

COMMITTEE OF THE WHOLE MEETING AGENDA**Tuesday, June 24, 2025****Immediately following the Village Board Meeting, but not before 6:15 p.m.****Caledonia Village Hall - 5043 Chester Lane****Caledonia, WI 53402**

1. **Meeting called to order**
2. **Roll Call**
3. **Approval of Minutes:** Committee of the Whole – June 10, 2025
4. **Public Comment** - Provides a two-minute opportunity for citizens to voice opinions to the Committee of the Whole. The Committee of the Whole cannot respond as this may conflict with open meeting requirements.
5. **Committee Updates**
 - A. Plan Commission – Nancy Pierce
 - B. Parks and Recreation Advisory Committee – Holly McManus
 - C. Caledonia Utility District Commission – Lee Wishau
 - D. Visit Racine County – Fran Martin
 - E. Other Committees – Tom Weatherston
6. **New Business**
 - A. New Hire Announcements
 - B. Operator License Application Review
 - C. Direct Sellers Permit Application Review
 - D. Review of Website Vendor Quotes
 - E. Suggested items to be placed on a future meeting agenda (*with no action*)
7. **Continuing Business**
 - A. Village 5-10 Year Vision (*CoW 1/9/24, CoW 1/23/24, CoW 2/13/24 postponed, CoW 2/27/24 postponed, CoW 3/12/24 directed staff to provide quote from UW Extension, 7-0, CoW 3/26/24 postpone until after the presentation by the SEWRPC, VB 6/25/24 SEWRPC presentation, update requested at CoW 5/27/25 and 6/10/25*)
8. **Adjournment**

1 - Order

President Weatherston called the Committee of the Whole meeting to order at 6:16 p.m. at the Caledonia Village Hall.

2 – Roll Call

PRESENT: 7 – President Weatherston, Trustee McManus, Trustee Wishau, Trustee Stillman, Trustee Martin, Trustee Lambrecht, and Trustee Pierce.

EXCUSED: 0

STAFF: Village Attorney Elaine Ekes, Finance Director Wayne Krueger, Public Services Director Tony Bunkelman, Village Engineer Ryan Schmidt, Development Director Peter Wagner, Police Chief Chris Botsch, Fire Chief Walter Leininger, Deputy Clerk Norgie Metzinger, and Village Clerk Jennifer Bass

3 – Approval of Minutes

A **motion** was made by Trustee Lambrecht to approve the May 27, 2025 Committee of the Whole meeting, seconded by Trustee Martin. **Motion carried 7-0.**

4 – Public Comment

The following people appeared to speak before the Committee:
None

5 – Committee Updates

- A. Plan Commission – Nancy Pierce
- B. Parks and Recreation Advisory Committee – Holly McManus
- C. Caledonia Utility District Commission – Lee Wishau
- D. Visit Racine County – Fran Martin
- E. Other Committees – Tom Weatherston

6 – New Business

A. Proposed 2026 Budget Schedule

Staff advised the change is to allow for more time before tax bills are generated.

B. First Quarter 2025 Budget to Actual Financial Summary

C. Suggested items to be placed on a future meeting agenda (*with no action*)

- 1. Report on recent phone system malfunction
- 2. Update on Cardinal Capital
- 3. Village 5-10 Year Vision (*CoW 1/9/24, CoW 1/23/24, CoW 2/13/24 postponed, CoW 2/27/24 postponed, CoW 3/12/24 directed staff to provide quote from UW Extension, CoW 3/26/24 postpone until after the presentation by the SEWRPC, VB 6/25/24 SEWRPC presentation, no further action on item*)

8 – Adjournment

President Weatherston adjourned the meeting at 6:26 p.m.

Respectfully submitted:

Jennifer Bass

Village Clerk

MEMORANDUM

Date: June 24, 2025

To: Village Board

From: Jennifer Bass
Village Clerk/Treasurer



Re: Operator License Renewal Review

The attached application for a *renewal* of an Operators license is under review because the applicant has a pending OWI charge stemming from a 2024 incident. The applicant **did** disclose this pending charge, and that it was a second offense, on their application.

The parameters for denial of an Operator's License (attached) state that an application can be denied for 2 offenses within a five year period. The applicable parameter is "Conviction of any substance abuse violation. Conviction of a first-time operating under the influence of a controlled substance." The background check returned by the WI Department of Justice does not show the first offense, but does show that the current charge is a second OWI offense.

The Village Clerk defers the determination of the application approval to the Committee of the Whole, in consultation with Village Counsel.

VILLAGE OF CALEDONIA

TO: Applicants for Operator Licenses

The application for a new, renewal, provisional, or temporary Operator License asks questions regarding past convictions or arrests under Local, State or Federal Laws, either as adult or juvenile. These questions must be answered truthfully. **Please read these questions carefully.**

A background check will be performed on all applicants. Should we find your information is not correct, this could be grounds to deny your license. The Village Board has adopted the "Parameters for Denial of Operator Licenses" as a guideline for license denials. If you have been convicted of any of the offenses listed, your application may be denied. If you have any questions about this, please ask before completing the application.

PARAMETERS FOR DENIAL OF OPERATOR LICENSES

1. Applicant fails to provide complete, accurate & truthful information. You cannot re-apply until a period of 60 days has elapsed from the date of application.
2. Two or more convictions within the 2-year period preceding the date of application of:
 - Possession of false identification.
 - Underage consumption/possession of alcohol.
 - Furnishing or sale of alcohol to minors.
 - Any other offense related to the illegal sale of alcohol beverages.
 - Conviction of any substance abuse violation. Conviction of a first-time operating under the influence of a controlled substance.
 - Sale of alcohol beverages to an intoxicated person.
 - Sale of alcohol beverages or keeping a licensed premises open after closing hours.
 - Sale of alcohol beverages without a license.
 - Conviction of any crime or ordinance involving Local, State or Federal laws.
3. The applicant has been convicted within the 5-year period preceding the date of application of:
 - The applicant has been convicted within the 5-year period preceding the date of the application of a non-alcohol related misdemeanor offense which is substantially related to the licensed activity with respect to which a license is requested. Examples of such substantially similar activity include the following: gambling, drug offenses under Wis. Stat. §961.41, disorderly conduct upon a licensed premises, or battery upon a licensed premises.
 - Disorderly conduct or battery where alcohol has been involved.
 - Any other alcohol related criminal or ordinance offense.

Any person denied a license may appeal the decision. The request will be made through the Village Clerk's Office and will be forwarded for review to the Committee of the Whole. **IF YOUR APPLICATION SHOULD BE DENIED, FEES ARE NON-REFUNDABLE.**

June 17, 2025

Aleksandar Urosevic
2307 Romaine Ave
Racine, WI 53404

This letter is to advise you that based upon the results of your background check, your application for an Operator's License in the Village of Caledonia has been referred to the **Committee of the Whole** for review. You should attend this meeting to present evidence and testimony as to why the license should be granted.

Applicable parameters for denial of operator licenses:

1. Driving under the influence of any alcohol or controlled substance
 - a. Second offense, charges pending

Committee of the Whole Meeting:

Tuesday, June 24 at 6:15 p.m. or immediately following the Village Board meeting.

Thank you,

Jennifer Bass
Village Clerk/Treasurer
5043 Chester Lane
Caledonia, WI 53402



VILLAGE OF CALEDONIA

Village Clerk/Treasurer
Jennifer Bass
5043 Chester Lane
Caledonia, WI 53402

Office: 262-835-4451
Direct: 262-835-6414
Email: jbass@caledonia-wi.gov
Website: caledonia-wi.gov

Clear Form

Application for Operator License (Bartender)

- ☐ New (\$40) ☒ Renewal (\$40) ☐ Provisional [New license add-on required] (\$50)
☐ Temporary [For non-profits only] (\$10) ☐ Replacement (\$5)

Applicant Information: *

* Indicates required information

| | | | |
|--|----------------|-----------------------------|------------------------------|
| First Name: Aleksandar | Middle Name: — | Last Name: Urosevic | |
| Driver License Number: | DL State: WI | Date of Birth (mm/dd/yyyy): | Age (as of this application) |
| Street Address: | City: Racine | State: WI | Zip Code: 53404 |
| Phone Number (Best to contact): | | Email Address: | |
| Event working at if Temporary License: | | | |

Answer the following questions fully and completely: *

- As required by WI Statutes Section 125.17(6), have you completed the alcohol awareness course? Yes ☒ No ☐
- Have you been convicted of any misdemeanor or felony? Yes ☒ No ☐
- Have you been convicted of violating any license or ordinance regulating the sale of Fermented Malt Beverages or Intoxicating Liquors? Yes ☐ No ☒

If you answered yes to either question 2 or 3, explain each conviction in detail below including the date of offense, the date of either the charge or conviction, the nature of the violation, where the offense was committed (city, county, state), and the law enforcement issuing the charge. If you answered no to either question 2 or 3, write NA.*

In process of 2nd OWI

I hereby apply for a license to serve Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

Applicant Signature: *Aleksandar Urosevic*

Date Signed: 6-10-25

Office Use Only

Receipt No. 5006-749

License No. Issued 2024102

Provisional No. Issued —

Fee \$ 40.00

Initials *au*

MEMORANDUM

Date: June 24, 2025

To: Village Board

From: Jennifer Bass
Village Clerk/Treasurer



Re: Direct Seller Permit Application

The attached application for a Direct Seller's Permit is under review because the applicant has an **undisclosed** conviction that may be substantially related to the licensed activity.

The background check completed on the applicant returned several convictions, one of which occurred within the last 5 years. This conviction occurred in 2021 and was for Criminal Damage to Property.

Per Village Ordinance section 7-4-1(f)(2), "Based upon the results of the background investigation, the Clerk may refuse to register the applicant if it is determined, pursuant to the investigation above, that:

- a. **The application contains any material omission or materially inaccurate statement, or the required documentation was not provided.**
- b. The applicant's license, permit or registration to engage in direct sales was revoked by one or more authorities in the last three cities, villages and towns in which the applicant conducted similar business.
- c. **The applicant was convicted of a crime, statutory violation or ordinance violation within the last five years, the nature of which is substantially related to the applicant's fitness to engage in direct selling."**

The Village Clerk defers the determination of the application approval to the Committee of the Whole, in consultation with Village Counsel.



VILLAGE OF CALEDONIA

Village Clerk/Treasurer

Jennifer Bass

5043 Chester Lane

Caledonia, WI 53402

Office: 262-835-4451

Direct: 262-835-6414

Email: jbass@caledonia-wi.gov

Website: caledonia-wi.gov

Fee: \$50.00

Receipt # 5006789

Reg/License # DS 2025-30

DIRECT SELLERS - APPLICATION FORM

* Indicates required information

1. Business Information: *

| | | |
|--|---|---|
| Business Name: <u>Renewal by Andersen</u> | Business Address (Street Address, City, State, Zip Code): <u>1741 Dolphin Dr Waukesha WI 53186</u> | Business Phone Number: <u>262-522-1001</u> |
|--|---|---|

2. Management/Supervisor Information: *

| | |
|--|--------------------------|
| First Name: <u>SHAHAB</u> | Last Name: <u>RAHMAN</u> |
| Phone Number (Best to contact): _____ | Email Address: _____ |

3. Personal Information: *

| | | |
|---------------------------------|---------------------------|--|
| First Name: <u>Nicholas</u> | Middle Name: <u>James</u> | Last Name: <u>Orsinger</u> |
| Driver License Number: _____ | DL State: <u>WI</u> | Date of Birth (mm/dd/yyyy): _____ |
| Street Address: _____ | City: _____ | State: <u>WI</u> |
| Zip Code: <u>53051</u> | | Phone Number (Best to contact): _____ |

4. Temporary address & telephone number from which business will be conducted (if applicable if not write N/A): *

N/A

5. Nature of business to be conducted and a brief description of the merchandise, and any services offered: *

Door-to-door, windows and doors replacements

6. Proposed methods of delivery of merchandise (if applicable, if not write N/A): *

N/A

7. Make, model, & license number of any vehicle to be used by applicant in the conduct of his/her business (if applicable, if not write N/A): *

Chevy Equinox 2015 890 ZPK

8. Most recent cities, villages, or municipalities where applicant conducted his/her business (not to exceed 3): *

Kenosha, Mequon, Grafton

9. Place where applicant can be contacted for at least seven days after leaving the Village: *

Home or Work

10. Has applicant been convicted of any crime or ordinance violation related to applicant's Direct Seller business within the last five years? – if yes, the nature of offense and the place of the conviction: *

No

Convictions | did not report
Theft - business setting
7/2013
OWI
2/2019
Criminal Damage to Property
3/2021

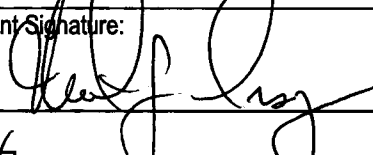
***Where the applicant's business involves the handling of food or clothing and is required to be certified to state that applicant is apparently free from any contagious or infectious disease, dated date the application license is made.

The applicant agrees to comply with and be bound by all the laws, ordinances, rules governing the business for which this license is applied for.

Copy of documents required:

1. Driver's License or proof of identity.
2. A State Health Officer's Certificate (if needed)***
3. A state certificate of examination & approval from the sealer of weights & measures (if needed) where applicant's business requires use of weighing & measuring devices approved by state authorities.

I affirm that all the information on this document is true and complete to the best of my knowledge, and I understand that any falsification or omission of information will disqualify me for this position. I further acknowledge my full understanding of the Do Not Solicit Registry. I authorize the Village of Caledonia to conduct a background check.

| | | |
|---|--|-------------------------|
| Applicant Signature:  | | Date Signed: 5/7/25 |
| OFFICE USE ONLY | | |
| <input checked="" type="checkbox"/> All questions are answered | | |
| <input checked="" type="checkbox"/> All personal & business information is filled out completely | | |
| Documents attached: | | |
| <input checked="" type="checkbox"/> Copy of Driver's License or other proof of ID | | |
| NA <input type="checkbox"/> A state certificate of examination and approval of weights and measures (if needed) | | |
| NA <input type="checkbox"/> A State Health Officer's Certificate (if needed) | | |
| Notes: | | |
| Processed By: DP/JSB | | Date Processed: 6/12/25 |

June 17, 2025

Nicholas Orsinger
N55 W17779 High Bluff Dr
Menomonee Falls, WI 53051

This letter is to advise you that based upon the results of your background check, your application for a Direct Sellers Permit in the Village of Caledonia has been referred to the **Committee of the Whole** for review. You should attend this meeting to present evidence and testimony as to why the license should be granted.

Applicable parameters for denial of licenses/permit:

1. The application contains any material omission or materially inaccurate statement, or the required documentation was not provided.
 - a. **Failure to disclose a conviction within the last 5 years of any crime or ordinance violation.**
2. The applicant was convicted of a crime, statutory violation or ordinance violation within the last five years, the nature of which is substantially related to the applicant's fitness to engage in direct selling.
 - a. **2021, Criminal Damage to Property**

Committee of the Whole Meeting:

Tuesday, June 24 at 6:15 p.m. or immediately following the Village Board meeting.

Thank you,

Jennifer Bass
Village Clerk/Treasurer
5043 Chester Lane
Caledonia, WI 53402

MEMORANDUM

Date: June 24, 2025

To: Committee of the Whole

From: Todd Willis
Village Administrator

Re: Village Website Redesign



Newly Reported

1. The Village's website needs a redesign and update to better serve the Village residents. Village staff over the past 6 months have searched out municipal website designers and conducted demos with 9 potential vendors. The overall focus of Village staff was to:
 - a) Provide a functional website for residents (i.e. access, ease of use, information available, park amenity reservations)
 - b) Provide a functional website for staff (i.e. ease of use for updating, fillable forms and workflow functions)
 - c) Provide a functional website for prospective visitors or businesses (i.e. relative information available quickly and easily, searchable digital version of municipal code)
2. Based on staff review of the website demos and quotes provided, the following providers were determined to be the best suited to meet the Village's demands:
 - Image Management (current provider)
 - Munibit
 - Revise
 - Govstack (GHD Digital)
3. Based on staff review of the searchable digital version of the municipal code, demos and quotes provided the following provider was determined to be the best suited to meet the Village's demands:
 - Municode

4. Website Redesign Provider Overview:

Image Management

Website Redesign (Yr. 1) - \$43,190

Annual Cost - \$1,346 (hosting), additional work \$95/hr

As the current provider for the Village, staff met and reviewed the current website to discuss updates needed based on the previously mentioned focuses. The submitted proposal (**Attachment 1**) includes an option to create a searchable PDF version of the Village's municipal code. The elimination of this option and estimated hours to create reduces the cost by about \$6,400. New and revised features included with the proposal based on other websites and discussions with staff reviewed (**Attachment 2**).

