tailored to the Town's operational and strategic goals. This visual will outline the core functional capabilities needed to streamline processes, enhance integration, and support scalable growth, providing a clear comparison between the current environment and the proposed ERP landscape.
  - Functional Fit-Gap Analysis – We will conduct a pain-point and gap analysis against public-sector best practices, including a Functional Fit-Gap Analysis comparing current capabilities to leading ERP options. The Needs Assessment Report is meant to assess the current environment and provide actionable recommendations for next steps and decision points.

    - ✓ Business Process Review of Departments
    - ✓ Town Management Vision and Goals
    - ✓ IT/Backend Technical Review
    - ✓ Existing Software Inventory
    - ✓ Applications Integration Diagram
    - ✓ Functional Fit-Gap Analysis
    - ✓ SWOT Analysis
    - ✓ Recommended Next Steps

◀ Deliverable 5: ERP Needs Assessment Report

Phase 3 – Requirements Development & Market Research

Phase 3



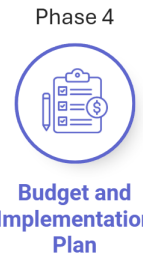
Requirements Development & Market Research

Sciens will use the insights gathered from interviews, workshops, and Needs Assessment to translate the Town's operational needs into high-level functional requirements, including enhanced analytics, workflow automation, and practical AI capabilities. We will evaluate suitable ERP vendors and develop an ERP Options Comparison Matrix based on existing market intelligence. These combined findings will provide a clear understanding of available ERP solutions and define the technical and functional expectations needed to guide the Town into the next phases of vendor selection and implementation planning.

- **Functional Requirements** – We will translate our findings from user interviews, process reviews, and system assessments into high-level functional specifications that define what the Town's future ERP solution must support. These specifications will articulate key business needs, reporting expectations, and workflow requirements. The resulting requirements will serve as the foundation for the Town's RFP specifications, guiding future vendor evaluations, contract negotiations, and implementation planning.
- **Technical Requirements** – Sciens will define the technical specifications necessary to support the Town's future ERP environment, including infrastructure needs, security standards, data management expectations, integration requirements, and user access protocols. These requirements will address system performance, cloud hosting considerations, backup and recovery needs, role-based security, and integrations with existing municipal applications.
- **Advanced Analytics, Automation, and AI Capability Requirements** – Sciens will define high-level future-state requirements that enhance decision-making, operational efficiency, and user productivity through modern analytical tools, workflow automation, and practical AI capabilities. These requirements may include real-time dashboards, configurable reporting, automated approvals and task routing, intelligent data validation, and secure AI features such as predictive modeling or anomaly detection. Specifications will be based on departmental use cases, observed inefficiencies, and public-sector best practices, ensuring the future ERP environment supports more insightful analytics, streamlined processes, and scalable automation that reduces administrative burden.
- **Market Research/Scan** – Sciens will utilize our existing client database of hundreds of ERP projects to research small-city ERP solutions and vendor options using market intelligence and vendor materials. Leveraging this existing dataset allows us to efficiently detail what modules ERP vendors offer, cloud vs. on-premise solutions, and benchmark pricing for licenses, implementation, and maintenance. Sciens will synthesize this information into an ERP Options Comparison Matrix, ensuring that vendor options and costs are presented in a clear and comparable format. This analysis will highlight current market considerations and provide the Town with the insights necessary to move forward confidently through the remaining assessment and planning phases.

◄ Deliverable 6: Functional Requirements Summary and ERP Options Comparison Matrix

Phase 4 – Budget and Implementation Plan



In Phase 4, Sciens will prepare a comprehensive Budget and Implementation Plan that defines the recommended path for transitioning to a new ERP solution. It will provide the Town with a clear, actionable roadmap that includes implementation timelines, required resources, cost considerations, and prioritized module sequencing to support a successful ERP deployment.

- **Five-Year Total Cost of Ownership (TCO) Estimate** – Sciens will develop a comprehensive five-year TCO estimate for shortlisted ERP options, incorporating software licensing or subscription costs, implementation services, data migration, training, staffing resources, integrations, and ongoing support. This financial model will provide the Town with a clear understanding of long-term costs to support budgeting and strategic planning.
- **Budget Request** – We will assist the Town's Finance Director to develop a budget request aligned with the 2026 Fiscal Year to ensure accuracy and alignment with fiscal priorities. The budget plan will provide cost estimates for software, consulting, and ongoing support to support the Town's long-term financial planning and ERP implementation roadmap.
- **Preliminary Data Migration and Cleansing Assessment** – Sciens will work with the Town to review existing data sources and quality to identify data migration needs, detailed vs. summary level financial transactions, and potential cleansing requirements. This includes determining the level of effort required for extraction and transformation and highlighting issues that may impact implementation timelines or accuracy.
- **Staffing Requirements and Resource Allocation** – Sciens defines the staffing model required to support implementation, including Town project governance roles, departmental subject-matter experts, technical resources, change-management support, and expected vendor responsibilities. As part of this planning, Sciens will also estimate resource requirements, including IT staff time, training needs, and the effort associated with data migration activities. The plan outlines recommended resource allocation across each phase of the project to ensure the Town is adequately supported throughout implementation.
- **Timeline Development** – Sciens will develop a realistic implementation timeline that reflects the Town's staffing capacity, operational priorities, and vendor approach. The timeline will outline key phases, and milestones to ensure expectations are aligned and the project is properly planned. The result will provide a clear roadmap for scheduling, resource planning, and managing project risks through go-live.
- **Implementation Plan –** Sciens will consolidate all findings and recommendations into a comprehensive Implementation Plan that guides the Town's transition to a new ERP system. The plan will recommend a governance structure for effective project oversight and outline a risk-mitigation and communication strategy to support project continuity. As part of this effort, Sciens will also conduct an **Organizational Change Management (OCM) and Readiness Assessment** to outline the Town's preparedness for ERP adoption and identify areas requiring focused support. Together, these components will equip the Town with a clear framework for managing implementation activities and preparing departments for organizational and system change.

◀ Deliverable 7: Budget and Implementation Plan

Phase 5 – Presentation & Closeout



In Phase 5, Sciens will deliver a complete ERP Strategy Report and ERP Roadmap summarizing all findings and recommendations. We will conduct a workshop and Q&A session with executive leadership to review key conclusions and ensure alignment on next steps. Sciens will also prepare a final written report and PowerPoint briefing and present the results to Town Council and management through an on-site presentation.

- Final ERP Strategy Report – Sciens will prepare a report that consolidates all previous reports (Phases 2-4) into a clear ERP Strategy and Roadmap. This document will serve as the authoritative reference for moving into RFP development, system selection and implementation planning.

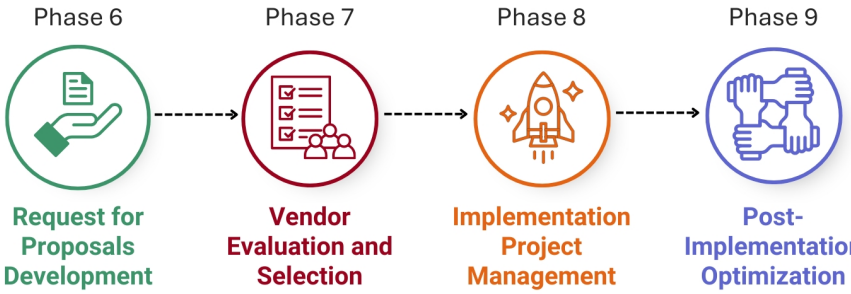
  ◄ Deliverable 8: ERP Strategy Report

- Town Council Presentation– Sciens will deliver a presentation to either executive Town management or Town Council that highlights key findings, recommendations, and next steps. This presentation will be used to ensure clear communication and transparency with Council in order to obtain alignment on the path forward.

  ◄ Deliverable 9: Town Council Presentation

Future Phases

The Town's RFP also identifies several future phases of work that will occur after completion of the Needs Assessment and Strategy development. These upcoming phases include RFP Development, where detailed procurement documents and evaluation criteria are created; Vendor Evaluation and Selection, during which proposals are reviewed, demonstrations are conducted, and a preferred vendor is identified; Project Implementation Assessment & Planning, encompassing oversight of system configuration, data migration, testing, training, and change management; and Project Implementation Management Support, which focuses on stabilizing the system, optimizing performance, and ensuring long-term success. Together, these phases outline the full lifecycle of the Town's ERP modernization effort.



Phase 6 – Request for Proposals Development



In this phase, Sciens works closely with the Town and its Procurement team to develop a complete Request for Proposals (RFP) package. We begin by drafting detailed functional specifications based on the findings from the interviews and data gathered from previous phases. Once reviewed and approved by the Town, these specifications are compiled into the RFP package, along with structured response forms and supporting documentation.

Specifically, the compiled RFP package includes:

- **RFP Narrative** – The RFP Narrative serves as the core of the RFP package. It provides vendors with essential context and clear instructions for submitting a complete and compliant proposal. The narrative outlines the history of the project, a high-level description of the Town's current environment, why the Town is replacing its ERP system, what goals and objectives the new system is intended to achieve, and a summary of the current and future application environment. It also includes detailed sections on:
  - Infrastructure and hosting requirements
  - Maintenance and support expectations
  - Implementation approach and timeline
  - Acceptance testing criteria
  - Contractual requirements and terms.

