

Maine Township Town Hall
1700 Ballard Road Park Ridge, IL 60068
Tuesday, July 26, 2022

Township Board Meeting
AGENDA

This meeting will be conducted in person. The meeting will also be audio or video recorded and made available to the public, as provided by law.

7:00 - Call Regular Meeting to Order
Pledge of Allegiance
Roll Call

Discussion and Potential Action on the Following Items:

1. Approval of Minutes of June 29, 2022 Board Meeting
2. Approval of General Assistance Expenditures
3. Approval of Road District Expenditures
4. Approval of General Town Fund Expenditures
5. Public Participation
6. Old Business
 - Discussion of Website Improvements and Possible Vote on Website Designer/Presentations by Website Design Companies
 - Auditor Report of 2022 Annual Financial Report by Lauterbach & Amen
 - Fund Balance Policy – Possible Vote or Motion to Table
 - Discussion of Building Plumbing Issues and Cost; Possible Vote on Remedial Measures
7. New Business
 - A Resolution to Recognize the 100th Anniversary of the Cook County Sheriff's Police Department
 - Discussion on Agency Funding Dates for September/October
 - Discussion and Possible Vote on Provision of Therapy Services to District 63 Students
8. Officials' Reports
 - Recap of Recent Events
 - Upcoming Events
 - TOI Attendance Discussion
 - Indian & Pakistan Festivals Possible Date
9. Closed Session
 - Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
10. Adjournment



ADMINISTRATOR'S REPORT

Date: July, 2022

To: Elected Officials

From: Dayna Berman, Administrator

I have been busy this month meeting with website and freelance designers discussing our needs for website redesign and reformatting. I met with some larger website companies as well as some individual website designers from Upwork who have given me quotes which I have included in the board packet for review.

Thank you to the MaineSteamers for hosting the movie "Elvis" at the Pickwick Theater as part of the Taste of Park Ridge, which is always a hit with the seniors; unfortunately, due to the weather, they had to cancel their bingo that the seniors look so forward to attending. There's always next year!

Supervisor Dimond, Food Pantry Director Nick Kanehl and I went to Lowe's to purchase an industrial size refrigerator for the pantry. We are excited to have this delivered soon and finally be able to offer perishable food to our clients, who are in need of milk, eggs, meat, etc.... The new flooring has been ordered for the food pantry in a dark shade of grey and we are excited for the installation. With the new refrigerator, new floor and a fresh coat of paint, the pantry is going to sparkle.

We are getting ready for National Night Out and will have all of our departments represented, as in the past. OEM Director Frank Rojas will be bringing out the OEM truck for the residents to see and be able to go into.

We received the final annual financial report/audit from Lauterbach and Amen. They will be presenting at Tuesday's meeting and give you a chance to ask any questions you may have as you will each be receiving a copy.

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

EXPENSES-ASSISTANCE									
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	Emergency Assist Program	\$300.00	\$0.00	\$664.60	\$0.00	\$964.60	\$3,500.00	\$2,535.40	72%
	Prescription Drugs	\$0.00	\$0.00	\$0.00	\$296.19	\$296.19	\$1,500.00	\$1,203.81	80%
	Dental Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Medical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Funeral & Burial Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Client Utilities	\$470.40	\$225.00	\$670.43	\$837.37	\$2,203.20	\$8,000.00	\$5,796.80	72%
	Shelter-Rent	\$7,991.84	\$5,613.58	\$7,163.58	\$7,303.00	\$28,072.00	\$70,000.00	\$41,928.00	60%
	Ambulance Paramedic	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Food	\$0.00	\$7,500.00	\$7,500.00	\$0.00	\$15,000.00	\$45,000.00	\$30,000.00	67%
	Pers Essentials	\$2,313.00	\$2,125.00	\$233.33	\$2,560.00	\$7,231.33	\$20,000.00	\$12,768.67	64%
	Client Health Ins.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Transient	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Catastro. Med. Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,100.00	\$5,100.00	100%
	Total	\$11,075.24	\$15,463.58	\$16,231.94	\$10,996.56	\$53,767.32	\$153,605.00	\$99,837.68	65%
TOTAL OPERATING EXPENSES		\$54,541.76	\$51,436.02	\$56,465.19	\$43,443.04	\$205,886.01	\$722,311.00	\$516,424.99	71%