Munibit

Website Redesign (Yr. 1) – \$5,388

Annual Cost - \$5,388

The proposal (**Attachment 3**) for the website redesign is all-inclusive of the products and services provided. This includes website setup, design, and all public website tools, basic data migration, continuous updates and improvements as added over time. The built-in features included with the website redesign currently provided are mentioned on pgs. 7-9 of the proposal.

Revise

Website Redesign (Yr. 1) – \$13,575

Annual Cost - \$3,800

*5-year agreement

The proposal (**Attachment 4**) includes the process and timeline for the website redesign as well as the initial and annual costs for additional services beyond the Government Content Management System included in the year 1 cost. Additional information on all services available (included and upgrades) is provided in **Attachment 5**.

Govstack (GHD Digital)

Website Redesign (Yr. 1) – \$23,909.50

Annual Cost - \$5,744

The proposal (**Attachment 5**) for the website redesign is all-inclusive of the products and services provided. This includes website setup and design, content management, news & subscriptions, two calendars, public submission with approvals, event email notifications, and continuous updates and improvements as added over time. The built-in features included with the website redesign currently provided are mentioned on pgs. 3-4 of the proposal.

5. Searchable digital version of the municipal code Provider Overview:

Municode

Republication (Yr. 1) - \$7,875

Annual Cost - \$6,875

Recodification in 2 years Estimate - \$18,500

The proposal (**Attachment 6**) will allow for a digital version of the Village's municipal code to be integrated within the website for easy access for residents and staff. Supplementation and updating of the digital version of Ordinance changes in 40-45 days. Ability to search the Municode databank across all municipal users for easier creation of Ordinance updates for editing to fit the Village's needs.

6. Following the demos provided by the vendors, staff asked some questions related to the ability of each vendor:

7.

- a) Are Forms able to be created for the website?
 - i. What is the level of difficulty to create a new form?
- b) Can forms be filled out and submitted on the website?
 - i. If submitted on the website is there a workflow that can be created for these forms to be routed to the correct person to receive them?
 - ii. How is the individual notified?
- c) What are the online payment options available?
- d) How customizable is the agenda/minutes page?
 - i. Can we link audio to the page?

Here are the answers to each question:

Munibit

- a) We can create a few separate types of forms. If you have an existing .pdf (preferably already fillable) we can upload that for residents to complete online. Alternatively, we could create web-based forms on your behalf. Both require us to set up on your behalf, we'd be happy to work with you to get those up and running.
- b) Yes, they can. You can assign as many contacts as you'd like to each form. They are then notified via email when a form is completed and can view all previous responses through the website tools.
- c) If you'd like to use our payment system, we are able to accept credit card and ACH payments through our payment processor. These are point-of-sale, and do not integrate with your accounting system at this time. There is no additional cost to the village, the small processing fee is charged to the resident (2.9% + \$0.30 for credit card transactions, 1% + \$0.30 for ACH transfers). We also support 3rd party payment systems through links, buttons, or embedded checkouts.

- d) We can set up the folder structure however you'd like and can include audio links (which need to be hosted elsewhere, typically YouTube or SoundCloud). We're also releasing a meetings functionality shortly that will allow you to manage all meeting materials (agendas, minutes, videos, audio, other attachments, attendees, etc.) for each meeting individually and will be displayed within the calendar or within a separate view. More to come there!

Revise

- a) You always have the ability to create webforms through the website and are always included with the website CMS, but based on the following question, what you are looking for are our Online Interactive Forms, which are an optional addition you can utilize.
- b) The online interactive forms have a full server backend and workflow processing set-up that you can do exactly what you are describing.
- c) Online Payments are not processed by the website developer directly; you utilize a payment processor that we link to for the services you require. For example, say a local utility company has their online payment system that people pay for water, you link to it from the site, but it isn't the WEBSITE that is processing that payment. If you don't have any payment processors, you can utilize many (including things like Point and Pay, xpresspay, etc.) Those aspects would be something you wouldn't be going to us directly for.
- d) You can handle that in multiple ways, but normally you would be utilizing something like our Document Center. You can see meetings can add in minutes, agendas, and also can add in things such as links to videos and audio. However, if what you mean by "link" to audio you mean you are hosting them locally, that's easy enough. If you mean you wanted to host the Audio or Video through us DIRECTLY, there would be additional costs for the high-speed hosting (but this is rarely necessary).

Govstack (GHD Digital)

- a) Yes, GHD has the ability to create webforms and are included in the CMS from employment applications to Freedom of Information Requests or reporting a problem in the Village
- b) Yes, the submittals of online forms can be assigned to an individual or a department
- c) Online Payments are not processed by the website developer directly
- d) Yes, the page is customizable to fit the needs of the Village within the scope of the existing platforms available. Audio can be linked as well as video.

Recommendation:

Based on the review of the demos and the proposals reviewed, staff recommends the Committee of the Whole recommend the selection of Munibit to update the Village website in the amount of \$5,388 and Municode to create a digital version of the Village

ordinances in the amount of \$7,875 as 2026 Village Budget expenditures with the following conditions:

- 1. The website be completely operational by February 28, 2026, or earlier.**
- 2. Both Munibit and Municode work together to integrate the Municode services into the website by the go live date.**
- 3. Payment terms for these services is to occur no earlier than 2026.**



FROM NOW TO NEXT.

Website Development

Prepared For
caledonia-wi.gov

May 6th, 2025



The Masters of the Website

WHY IMAGE MANAGEMENT?

Drive your online success with Image Management - "The Masters of the Website!" We've built over 1,000 high-performing websites across diverse industries, including dozens of educational and non-profit institutions, delivering tangible results for our clients.

Since 2001, our experienced team of website designers, SEO specialists, and digital experts has been dedicated to enhancing our clients' online presence. We analyze your brand and develop a custom website strategy to achieve your specific goals. We are a results-driven partner you can rely on.

Expect expeditious service coupled with high attention to detail with Image Management. We pride ourselves on our responsiveness – answering your calls on the first or second ring, which is unheard of in our industry – and our commitment to getting it right the first time.

Image Management is a proud recipient of several local awards, including RAMAC's Apollo Award, Family Friendly Workplace, and the Young Professional of the Year, underscoring our commitment to quality and professionalism.



May 6, 2025

Todd and Village of Caledonia Staff,

Image Management is pleased to submit this proposal in response to your request for a new website for The Village of Caledonia. This proposal outlines our strategic approach and comprehensive plan to deliver a website that effectively meets the needs of the Village of Caledonia and your residents.

We are eager to collaborate with you on this exciting endeavor and are hopeful that our proposal demonstrates our commitment to excellence and our deep understanding of your requirements. We recognize the significance of timely project completion, a principle deeply ingrained in our operational philosophy at Image Management. You can rely on us to deliver the completed project by the target date of January 1, 2026, ensuring a collaborative process with timely feedback.

We look forward to redeveloping caledonia-wi.gov with you!



Chad Arents

Account Executive

Image Management

Office: (262) 898-9136

chad@imagemanagement.com

imagemanagement.com

WEBSITE PAGES AND FEATURES

HOME PAGE & LAYOUT

A clean, yet eye-catching website framework will be developed utilizing the established Village of Caledonia branding and color scheme. A highly legible font will be selected for headers and body copy to ensure consistent displays throughout the website. The main navigation will include About, Residents, Businesses, Departments, Government, FAQ, and Contact. The main navigation bar will be “sticky”, scrolling downward on all pages as the visitor advances.

Button formatting and horizontal block separation will be utilized as needed within pages to provide a visually appealing experience for visitors. Elements, including the Village Hall location and contact details, a site-wide keyword search, Facebook links (Village, FD, PD), the UserWay ADA Widget, and a site-map leading visitors to the most important website resources, will be accessible from all pages.

The home page will showcase a full-width looping video banner along with a welcoming statement. Additional features will include the Village’s Facebook embed, a well-defined block for important announcements and alerts, icon based call-outs (Municipal Court Payments, Police, Agendas & Minutes, Notify Me, Licenses & Permits, Park Reservations, Garbage & Recycling, Employment) will be presented in two rows of four, and highlighted access to the four most viewed sections of the website. Blocks on this page will be super-imposed against semi-transparent photographic backgrounds representing Caledonia for additional visual appeal.

INTERNAL PAGES

Current website pages verified for use on the new website (approximately 77 total) will be refined/consolidated, realigned, and transferred with revitalized formatting. Selected Village of Caledonia staff will have access to a fully integrated Website Editor to update website text, photos, add PDFs, and add YouTube embeds.

ABOUT

The “About the Village” section will be consolidated into a singular page using elements from the existing “About the Village” and “History of Caledonia” pages. A link to the “Caledonia Historical Society” website will be included on this page. *The Caledonia Conservancy, Non-Profit Organizations, and Visit Racine County pages/links will be dropped.*

RESIDENTS

The following pages and resources will be made available through a mega-menu drop-down in this section: Do Not Solicit Registry, Garbage & Recycling, Hazardous Material Collection, Quarry & Blasting Information, and Yard Waste Site. Voter Information will be cross-posted within this section. *The following pages/links will not be transferred to the new website: Community Assistance, Digger’s Hotline, Greater Racine County, League Sports, Racine Youth Sports, We Energies.*

Parks

To provide a higher level of prominence and access for visitors, Caledonia Parks will have a top-level entry point within the Residents drop-down with sub-pages clearly displayed. Sub-pages/links include: Parks Department (a profile for the Parks Department leadership and contact info), Park Reservations, Chapla Park profile page, Crawford Park profile page, Franksville Memorial Park profile page, Gorney Park profile page, Linwood Park profile page, Maple Park profile page, Nicholson Wildlife Refuge profile page, and Biking and Hiking.

Park Profile pages will include location, a Google map, hours (if applicable), park info, and a photo gallery (if applicable). The Parks reservation system will utilize the established WebReserv system with enhancements implemented by Image Management including a calendar related to each reservable item, ability to take reservation payments/security deposits, make reservations available in hourly increments for specific items, and implement restrictions so reservations cannot be made the “day-of”. Image Management’s estimate includes the set up of up to 12 reservable items for the launch of the new website.



BUSINESSES

The following pages and resources will be made available through a drop-down menu in this section: Caledonia Business Association, Economic Development, Park Sponsor Partnership, and Signage. *The following will not be transferred to the new website: Chamber of Commerce, Greater Racine County, Planning/Agreements/Studies/TIF Documents, RCEDC, Direct Sellers, Site Selector, and Zoning.*

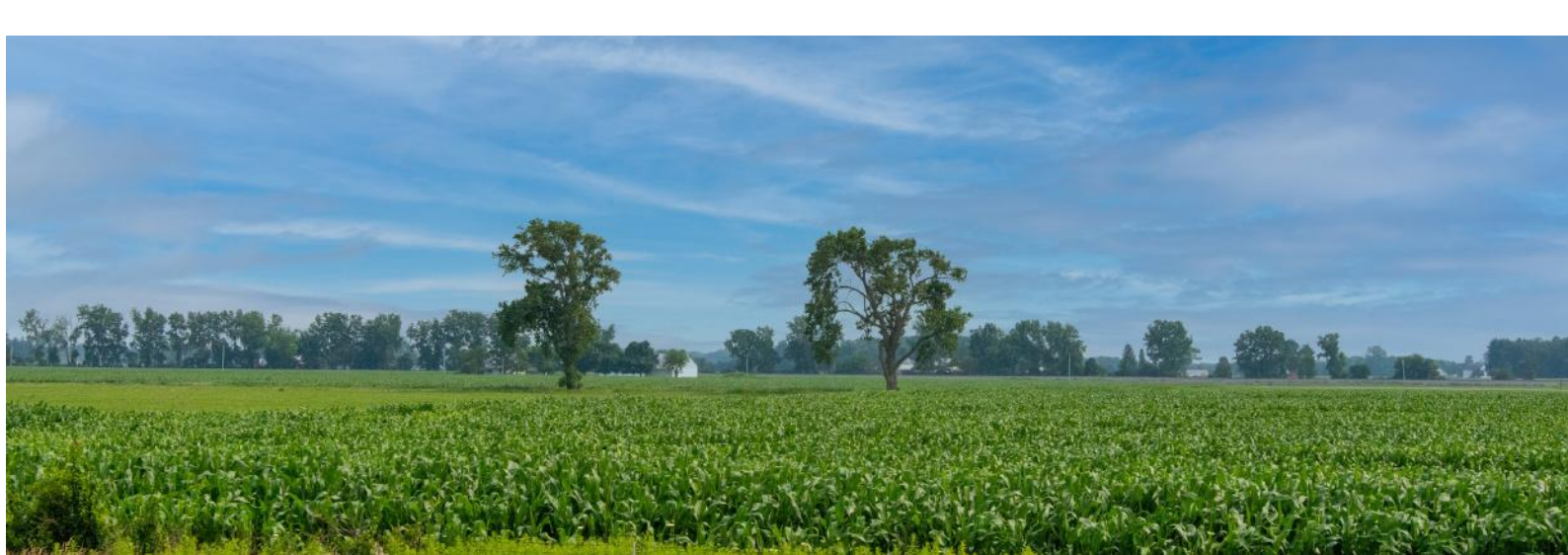
DEPARTMENTS

For higher-level access, the Departments section will be moved from the Government section into an entry on the main navigation. Each department page will feature a consistent profile for the primary leadership contact and will include a photo, name and title, contact info (phone and email), bio, and associated tasks.

Features unique to each department page are listed as follows:

Administrator, Assessor, Building/Inspections, Cemetery (Google map & access to ordinances), Clerk/Treasurer (access to related applications/forms, “Special Assessments” info currently under Resources will be moved here), Engineering, Finance, Fire (optimal placement of the FD Facebook embed, consistent profiles for the three fire stations), Human Resources (the “Nondiscrimination and Accessibility Guide” info currently under Resources will be moved here), Police (optimal placement of the PD Facebook embed), Public Works, Utility District, and Weed Control.

The Health Department entry will link to the established Racine County Public Health website. The Planning and Zoning page will be dropped in favor of a direct link to the new Zoning Hub website. *The General Inquiries page will be dropped.*



GOVERNMENT

As the largest section of the website, the Government drop-down/mega-menu will be reorganized for optimal access and display. Headings and page links will be increased in size for optimal legibility. Each section and their related sub-pages are outlined below.

Municipal Court

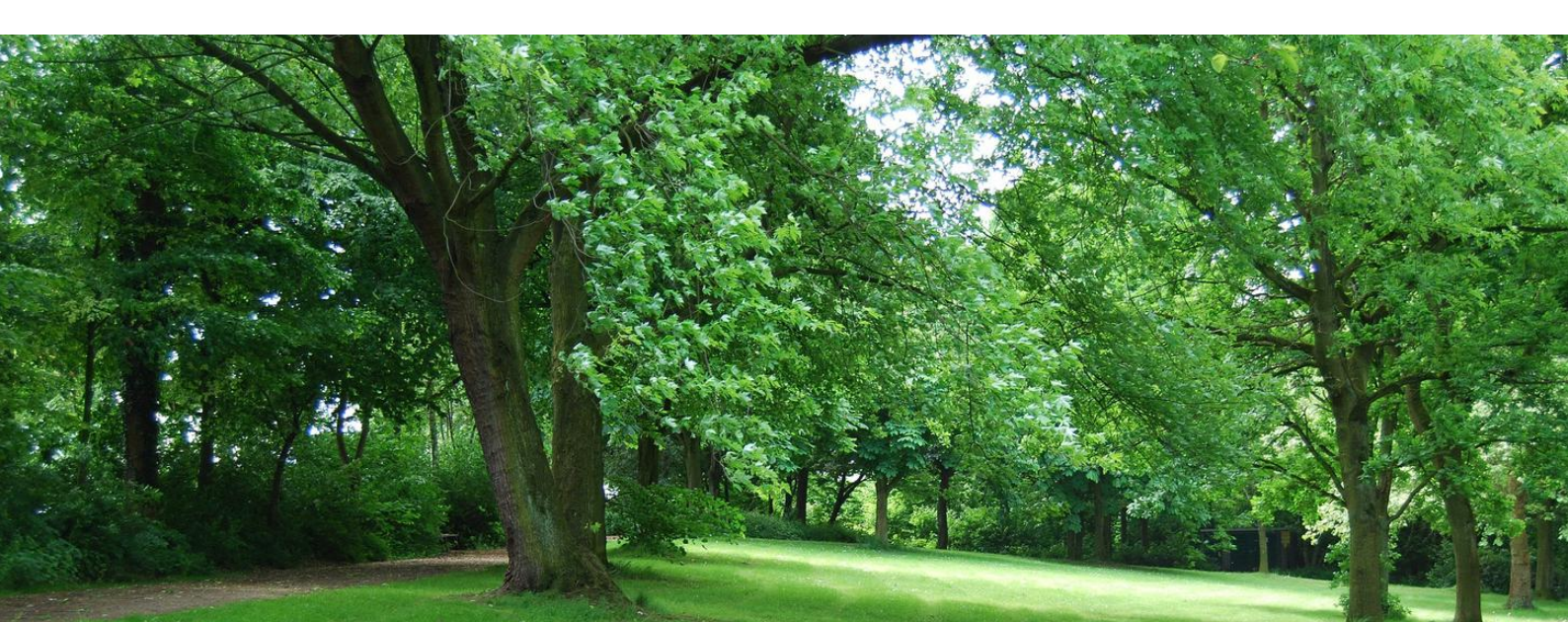
To provide a higher level of prominence and access for visitors, Municipal Court will have a top-level entry point with sub-pages clearly displayed. Sub-pages/links include: Caledonia Municipal Court (general introduction and court location), Online Payments (linking to the established Five Point Payments system), Forms & Requests, Court FAQ, OWI & IID Info, and Helpful Links.