  ◄ Deliverable 10: RFP Narrative

- **Detailed Functional Requirements** – Sciens develops over 1,500 tailored specifications based on input gathered during earlier phases. These specifications form the functional requirements document for core ERP modules, including Finance, Human Resources, Purchasing, Asset Management, Reporting, and

Municipal Court. Requirements are grouped by major components of the ERP system and may also include related areas such as Payroll, Grants, Budgeting, Time Entry, Utility Billing, and other functions essential to the Town's operations.

◄ Deliverable 11: Functional Requirement's Spreadsheets

- **Detailed Technical Specifications** – In addition, infrastructure specifications are created that define technical requirements including system architecture (On-Premises vs. Cloud), network design, server and storage needs, database compatibility, security, scalability, performance, system backup, and integration capabilities.

  ◄ Deliverable 12: Technical Requirement's Spreadsheets

- **Vendor Response Forms** - Sciens develops formal, structured response forms that vendors are required to complete as part of their proposal submission. These forms are designed to ensure that all vendors answer questions in a standardized format, allowing the Town to make clear, side-by-side comparisons across key functional, technical, and service areas. In addition, detailed pricing sheets are included to establish uniform pricing parameters, ensuring consistency in vendor cost proposals and eliminating hidden or non-comparable pricing components.

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As part of the RFP definition process and prior to its release to the marketplace, Sciens collaborates with the Town to define the evaluation criteria and assign weights to key scoring categories, ensuring that all vendor proposals are assessed consistently and aligned with the Town's priorities. In conjunction with this effort, Sciens prepares a prioritized list of process improvement opportunities identified during earlier phases, along with clearly defined integration needs for existing software systems (e.g., Incode, Tyler Technologies). These elements inform the RFP content and shape the Town's expectations for vendor solutions. Sciens also reviews the complete RFP package with the project team to finalize language and confirm that all components are ready for release. Once approved, the package is submitted for publication by the Procurement Department, with support from Sciens.

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  ◄ Deliverable 16: Vendor Proposals Evaluation

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  ◄ Deliverable 19: Vendor Demonstration Scorecards

- **Contract and Statement of Work (SOW) Negotiation Support** – Once a vendor is selected, Sciens supports the Town through up to 40 hours of contract and SOW review and negotiation. We work closely with the Town to review vendor documents, participate in negotiations, and help ensure the final agreement reflects the Town's goals and setup for a successful and collaborative implementation.

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Complex, technical projects are prone to failure; however, that failure is largely due to inadequate or insufficient project planning and management. While the vendor typically provides a project manager, their mission is to represent the interests of the vendor, not the Town; and, the project typically is larger than the scope being overseen by the vendor. Sciens will work with the Town to ensure that activities critical to the project's success are planned and executed well, and that sufficient vendor oversight is provided to ensure the project is successful and remains on schedule and budget. The specific tasks performed as part of this project are as follows:

- **Establish Project Teams** – Assist the Town with identification of roles to be filled on the project teams, by phase, including subject matter experts (SMEs), business leads and IT leads. Provide characteristics of individuals that make strong, successful team members.
- **Roles and Responsibilities** – We collaborate with the Town's project sponsors to define responsibilities for reviewing, validating, and approving project deliverables.
- **Develop the Project Charter** – We develop an internal Project Charter that outlines the project scope, key deliverables, success criteria, and governance structure. Town feedback is incorporated to finalize the charter and ensure mutual understanding and agreement.

  ◄ Deliverable 21: Internal Project Charter

- **Change Management Planning** – Sciens will work with the Town to plan for change management that focuses on clear communications and maintaining a positive perception of the system change for the duration of the project.
- **Data Conversion Planning** – Sciens will work with the Town and Vendor to plan for data conversion detailing data sources, resources required, validation and testing methods, schedules.
- **End User Training Planning** – Sciens will work with the Town and Vendor to plan for training detailing (a) required training by user group, (b) timing, and (c) logistical requirements.
- **Risk Mitigation Planning** – Sciens will work with the Town to identify Vendor-dependent (e.g., data conversion) and non-Vendor-dependent (e.g., Town resources availability) project risks. Create a project risk register which the Project Management team will use to identify the probability of risks occurring, potential impact on the project (including dependencies), mitigation actions to be taken, and assignment of resources responsible for mitigation.
- **Vendor Kickoff and Project Plan Review** – Sciens will work with the Town and the Vendor to conduct upfront project planning and review the Vendor's Project Plan. This will include a review of materials, conference calls and onsite participation in the kickoff and negotiation of the Vendor's plan. The plan and GANTT should include both vendor activity (e.g., system installation, configuration, data conversion, training) and non-vendor activity (e.g., change management, infrastructure setup, risk management planning, disaster recovery planning) required to make the project successful.

  ◄ Deliverable 22: Vendor Project Plan Review

- **Project Status Reporting** – Sciens will periodically provide updates and project status reports to the Town on the progress of the project. These can include upcoming tasks, completed work, risks, and current budget levels.

  ◄ Deliverable 23: Regular Project Status Updates

During the implementation of the new ERP system, the Sciens team will assist the Town with implementation project management, including project plan and GANTT execution and vendor supervision. This will be executed through onsite project management meetings and remote project management activities, including regular weekly conference calls with the Town's Project Management Team and separate calls with the Vendor.

- **Onsite Project Management Meetings** – Onsite Reviews, coordinated with both the Town and the Vendor, to monitor execution of the Project Plan, do a comprehensive review of tasks completed during the preceding period, identify changes in practices required moving forward, and the upcoming tasks and assignments to ensure success.
- **Ongoing Remote Project Management Support** – Assist the Town in active management of the vendor and its execution of the project over the project implementation by actively participating in weekly Vendor Management Calls for the duration of the project to assist with keeping tasks and resources on schedule; includes review of the overall project, progress against both schedule and budget, and review of Risk Register and Change Management requests.

Given the early stage of this project and current unknowns, we are prepared to tailor our implementation support to the Town at the appropriate time to ensure the right level of assistance is delivered. The Town will need to assign a project analyst/coordinator to assist with this project internally for the Town. Sciens will work directly with them to ensure that activities critical to the project's success are planned and executed well, and that vendor oversight is provided to ensure the project is successful and remains on schedule and budget.

Phase 9 – Post-Implementation Optimization



In Phase 9, the Sciens team can assist the Town with post-implementation optimization of the project, if needed. The objective of this phase is to implement targeted changes to enhance system functionality, streamline operations, and support continuous improvement within the ERP environment. In this phase, Sciens will work one-on-one with Town staff to ensure these improvements align with departmental workflows and optimize overall efficiency.

Some optimization tasks may include:

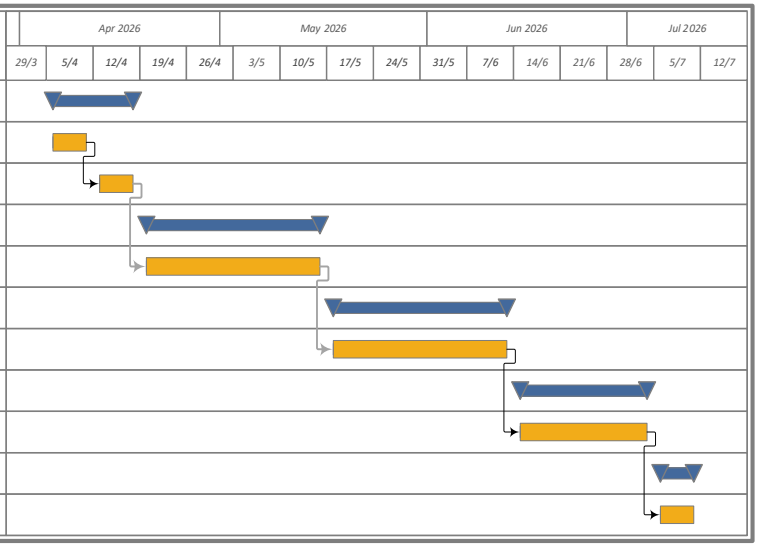
- **Implementation of Recommended System Changes** – Sciens will work with the Town's operational departments and IT to configure, test, and deploy system changes identified in the Needs Assessment. This may include setting up undeployed modules, refining reporting capabilities, enhancing user interfaces, and automating specific manual processes.
- **Process Optimization and User Training** – As part of the optimization, Sciens will provide targeted training and support to Town staff to ensure they are fully equipped to use the updated ERP functionalities. We will conduct workshops and training sessions to improve user proficiency and facilitate smooth adoption of new processes.

- Report Writing and Dashboards Creation – Sciens can develop ERP related reports and dashboards tailored to the needs of various departments. We can provide technical expertise in report-building tools to improve data accessibility and reporting capabilities.
- Continuous Improvement and Monitoring – Sciens will establish a framework for continuous improvement, helping the Town to regularly assess ERP system performance, gather user feedback, and make incremental improvements. This approach will support sustained optimization and ensure the ERP system evolves in response to operational needs.
- Training and Knowledge Transfer – Sciens will conduct tailored training sessions for end-users and administrators to ensure effective use of optimized ERP functionalities. We can also create comprehensive process documentation and transfer knowledge to Town staff to promote self-sufficiency in ERP use.