Elections & Voting

The following sub-pages will be made accessible within this section: Candidate Resources, Election Dates (with an embedded Polling Places map visible at full screen size upon click), and Voter Information. *The 2023 Voter Referendum page will be dropped.*

Government Resources

Pages accessible through this section will include: Budgets & Finances (document uploads for the last 5 years presented in stylized tables), Construction Projects, Permit/Licenses/Forms (separated into well-defined sections as downloadable PDF's or online submission forms - see page 9), Utility Bill Payments (linking to the established Payment Service Network website), Calendars (with access to Google Calendars for government, public, and parks), Job Openings (leading to the third party Government Jobs website), and Property Taxes.



Boards, Committees, and Commissions

Each of the following sections will include corresponding pages with access to the appropriate Minutes and Agendas where applicable; records for the last three years will be migrated to the new website for each: Board of Police & Fire Commissioners, Board of Review, Committee of the Whole, Parks & Recreation Advisory Committee, Personnel Committee, Plan Commission, Utility District Commission, Weed Commission, and Zoning Board of Appeals.

Also accessible in this section will be the Village Board page. Current Village Board Members (x7) will be accessible in rows of three, with their photo, name, and title presented. Upon click, a bio page for each board member will be displayed.

The current Agenda and Minutes upload system will be repurposed for the new website allowing for the upload of PDF, Word Documents, or Audio files with appropriate titles and search criteria (by Category or by Month/Year).

Ordinances & Regulations

Ordinances and Regulations from the last three years will be transferred to the new website under the following categories: Adopted Ordinances, Adopted Resolutions, Municipal Code of Ordinances, Burning Regulations, and Sex Offender Residency Guide.

Ordinances for the last three years for the sections listed below will also include a section-specific search allowing visitors to search for any live text keywords within PDFs. Search logic will not be applicable for any scanned PDF information. Sections include: Adopted Ordinances, Adopted Resolutions, Municipal Code of Ordinances, Sex Offender Residency Guide, and Cemetery Ordinances (accessible through the Departments - Cemetery page).



FAQ

The FAQ section will be revitalized with new information and clear separation of subject matter for optimal usability by visitors.

CONTACT

The current “Question” page will be retitled Contact. This page will include a general submission form, Village Hall location/contact details, a Google map, and useful details from the current Utility Services page.

ADDITIONAL FEATURES

The “Notify Me” feature which allows individuals to add their email to a notification list will be retained. Email alerts will be sent every 24 hours when new Meeting Minutes or Agendas are uploaded to the website. *Outdated alert types that will no longer be applicable on the new website include Job Openings (now third party only), Business Profiles, General Page Creations, Press Releases, and Announcements.*

ONLINE FORMS

Licenses and Forms currently available as downloadable PDFs will be reformatted into online submission types. 29 entries have been specified for online formatting. Submissions for each form will be emailed to the Caledonia staff member(s) specified.

WEBSITE FEATURES

The new website will include Google Analytics, a Website Editor, compliancy for W3C WAI, a UserWay ADA widget, and browser compatibility for Safari, Chrome, & Firefox.

RESPONSIVE DESIGN

Responsive design will be utilized to meet mobile optimization compliance and enhance the visitor’s browsing experience. Page content and navigation will reposition properly on smart phones and tablets by default.



WEBSITE CONTENT

Page content will be transferred from the existing website: approximately 77 pages. Image Management will provide up to 4 Village staff members with an in-person Website Editor training session so that content can be adjusted on an ongoing basis. A Website Editor Guide will also be provided. Any potential and approved stock images or video purchased will be charged back to the Village of Caledonia accordingly.

HOME PAGE VIDEO

Image Management will take video footage of the Caledonia Village Hall and other nearby elements (the Police Department exterior and Crawford Park) for use as a looping video banner on the home page. Supplemental Caledonia photos provided by the Village Staff can also be provided and added as panning elements within the video.



IMAGE MANAGEMENT:

THE COMPANY WITH OVER 250
FIVE-STAR GOOGLE REVIEWS



We encourage you to go out to our Google My Business profile to read what clients have to say about us!

TESTIMONIALS:

"Image Management brought us through the website design and implementation process flawlessly and showed us new ways to use a website beyond just information. They created a data portal and safety portal for use with our field employees and B2B relationships, expanding how A.W. Oakes is seen on the web. They have continued to maintain our website to keep our SEO tip-top and our ever changing safety information current."

Daniel C. Oakes
A.W. Oakes & Son

"Image Management has been great to work with. Chad and the IM team built a new website for us and are helping us with our digital marketing. They made everything easy and helped us transition from our previous provider."

Dan Miller
Keystone Heating & AC Co Inc.

"The most difficult part of effective communication, marketing campaigns, vehicle wraps, etc., is getting an idea from your thoughts, to your words, to the other person's ears, to their brain, and then onto paper where the deliverables are showcased. That process almost shouldn't work, but once in a while it does. Image Management can be credited heavily with the success of that process. Listening, brainstorming, and delivering exactly what we had in mind. Exceeding expectations by thinking of things we hadn't. Building on good, but rough-cut ideas. Being willing to say "you are not going to like that, here's why". Not only at the time of website development, but as we work with them after launch, continuing to modify and grow."

Mike Miner
Proserv Aviation



TOTAL PROJECT COST ESTIMATE

Website Development (522 hrs at \$95/hr - \$49,590)

TERMS: I agree to the scope of services described, and will pay the amount above in full within 30 days of completion of the website. In the event that the project extends more than 30 days beyond the date of the execution of this proposal, Image Management will invoice me monthly for work completed to date. Any additional work or requests above and beyond what is specifically included in this proposal/estimate will be billed at our standard rate of \$95.00 per hour. Following site activation, support including telephone/email/on-site assistance, additional training sessions, client-requested maintenance, add-ons, version upgrades, software, plugin and/or module updates, or page development are billed at a standard rate of \$95.00 per hour. Image Management is not responsible for lost revenue in the event of website and email outages or downtime. Image Management does not offer refunds of any nature.

I understand that a signed copy of this proposal must be delivered or sent to Image Management before any work is performed. Payments must be made in the form of a check (sent to 4420 W. Johnson Ave, Racine, WI 53405) or credit card over the phone.

Client Signature: _____ Date: _____

Village of Caledonia

New/Revised Features

- Updated, modernized layout, full width
- Use of button formatting for links throughout website
- Footer “site-map” with secondary links to most important resources
- Revise main navigation to About, Residents, Businesses, Departments, Government, FAQ, Contact, make navigation “sticky” (scroll with page)
- Looping video banner on home
- Longer page with clearly defined blocks, ghosted background images
- Revise callouts to the following:
 - Municipal Court Payments
 - Police
 - Agendas & Minutes
 - Notify Me
 - Licenses & Permits
 - Park Reservations
 - Garbage & Recycling
 - Employment
- Facebook embed for the Village account on home page
- Four highlighted sections on home page for the most heavily visited site elements
- Announcements area accommodating height expansion as needed
- Refined navigation for ease of information access, columned sub-menus in drop-downs, larger font/links for easier viewing/clicking
- Make “Municipal Court” its own section in Government
- Embedded map graphics (ie: polling places, cemetery) with full size viewing upon click
- Stylized Budget and Finance tables
- Conversion of PDF forms to online forms (x27 entries)
- Additional Google Calendars (x3 total)
- Board Member Profile pages and better presentation of members (x7)
- Section-specific searches for Ordinances & Regulations (live text PDFs)
- Consistent Department profile page types including portraits, Department section to be presented as a top level navigation entry
- Fire station Profile pages (x3)
- Make “Parks” its own section in Residents
- Park profile pages with photo gallery capabilities (x8)
- Refinement/expansion of WebReserv Parks system
-

Other Sites

Oak Creek - <https://www.oakcreekwi.gov/>

Brookfield - <https://www.ci.brookfield.wi.us/>

Waukesha - <https://www.waukesha-wi.gov/>

Village of Caledonia

Website Redesign, Hosting, & Support

Submitted by: Munibit

Contact: Ree Schilling, Account Manager

Email: ree@munibit.com

Website: www.munibit.com

Letter of Interest

2/25/2025

Village of Caledonia

Dear Website Selection Team,

Thank you for considering Munibit for your website platform needs. We are excited about the opportunity to partner with the Village of Caledonia to enhance your digital engagement, streamline website management, and ensure compliance with the latest accessibility standards.

Since our founding in 2020 in St. Charles, MO, Munibit has been dedicated to serving small local governments like yours with affordable, easy-to-manage websites that meet community needs. We believe our platform can help your city achieve its digital goals.

We look forward to the possibility of working together and are happy to provide any additional information you may require.

Sincerely,
Ree Schilling
Account Manager



Table of Contents

| | |
|--------------------------------|----|
| Letter of Interest | 2 |
| Table of Contents | 3 |
| Company Profile | 4 |
| References & Design Examples | 6 |
| Deliverables, Tools & Services | 7 |
| Timeline & Approach | 10 |
| Hosting, Maintenance & Support | 11 |
| Cost & Payment Schedule | 12 |
| Additional Information | 13 |

Company Profile

About Munibit:

Founded in 2020 and headquartered in St. Charles, Missouri, Munibit was created to provide affordable, easy-to-manage websites for small local governments and communities. Originally developed to serve our own community ([Historic Main Street in St. Charles, MO](#)), we quickly identified a larger need for those seeking a modern, streamlined online presence.

Our Mission:

To empower local governments and communities with a website platform that reduces administrative workload, improves resident engagement, and ensures full compliance—all at an affordable price.

Our History:

Munibit was founded on decades of collaboration and expertise. Randy Schilling (CEO) and Alan Groh (CTO) have worked together for over 30 years, leading successful software companies like BoardPaq and Quilogy. Their deep experience in creating intuitive, high-impact technology solutions now drives Munibit.

Munibit is more than just a company—it's a team built on trust and long-term partnerships. Kate Bayer, Adam Swank, and Ralesia Carter have also worked alongside Randy for over a decade, and his sons, Ree and Walton Schilling, have since joined the team, making Munibit truly a family-driven company.

Our Team:



Randy Schilling
CEO / Founder



Alan Groh
CTO



Ree Schilling
Account Manager



Walton Schilling
Account Manager



Kate Bayer
Marketing / Design



Adam Swank
Developer

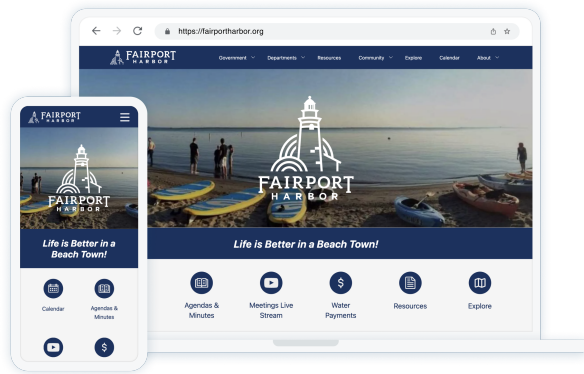


Ralesia Carter
Office Manager



Mitchell Killian
Developer

References & Design Examples



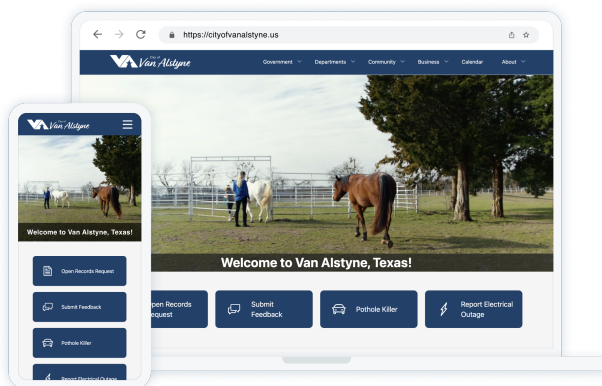
City of Fairport Harbor, OH

<https://fairportharbor.org/>



City of Fennville, MI

<https://www.fennville.gov/>



City of Van Alstyne, TX

<https://cityofvanalstyne.us/>

Deliverables, Tools & Services

Deliverables:

- **Full Website & Design**
We will design a modern, responsive, website with functional tools
- **Basic Data Migration**
We will migrate your existing website data to your new website (additional fees may apply for populations over 10,000)
- **Setup, Training & Support**
We provide a seamless website setup all the way to launch, alongside training for your team and ongoing support from your dedicated account manager

Built-In Tools:

- **Website Management**
Intuitive built-in tools for effortless content management
- **Document Management**
Organize and display agendas, minutes, ordinances, and more
- **Custom Forms & Workflows**
Use ready-made forms with workflows, collect fillable PDFs, or create custom forms
- **Online Payments**
Seamlessly add payment options to any website page, send payment links, or integrate payments as part of taking reservations—to boost revenue
- **Event & Meeting Management**
Centralize and display events, council, and committee meetings
- **Reservation Booking & Management**
Display space bookings with integrated payments and approval workflows

- **Notification Subscriptions**
Instantly send text and email alerts to keep your community informed. (Additional fee of \$0.03 per text will apply - optional add on)
- **AI-Powered Search**
Instantly search content, documents, and even specific text inside PDFs—complete with AI-generated answers and citations
- **In-Page Document Viewer**
Allow users to view, download, and print documents directly on your website
- **People Directory**
Showcase elected officials, committees, and departments with contact information
- **Business Directory (& Map)**
Categorize local businesses within a list or interactive map and guided tours
- **Quick Links**
Create customizable buttons for instant access to key community resources
- **News, Community & Event Posts**
Publish updates and news with simple, blog-like posts and display categorized events in rich calendars
- **Page Alerts**
Highlight critical alerts, like health, safety, traffic, etc. via banners or pop-ups
- **Searchable PDFs & Property Cards**
Convert PDFs into searchable data for easy public access—reducing your email and call intake
- **AI Text Editor**
Speed up content creation with AI-assisted text editing within website and tools
- **Image & Video Display**
Add dynamic galleries or carousels to showcase community visuals
- **Live Stream Videos**
Embed videos that auto-resize, including live streams
- **External Embeds**
Seamlessly integrate third-party modules into any page

- **Private Portal (optional add-on)**
Create secure, private pages for boards and committees to post documents, etc.
- **Property Listings**
Display commercial listings with map, gallery, and list views
- **Page Ads**
Use dedicated ad space to highlight community initiatives, local businesses, or important announcements

Services & Website Capabilities:

- **Compliance & Accessibility**
Built-in ADA features, accessibility statement, and guidance provided to ensure compliance as you add content—while operating at the highest levels of compatibility with WCAG 2.1 Level AA, ADA, and Section 508 standards
- **Admin Access**
Securely assign staff to manage specific pages and delegate tasks efficiently
- **Support**
Dedicated US-based account manager with fully remote support at no extra cost
- **Continuous Improvements**
Regular feature updates and enhancements included
- **Data Migration**
Basic migration from your existing website is included (additional fees may apply for populations over 10,000)
- **Mobile Optimization**
Fully responsive design for seamless browsing on phones and tablets
- **Analytics & Reporting**
Compatible with Google Analytics—which we can assist with setting up
- **Cookie Policy**
We use secure first-party cookies for user sessions; no third-party marketing cookies installed. However, third-party embedded modules may include marketing cookies beyond our control.

Timeline & Approach

Website Timeline:

- **Phase 1: Planning & Discovery (Weeks 1):** Kickoff meeting with admin to discuss project scope, sitemap and gather key materials
- **Phase 2: Design & Development (Weeks 2-6):** Design implementation, feature integration, and Data Migration
- **Phase 3: Testing & Review (Week 7):** Comprehensive testing, follow up meeting with admin for final input, and revisions (if needed)
- **Phase 4: Training & Launch (Weeks 8-10):** Remote training sessions, final revisions (if needed), and official launch
- **Phase 5: Ongoing Support:** Continuous improvements, regular feature releases, and support as needed

Approach:

Our methodology is agile and collaborative. We work closely with your team to ensure that every aspect of the project meets your needs. Regular updates and checkpoints are built into the process to ensure transparency and satisfaction.

The timeline above may vary depending on the amount of data on your current website—it could be faster or require additional time based on the complexity of the migration, but most websites follow this structure.

Hosting, Maintenance & Support

Hosting:

- Munibit is built on and operates within Microsoft's Azure cloud platform, providing enterprise-level security, reliability, redundancy, connectivity, monitoring and performance.
- All hosting is managed via Microsoft Azure. For detailed security information, please visit: [Microsoft Azure Security](#)

Maintenance & Support:

- **Remote Support:** Dedicated US-based account manager
- **Continuous Updates:** All feature improvements and releases are included at no extra cost
- **Emergency Response:** 24/7 monitoring ensures that any downtime is addressed promptly, with most issues resolved within a couple of hours

Cost & Payment Schedule

Cost Breakdown:

- **Plan:** \$449 per month (billed annually at \$5,388)
- **Inclusions:**
 - Website setup, design, and all public website tools
 - Basic data migration
 - Dedicated support and training
 - Continuous updates and improvements
- **Additional Costs (optional add-ons):**
 - **Text Notifications:** \$0.03 per text message
 - **Data Migration:** Fees *may* apply for populations over 10,000
 - **Private Portal:** \$99/mo for private portal features
- **Payment Schedule:**
 - Annual billing, with no minimum contract commitments—our commitment is to earn your business year after year

Additional Information

- **Contract Commitments:** No long-term contract commitments required
- **Maintenance Responsibilities:** Most website updates can be managed by your personnel using our intuitive platform; occasional updates can be handled by our support team
- **Innovative Recommendations:** We recommend a consolidated menu structure based on our extensive experience with other local governments and communities to further streamline user navigation



The Government Website Experts

WEBSITE HOSTING & COMPREHENSIVE DESIGN PROPOSAL FOR Caledonia, Wisconsin

Revize is a Minority Business Enterprise (MBE)

Prepared by Shawn Stewart
shawn@revize.com
150 Kirks Blvd. Troy, MI 48064
Ph: 248-928-8064 Fax: 866-346-8880
www.revize.com June 16th, 2025
Pricing good for 30 Days



To Todd Willis and Members of the Caledonia Board of Review,

We are writing to provide a letter of intent from Revize Government Websites, LLC. ("Revize") in respect to the request for proposals for your website redesign project. We appreciate the time and energy you and your team have afforded us in discussing this opportunity and the information that has been provided thus far.

For two decades, Revize has been a leader in providing high quality, government-compliant web solutions for our clients. Located in Troy, Michigan, we have launched thousands of government and non-profit websites nationwide, and our myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that this project is more than a website; it's a valuable resource that can help you build a better communication tool for your non-profit partners and community. It will allow visitors to see the full breadth of your community services, special events, lobbying efforts and any important information for local opportunities!

Visitors looking for the "digital front door" to your organization will be drawn to a website that is not only visually appealing, but is also functional, user-friendly, and can provide a plethora of services on a wide range of devices. A Revize website will allow your users to easily fill out and submit documents for employment, review local events and family development programs, read blog updates, perform curated searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance.

What's more; with Revize your website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations!

We will work closely with you to design and develop a dynamic, easy-to-navigate website that will perfectly fit your vision. The sites will empower you to control your digital presence with the industry's best administrative management applications, and our Revize training ensures that your teams will have the skills needed to expertly update and manage website content and delivery all in-house across all of your departments!

Government clients select Revize because we can help them

- Effectively engage prospective users.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes and provide inter-departmental workflow solutions.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

Based on our preliminary review of the information provided and subject to the conditions set forth, Revize is pleased to submit this letter of intent (the "Proposal") for the website redesign project, good for a period of 30 days. Please contact me if you have any questions at all.

Sincerely,



Shawn C. Stewart
shawn@revize.com

Table of Contents

| | |
|---|----|
| Table of Contents | 2 |
| Experience and Qualifications | 3 |
| Executive Summary | 3 |
| Revize Project Management Team | 4 |
| Website Project Experience Examples | 7 |
| Website Account References | 10 |
| Project Approach/Technical Capabilities | 11 |
| The Revize Solution | 13 |
| Project Planning and Setup | 13 |
| Revize Design Principals | 14 |
| Wireframe to Concept | 15 |
| Revize Project Life Cycle | 16 |
| Phase 1: Initial Meeting, Communication Strategy, SOW | 16 |
| Phase 2: Discovery and Design | 16 |
| Phase 3: Template Development, CMS Integration | 17 |
| Phase 4: CMS Modules Setup | 17 |
| Phase 5: Custom Functionality Development | 17 |
| Phase 6: Quality Assurance Testing | 17 |
| Phase 7: Content Development / Migration | 17 |
| Phase 8: Training Staff | 18 |
| Final Phase: You Go Live! | 18 |
| Marketing & Ongoing Consultation | 18 |
| Search Engine Registration and Marketing | 18 |
| Standard Training Agendas | 19 |
| Timeline Summary | 20 |
| Hosting Service and Technology Architecture | 21 |
| Security | 22 |
| Security Controls, SSL, and Active Directory (LDAP) | 22 |
| Application Security Authentication | 22 |
| Revize Security/Disaster Recovery Architecture: | 23 |
| Revize Website Analytics | 24 |
| Revize Support | 25 |
| Revize Custom Design Cost Proposal | 26 |
| Optional Payment Plans | 27 |
| Custom Website Features Included | 28 |
| Optional Applications Discussed | 29 |

Experience and Qualifications

Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated the Board is to select the right vendor; one who will work with you through all the steps required to create an excellent website to fully represent the services you offer.

In more than two decades of working with non-profit leaders and overseeing multiple government association/non-profit collective communication projects, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design; including all the online applications and user functionality. In simpler terms: you need a solution that works for YOU and is tailored to accommodate any nuanced use-cases; whether it be document management of programs and applications, donation forms, listing directories for contacts, blogging platforms for news and events, or any other unique aspects you need!

About Us

Focused exclusively on creative web-design, government web apps and content management technologies, Revize continues to invest in its technology by continually adding new capabilities and features that manifest our vision. While many organizations choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

Our Innovative Responsive Web Design (RWD) and Web Apps

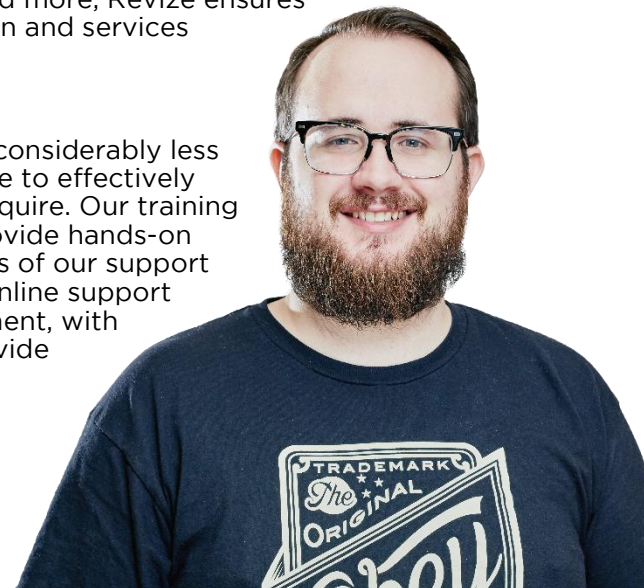
Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD): This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with minimal resizing, panning, and scrolling — across a wide range of devices; from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but will also receive 24/7 access to our Communication Center for residents, businesses and visitors.

Our Award-Winning Non-Profit CMS

Revize is renowned as a leader in providing practical, high-value, easy-to-use content management software. This powerful solution enables clients to manage their online presence with efficiency and style. With applications such as the online document center, our public service request app, frequently asked questions modules and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time, and because our software is so easy to use, we are able to effectively train our clients in less than half the time our competitors require. Our training program is customized based on each client's needs: we provide hands-on training the way you want it! We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24/7/365 for issue tracking and management, with a team dedicated specifically to your websites. We also provide phone and e-mail support during regular business hours.



Revize Project Management Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top-notch experts in the field of government website design, development, analysis, content management, training and support. Here are just a few who will be working on your project!

Shawn Stewart

Sales Account Manager

Shawn is a proven and experienced website design and IT services consultant. His attention to detail, assertive personality and general desire to help his clients make him a great asset to have and is someone you can truly trust to manage your website project. He has worked with a variety of clients in healthcare, non-profits and municipalities across the US and has extensive knowledge on the current trends, industry standards, and advanced applications that help make Revize Government Websites a leader in municipal government web design.

- **Education:** Bachelor of Science and Bachelor of Arts – Michigan State University 2011.
- **Expertise:** 7+ years of experience in account management, project management, sales and marketing with a focus in consultative web design sales, server hardware/software implementation and digital marketing strategies including SEO, Google Adwords, and other digital solutions.
- **Role on your website project:** Account & Project Manager

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 500 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- **Expertise:** 30+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- **Role on your website project:** Supervisor of account management between client and project team.

Ray Akshaya

Technical Director

Ray has 22+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge
- **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps

Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 600+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- **Expertise:** Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Graphic design of website and backup support.

Derek Ortiz

Website Developer / Front End Application Designer Manager

Derek is the senior front-end developer and designer manager for Revize with more than 13 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent website development work.

- **Expertise:** Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Web development of website templates and backup support.

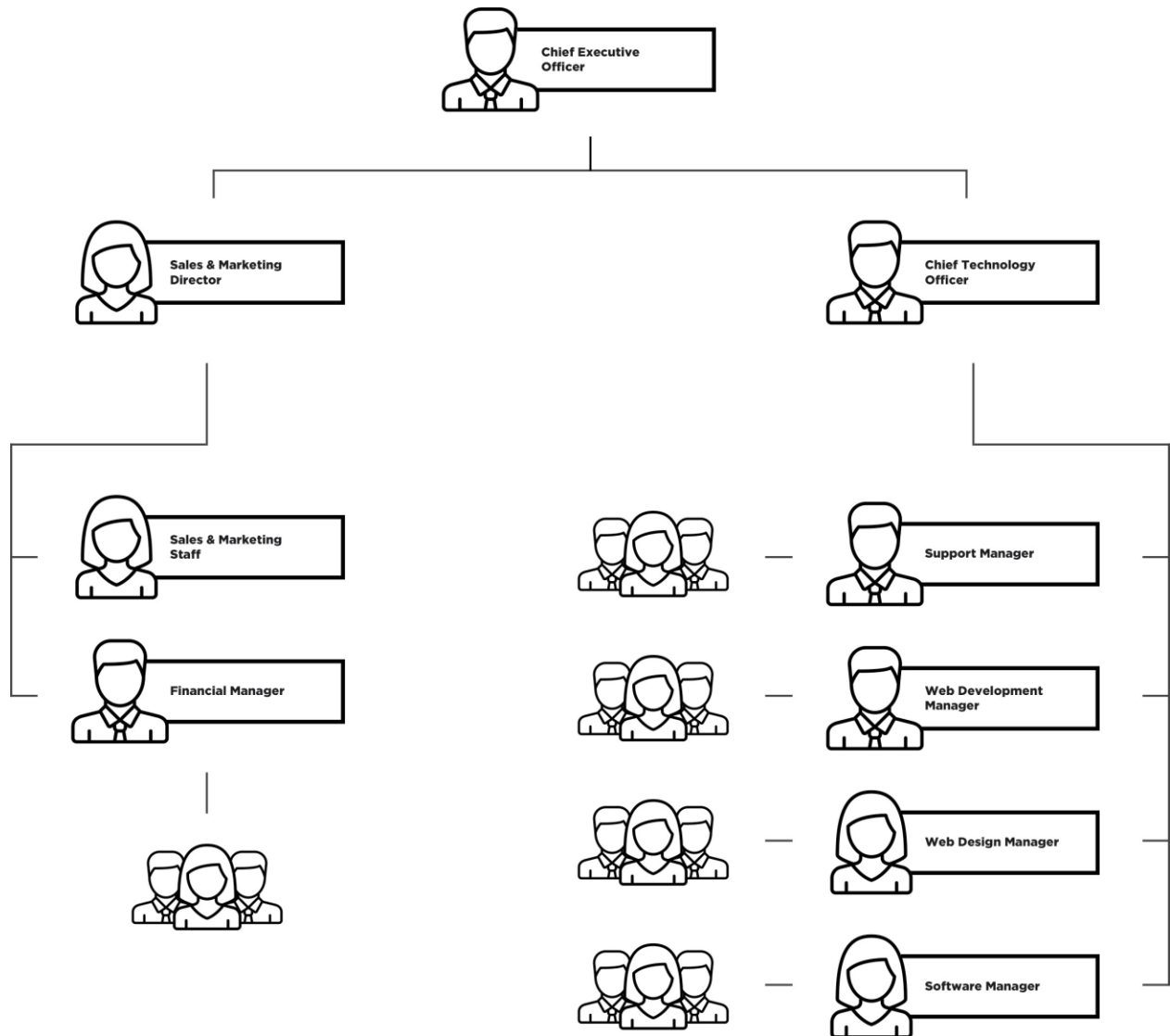
Denise Brazier

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

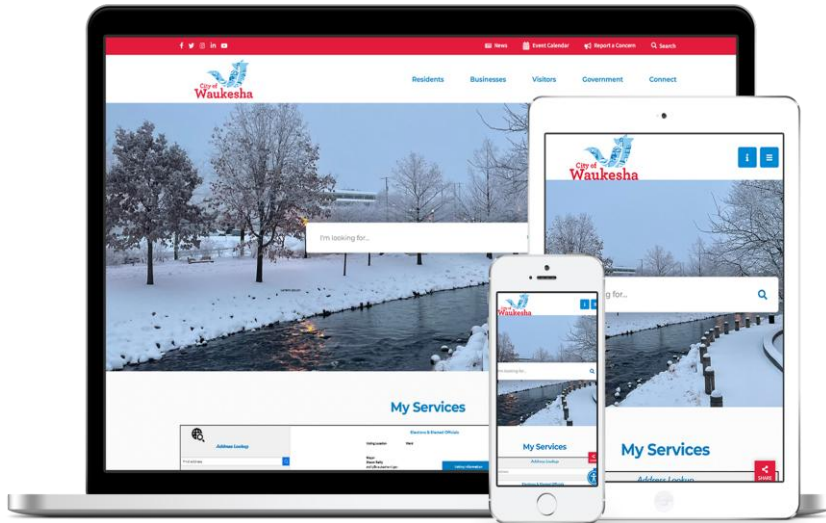
- **Education & Training:** MS in the Art of Education from Marygrove College. Certification in Secondary Education
- **Expertise:** Training, education, teaching, public affairs and project management.
- **Role on your website project:** Trainer for the Content Management toolset and project manager

Revize Organizational Chart



Website Project Experience Examples

The City of Waukesha, Wisconsin



www.waukesha-wi.gov

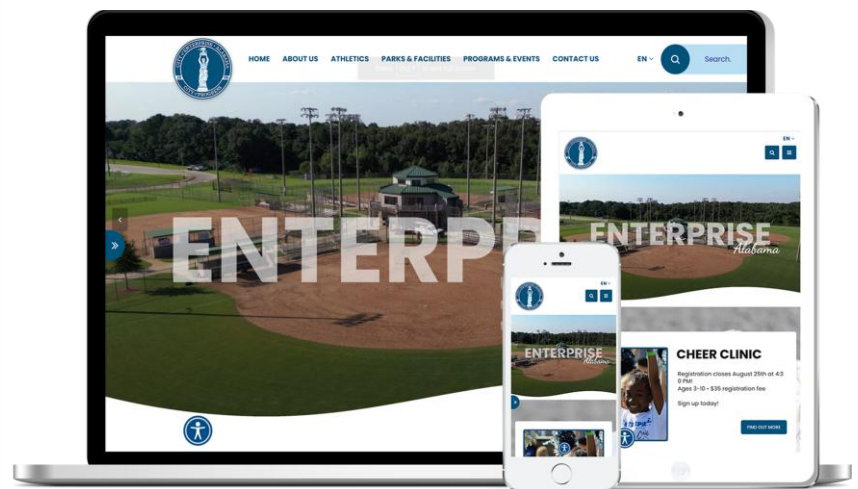
Details:

Revize created a modern, aesthetically pleasing website for Waukesha that truly captured the essence of the community. The website introduced a responsive design which now allows for an adaptive experience across all devices including smartphones and tablets, but also integrated a user-friendly content editing management system. This website brings together an amazing design with a full suite of web apps to engage residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. Their unique design, streamlined integration of web applications, and a high traffic featured news and headlines area top off this website!

Details:

Enterprise is one of the fastest growing areas in the state. Because of this fact, the website needed to refocus its attention. In addition to resident services, this website has a focus on economic development. As you scroll down the website, this business-friendly atmosphere is intertwined with resident engagement features. Each department has their own icon that is used to identify them uniquely. The interior pages have distinctive features that make them stand out as if they were stand-alone websites. With its service for residents and its appeal to the business community, this is the next generation of government websites.