Project Timeline

A draft GANTT chart for the ERP Needs Assessment & Strategic Planning Project, identifying the major tasks with anticipated start and completion timelines, and milestones, is shown below. We comply with the Town's request to start the project in April and complete in July 2026. Sciens is available to start at any time and will work with the Town to arrive at a schedule that meets your objectives and deadlines.

ID	Task Name	Start	Finish
1	**Phase 1 Project Kickoff & Discovery**	**4/6/2026**	**4/17/2026**
2	Project Kickoff and Initial Data Gathering	4/6/2026	4/10/2026
3	Onsite Department Interviews	4/13/2026	4/17/2026
4	**Phase 2 Business Process Review & Needs Assessment**	**4/20/2026**	**5/15/2026**
5	Needs Assessment Development	4/20/2026	5/15/2026
6	**Phase 3 Requirements Development & Market Research**	**5/18/2026**	**6/12/2026**
7	Requirements Development & ERP Options Comparison Matrix	5/18/2026	6/12/2026
8	**Phase 4 Budget & Implementation Plan**	**6/15/2026**	**7/3/2026**
9	Budget & Implementation Plan Development	6/15/2026	7/3/2026
10	**Phase 5 Presentation & Closeout**	**7/6/2026**	**7/10/2026**
11	Final Report and Council Presentation	7/6/2026	7/10/2026



WHAT HAPPENS DURING THE FIRST FEW WEEKS AFTER YOU BECOME A CLIENT?

Once we receive the signed engagement letter, we immediately begin the client set-up process and have a kickoff meeting with you and your team. In this meeting, we iron out the schedule above and begin preparing you for the interviews and data collection process.

Client References

While all of our clients are referenceable, we have highlighted a few clients who selected Sciens to develop assist them with assessing, selecting and implementing their ERP systems. These projects have all occurred within the last few years and are similar in scope Town's project.

City of North Richland Hills, Texas

- Contact Name: Karen Bostic, Assistant City Manager
- Address: 4301 City Point Drive, North Richland Hills, TX 76180
- Phone: (817) 427-6005
- Email: kbostic@nrhtx.com

Services Provided: ERP System Assessment, Selection, and Implementation

Town of Prosper, Texas

- Contact Name: Len McCaw, ERP Manager
- Address: 250 W First St, Prosper, TX 75078
- Phone: (972) 569-1199
- Email: lmccaw@prospertx.gov

Services Provided: ERP System Assessment, Selection, and Implementation

City of Plantation, Florida

- Contact Name: Anna Otiniano, Director of Finance
- Address: 400 NW 73rd Avenue, Plantation, Florida 33317
- Phone: (954) 797-2163
- Email: AOtiniano@plantation.org

Services Provided: ERP System Assessment, Selection, and Implementation

Fee Proposal

Project Cost Detail

The total project professional fees for services on the Town of Fairview's ERP Needs Assessment & Strategic Planning project are outlined in the Project Cost Breakdown below. As defined by our TXShare contract, the project rate table for the Sciens team is as follows:

Team Member	Title	Hourly Rate
Ernest Pages	Partner	$250
Steven Barcey	Partner	$250
Sarah Martin	Senior Consultant	$180
Lani Munguia	Senior Consultant	$180
Steve Graves	Senior Consultant	$180
Austin Cheatham	Consultant	$150

The hours to complete each task are summarized in the following chart. Based on the scope of work description, deliverables, and our proposed method for conducting the services outlined below, our **total not-to-exceed fixed fee cost** to complete all tasks is as follows. Since Sciens is a local firm in the DFW metroplex, no travel expenses will be billed as a part of this project.

ERP NEEDS ASSESSMENT & STRATEGIC PLANNING (PHASES 1-5)

Phase	Activity	Hours	Fees	Expenses	Total
1	**Project Kickoff & Discovery**				
A	Data Gathering and Onsite Interviews	96	$ 20,640	$ -	$ 20,640
2	**Business Process Review & Needs Assessment**				
A	Needs Assessment Development	52	$ 10,200	$ -	$ 10,200
3	**Requirements Development & Market Research**				
A	Requirements Definition & Market Analysis	50	$ 9,700	$ -	$ 9,700
4	**Budget and Implementation Plan**				
A	Budget and Implementation Plan Development	28	$ 5,600	$ -	$ 5,600
5	**Presentation & Closeout**				
A	Final ERP Strategy Report and Council Presentation	18	$ 3,800	$ -	$ 3,800
TOTAL		244	$ 49,940	$ -	$ 49,940

Following the completion of the Needs Assessment and Strategic Planning phases (1–5), Sciens will begin work with the Town on the ERP System Selection phases (6–7). The detailed fee structure for these activities is presented on the next page.

ERP SYSTEM SELECTION (PHASES 6-7)

Phase	Activity	Hours	Fees	Expenses	Total
6	**Request for Proposals Development**				
A	RFP Development and Review	80	$ 15,800	$ -	$ 15,800
7	**Vendor Evaluation & Selection**				
A	Bidders Conference, Q&A Addendum, Vendor Evaluation Matrix & Proposals Evaluation	40	$ 7,200	$ -	$ 7,200
B	Short List Demos	48	$ 12,000	$ -	$ 12,000
C	Contract & SOW Negotiation Support	40	$ 10,000	$ -	$ 10,000
TOTAL		208	$ 45,000	$ -	$ 45,000

Once the ERP System Selection is completed and the vendor contract is finalized, Sciens will move into Implementation Project Management and Post-Implementation Optimization support **(Phases 8–9).** Sciens is happy to discuss estimates with the Town, but costs will vary based on the selected ERP vendor, the overall project timeline/intensity, and the level of support needed during deployment and stabilization. Sciens looks forward to supporting the Town through these critical phases to ensure a successful implementation and long-term system success.



Sciens Consulting
5900 S. Lake Forest Drive, Suite 300
McKinney, Texas 75070
888.898.3468

sciens.com



The Town of Fairview, TX

ERP Consultancy Project
Consultant Finalist Pre-Interview Follow up Questionnaire

Sciens LLC
5900 South Lake Forest Drive
McKinney, Texas 75070

Proposal Contact:
Steven Barcey, Partner
sbarcey@sciens.com
(469) 346-6288
www.sciens.com

January 5, 2026

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7. Impact of Separate or Specialized Systems 18
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1. Expanded Phase 2 and Beyond

Town Question:

Please outline your anticipated approach for **Phase 2 and subsequent phases**, including ERP RFP development, implementation project management, training, post-implementation optimization, and performance measurement.

Sciens Response:

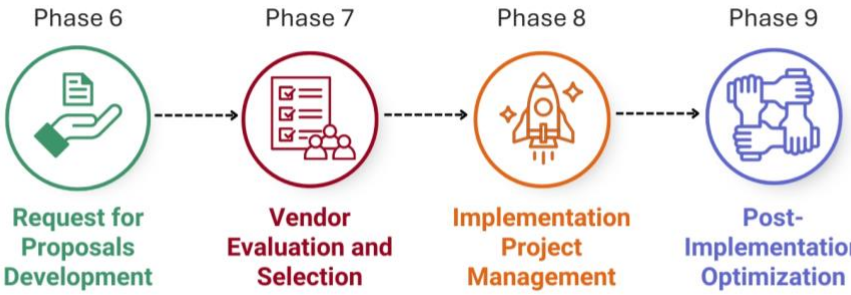
Sciens aligned its approach with the Town's original scope of work, which defined an initial five-phase engagement encompassing the ERP needs assessment and strategic planning effort:

- Phase 1: Project Kickoff & Discovery
- Phase 2: Business Review & Needs Assessment
- Phase 3: Requirements Development & Market Research
- Phase 4: Budget and Implementation Plan
- Phase 5: Presentation & Closeout

In addition, Sciens outlined future phases to support the Town through the full ERP modernization lifecycle including ERP RFP development, implementation project management, training, post-implementation optimization, and performance measurement. These activities are reflected in Phases 6 through 9, as summarized below.

Future Phases

The Town's RFP also identifies several future phases of work that will occur after completion of the Needs Assessment and Strategy development. These upcoming phases include RFP Development, where detailed procurement documents and evaluation criteria are created; Vendor Evaluation and Selection, during which proposals are reviewed, demonstrations are conducted, and a preferred vendor is identified; Project Implementation Assessment & Planning, encompassing oversight of system configuration, data migration, testing, training, and change management; and Project Implementation Management Support, which focuses on stabilizing the system, optimizing performance, and ensuring long-term success. Together, these phases outline the full lifecycle of the Town's ERP modernization effort.



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- **Roles and Responsibilities** – We collaborate with the Town's project sponsors to define responsibilities for reviewing, validating, and approving project deliverables.

- **Develop the Project Charter** – We develop an internal Project Charter that outlines the project scope, key deliverables, success criteria, and governance structure. Town feedback is incorporated to finalize the charter and ensure mutual understanding and agreement.

  ◄ Deliverable 21: Internal Project Charter

- **Change Management Planning** – Sciens will work with the Town to plan for change management that focuses on clear communications and maintaining a positive perception of the system change for the duration of the project.

- **Data Conversion Planning** – Sciens will work with the Town and Vendor to plan for data conversion detailing data sources, resources required, validation and testing methods, schedules.

- **End User Training Planning** – Sciens will work with the Town and Vendor to plan for training detailing (a) required training by user group, (b) timing, and (c) logistical requirements.