The City of Enterprise, Alabama



www.enterpriseal.gov

The City of Largo, Florida



www.largo.com

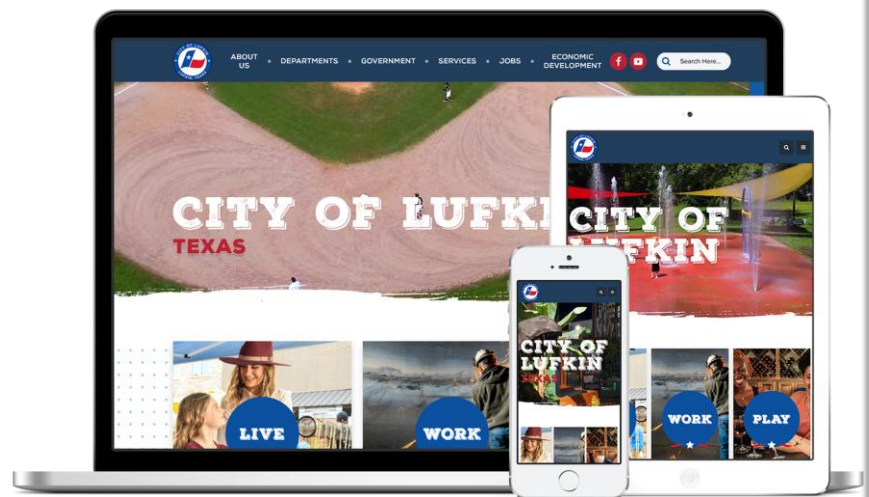
Details:

Largo, Florida wanted a website like no other. Through a collaboration between the city marketing team and Revize, we were able to create this award-winning website. Each page in this website was designed to uniquely fit the needs of the community. We also built unique designs for the city parks, library, and theater. The navigation within this site is built based on services rather than department silos. Overall, this website brings together an amazing mix of design expertise and functional clarity to create a great user experience!

Details:

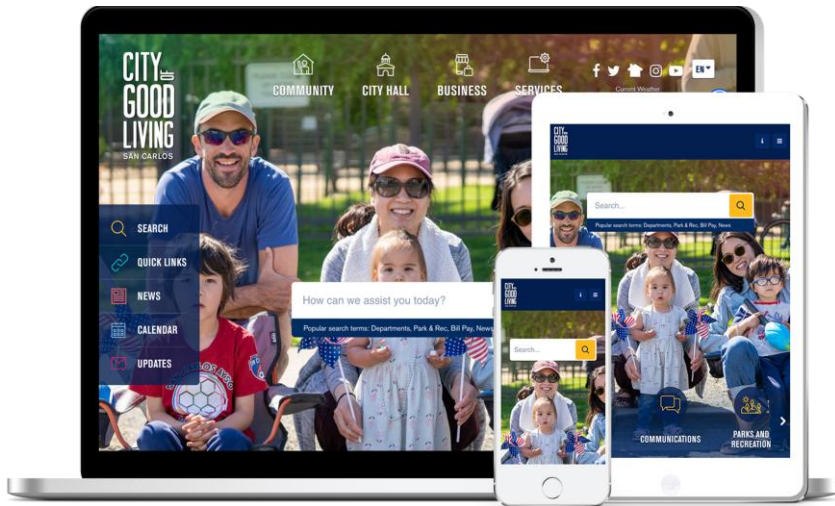
Lufkin wanted a design unlike any other. We pushed the limit of what people think when they see a city website. In addition to integrating a drone video that spans the full width of the homepage, this site features a strong mobile-ready design that showcases multiple aspects of the city they wanted visitors to see. Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the city's brand in a way that is unmatched in the industry!

The City of Lufkin, Texas



www.cityoflufkin.com

The City of San Carlos, California



www.cityofsancarlos.org

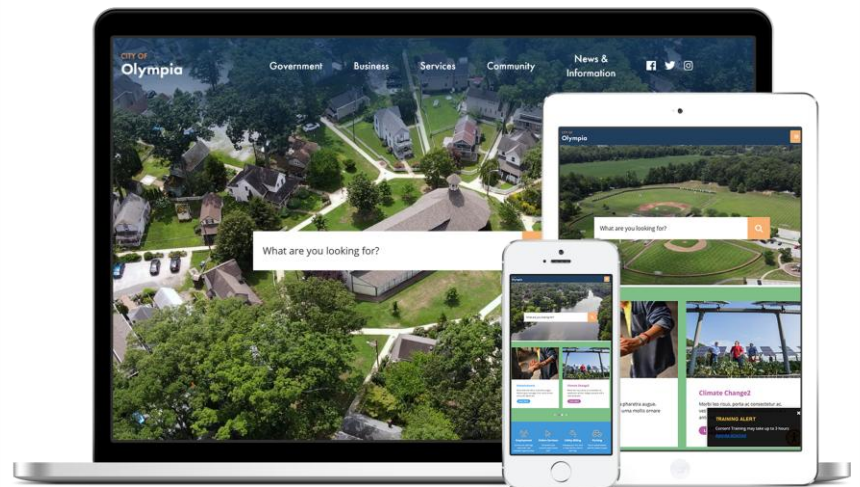
Details:

The City San Carlos, California chose Revize because they wanted a website that stood out from all of the others in California! For this site, we built unique designs for the city, with every page having a unique look and feel while maintaining their new brand. This site also includes our proprietary “curated search” feature. This feature puts you in control of the search results on the site. You get to decide which results display based on the search criteria your users input into the search. This allows them to find the results they are looking for instantly!

Details:

The City of Olympia, the capitol of Washington, presented a unique opportunity for Revize and the city’s web team. This website features an extremely innovative homepage: As users scroll from one section to the next, they can explore different trending topics, services, news and much more in an extremely modern fashion. We built this website to be one of the most visually inspiring, but also most functional websites in the United States. With the unique design coupled with features such as a curated “smart search” feature and online interactive forms, this website makes a strong case for that title!

The City of Olympia, Washington



www.olympia.gov

Website Account References

Client: City of Wylie, TX

Craig Kelly, Public Information Officer
Office: (972) 516-6016
Email: craig.kelly@wylietexas.gov
Website: www.ci.wylie.tx.us

Client: City of Marshfield, WI

Eng Ng, IT Director
Phone: (715) 486-2027
Email: eng@ci.marshfield.wi.us
Website: www.ci.marshfield.wi.us

Client: Borough of Prospect Park, NJ

Intashan Chowdhury, Borough Administrator
Phone: (973) 790-7902 x532
Email: chowdhuryi@prospectpark.net
Website: www.prospectpark.net

Client: City of Duluth, GA

Alisa Williams, Economic Development &
Marketing Director
Office: (678) 475-3506
Email: awilliams@duluthga.net
Website: www.duluthga.net

Client: City of Lufkin, TX

Jessica Pebsworth, Public Relations Specialist
Phone: (936) 633-0321
Email: jpebsworth@cityoflufkin.com
Website: www.cityoflufkin.com

Client: City of Olympia, WA

Joshua Linn, Website Administrator
Office: (360) 570-3782
Email: JLinn@ci.olympia.wa.us
Website: www.olympiawa.gov

Client: City of Waukesha, WI

Contact: Andrew Noffke, UI/UX Designer
Office: 262.524.3575
Email: anoffke@waukesha-wi.gov
Website: https://www.waukesha-wi.gov

Client: City of San Carlos, CA

Quinne Woolley, Management Analyst
Office: (650) 802-4212
Email: qwoolley@cityofsancarlos.org
Website: www.cityofsancarlos.org

“The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website’s progressive look captures the vibrant culture of the community.

— Craig Kelly, Public Information Officer
City of Wylie, TX



Project Approach/Technical Capabilities

The following list the details of each project's goals:

1. Visually Appealing Sites for Your Major Target Audience

Revize clients have told us that Revize has one of the best creative design teams in the industry. We will create a branded style for the site with eye-catching, functional elements that will help your prospective users increase communication and promote awareness. Your website is your front-facing advertisement to the world and should appeal to wide-ranging communities to attract families and businesses considering utilizing your services. The award-winning Revize designs have been sought by municipalities, development boards, healthcare leaders and government organizations across the country to increase education, embrace new perspectives and foster collaboration!

2. Easy to Find Content

Revize regularly conducts government web visitor usability studies, and as a result, we already know how web visitors want to navigate the website and get to the programs, services and information they desire in an easy-to-use manner! Revize has developed a navigation system to get to any web page in one click from the Home Page, and provides specific applications that allow for SEO optimized, functional directories and navigation that are as attractive as they are useful. The streamlined navigation includes elements such as drop-down menu navigations and mega-menus, content categorization, resource tabs and quick-links and the ability to create additions to website pages or link to all the third-party programs and online training platforms you need!

3. Increase Partner Engagement and Follow-Up

Our list of website features allows a plethora of features specifically tailored to increase interactivity with your local businesses, coalitions, and organizations. These applications include web forms for direct submissions with workflow, listing directories with keyword search, mapping and categorization for highlighting all your important partnerships, e-mail and text notifications, home page alerts, etc. We also design the website with "Calls-to-Action" in mind to inspire web visitors to take advantage of programs and information offered. We will also include bookables/appointment setting capabilities as well.

4. Increase Search Engine Visibility

Every Revize website is programmed to allow 100% of each page's content to be indexed by all the popular Search Engines. We also allow non-technical editors access to each web page's metadata so you can increase your web presence and contour the search so if someone enters a question in Bing or Google Search, it will try to pull them to the web page of your new website directly. This also includes allowing web crawling of the website, and you can even elect to implement a curated search function and categorization for all your internal searches! This can be especially important for your job postings that you can place in dedicated modules so users can see what is available quickly and easily! Additionally, we provide keyword directories to provide excellent representation for your staff as well as the community profiles you have created, which include mapping integration and can even embed your own third-party applications for increased functionality.

5. Seamless Integration with Social Media and Third-Party Applications

Revize: Revize will add Social Media icons and Social Media integration to your website's News Center. We will also create a social media wall or a clean looking social media center to show off your latest social media posts. More and more, younger populations seeking resources for career options find these elements through Facebook and other social media sites. With Revize, we incorporate these elements from the start!

6. Mobile and User-Friendly

Your new website will be functional on any electronic devices, including phones, tablets and PCs. Revize has made Responsive Website Design a standard for over 10 years. Because of this, we add additional responsive programming to take advantage of new mobile phone technologies and high-definition video cards to make your web visitors' website experience more enjoyable and smoother. This is especially important for low-income communities, as many cannot afford home computers and mobile devices are their best option.

7. Easy-to-Update Content and Integrations

The Revize CMS non-technical website editing solution has a 25-year maturity and was written for non-technical editors to edit the website in an easy-to-use "common-sense" manner through a methodology called Live-Page Editing. This allows for easy management of all functions of the website, including updating menus, removing content, embedding media, etc. The sites also all provide translations for every page with over 95 languages.

Clients have indicated that if you know know about 5% of Microsoft Word, you should be able to fully edit and update a Revize Government Website! This includes implementations of your own custom server applications into the Revize CMS and providing consistent, high-speed connections and loading for every functionality!

8. ADA Compliant Website

Your new website will adhere to the new WCAG 2.1 AA requirements and Section 508. We will also train your content editors how to keep ADA compliance when writing content. With your approval, Revize will also install an ADA Accessibly Widget, free of charge. This widget brings the ADA software for reading and resizing text, change color contrasts, etc. on demand for the visually impaired and/or disabled web visitor.

Example – Double Click on the Man Icon in the lower right corner to see it in action:

<https://www.olympiawa.gov>

9. Cyber-Security

Revize has not had any website security intrusions for over a decade. Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for its Live-Web server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructures are highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with RISOFT backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.



Did you know?

Revize will provide a project portal that allows you to check in on the status of your project at any time!

The Revize Solution

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We use a standard and effective process methodology: each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

We don't use a "one size fits all" approach
because it doesn't make sense.

The following steps are followed while designing new sites

- **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of your area, which will inspire ideas for the overall design direction of the website.
- **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.
- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. The news and announcements module and events calendar would be integrated into the website, along with the social media center.

Revize Design Principles

Security

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization, and provides access control mechanisms as required.

Accessibility

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Color

Of course, color cannot be overlooked! Our designers first take the client's preferences, official logo colors and pictures into consideration to create a unique color scheme that balances good, marketable color contrast with simplicity of design. Starting with the basic 2-3 colors, we then expand and utilize variants and hues to create maximum visual appeal, ADA compliance contrast, eye-catching allure and invoke the overall feel the client wishes to display.

Functionality

Last, but not least, are effective page elements such as call-to-action buttons, social sharing icons, e-mail newsletter sign-up submissions, and other promotional areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

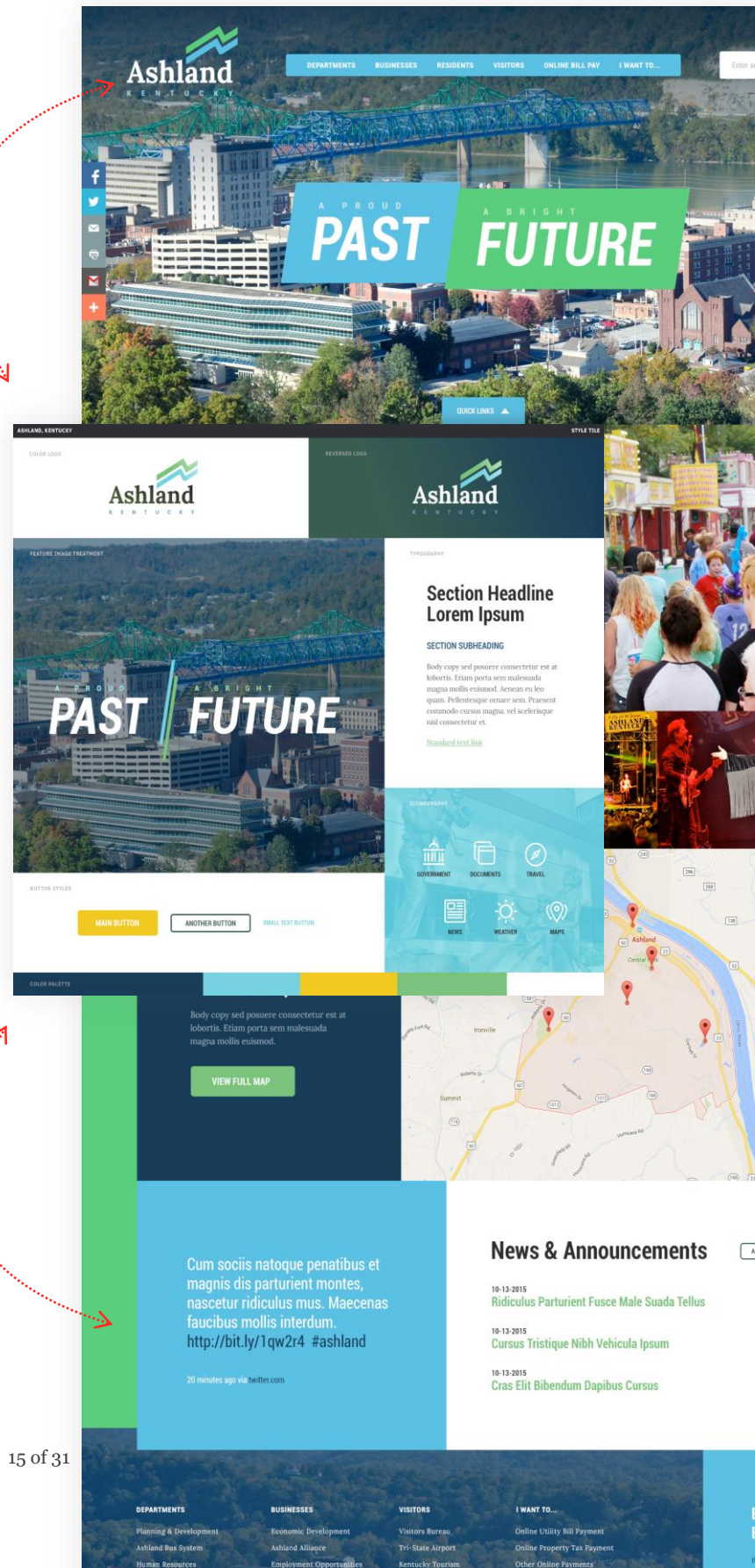
Wireframe to Concept

- **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.

- **Final Home Page Sign Off:** When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.

- **Final Inner Page Sign Off:** When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written

Please Note: The home page “wireframe” will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase.



Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meetings for each site where we will talk about the overall management of your projects, establish a timeline, and devise a Revize/Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of each site, per your scope of work, any new content that needs to be written and how to fit the existing content into the new site. Additionally, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval for each design.

Prior to the design kick-off meeting, each organization will receive our questionnaire to complete with various answers that will help our designers gather information regarding their specific needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site? etc..

Phase 2: Discovery & Design

If there is client approval, we will collect feedback from the residents/members on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you need. Usually there is a 1-2 week survey period.

Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 20+ years of web design and development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award-winning design!

Phase 3: Template Development, CMS Integration

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

Phase 4: CMS Modules Setup

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

Phase 5: Custom Functionality Development

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap phases 2 – 4.