- **Risk Mitigation Planning** – Sciens will work with the Town to identify Vendor-dependent (e.g., data conversion) and non-Vendor-dependent (e.g., Town resources availability) project risks. Create a project risk register which the Project Management team will use to identify the probability of risks occurring, potential impact on the project (including dependencies), mitigation actions to be taken, and assignment of resources responsible for mitigation.

- **Vendor Kickoff and Project Plan Review** – Sciens will work with the Town and the Vendor to conduct upfront project planning and review the Vendor's Project Plan. This will include a review of materials, conference calls and onsite participation in the kickoff and negotiation of the Vendor's plan. The plan and GANTT should include both vendor activity (e.g., system installation, configuration, data conversion, training) and non-vendor activity (e.g., change management, infrastructure setup, risk management planning, disaster recovery planning) required to make the project successful.

  ◄ Deliverable 22: Vendor Project Plan Review

- **Project Status Reporting** – Sciens will periodically provide updates and project status reports to the Town on the progress of the project. These can include upcoming tasks, completed work, risks, and current budget levels.

  ◄ Deliverable 23: Regular Project Status Updates

During the implementation of the new ERP system, the Sciens team will assist the Town with implementation project management, including project plan and GANTT execution and vendor supervision. This will be executed through onsite project management meetings and remote project management activities, including regular weekly conference calls with the Town's Project Management Team and separate calls with the Vendor.

- **Onsite Project Management Meetings** – Onsite Reviews, coordinated with both the Town and the Vendor, to monitor execution of the Project Plan, do a comprehensive review of tasks completed during the preceding period, identify changes in practices required moving forward, and the upcoming tasks and assignments to ensure success.

- **Ongoing Remote Project Management Support** – Assist the Town in active management of the vendor and its execution of the project over the project implementation by actively participating in weekly Vendor

Management Calls for the duration of the project to assist with keeping tasks and resources on schedule; includes review of the overall project, progress against both schedule and budget, and review of Risk Register and Change Management requests.

Given the early stage of this project and current unknowns, we are prepared to tailor our implementation support to the Town at the appropriate time to ensure the right level of assistance is delivered. The Town will need to assign a project analyst/coordinator to assist with this project internally for the Town. Sciens will work directly with them to ensure that activities critical to the project's success are planned and executed well, and that vendor oversight is provided to ensure the project is successful and remains on schedule and budget.

Phase 9 – Post-Implementation Optimization



In Phase 9, the Sciens team can assist the Town with post-implementation optimization of the project, if needed. The objective of this phase is to implement targeted changes to enhance system functionality, streamline operations, and support continuous improvement within the ERP environment. In this phase, Sciens will work one-on-one with Town staff to ensure these improvements align with departmental workflows and optimize overall efficiency.

Some optimization tasks may include:

- Implementation of Recommended System Changes – Sciens will work with the Town's operational departments and IT to configure, test, and deploy system changes identified in the Needs Assessment. This may include setting up undeployed modules, refining reporting capabilities, enhancing user interfaces, and automating specific manual processes.
- Process Optimization and User Training – As part of the optimization, Sciens will provide targeted training and support to Town staff to ensure they are fully equipped to use the updated ERP functionalities. We will conduct workshops and training sessions to improve user proficiency and facilitate smooth adoption of new processes.
- Report Writing and Dashboards Creation – Sciens can develop ERP related reports and dashboards tailored to the needs of various departments. We can provide technical expertise in report-building tools to improve data accessibility and reporting capabilities.
- Continuous Improvement and Monitoring – Sciens will establish a framework for continuous improvement, helping the Town to regularly assess ERP system performance, gather user feedback, and make incremental improvements. This approach will support sustained optimization and ensure the ERP system evolves in response to operational needs.
- Training and Knowledge Transfer – Sciens will conduct tailored training sessions for end-users and administrators to ensure effective use of optimized ERP functionalities. We can also create comprehensive process documentation and transfer knowledge to Town staff to promote self-sufficiency in ERP use.

Town Question Continued:

- Identify which of these services are typically included versus offered as optional.

Sciens Response:

For all of our clients, we provide the full lifecycle of ERP modernization, covering Phases 1–9 from initial assessment through implementation, stabilization, and optimization. These services are typically included as part of our standard engagement model to ensure continuity and accountability across the program.

Select services within these phases may be offered as optional based on client needs, such as the level of onsite support, change management, testing leadership, or post-go-live optimization. All included and optional services are clearly defined during scope finalization to ensure transparency and alignment with project goals.

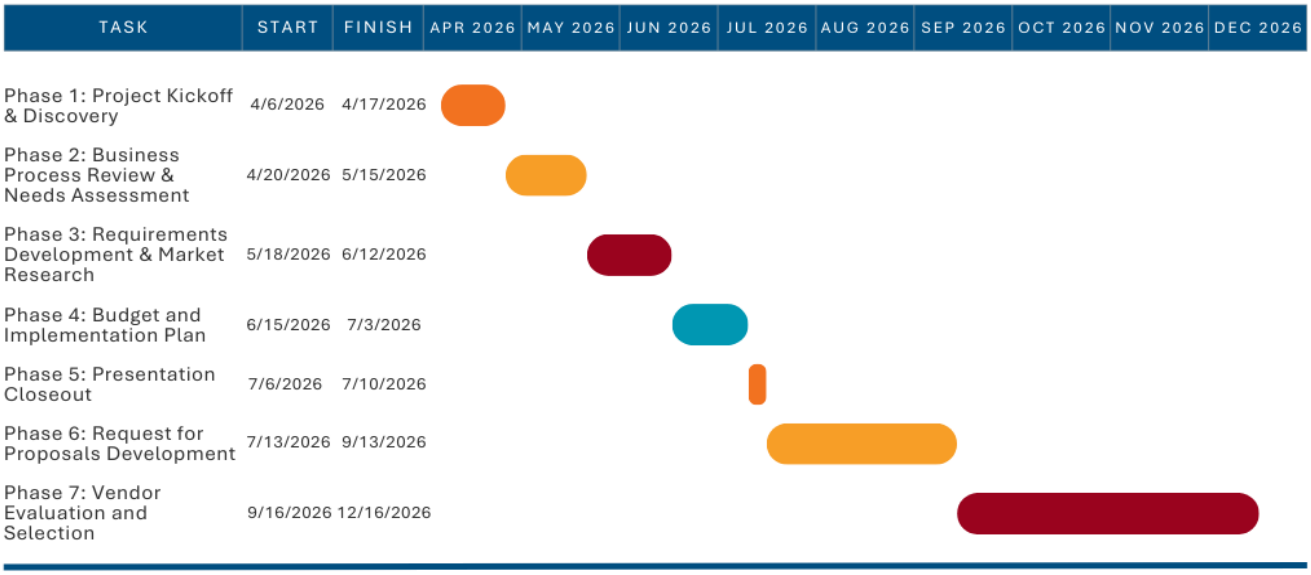
Town Question Continued:

- Provide a high-level description of sequencing and timing.

Sciens Response:

A high-level project timeline for the ERP Needs Assessment & Strategic Planning Project, identifying major tasks and anticipated start and completion dates, is provided below. The proposed schedule aligns with the Town's request to initiate the project in April 2026 and complete all assessment and planning activities by July 2026. In addition, future Phases 6 and 7 (ERP Selection) have been included and are estimated to be completed within approximately two months and three months, respectively. Sciens is available to begin at any time and will work collaboratively with the Town to finalize a schedule that meets its objectives, operational priorities, and key deadlines.

Project Timeline



Upon completion of ERP system selection and finalization of the vendor contract, Sciens will transition into **Phases 8 and 9**, Implementation Project Management and Post-Implementation Optimization support. Given that implementation timelines vary based on system complexity, scope, and the modules being deployed, a detailed project schedule will be developed in coordination with the selected vendor to reflect the agreed-upon approach and requirements. Most ERP Implementations take anywhere from 24 – 36 months.

Town Question Continued:

- Include estimated cost ranges for these phases based on Fairview's size and scope.

Sciens Response:

Project Cost Detail

The total project professional fees for services on the Town of Fairview's ERP Needs Assessment & Strategic Planning project are outlined in the Project Cost Breakdown below. As defined by our TXShare contract, the project rate table for the Sciens team is as follows:

Team Member	Title	Hourly Rate
Ernest Pages	Partner	$250
Steven Barcey	Partner	$250
Sarah Martin	Senior Consultant	$180
Lani Munguia	Senior Consultant	$180
Steve Graves	Senior Consultant	$180
Austin Cheatham	Consultant	$150

The hours to complete each task are summarized in the following chart. Based on the scope of work description, deliverables, and our proposed method for conducting the services outlined below, our **total not-to-exceed fixed fee cost** to complete all tasks is as follows. Since Sciens is a local firm located in McKinney, no travel expenses will be billed as a part of this project.

ERP NEEDS ASSESSMENT & STRATEGIC PLANNING (PHASES 1-5)

Phase	Activity	Hours	Fees	Expenses	Total
1	**Project Kickoff & Discovery**				
A	Data Gathering and Onsite Interviews	96	$ 20,640	$ -	$ 20,640
2	**Business Process Review & Needs Assessment**				
A	Needs Assessment Development	52	$ 10,200	$ -	$ 10,200
3	**Requirements Development & Market Research**				
A	Requirements Definition & Market Analysis	50	$ 9,700	$ -	$ 9,700
4	**Budget and Implementation Plan**				
A	Budget and Implementation Plan Development	28	$ 5,600	$ -	$ 5,600
5	**Presentation & Closeout**				
A	Final ERP Strategy Report and Council Presentation	18	$ 3,800	$ -	$ 3,800
TOTAL		244	$ 49,940	$ -	$ 49,940

Following the completion of the Needs Assessment and Strategic Planning phases (1–5), Sciens will begin work with the Town on the ERP System Selection phases (6–7). The detailed fee structure for these activities is presented on the next page.

ERP SYSTEM SELECTION (PHASES 6-7)

Phase	Activity	Hours	Fees	Expenses	Total
6	**Request for Proposals Development**				
A	RFP Development and Review	80	$ 15,800	$ -	$ 15,800
7	**Vendor Evaluation & Selection**				
A	Bidders Conference, Q&A Addendum, Vendor Evaluation Matrix & Proposals Evaluation	40	$ 7,200	$ -	$ 7,200
B	Short List Demos	48	$ 12,000	$ -	$ 12,000
C	Contract & SOW Negotiation Support	40	$ 10,000	$ -	$ 10,000
TOTAL		208	$ 45,000	$ -	$ 45,000

Once the ERP System Selection is completed and the vendor contract is finalized, Sciens will move into Implementation Project Management and Post-Implementation Optimization support **(Phases 8–9).** Below is an estimate based off of similarly sized ERP projects, but costs can vary based on the selected ERP vendor, the overall project timeline/intensity, and the level of support needed during deployment and stabilization. This is based on a waterfall deployment (each core module will be implemented one at a time with no overlap).

IMPLEMENTATION PROJECT MANAGEMENT (PHASE 8)

Phase	Activity	Hours	Fees	Expenses	Total
8	**Vendor Evaluation & Selection**				
A	Onsite Project Review Meetings (Billed each Trip, Estimated 3 Trips per Year)	24	$ 4,800	$ -	$ 4,800
B	Ongoing Remote Project Management Support (8 Hours/Week, Billed Monthly)	40	$ 8,000	$ -	$ 8,000
ESTIMATED 12-MONTH TOTAL		552	$110,400	$ -	$110,400

2. ERP RFP Development and Vendor Selection Support

Town Question:

Describe your approach to supporting ERP vendor selection after the needs assessment.

- What specific deliverables would Fairview receive (for example, draft RFP, scoring criteria, vendor shortlists, demo scripts)?
- How do you help smaller municipalities avoid bias or vendor influence during this phase

Sciens Response:

Following completion of phases 1-5, Sciens supports the Town of Fairview through a structured, transparent ERP Request for Proposals (RFP) development and vendor selection process (Phases 6-7) designed to ensure an objective, defensible outcome aligned with the Town's operational needs and budget. Please refer to the previous section for our detailed methodology for these phases.

Approach to ERP RFP Development and Vendor Selection

Sciens begins this phase by translating the approved functional, technical, and strategic requirements into a complete, procurement-ready ERP RFP that aligns with the Town's procurement policies and best practices. The RFP is structured to clearly articulate the Town's objectives, current environment, implementation expectations, and evaluation criteria, while enabling vendors to submit responses in a consistent and comparable format.

Throughout the vendor selection process, Sciens serves as the Town's independent advisor, providing proven methodologies, evaluation tools, and hands-on support to manage vendor communications, facilitate scoring and consensus, and support negotiations. This approach minimizes risk, reduces administrative burden on Town staff, and enables confident, well-informed decision-making.

Key Deliverables Provided to the Town

As part of ERP RFP development and vendor selection support, the Town would receive the following deliverables:

- **RFP Narrative**: Including project background, objectives, current and future system environment, implementation expectations, hosting requirements, support requirements, and contractual terms.
- **Functional Requirement's Spreadsheets**: Covering core ERP modules such as Finance, Human Resources, Payroll, Purchasing, Asset Management, Reporting, and Municipal Court.
- **Technical Requirement's Spreadsheets**: Addressing infrastructure, security, hosting model, integrations, data management, and performance expectations.
- **Vendor Response Forms**: Designed to standardize vendor responses and ensure consistent, side-by-side comparison of functionality, services, and costs.

- **Vendor Q&A Addendum**: Sciens coordinates and facilitates the Bidders' Conference, documents all vendor questions and responses, and prepares a formal Q&A addendum for the Town to issue as an official RFP update.
- **Vendor Evaluation Matrix**: Used to score written proposals, demonstrations, and pricing.
- **Vendor Proposals Evaluation**: Sciens assists with evaluating and scoring vendor proposals using the approved evaluation criteria and scoring matrix.
- **Shortlist Recommendation**: Identifying finalists for demonstrations.
- **Vendor Demonstration Schedule**: Schedule demonstrations based on which vendors the Town wants to see.
- **Vendor Demonstration Scorecards**: Provided to ensure vendors present comparable functionality using Town-specific use cases.
- **Contract and SOW Review**: Supports the Town in reviewing and negotiating the selected vendor's contract and Statement of Work to ensure alignment with the Town's requirements and implementation expectations.

Preventing Bias and Vendor Influence for Municipalities

Sciens recognizes that smaller municipalities can be particularly vulnerable to vendor influence due to limited internal ERP experience, staffing constraints, and aggressive vendor marketing. To mitigate these risks, Sciens employs several safeguards throughout the selection process:

- Standardized documentation and response formats ensure vendors are evaluated on consistent information rather than marketing narratives.
- Predefined, weighted scoring criteria are established before proposals are received, preventing post-hoc adjustments or favoritism.
- Structured demonstration scripts require vendors to respond to the same Town-specific scenarios, avoiding scripted sales demos.
- Independent scoring tools allow Town evaluators to score vendors individually before group discussions, reducing peer or vendor influence.
- Vendor communication controls, with Sciens coordinating Q&A and demonstrations, limit informal vendor contact with Town staff.
- Objective, data-driven comparisons of functionality, cost, and long-term total cost of ownership help the Town focus on measurable fit rather than brand recognition.
- Independent advisory role, with Sciens having no financial ties to ERP vendors, ensures recommendations are based solely on the Town's best interests.

This disciplined, transparent approach enables the Town of Fairview to confidently select an ERP solution that meets its operational needs, fits its budget, and positions the organization for long-term success.

3. Schedule Control and Additional Costs

Town Question:

Given Fairview's small staff size, describe how you will ensure the project remains on time and on target.

- What project management controls will you use?
- What level of Town staff involvement is assumed?
- Identify any additional costs that could reasonably be expected, such as travel, and provide estimated ranges.

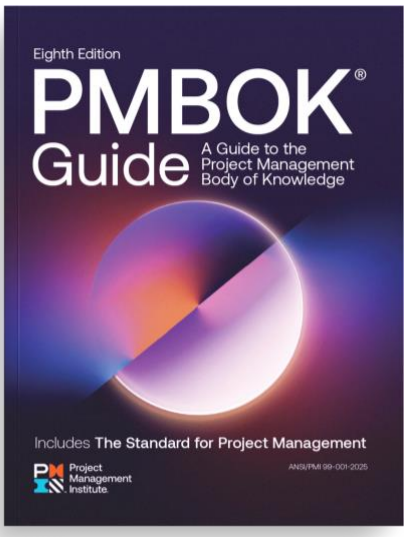
Sciens Response:

Schedule Control and Additional Costs

Sciens understands the operational constraints of a small municipal staff and structures its approach to minimize disruption while maintaining strong schedule control and accountability. Our methodology emphasizes clear expectations, disciplined project management, and efficient use of Town staff time to ensure the project remains on schedule and aligned with agreed-upon objectives.

Project Management Controls

To keep the project on time and on target, Sciens will employ the following controls:



Sciens applies Project Management Institute (PMI) best practices in the delivery of its projects. The approach outlined below reflects the **Project Management Body of Knowledge (PMBOK) framework** that Sciens utilizes to plan, execute, monitor, and control project activities.

- A phased project plan and milestone-based schedule with clearly defined deliverables and review points
- A formal project kickoff to confirm scope, roles, timeline, and communication protocols
- Regular status check-ins (weekly or as agreed) to review progress, upcoming tasks, risks, and dependencies
- A centralized issue and risk tracking process to identify and resolve potential schedule impacts early
- Defined review and approval timelines for Town deliverables to avoid delays
- Active scope management and change control, ensuring any requested changes are evaluated for schedule and cost impact before proceeding.

This structured approach allows Sciens to proactively manage dependencies and adjust sequencing as needed to maintain momentum.

Town Staff Involvement Assumptions

Sciens' approach is designed to be efficient and realistic for a small staff environment. We assume the following level of Town involvement:

- Designation of a Town Project Coordinator or primary point of contact to coordinate schedules, communications, and approvals
- Participation by department representatives and subject-matter experts in interviews, workshops, and review sessions during key phases
- Timely review and feedback on deliverables within agreed-upon review windows
- Availability for periodic decision-making checkpoints, particularly at phase completion milestones.

Sciens manages the majority of planning, documentation, analysis, and coordination activities, allowing Town staff to remain focused on day-to-day operations.