Phase 6: Quality Assurance Testing

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.

Phase 7: Content Development / Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight

certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

Phase 8: Training Your Staff (in-person or web-based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however, we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website.

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.



Did you know?

Revize will provide a 100% from scratch design with a satisfaction guarantee!

Standard Training Agenda

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Specific Modules

- Emergency Notification Center
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Frequently Asked Questions
- Visitor Request Center
- Library Bid Posting Center
- Job Posting Application
- RSS
- And more....

Revize Maintenance Covers

- Quarterly CMS upgrades
- Software and module upgrades (Automatically Installed)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage



Did you know?

Revize has launched hundreds of municipal and county websites large and small!

Timeline Summary

| Phase | When | Duration |
|---|---|------------------------|
| Phase 1: Initial Meeting, Communication Strategy, SOW <ul style="list-style-type: none"> Revize will conduct a staff interview and website design kickoff meeting with the client. After the meeting, Revize will provide a detailed project plan that assesses key findings and details. | Weeks 1 through 3 | 3 Weeks |
| Phase 2: Discovery & Design <ul style="list-style-type: none"> Within (5) five weeks of the kick-off meeting Revize will provide (1) one custom homepage mockup, (1) one basic interior page mockup, and (1) one navigation mockup. Revize will provide revisions to each mockup based on the feedback received from the client, and will begin site-mapping process when client approves design | Weeks 4 through 8 | 5 Weeks |
| Phase 3 and 4: Template Development and CMS Integration <ul style="list-style-type: none"> Mockups will be developed into HTML pages making them clickable and resizable. Following HTML Development, Revize will add in the Revize Content Management System which makes the website easily editable. Integration of any 3rd party software will begin during this phase | Phase 3: Weeks 9-12 Phase 4: Weeks 12-16 | 4 Weeks 5 Weeks |
| Phase 5 and 6: Quality Assurance, Accessibility and Custom Development <ul style="list-style-type: none"> Revize will review all developed assets for functionality. The development team will review functionality, style sheet, and formatting checking for errors and verifying that site matches approved design mockups. Any custom needs identified earlier in the project will be executed during this phase and tested for quality assurance. ADA programming and beta site review with the client | Phase 5 Weeks 15-16 Phase 6: Week 17 | 2 Weeks 1 Week |
| Phase 7: Sitemap Development / Content Migration <ul style="list-style-type: none"> Revize will deliver a suggested sitemap, in Excel format, for the website prior to this phase (Unless the client has chosen to create their sitemap). Client and Revize will review and provide updated versions for approval. Pages will be built out one-by-one according to this previously approved sitemap architecture. Pages that are not linked in the sitemap will be created as blank pages. Migration includes up to all webpages, documents, and new content up to the relevant amount on the current website. | Weeks 18-24 | 7 Weeks |
| Phase 8: Content Editor and Web Administrator Training and Go Live preparation <ul style="list-style-type: none"> Revize will conduct a review of the beta site followed by a core team training (smaller group). After the beta site review, the client may request tweaks to the functionality of the website. Revize will conduct Website Usability testing and a separate full staff training for all CMS editors on-site in a classroom style setting. The training schedule will include editor training, and administrator training with a question-and-answer period. Results of the user experience testing will be provided to the client for review. Any change requests will be reviewed by Revize for feasibility and scope conformance before they are completed. Revize will conduct meeting with client IT department before go live to discuss the process and establish pre-go-live checklist (e.g. SSL certificates, redirects, subdomains, etc.) Retraining is available any time after Go Live. | Weeks 25-27 | 3 Weeks |
| Go-Live (Average) | | 24-30 Weeks |

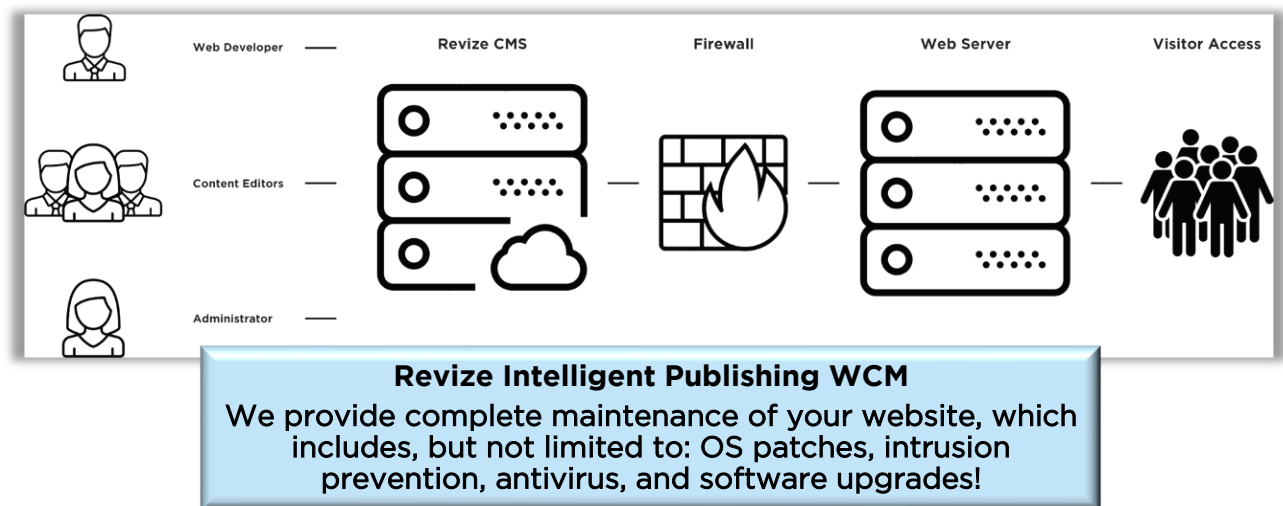
Did you know?

The project planning process is designed to fit your needs.
We will adapt our timeline if your schedule requires!

Hosting Service and Technology Architecture

Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for its LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web sites and web applications on redundant (3 TB Hard Drive, 3.2 GHZ CPU and 32 GB RAM) servers in order to provide enhanced performance and reliability. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy/security. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to a timeframe of several hours or days our competitors offer).



The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL certificate, we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatible with the Revize CMS. It can be set up in a variety of configurations. As part of the process, we will work with you to determine which configuration will best meet your needs.

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
 - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers



Did you know?

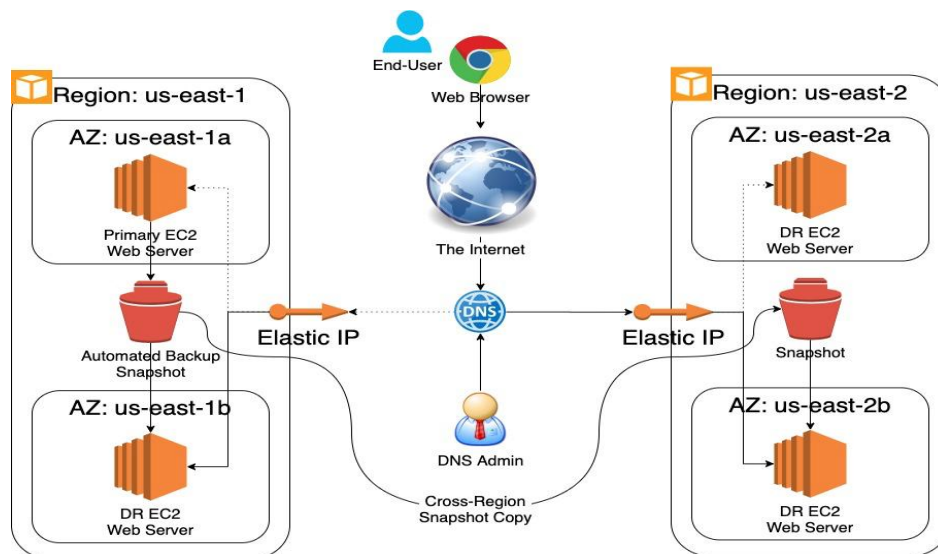
Revize will host your website and CMS in at least two completely separate geographic locations!

Revize Security/Disaster Recovery Architecture:

Revize uses the following AWS services to provide the most secure and reliable server infrastructure to its clients:

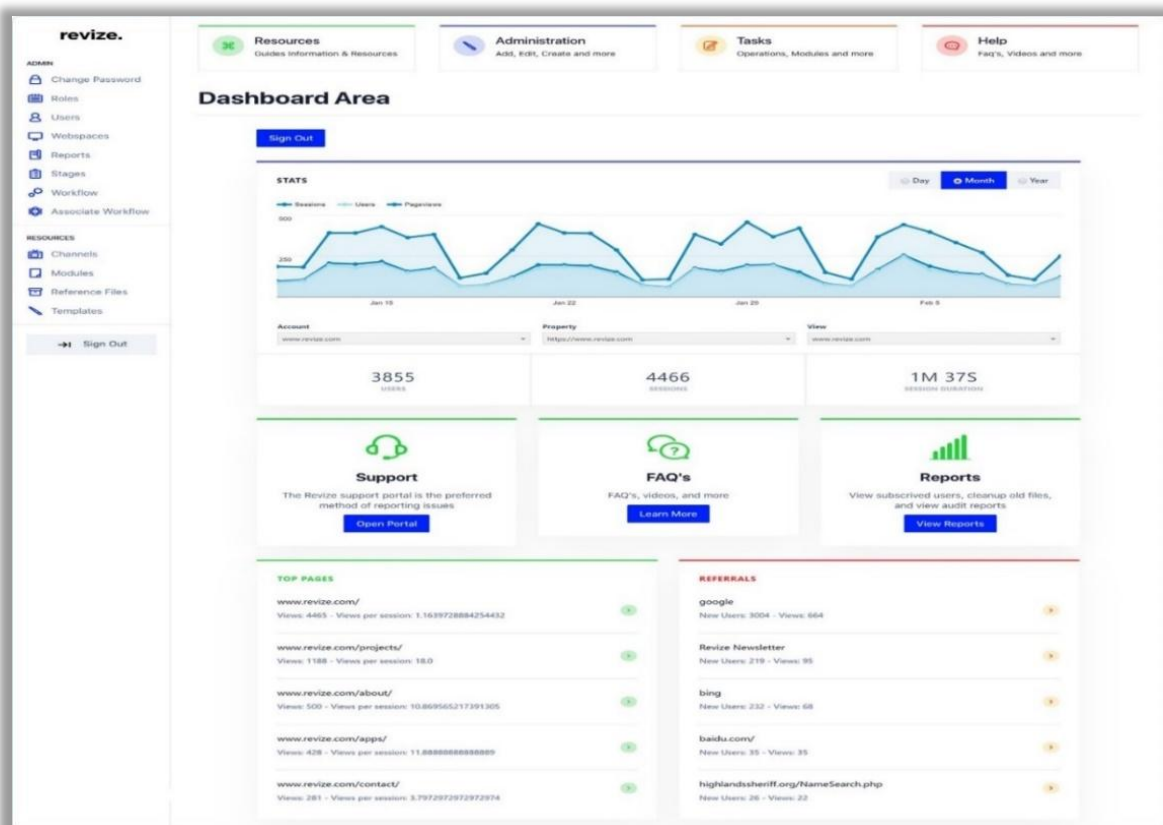
1. AWS Server infrastructure is built in with AWS Shield Standard service to prevent layer1 thru layer 6 security attacks. Shield Standard defends against the most common, frequently occurring network and transport layer DDoS attacks that targets websites or applications. AWS WAF (Web Application Firewall) is used to prevent Application Layer security attacks like HTTP Floods, SQL Injections etc
2. AWS Global Accelerator service is used to allocate global IP, client's website points to one of the global ips within the whole AWS infrastructure
3. Primary webserver instances runs in one of the geographic regions: US-East(Virginia), US-East (Ohio) and US-West(Oregon)
4. Each primary webserver has a corresponding failover webserver across regions
5. Load balancers are deployed in all regions that directs the traffic to corresponding EC-2 instances (primary web server)
6. Each Load Balancer is associated with a Web ACL (AWS Firewall service)
7. Web server Elastic Block Storage (EBS) data volume is snapshotted every night and copied to another geographic region in AWS data center, the failover webserver is connected with the copied data volume.
8. Global accelerator always points to two different regions, if the traffic direction to one region fails because of a region wide issue or server specific issue, accelerator service automatically redirects the traffic to the failover instance in another region. Therefore, **there is zero down time** in the case of a server/zone/region wide failure.
9. For Clients who expect their sites to have unusual high-volume traffic at peak load time, AWS Cloudfront service is deployed for CDN and caching.

Revize Disaster Recovery Infrastructure Diagram. AZ stands for Availability Zones



Revize Website Analytics

Revize has Custom APIs for Google Web Analytics that is integrated in each of our client's websites. Analytics makes it easy to understand how your site and app users are engaging with your content, so you know what's working and what's not. Revize CMS dashboard for Analytics provides an overall picture of how residents are interacting with your site, which pages/documents are being viewed most, how much traffic you are getting in your site across different geographic regions etc. You can filter and download all sorts of analytics reports for your IT Team and Management to analyze the data and effectiveness of your website content and services offered. Below is an example graphical view of our analytics dashboard!



Revize Support Includes

- 8 AM – 8 PM EST Phone Support (Monday thru Friday)
- 24/7/365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Cloud backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and web site trends

Software Maintenance

As a Revize Client, you will receive full access to all enhancements to the core components and modules within the Revize CMS at no additional charge!

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

Maximum Response Times

1 hour for crisis issues

4-6 hours for critical issues

24 hours for normal issues



Revize Custom Design Cost Proposal Caledonia, Wisconsin

| | |
|--|-------------------|
| Phase 1: Project Planning and Analysis and SOW as outlined by stakeholder and user feedback | \$750 |
| <p>Phase 2: Creation of Brand Identity – determine marketing goals and initiatives, targeted audiences and stakeholder priority. Discovery & Design from scratch – one design concept, three rounds of changes, home page design, inner page designs, content information architecture, UI redesign, and navigation framework to support easy access to key services.</p> <ul style="list-style-type: none"> - Includes Responsive Web Programming for great viewing on mobile screens. | \$1,250 |
| <p>Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web applications (as dictated by needs of the scope of work). Includes the ability for editors to create new pages within the site using standardized framework and module options. You also receive all updates to all CMS modules for the life of your Revize relationship. You own the technology, design and content!</p> | \$6,300 |
| <p>Phase 5 & 6: Quality Assurance, Accessibility and Custom Development, including integration of internal custom applications and SQL datasets (if applicable)</p> <ul style="list-style-type: none"> - Includes Google Analytics implementation upon client request | \$950 |
| <p>Phase 7: Site map development/content reorganization and migration from old website into new website including spell checking and style corrections. To help remove stale content, Revize will not be moving over old announcements, events or calendar items. Additional content migration, if requested, is available for \$3 per webpage and document. (approximately 120 webpages and 4,490 documents, based on requested client migration needs and available data). Documents to be migrated to included Documents on Demand Application</p> | \$1,275 |
| <p>Phase 8: Content editing and site administration training via web conference for content editors through “train the trainer” approach with selected staff (can also provide on-site training upon request for additional fee)</p> | \$750 |
| | Go live! Included |
| Custom Website Design Subtotal | \$9,775 |
| Revize Annual Maintenance Fee (1st Year pre-paid during site development) | |
| Includes Unlimited Tech Support, CMS software updates (5 users), security software updates, Documents on Demand (Tier II) , SSL security certificates and website health checks. Website hosting Included free of charge. (15 GB storage space, 100GB monthly bandwidth limit) | \$3,800/yr |
| Grand Total (1st Year) 5-Year Agreement (Term Length Optional) | \$13,575 |

**Revize provides a free website design refresh during last year of service if client signs a locked-in rate agreement
(Payment Plans on Following Page, Agreement Term Length Optional)**

Optional Interest-Free Payment Plans

Option 1: Revize Year One Pay-In-Phases Payment Plan

During year one the client reserves the option to pay for the website upon completion of certain project phases. The first payment would be collected upon project start, second payment upon completion of Phase 2: Design Concept, and the final payment after completion of Phase 7: Client Training.

| Payment Amount | Due Date | Payment Includes |
|----------------|---|---|
| \$ 4,525 | Start of Project | 33% of Project Cost + Year 1 Annual Hosting and Maintenance |
| \$ 4,525 | TBD: Upon completion of Phase 2: Discovery and Design | 33% of Project Cost + Year 1 Annual Hosting and Maintenance |
| \$ 4,525 | TBD: Upon delivery of website at Phase 7 Training | Remaining 33% of Project Cost + Year 1 Annual Hosting and Maintenance |
| \$ 3,800 | Year 2 | Year 2 Annual Hosting & Maintenance |
| \$ 3,800 | Year 3 | Year 3 Annual Hosting & Maintenance |
| \$ 3,800 | Year 4 | Year 4 Annual Hosting & Maintenance |
| \$ 3,800 | Year 5 | Year 5 Annual Hosting & Maintenance |
| \$ 3,800 | | Year 6 and Beyond Annual Hosting & Maintenance (until re-design or termination of contract as dictated by CLIENT) |

Option 2: Revize Five-Year Interest-Free Payment Plan

Instead of paying for the total project cost in year one, Revize would spread out the total first year cost over five years of service.

| Payment Amount | Due Date | Payment Includes |
|----------------|----------|---|
| \$ 5,755 | Year 1 | 20% of Project Cost + Year 1 Annual Hosting & Maintenance |
| \$ 5,755 | Year 2 | 20% of Project Cost + Year 2 Annual Hosting & Maintenance |
| \$ 5,755 | Year 3 | 20% of Project Cost + Year 3 Annual Hosting & Maintenance |
| \$ 5,755 | Year 4 | 20% of Project Cost + Year 4 Annual Hosting & Maintenance |
| \$ 5,755 | Year 5 | 20% of Project Cost + Year 5 Annual Hosting & Maintenance |
| \$ 3,800 | | Year 6 and Beyond Annual Hosting & Maintenance (until re-design or termination of contract as dictated by CLIENT) |

Custom Design Website Features Included

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for government. The applications and features are grouped into five categories:

VISITOR'S COMMUNICATION CENTER APPS

- Home Page Alert
- Document Center with keyword search
- FAQs with keyword search
- Staff/Listing Directory with keyword search
- Job Posting with keyword search
- RFP/RFQ Bid Posting
- **Documents on Demand**
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Photo Galleries
- Quick Link Buttons
- New Revize Web Calendars with monthly grid and listing view
- Sliding Feature Bar
- Language Translator – over 95 languages

VISITOR'S ENGAGEMENT CENTER APPS:

- Citizen Request Center with Captcha
- RSS Feed
- Online Bill Pay via Third Party Payment Provider (if required)

STAFF PRODUCTIVITY APPS

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- CMS Web Form Builder with drag & drop text fields
- Website Content Archiving
- Website Content Scheduling
- **NEW Agenda Listing Module**
- **Page Builder Functionality**

SITE ADMIN & SECURITY APPS

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- SSL Security Certificate
- Unique Login/Password for each Content Editor
- Web Statistics and Analysis with Google Analytics

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ADA Compliant WCAG 2.1AA
- ADA Accessibility Widget
- Responsive Website Design (RWD) – for great Mobile Device viewing i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

ADA Compliance Disclaimer:

Revize designs and develops all websites to be ADA Compliant according to the WC3 Consortium's Web Content Accessibility Guidelines according to the 2.1 AA Level



Optional Applications Discussed

| | |
|--|---|
| <p>Online Interactive Forms Application One-Time Set-up Fee: Annual Hosting and Maintenance Fee Example: https://www.arcadiaca.gov/resource_center/index.php</p> | <p>\$1,950 \$900/yr</p> |
| <p>Add Facility Reservation System to Forms Application One-Time Set-up Fee: Annual Hosting and Maintenance Fee Example: https://sedrowoolley.rja.revize.com/app/bookable-groups/shelters</p> | <p>\$950 \$600/yr</p> |
| <p>Alert Center with E-mail Notifications (5,000 emails/month base) Annual Hosting and Maintenance Fee Example: https://www.covingtonwa.gov/enotify/</p> <p>Add Text Notifications (1,000 texts/month base)</p> | <p>\$700/yr Additional 1,000 emails/month is \$100/yr + \$290/yr Additional 500 texts/month is \$100/yr</p> |
| <p>Multi-Use Listing Directory (for business/municipal listings with Google Mapping and indexing) One Time Set-up Fee: Example: https://www.largo.com/facilities_directory/index.php</p> | <p>\$1,500</p> |
| <p>Project Listing Center One Time Set-up Fee: Example: https://www.waxahachie.com/city_projects/index.php</p> | <p>\$1,500</p> |
| <p>New Revize AI ChatBot Options</p> <p>Tier I: AI ChatBot Annual Hosting and Maintenance Fee</p> <ul style="list-style-type: none"> Up to 5,000 monthly queries Up to 4,000 trained pages/documents No backend dashboard access Revize retrain of content up to 10 times max per year Default look/feel <p>Tier II: AI ChatBot with Auto Retrain & Backend Access Annual Hosting and Maintenance Fee</p> <ul style="list-style-type: none"> Up to 10,000 monthly queries Up to 4,000 trained pages/documents Backend dashboard access with ability for Client to manually retrain pages Monthly automatic retrains Includes built in analytics Color, text and position customized by Revize (1 revision) <p>Tier III: AI ChatBot with Auto Retrain & Backend Access with External Site Page Training Annual Hosting and Maintenance Fee</p> <ul style="list-style-type: none"> Up to 20,000 monthly queries Unlimited trained pages/documents Backend dashboard access with ability for Client to manually retrain pages Weekly automatic retrains Includes built in analytics Ability to train external websites <p>Color, text and position customized by Revize (1 revision)</p> | <p>\$2,900/yr</p> <p>\$3,400/yr</p> <p>\$4,900/yr</p> |
| <p>New E-News Center Application with opt-in list One Time Set-Up Fee:</p> <p>Annual Hosting and Maintenance Fee:</p> <ul style="list-style-type: none"> Example: https://www.cityofsancarlos.org/e-notify/index.php | <p>\$1,900</p> <p>First 2000 newsletters/month Free! Additional newsletters available for \$50/month per 10,000</p> |

| | |
|---|---|
| <p>Custom "Sub-Site" Department Design ("Site-within-the-Site" Design) One-Time Set-up Fee (shared with main site design): Example: https://www.halseyor.gov/services/library/index.php</p> <p>One-Time Set-up Fee (custom design per department): Example: https://www.cityofsparks.us/police_home/index.php</p> | <p>\$1,500</p> <p>\$2,750</p> |
| <p>Micro-Site Design for Department Page (Separately Developed Website) One-Time Set-up Fee (shared with main site design): Annual Hosting and Maintenance Fee (shared with main site design): Example: https://www.templeparks.com (micro-site of https://www.templetx.gov/)</p> <p>One-Time Set-up Fee (custom design per site): Annual Hosting and Maintenance Fee (custom design per site): Example: https://www.largopubliclibrary.org (micro-site of https://www.largo.com/)</p> | <p>\$2,500 \$400/yr</p> <p>\$4,500 \$1,250/yr</p> |

Thank you

For Considering Revize

Prepared by Shawn C. Stewart
150 Kirts Blvd., Suite B, Troy, MI 48084
Ph: 248-928-8064 Fax: 866-346-8880
www.revize.com

Part 4

PRODUCTS & SERVICES

Products & Services

| | Name | Billing Frequency | Quantity | Unit Price | Total |
|---|--|----------------------|----------|-------------------|----------------------------------|
| 1 | Govstack Starter Plan (CMS + Events) - Implementation | One-Time | 1 | \$12,443.00 | \$12,443.00 |
| 2 | Govstack Forms Standard - Implementation | One-Time | 1 | \$1,659.00 | \$1,659.00 |
| 3 | Sitemap - Full sitemap development | One-Time | 1 | \$4,515.00 | \$4,063.50 after 10% discount |
| 4 | Writing for the Web and Accessibility On-Demand Video Subscription | One-Time | 1 | \$1,000.00 | \$0.00 after 100% discount |
| 5 | Website Governance Guide Template | One-Time | 1 | \$0.00 | \$0.00 |
| 6 | Govstack Starter Plan (CMS + Events) - Subscription | Annually | 1 | \$4,431.00 / year | \$4,431.00 / year |
| 7 | Govstack Forms Standard - Subscription | Annually | 1 | \$1,313.00 / year | \$1,313.00 / year |

| | |
|-------------------|---------------------------|
| Annual subtotal | \$5,744.00 |
| <hr/> | |
| One-time subtotal | \$18,165.50 |
| | after \$1,451.50 discount |
| <hr/> | |
| Total | \$23,909.50 |

Customer: Village of Caledonia, Wisconsin

Contact: ToddWillis, Village Administrator , twillis@caledonia-wi.gov, 262 835 6422

Address: 5043 Chester Lane #A, Caledonia Wisconsin, United States 53402

License Term: 36 months

Payment Terms: Net 30 days, USD*Applicable taxes and annual increase the greater of 5% and Inflationary Index not included

Quote Expiry Date: June 30, 2025

Additional Terms:

Questions? Contact me



Mike Skufca

Account Executive

mike.skufca@ghd.com

+15193404453

Statement of Work

1. Installation and configuration of a new govstack website based on the selected theme's default layout
 - o Use of Govstack local identity management for user accounts, allowing access to all Govstack applications with a single identity. Azure AD integration for SSO is available as an AddOn.
 - o Delivery Coordination (kickoff meeting, post-training meeting, closeout meeting)
 - o Sample sitemap from a similar organization and a tip sheet of site navigation best practices
 - o Access to regularly scheduled training webinars, unlimited registration for your organization's domain
 - o Access to online Learning Centre
 - o Go Live activities (Go Live to be scheduled within 4 months of kickoff)

2. Setup and Configuration

- Project Management
- Access to regularly scheduled training webinars, unlimited registration for your organization's domain
- Go live activities

3. GHD Information Architect to create first draft sitemap based on a review of Analytics, existing website, and best practices in navigation and user experience

One (1) presentation to staff of draft sitemap, including overview of website navigation best practices

GHD Information Architect to work through sitemap revisions with you to obtain final version (up to 3 rounds of revisions)

- ## 4. Writing for the Web Training is 3-hour video course that gives a complete look at how to approach and create comprehensive and accessible web content. This course provides all of the information necessary in an easy-to-understand workshop, easing content providers into the writing process with a clear approach and methodology, including why we write a certain way and how these methods directly benefit your audience. We focus on the use of direct, succinct and user-friendly language across all formats, which includes understanding literacy levels and the best way to present your content, as well as formatting for accessibility standards and best practices. This course covers the main content components to create accessible content (headings, alt text, links, tables) to ensure your content is Accessible WCAG 2.1 Level AA compliant at a minimum. From choosing the right words to the appropriate use of accessible headings, hyperlinks, and tables, this workshop equips writers with the knowledge and tools they need to create completely accessible content, right from the first draft.
- ## 5. A Website Governance Guide will help you build your own plan of action to ensure that content is regularly updated and reviewed so that the website continues to prioritize the end user and provide a positive user experience. Please ask us about our Website Governance consulting service.

6. Platform:

- Maximum of 20 MAU (Monthly Active Users)
- 50GB of storage (shared across all applications)

CMS:

- Website Theme
- Content Management
- Site Builder
- Google Search (3rd party fees apply)
- News & Subscriptions

Events:

- 2 Calendars
- Public Submission with approvals
- Event email notifications

Govstack Enterprise Hosting:

- Govstack is hosted in Microsoft Azure with Geographic Zones
- Azure SQL Database
- Disaster Recovery

- High Availability Infrastructure
- Resource scaling
- 99.95% Uptime
- Microsoft Defender for Cloud
- Traffic Management and DDoS Protection with Azure Front Door
- GHD issued SSL/TLS certificates Included through Azure Managed Certificates
- All products use GHD managed certificates with 256-bit encryption. GHD does not support customer issued certificates.
- Hosting Infrastructure Certifications: ISO 27001, SOC 2, SOC 3, HIPAA/HITECH, and PCI-DSS

Standard Support

- o Named Contacts: Designate 2 members of your team authorized to contact Customer support and log tickets
- o Access to our online support portal:
 - ~ Create and review your tickets
 - ~ View ticket priority
 - ~ Update ticket notes or status
 - ~ Close or re-open resolved tickets
 - ~ View tickets for your entire organization
 - ~ Portal URL: <https://www.govstack.com/learning-centre>
- o Online Resource Centre: Access to product knowledge articles, news, release notes: <https://www.govstack.com/learning-centre/>
- o After Hours Priority Phone Support for Severity 1 & 2 Incidents

7. 50 Forms

- o 20,000 submissions (total per year)
- o Reports
- o Workflow Automation
- o Status Tracking

municode codification

POWERED BY CIVICPLUS

Republication, Supplementation, and Online Code Hosting Services

Caledonia, WI

PRESENTED BY:

Krystal Hays, Legal Account Executive

Contact

940.465.4240

KHays@civicplus.com



Republication

We will provide you with a Style Checklist and work with you to confirm the desired formatting and style of the code, including font, binder color (semi-bright black, dark blue, green, or burgundy), and ink stamping color (gold or silver). We will update the preliminary pages, create an index (if elected) and table of contents; update history notes; provide a comparative table of ordinances, and integrate all applicable photographs, maps, diagrams, charts, and tables into the code. Proofs can then be provided for your review. Following the approval of the proofs, the code will be shipped and posted online in fully robust HTML format.



We will handle 100% of the publishing. The republication process includes editing, page composition, proofreading, indexing (if elected), and delivering the information as printed and/or electronic copy. When we republish your code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the recomposition, the code is reprinted, and supplement number designations start over with Supplement No. 1.

The anticipated time frame for the conversion and republication project is up to 6 months, excepting any delays in your return of proofs, and will begin after our receipt of the completed Style Checklist and all necessary material in an editable, electronic format. Within two



Republication Timeline

| | | |
|---------------|----------------|--|
| STEP 1 | Immediately | CUSTOMER sends signed contract and all applicable material. CIVICPLUS acknowledges contract, provides a Disposition List of all ordinances/material received. |
| STEP 2 | Within 3 Weeks | CIVICPLUS provides a project introduction letter outlining all phases of the project and all material received to date. CUSTOMER confirms CivicPlus has all applicable materials. Conversion begins upon receipt of all applicable materials. |
| STEP 3 | Up to 6 Months | CIVICPLUS submits code draft proofs for customer review. CUSTOMER to return proofs within 45 days. After the proofs are returned, we will ship the newly printed code volumes within 2-3 weeks and post the code online. Supplementation will begin anew with Supplement No. 1. |

weeks of shipping the new code, it will be published online in fully robust HTML format.

To ensure a successful project completion, style changes requested after approval of the sample will be assessed an additional editorial fee. Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for proofing, any extensive changes requested in the code content, and/or any material added to the code that was not previously contemplated, will be subject to an additional proof update fee. Proofs not returned within 45 days may be subject to a proof update fee, if applicable.



THE REPUBLICATION PROCESS INCLUDES:

- Conversion to our codification database
- Removal and replacement of supplement numbers
- Updating of preliminary pages (title page, officials' page, and preface)
- New page numbers
- Editing and proofreading
- 10-point, Times New Roman font, single column format, unless otherwise instructed
- Incorporation of maps, diagrams, charts, and tables
- Preparation of table of contents and updating or creation of an index (if elected)
- Proofs provided for your review
- Posting your newly republished code online

THE REPUBLICATION PROCESS DOES NOT INCLUDE:

- Renumbering and/or reorganizing the structure of your code
- Legal Review by an attorney (quote available upon request)
- Substantive editing or changes to the text



Supplementation Services







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

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



Supplementation Process

1. **Initial Receipt** – The receipt of the new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date, and ordinance number(s). You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our supplement team for codification. If our OrdBank service is elected (advance legislation service), the legislation will be posted online within 48 hours as a PDF under "adopted legislation not yet codified" at this time.
2. **Editorial Review** – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated; and whether the table of contents in the front of the code and at the chapter/title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. Our editorial team will make no substantive changes to your legislation; however, minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal, or proofreading team find discrepancies in your ordinances, we will communicate with you promptly.
3. **Indexing** – If an Index is elected, your supplement will be sent to our indexing team, where new legislation is indexed and cross-referenced in all appropriate locations.
4. **Proofreading** – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy, and layout and confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Finally, your supplement is examined line by line again to ensure that the improvements made by the editorial team are thorough and accurate. The original ordinance is compared with the newly added text to ensure editorial accuracy.
5. **Posting the Supplement Online** – After your supplement has been completed, your online code will be updated within one to three days, and we will provide any electronic products requested. You will receive a notification that the website has been updated via email. If our CodeBank Compare + eNotify service is elected, subscribers will be notified when the online code is updated. When your code is updated, all internal cross-reference links are updated on our Online Code Hosting system.
6. **Printing and Shipping** – We will print, cut, hole-punch, insert divider tabs (if elected), and ship your supplement to you per your elected schedule.