Additional Costs and Estimated Ranges

Sciens has proposed a fixed-fee cost structure for Phases 1–7, providing the Town with clear cost certainty and predictable budgeting for our services. Based on our extensive experience delivering engagements of this nature, we have a strong understanding of the level of effort required. However, the following additional costs may be incurred if requested by the Town or if project scope or requirements expand beyond the defined engagement.

- Optional extended services (e.g., additional workshops, expanded contract negotiations with the vendor, or additional required support during implementation) would be scoped and priced in advance

All potential additional costs would be discussed with the Town in advance and incurred only with prior approval.

4. Experience With Towns of Similar Size

Town Question:
Please provide one or two examples of ERP projects completed for municipalities of similar size (population, staff count, or budget).

- What was the original scope?
- What changed during the project, and why?
- What lessons learned would apply directly to Fairview?

Sciens Response:

Town of Prosper, Texas

What was the original scope? Sciens was engaged to support the Town of Prosper through an ERP assessment, vendor selection, and implementation planning effort as the Town transitioned from its legacy ERP system to a modern, scalable solution. The scope included evaluation of financial and administrative functions, development of system requirements, procurement support, and implementation oversight to ensure operational continuity and alignment with long-term technology goals.

What changed during the project, and why? Midway through the project, the Town experienced an unexpected and significant organizational disruption when the Finance Director and the entire finance team resigned. This created risks related to project continuity, system readiness, institutional knowledge, and decision-making capacity. In response, Sciens expanded its role to provide additional hands-on financial and operational expertise, stabilize governance, and maintain project momentum. Sciens also assisted Town leadership with onboarding a new Finance Director and reengaging departments to ensure the project remained on schedule.

What lessons learned would apply directly to Fairview? The Prosper project demonstrated the importance of strong governance, independent advisory support, and disciplined project management, particularly in small-staff environments. The ability to maintain momentum and bridge knowledge gaps during unexpected staffing changes was critical to avoiding delays, an approach directly applicable to Fairview.

City of North Richland Hills, Texas

What was the original scope? Sciens supported the City of North Richland Hills through ERP assessment, vendor selection, and implementation support for a unified ERP platform covering Finance, HR/Payroll, Utility Billing, Community Development, Public Works, and Procurement. The objective was to replace fragmented legacy applications with an integrated enterprise system.

What changed during the project, and why? Following system go-live, the City identified gaps in module deployment and evolving operational needs, particularly in areas such as payroll, timekeeping, recruiting, and benefits administration. As a result, Sciens' role expanded into targeted post-implementation optimization, including re-implementing or activating unused modules, refining workflows, and stabilizing key functions to improve system performance and user adoption.

What lessons learned would apply directly to Fairview? This engagement highlighted that ERP success extends beyond go-live and requires flexibility to refine workflows and fully leverage system capabilities. Planning for post-implementation optimization and performance measurement is essential to ensure long-term value, a lesson that aligns closely with Fairview's ERP goals.

5. Risk Identification and Mitigation

Town Question:

What risks do you most often see arise after the needs assessment phase?

- How does your approach help reduce the risk of budget overruns, implementation delays, or vendor mismatch?
- What early warning indicators do you monitor?

Sciens Response:

Risks Commonly Encountered After the Needs Assessment Phase

Following the needs assessment phase, the most common risks Sciens observes include schedule impacts that may occur when a municipality's review and approval of procurement and contract documentation take longer than anticipated, staff turnover during vendor selection or transition periods, and vendor contracts or Statements of Work that are not sufficiently detailed at the outset. During implementation, additional risks often arise when organizations attempt to deploy multiple major ERP modules simultaneously, which can strain staff capacity, extend timelines, and result in systems that are not fully or properly configured. These risks are particularly pronounced in small municipal environments with limited internal resources.

Reducing the Risk of Budget Overruns, Delays, and Vendor Mismatch

Sciens mitigates these risks through a disciplined, thorough, and objective methodology that emphasizes informed decision-making and strong contractual controls. Our approach includes rigorous evaluation of vendor capabilities, implementation methodologies, staffing models, and public-sector experience to ensure alignment with the Town's operational needs. During procurement, Sciens conducts a comprehensive review of vendor proposals, scope of services, and pricing assumptions, followed by a detailed contract and Statement of Work review to confirm that implementation responsibilities, deliverables, timelines, and costs are clearly defined and enforceable. During implementation planning, Sciens promotes phased module deployment aligned with the Town's capacity, reducing the risk of schedule compression, cost escalation, and incomplete configuration.

Early Warning Indicators Monitored

Sciens proactively monitors several early warning indicators to identify and address issues before they impact schedule or budget. These include signs that vendor project teams are not adequately aligned with the Town's needs or staffing realities, indications that vendors are rushing through critical analysis or design sessions, and gaps between agreed-upon requirements and vendor implementation plans. Sciens also monitors the pace and quality of decision-making, resource availability, and adherence to the approved project plan. When risks are identified, Sciens works with the Town to adjust governance, restructure vendor teams if necessary, and reinforce disciplined decision-making to keep the project on track.

6. Utility Billing and Financial System Integration

Town Question:
Given Fairview's prioritization of finance and utility billing, explain how your Phase 2 and Phase 3 approaches address:

- Integration risks
- Data migration challenges
- Operational continuity during transition

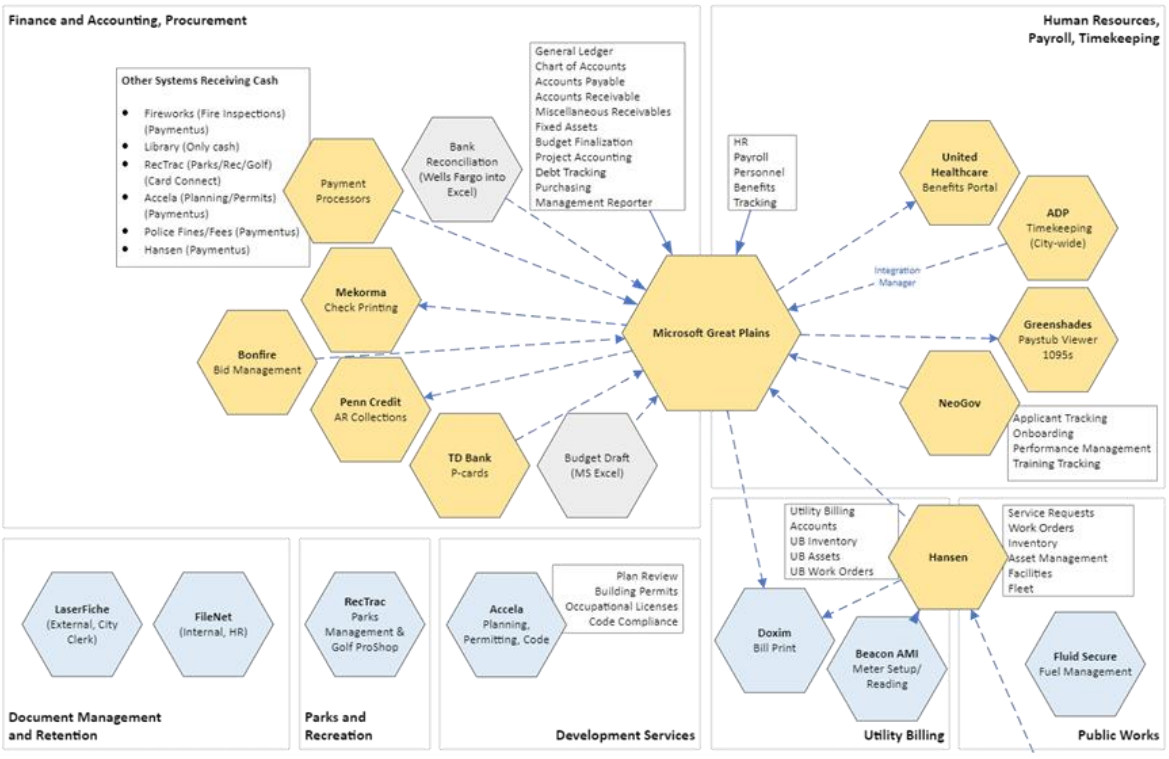
Sciens Response:

Given the Town of Fairview's prioritization of Finance and Utility Billing, Sciens' approach is specifically designed to identify and mitigate integration, data, and operational risks early, before vendor selection or implementation decisions are made.

Integration Risks

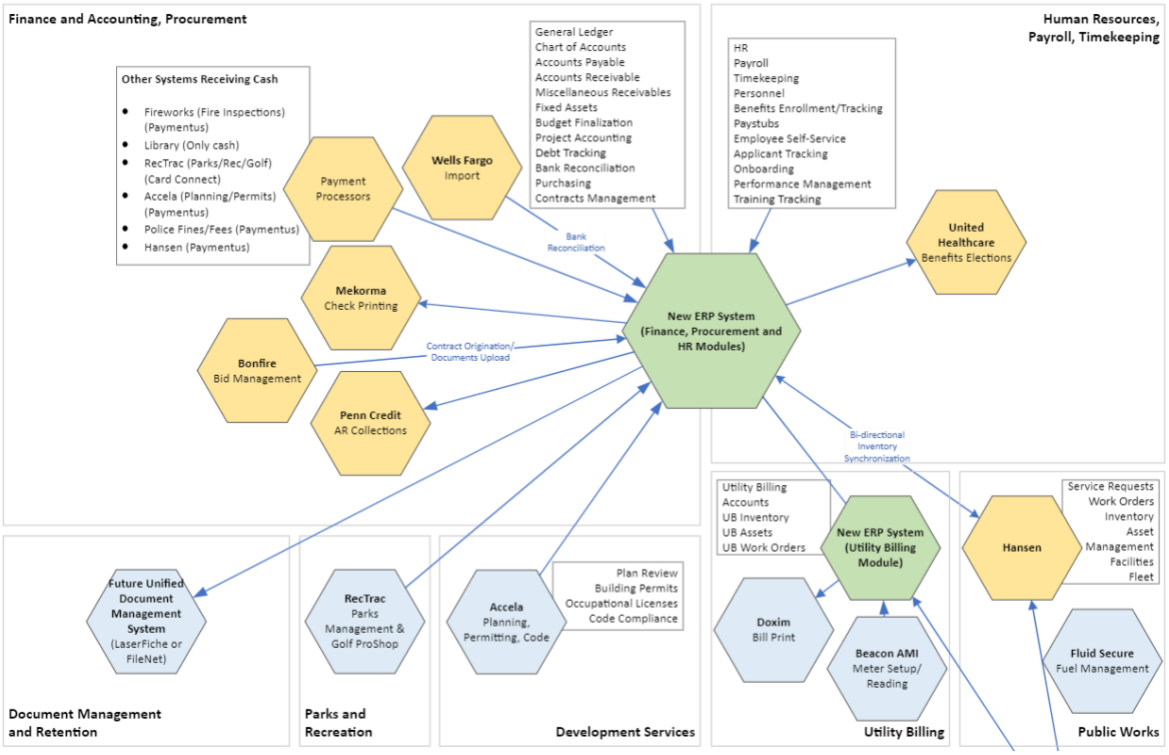
Sciens develops a detailed inventory of existing financial and utility billing applications and produces a current-state integration map that documents system interfaces, data exchanges, manual handoffs, and dependencies. An example of this is shown below.

Current State ERP Applications Interaction Diagram (Sample)



After the current-state is in place, Sciens then develops the future-state ERP applications interaction diagram tailored to the Town's operational and strategic goals. This visual illustrates the core functional capabilities required to streamline processes, improve system integration, and support scalable growth, while providing a clear comparison between the current environment and the proposed ERP landscape.

Future State ERP Applications Interaction Diagram (Sample)



This analysis identifies risks such as redundant data entry, timing mismatches, unsupported interfaces, and reliance on custom processes. These findings are then translated into explicit functional and technical integration requirements, ensuring that vendor solutions are evaluated on their ability to support required integrations or appropriately sequenced system replacements for Finance and Utility Billing. Both of these diagrams are included in the RFP to tell the vendors exactly how we want the system to work.

Data Migration Challenges

Sciens addresses data migration risk by evaluating data structure, quality, and complexity, with particular focus on financial history, customer accounts, balances, rates, and billing transactions. Data migration expectations are clearly defined within the ERP requirements, including data scope, historical retention needs, validation requirements, and reporting dependencies. This early visibility enables the Town to understand the level of effort involved and ensures vendors clearly articulate their data migration approach, reducing the risk of surprises during implementation.

Operational Continuity During Transition

To protect operational continuity, Sciens emphasizes realistic sequencing and transition planning for Finance and Utility Billing. Critical operational cycles, such as billing runs, collections, payroll, and financial close, are identified and incorporated into implementation assumptions, including parallel processing, cutover timing, and contingency planning. By addressing these considerations early, Sciens helps ensure the Town maintains uninterrupted financial and utility operations throughout the transition to a new ERP environment.

7. Impact of Separate or Specialized Systems

Town Question:
If Fairview determines that certain functions (for example, Municipal Court) require a separate or specialized system rather than inclusion in the core ERP, how would this affect:

- Project scope and sequencing
- Timeline
- Pricing assumptions

Please describe how you typically handle these situations with similarly sized municipalities.

Sciens Response:

If Fairview determines that certain functions (such as Municipal Court) should be supported by a separate or specialized system rather than included within the core ERP, Sciens will adjust the approach accordingly.

Project Scope and Sequencing

Our base scope and pricing assume the development of one integrated ERP RFP package covering all in-scope functional areas. If additional, standalone systems that require a separate RFP package, the scope can be expanded to include separate requirements, evaluation criteria, and vendor outreach for those functions. Based on the Town's current scope, we do not anticipate this being necessary.

Timeline

Developing and managing multiple RFPs would likely extend the overall timeline, as each RFP requires its own drafting, review, release, evaluation, and recommendation process. Sequencing would be coordinated to minimize disruption and align with Fairview's priorities.

Pricing Assumptions

The proposed pricing reflects a single, integrated RFP effort. If determined that additional RFPs are required, pricing would be adjusted proportionally based on the added level of effort. Any changes would be clearly scoped and approved in advance to maintain transparency and budget control.

With similarly sized municipalities, Sciens typically begins by validating whether specialized functions can be effectively supported within the core ERP or if a standalone solution is truly warranted. When separate systems are required, we structure the approach to maintain a cohesive, integrated strategy clearly defining system boundaries, integration requirements, and data ownership.

Most often, we develop a single, integrated ERP RFP to simplify procurement, reduce administrative effort, and improve vendor comparability. Only when operational needs clearly justify it do we recommend separate RFPs. In those cases, we sequence the procurements to minimize disruption, manage dependencies, and maintain schedule and budget control, while ensuring transparency and informed decision-making throughout the process.

8. Readiness for Project Implementation

Town Question:

Confirm your availability and readiness to proceed if Fairview moves forward in January.

- Identify any constraints related to staffing, scheduling, or dependencies.

Sciens Response:

Sciens confirms full availability and readiness to proceed if the Town of Fairview elects to move forward in January. Our project team has capacity reserved and can mobilize immediately upon authorization. Sciens leverages a nationwide pool of ERP subject-matter experts while maintaining a core project team located at our McKinney headquarters, providing both depth of expertise and local presence. At this time, Sciens has no staffing, scheduling, or resource constraints that would impact the proposed timeline. The only prerequisites for project initiation are receipt of the executed agreement and identification of the Town's primary point of contact to support coordination and scheduling.



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888.898.3468

sciens.com



The Town of Fairview, TX

ERP System Assessment and Selection Project
Follow-up Questions

Sciens LLC
5900 South Lake Forest Drive
McKinney, Texas 75070

Proposal Contact:
Steven Barcey, Partner
sbarcey@sciens.com
(469) 346-6288
www.sciens.com

January 12, 2026

Town Question:

- Based on municipalities similar in size and complexity to Fairview and what you've heard through the process, please provide a best and final offer, including a "Not to Exceed" price for each Phase.

Sciens Response:

Based on Fairview's size, complexity, and the information gathered during this process, Sciens is submitting its best and final not-to-exceed fixed fee for the project, as outlined below. As a McKinney-based firm, no travel expenses will be charged. Additionally, by consolidating the Phase 2–4 deliverables into a single, integrated ERP Strategy and Roadmap, Sciens is able to streamline production effort and pass a 5% cost savings directly to the Town while maintaining the full scope and quality of services.

ERP NEEDS ASSESSMENT & STRATEGIC PLANNING (PHASES 1-5)

Phase	Activity	Hours	Fees	Expenses	Total
1	**Project Kickoff & Discovery**				
A	Data Gathering and Onsite Interviews	96	$ 20,640	$ -	$ 20,640
2	**Business Process Review & Needs Assessment**				
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5	**Presentation & Closeout**				
A	Final ERP Strategy Report and Council Presentation	18	$ 3,800	$ -	$ 3,800
SUBTOTAL		244	$ 49,940	$ -	$ 49,940
NEW CLIENT DISCOUNT (5%)					$ (2,500)
TOTAL					$ 47,440

Following the completion of the ERP Strategy and Roadmap (Phases 1–5), Sciens will begin work with the Town on the ERP System Selection phases (6–7). The detailed fee structure for these activities is presented below.

ERP SYSTEM SELECTION (PHASES 6-7)

Phase	Activity	Hours	Fees	Expenses	Total
6	**Request for Proposals Development**				
A	RFP Development and Review	80	$ 15,800	$ -	$ 15,800
7	**Vendor Evaluation & Selection**				
A	Bidders Conference, Q&A Addendum, Vendor Evaluation Matrix & Proposals Evaluation	40	$ 7,200	$ -	$ 7,200
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TOTAL		208	$ 45,000	$ -	$ 45,000

Once the ERP System Selection is completed and the vendor contract is finalized, Sciens will move into Implementation Project Management and Post-Implementation Optimization support **(Phases 8–9).** Below is an estimate based off of similarly sized ERP projects, but costs can vary based on the selected ERP vendor, the overall project timeline/intensity, and the level of support needed during deployment and stabilization. This is based on a waterfall deployment (each core module will be implemented one at a time with no overlap).