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

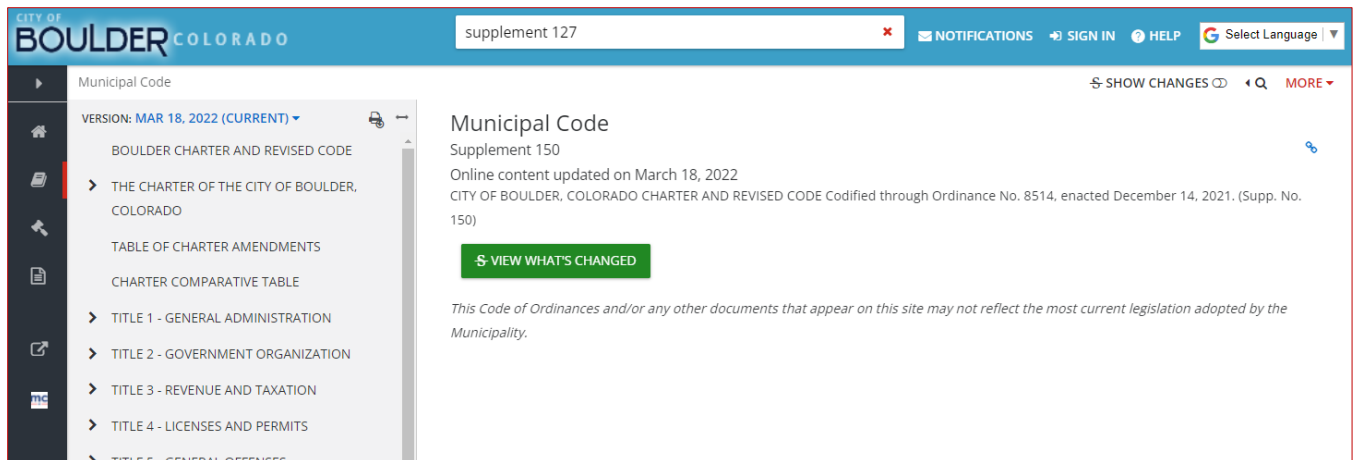
If you utilize OrdBank and a CivicPlus Agenda and Meetings Management solution, your newly adopted legislation will be posted on the landing page of your online code of ordinances within one minute of sending said legislation to CivicPlus. The history notes throughout your code of ordinances will also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



Online Code Hosting

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

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



Online Code Hosting Standard Features

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



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

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

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



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

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

Searching – Our powerful search engine allows users to easily search the code using keywords or phrases and print, download, or email any portion of your code. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results, which enables a user to quickly move through search results and view results simultaneously. The section also indexes your code, returning more accurate, granular results. Search results can be sorted by relevance or book order.

- **Advanced Searching** – Conduct searches using Natural Language (think Google) or Boolean Logic, including simple or advanced

The screenshot displays the Hometown, FL Online Code Hosting interface. At the top, the header includes the Hometown, FL logo, a search bar with the term 'animals', and navigation links for NOTIFICATIONS, SIGN IN, HELP, and a language selector. The breadcrumb trail indicates the path: Hometown, Florida - Code of Ordinances, ... / PART I - GENERAL ORDINANCES / Chapter 6 - ANIMALS. The left sidebar shows a table of contents with 'Chapter 6 - ANIMALS' selected. The main content area displays 'Chapter 6 - ANIMALS[1]' with footnotes and sections like 'ARTICLE I. - IN GENERAL' and 'Sec. 6-1. - Penalty.' The right sidebar shows search results for 'animals' with links to various sections.

searches supporting stemming, wildcards, proximity searches, and a global synonym list.

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

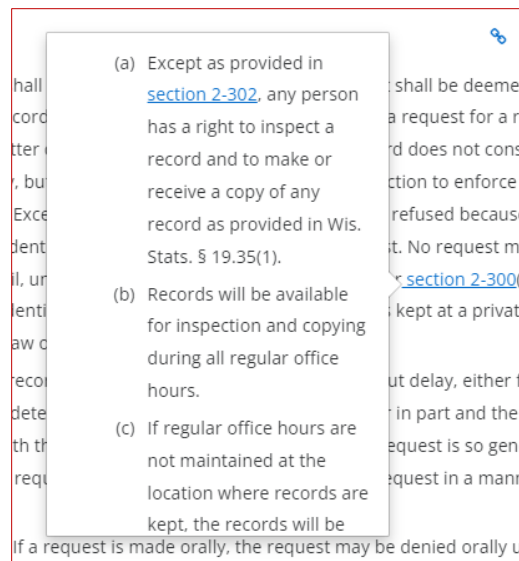
Internal Cross-Reference Linking – Cross-references within your code are linked to their respective destination article, chapter, or section.

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

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

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

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



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

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

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

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

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

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

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



Premium Features

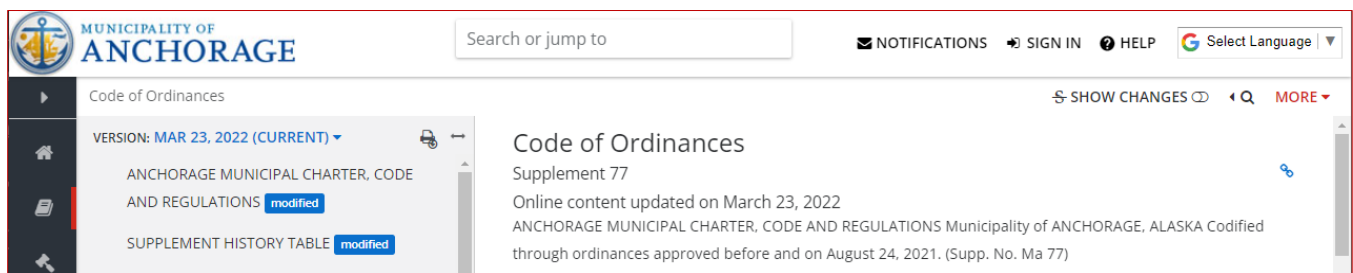
We recommend our **Premium Bundle** for the most transparent and feature-rich code possible at the best cost savings. The bundle includes our annual online code hosting and maintenance service along with each of the following features:

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

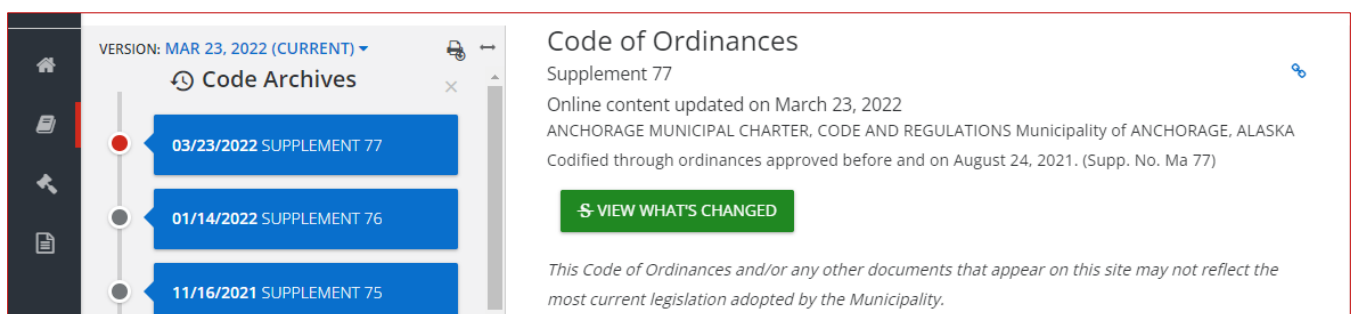
OrdLink and MuniDocs can be added to a **Premium Bundle**, if desired.

Summary of All Premium Features

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



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



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

The screenshot displays the Municipality of Anchorage CodeBank Compare interface. The top navigation bar includes the logo, a search bar, and links for notifications, sign in, help, and language selection. The main content area is divided into three sections: a sidebar table of contents, a central text editor showing changes to section 16.100.030, and a right-hand panel titled 'Recent Changes' listing various updates with status badges like 'modified' and 'new'.

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

The screenshot shows the eNotify enrollment form. It includes a title 'Get Notified', a brief description of the service, and fields for 'Email' and 'Profession'. Below these is a 'Publications' section with a list of checkboxes for different code categories. The 'SUBMIT' button is at the bottom right.

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

Arvada, Colorado - ... / Chapter 102 - UT... / ARTICLE II. - WAT... / DIVISION 6. - WA... / Sec. 102-161. - R...

VERSION: DEC 30, 2021 (CURRENT)

DIVISION 5. - SEWAGE

Sec. 102-161. - Residential water fees within city.

Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden Rock Metropolitan District, the Leyden Ranch Metropolitan District, and Candelas Fillings 2, 3, 4 and designated properties in

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

(Code 1981, § 33-77; Ord. No. 2574, § 1, 11-21-1988; Ord. No. 2671, § 14, 10-16-1989; Ord. No. 2763, § 3, 11-5-1990; Ord. No. 2823, § 11, 7-1-1991; Ord. No. 2931, § 10, 10-19-1992; Ord. No. 2938, § 1, 12-14-1992; Ord. No. 3127, § 10, 10-24-1994; Ord. No. 3202, § 5, 8-7-1995; Ord. No. 3223, § 7, 10-23-1995; Ord. No. 3262, § 9, 4-15-1996; Ord. No. 3297, § 1, 10-21-1996; Ord. No. 3403, § 15, 10-20-1997; Ord. No. 3489, § 1, 10-26-1998; Ord. No. 3560, § 3, 10-11-1999; Ord. No. 3650, § 1, 10-23-2000; Ord. No. 3722, § 1, 10-8-2001; Ord. No. 3773, § 1, 10-21-2002; Ord. No. 3839, § 1, 10-13-2003; Ord. No. 3920, § 1, 11-8-2004; Ord. No. 3969, § 1, 10-10-2005; [Ord. No. 4027, § 1, 10-16-2006](#); [Ord. No. 4099, § 1, 11-19-2007, eff. 1-1-2008](#); [Ord. No. 4139, § 1, 11-17-2008, eff. 1-1-2009](#); [Ord. No. 4184, § 2, 10-19-2009, eff. 1-1-2010](#); [Ord. No. 4193, § 1, 1-11-2010, eff. 7-1-2010, 1-1-2011](#); [Ord. No. 4361, § 1, 10-22-2012, eff. 1-1-2013](#); [Ord. No. 4411, § 1, 10-21-2013, eff. 1-1-2014](#); [Ord. No. 4465, § 1, 10-20-2014, eff. 1-1-2015](#); [Ord. No. 4524, § 1, 10-19-2015, eff. 1-1-2016](#); [Ord. No. 4571, § 1, eff. 1-1-2017](#))

Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden

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

VERSION: JUL 29, 2021 (CURRENT)

IRVINE MUNICIPAL CODE

SUPPLEMENT HISTORY TABLE modified

CHARTER - CITY OF IRVINE

TITLE 1 - GENERAL SERVICES Amended

Division 1 - GENERAL PROVISIONS Amended

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

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

Sec. 1-1-103. - Headings; catchlines of sections; history notes; etc.

Sec. 1-1-104. - Incorporation by reference.

Sec. 1-1-105. - Reference to Code, conflicts.

TITLE 1 - GENERAL SERVICES

Division 2 - CITY COUNCIL

Division 1 - GENERAL PROVISIONS

Amended by Ordinance No. 21-15

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


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

(Code 1976, § I.A-101)

Charter reference— Codification of ordinances, [§ 409](#).

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

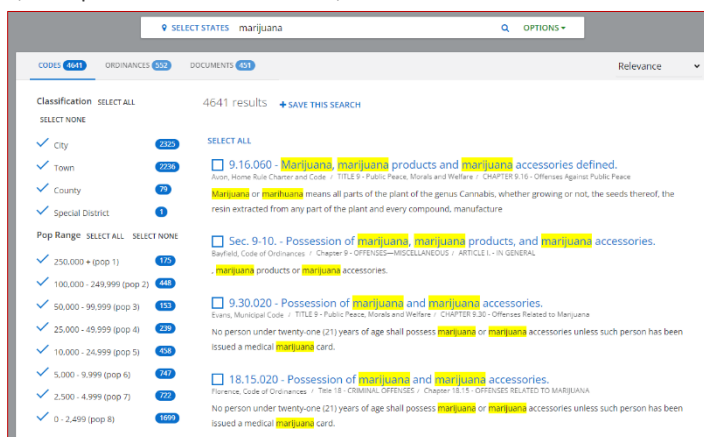
In the construction of this Code and of all ordinances of this City, the following definitions and

 civicplus.com

9

MuniPRO Services – MuniPRO searching allows you to search the over 4,000 codes we host (the entire country, a single state, or individually selected codes of your choosing). MuniPRO searches are ideal for researching local regulations of interest or discovering how other communities are dealing with similar issues. In addition, MuniPRO provides subscribers with the following tools:

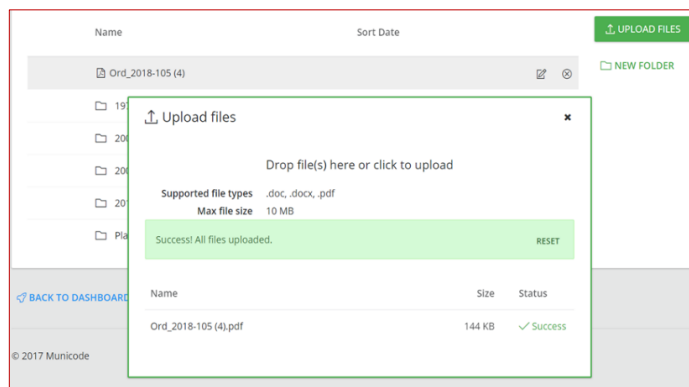
- **Multiple Code Search** – Search all codes within one state, multiple codes within one state, or search all codes in the U.S. hosted by CivicPlus; search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- **MuniPRO Saved Searches** – Save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



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

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

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



Investment Proposal

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing is valid for 90 days upon date received.

Republication

- Conversion of code through 4/2023
- Single column, 10-point font pages
- Includes Zoning
- Removal of supplement numbers
- Updating of preliminary pages (title page, officials' page, and preface)
- New page numbers
- Standardizing text style for consistency from provided options
- Incorporation of graphics and tabular matter
- Three printed copies of the new code with divider tabs (Binders not included; freight invoiced upon shipment)
- One pdf of new code delivered electronically
- Current code can be posted online as a PDF during conversion and republication project

Supplementation

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

Online Code Hosting

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



| Investment | | One-Time |
|------------------------------------|--|------------------|
| Republication | | \$1000.00 |
| Code update (if required) | | \$0.00 |
| Total One-Time | | \$1000.00 |
| | | Renewable |
| Supplementation | | ✓ \$5500.00 |
| | Supplementation Plus (optional – every other month electronic updates) | \$5500.00 |
| Online Code Hosting Premium Bundle | | ✓ \$1375.00 |
| | Online Code Hosting (optional savings) | \$550.00 |
| Total Annual Renewable | | \$6875.00 |

Standard Invoicing

Additional Fees

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

Invoicing

- An initial term shall commence upon contract signing and continue for 12 months
- The initial invoice will be sent within 30 days from the date of contract signing
- Annual recurring services shall be invoiced at the start of each one-year renewal term and be subject to a 5% increase beginning in Year 2 of your contract
- Any additional fees incurred during the republication and conversion project (“Conversion”) phase will be invoiced separately upon the completion of the Conversion

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the



contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract.

Optional Enhancements

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

| Optional Services & Tools | One-Time | Annual |
|---|--------------------------------|---------------|
| Republication | | |
| Reorganization, renumbering, or legal review of code content | Quote upon request | N/A |
| 3-post expandable binder, with stamping | \$100 each | N/A |
| 3-ring vinyl binders, stamping not available | \$20 each | N/A |
| Additional tabs | \$30 per set | N/A |
| Supplementation | | |
| Upgrade to Full-Service Schedule Plus: Schedule increased to every other month electronic updates | N/A | \$5500 |
| Code in Microsoft Word (DOCX) (sent via email download) | N/A | \$175 |
| Adobe PDF of the complete code (sent via email download) | N/A | \$175 |
| Adobe PDF of each supplement (sent via email download) | N/A | \$175 |
| State Statute Linking | \$75/hour | \$425 |
| Additional copies, reprints, binders, and/or tab orders | Quote upon request | |
| Legal services, creation of fee schedules, gender neutral review/implementation, and/or external linking | Quote upon request | |
| Codifying a: <ul style="list-style-type: none"> Complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent) New adopted full Chapter/Title Appendix Newly adopted term change legislation | Quote upon request | N/A |
| The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent). | Quote upon receipt of material | |



| Online Code Hosting | | |
|---|--------------|---|
| Online Code Hosting Only | N/A | \$550 |
| Custom Banner | \$250 | N/A |
| CodeBank | N/A | \$175 |
| CodeBank Compare + eNotify | N/A | \$275 |
| OrdBank | N/A | \$525 |
| OrdLink (must be purchased with OrdBank) | N/A | \$175 |
| MuniDocs – Upgraded capabilities to host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets, and more for self-loading to the MuniDocs platform | N/A | Up to: 25GB \$400.00 50GB \$685.00 75GB \$970.00 100GB \$1370.00 Over 100GB – quote upon request |
| MuniPRO Service – Search over 4,000 codes in our full-service codification library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances | N/A | \$350.00 |
| Additional MuniPRO service licenses | N/A | \$110 each |
| Premium Bundle: Online Code Hosting, Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPRO Service | N/A | \$1,375 |