IMPLEMENTATION PROJECT MANAGEMENT (PHASE 8)

Phase	Activity	Hours	Fees	Expenses	Total
8	**Vendor Evaluation & Selection**				
A	Onsite Project Review Meetings (Billed each Trip, Estimated 3 Trips per Year)	24	$ 4,800	$ -	$ 4,800
B	Ongoing Remote Project Management Support (8 Hours/Week, Billed Monthly)	40	$ 8,000	$ -	$ 8,000
ESTIMATED 12-MONTH TOTAL		552	$110,400	$ -	$110,400

Pricing Assumptions

For the ERP System Selection Phases 6–7, the proposed pricing is based on a single, integrated RFP effort aligned with the Town's original scope to evaluate the Incode 9 ERP modules, including Finance, Budget, Procurement, HR, Payroll, Utility Billing, and Municipal Court, along with all required integrations. If additional RFPs are required or the scope is expanded to include other departmental systems, pricing would be adjusted proportionally to reflect the additional level of effort. Any such changes would be clearly defined and approved in advance to ensure transparency and maintain budget control.

Town Question:
If Fairview elects to pause between phases or defer certain modules for budget or timing reasons, how would that affect pricing, staffing continuity, and project momentum?

Sciens Response:
There would be **no additional cost** to the Town if Fairview elects to pause between phases or defer certain modules for budgetary or scheduling reasons. However, once key deliverables, particularly the ERP Needs Assessment and Strategic Planning document and/or the RFP, are initiated, Sciens recommends completing those work products to preserve project momentum and avoid inefficiencies associated with stopping and restarting mid-stream. Sciens' delivery model emphasizes staff continuity, with project team members who have worked together for years, allowing the Town to resume work seamlessly after any pause without loss of institutional knowledge or project momentum.

Once again, we thank you for the opportunity to work with the Town of Fairview on this important initiative and create a successful ERP future for the Town.



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Memorandum
March 3, 2026

FROM: Town Secretary

SUBJECT: Consider, discuss, and take any necessary action on Board & Commission Appointments

BACKGROUND: The Council appoints citizen volunteers to serve on Town boards and commissions. Appointees remain in their roles until they are either reappointed or replaced. Information about the responsibilities of each board and commission is published in the *Fairview Town News* magazine and on the Town's website, encouraging residents to apply for these positions.

Interested applicants are required to complete an application, specifying the boards or commissions they wish to serve on and providing background information relevant to their application. The Council generally aims to rotate members off committees after six years of service, except in cases where extending their term aligns with a specific business need. This policy has been applied selectively across various boards, based on specific circumstances.

STATUS OF ISSUE: The Town typically considers Board appointments during the summer for two-year terms ending in August unless an unexpected vacancy occurs during the year.

Approximately half of each board or commission's members expire every other August, regardless of the member's date of appointment.

Positions Open:

- Zoning Board of Adjustment — 4 alternate member positions are vacant.
- Economic & Community Development Corp. — 1 regular position is vacant
- Technology Advisory Committee — 1 regular position is vacant.

- Public Art Committee — 3 regular positions are vacant and 1 incumbent wishes to be reappointed.

BUDGET: N/A

RECOMMENDATION: Review the attached spreadsheet and make recommendations.

Attachments:

1. Board Commission List as of 2-23-26
2. 20250416_Du,Julie_EDC
3. 20250417_Ahlin,Sandra_EDC
4. 20250507_Doi,Ricardo_EDC CDC
5. 20250611_Khan,Imran_PZ, EDC, TAC
6. 20250612_Rhoads,Steven_EDC
7. 20250804_Shayan,Mason_BOA, EDC
8. 20251207_Lessner, Henry_EDC
9. 20251209_Whigham,Susan_Art
10. 20251213_Malafsky,Deborah_Art
11. 20260119_Carter,Shawn_P&Z, P & R, PAC
12. 20260124_Rushing,Jamess_P&Z
13. 20260210_Byers,Mitchell_P&Z, BOA, P&R, EDC

Boards & Commissions

Two-year terms all expire in August.
Term year is connected to seat itself, not to when the member joined the Board
Last Updated: February 23, 2026

Economic Development & Community Development Corp. **Staff Liaison: Dave Quinn**
Board appoints President, Vice President and any other officers.

Name	Began Serving	Term Expires	Years Served	Wants to Reapply
Sim Israeloff (President)	CDC 2003; EDC 7/2014	August 2026	12	
Darion Culbertson	March 2022	August 2026	8	
Joe Boggs	January 2024	August 2027	2	
Vacancy		August 2026	5	
Carlo Strippoli	September 2017	August 2027	8	
Nancy Lewis	May 2017	August 2026	8	
Eugene Borsattino	June 2025	August 2027	0	

***2025 Applicants (date applied)**: Julie Du (04/16/25); Sandra Ahlin (04/17/25); Ricardo Doi (05/07/25); Imran Khan (06/11/25); Steven Rhoads (06/12/25); Mayson Shayan (08/04/25); Henry Lessner (12/07/25)*
***2026 Applicants**: Mitchell Byers (02/10/26)*

Technology Advisory Committee **Staff Liaison: Adam Wilbourn**
Town Council appoints Chairman.

Name	Began Serving	Term Expires	Years Served	Wants to Reapply
Vacancy **(Chair)**		August 2026		
Dick Price	November 2025	August 2027	0	
John Sunny	June 2024	August 2027	1	
Tom Lester	September 2023	August 2026	2	
Chadd Jones	January 2021	August 2026	5	
Imran Khan	January 2021	August 2027	5	
John Stanley	December 2024	August 2026	1	

Zoning Board of Adjustments **Staff Liaison: Israel Roberts**

Board appoints Chairman and Vice Chairman.

Name	Began Serving	Term Expires	Years Served	Wants to Reapply
Debbie Malafsky	December 2019	August 2026	4	
William Basom	Alternate 11/2022; Permanent 8/2025	August 2026	0	
Chris Lee (Chair)	Alternate 6/2016; Permanent 10/2017	August 2027	8	
Mary Price	January 2020	August 2027	6	
Donna Pekarek	Alternate 08/2017; Permanent 01/2020	August 2026	6	
***Vacancy* (Alternate)**		August 2027		
***Vacancy* (Alternate)**		August 2026		
***Vacancy* (Alternate)**		August 2026		
***Vacancy* (Alternate)**		August 2027		

***2025 Applicants**: Mason Shayan (08/04/25)*
***2026 Applicants**: Mitchell Byers (02/10/26)*

Public Art Committee **Staff Liaison: Karin Anderson**

Town Council appoints Chairman.

Name	Began Serving	Term Expires	Years Served	Wants to Reapply
Pamela Sailor (Chair)	July '24; appointed chair 12/2025	August 2026	1	
Ryan Riyad	January 2020	***August 2024***	3	**YES**
Vacancy		August 2026		
Vacancy		August 2025		
Vacancy		August 2025		

***2025 Applicants (date applied):** Susan Whigham (12/09/25); Debbie Malafsky (12/13/25)*
***2026 Applicants (date applied)**: Shawn Carter (01/20/26)*

Parks and Recreation Advisory Board **Staff Liaison: Israel Roberts**

Town Council appoints Chairman; Board annually elects Vice Chairman and Secretary.

Name	Began Serving	Term Expires	Years Served	Wants to Reapply
Katherine Ponder	October 2017	August 2026	8	
Bruce Bickhaus	January 2021	August 2027	5	
Janice James	February 2026	August 2027	0	

Renee Powell (Chair)	January 2021	August 2026	5	
Tom Lester	January 2021	August 2027	5	
Robert Cullum	August 2025	August 2026	0	
Vanessa Buccella	February 2026	August 2026	0	

2026 Applicants (date applied)*: Shawn Carter (01/20/26), Mitchell Byers (02/10/26)*

Planning and Zoning Commission **Staff Liaison: Israel Roberts**

Town Council appoints Chairman and Commission selects Vice Chairman.

Name	Began Serving	Term Expires	Years Served	Wants to Reapply
John Adler (Chair)	January 2021	August 2026	5	
Ben Kuehne	July 2024	August 2026	1	
Willis White	October 2023	August 2027	2	
Darrell Sims	March 2025	August 2027	0	
Dennis Swingle	June 2021	August 2027	4	
Renee Powell	August 2025	August 2026	0	
Clay Medley	July 2024	August 2026	1	

2025 Applicants (date applied)*: Imran Khan (06/11/25)*

2026 Applicants (date applied)*: Shawn Carter (01/20/26), James Rushing (01/24/26), Mitchell Byers (02/10/26)*

TIRZ #1 Board of Directors **Staff Liaison: Julie Couch**

Town Council appoints Chairman.

Name	Began Serving	Term Expires	Years Served	Wants to Reapply
Rich Connelly	June 2021	May 2027		
Larry Little	May 2025	May 2027		
Jill Hawkins	May 2025	May 2027		
John Hubbard (Chairman)	May 2025	May 2027		
Sim Israeloff	June 2021	May 2027		
Darrell Hale	June 2021	May 2027		

Memorandum
March 3, 2026

FROM: Administration

SUBJECT: Consider, discuss, and take any necessary action on setting dates for upcoming budget meetings

BACKGROUND: The FY 26-27 budget process will begin late spring and extend into August for completion. We normally set meeting dates in advance in order to set calendars.

STATUS OF ISSUE: We will send out under separate cover proposed dates for the meetings we need to hold for the budget process. We will be ready to discuss these dates at the meeting.

BUDGET: N/A

RECOMMENDATION: Discuss and consider setitng meeting dates.

Attachments:
None