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

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MAINE TOWNSHIP ROAD AND BRIDGE FUND

63%	of the year remaining	MAR	APR	MAY	JUN	YTD INCOME	BUDGET	BALANCE	% Left
REVENUE									
	Property Tax	\$794,401.92	\$50,708.50	\$6,046.02	\$13,426.24	\$864,582.68	\$1,881,060	\$1,016,477.32	54%
	Other Income	\$1,835.19	\$460.20	\$450.00	\$50.00	\$2,795.39	\$39,237.00	\$36,441.61	93%
	Interest Income	\$194.12	\$183.61	\$199.81	\$185.16	\$762.70	\$1,974.00	\$1,211.30	61%
	Permit Fees	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$12,111.00	\$4,111.00	34%
	Persnl Prop Replacement Tx	\$35,652.46	\$42,148.46	\$56,430.65	\$0.00	\$134,231.57	\$151,761.00	\$17,529.43	12%
	TOTAL REVENUES	\$832,083.69	\$101,500.77	\$63,126.48	\$13,661.40	\$1,010,372.34	\$2,086,143.00	\$1,075,770.66	52%

EXPENSES

63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
GENERAL ROAD FUND-ADMINISTRATIVE									
	Admin Salary Expense	\$8,318.04	\$5,663.12	\$5,663.12	\$5,663.12	\$25,307.40	\$74,960.00	\$49,652.60	66%
	Health Insurance	\$9,391.29	\$8,512.83	\$8,294.53	\$8,294.53	\$34,493.18	\$116,684.00	\$82,190.82	70%
	Life Insurance	\$29.65	\$35.58	\$35.58	\$35.58	\$136.39	\$900.00	\$763.61	85%
	Dental Insurance	\$61.41	\$209.66	\$1,139.75	\$139.75	\$1,550.57	\$5,400.00	\$3,849.43	71%
	Alcohol & Drug Testing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$745.00	\$745.00	100%
	Payroll Service	\$361.01	\$533.15	\$345.45	\$218.02	\$1,457.63	\$6,500.00	\$5,042.37	78%
	Accounting Services	\$0.00	\$400.00	\$155.92	\$0.00	\$555.92	\$6,000.00	\$5,444.08	91%
	Conferences Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Dues Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Legal Services	\$675.00	\$0.00	\$450.00	\$0.00	\$1,125.00	\$8,000.00	\$6,875.00	86%
	Mileage Travel Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Municipal Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00	100%
	Postage	\$0.00	\$124.70	\$0.00	\$0.00	\$124.70	\$235.00	\$110.30	47%
	Printing Publishing	\$0.00	\$0.00	\$0.00	\$3,200.00	\$3,200.00	\$8,000.00	\$4,800.00	60%
	Telephone	\$441.00	\$440.63	\$440.63	\$440.63	\$1,762.89	\$7,000.00	\$5,237.11	75%
	Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	100%
	Miscellaneous	\$76.98	\$271.84	\$490.15	\$556.45	\$1,395.42	\$2,500.00	\$1,104.58	44%
	Office Supplies	\$39.59	\$148.94	\$162.92	\$80.51	\$431.96	\$2,500.00	\$2,068.04	83%
	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	100%
	Total	\$19,393.97	\$16,340.45	\$17,178.05	\$18,628.59	\$71,541.06	\$323,624.00	\$252,082.94	78%

GENERAL ROAD FUND-MAINTENANCE

	Maint Salary Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115,936.00	\$115,936.00	100%
	Miscellaneous-Uniforms	\$0.00	\$0.00	\$1,866.65	\$805.93	\$2,672.58	\$3,500.00	\$827.42	24%
	Building Maintenance	\$0.00	\$0.00	\$103.42	\$548.12	\$651.54	\$4,400.00	\$3,748.46	85%
	Equipment Leasing Maint	\$179.00	\$3,133.82	\$5,869.99	\$8,544.14	\$17,726.95	\$62,136.00	\$44,409.05	71%
	Landfill Charges - GRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	100%
	Street Lighting	\$4,638.10	\$3,731.63	\$40.92	\$7,340.34	\$15,750.99	\$54,695.00	\$38,944.01	71%
	Tree Removal & Spraying	\$0.00	\$0.00	\$0.00	\$70.00	\$70.00	\$15,800.00	\$15,730.00	100%
	Utilities	\$1,795.86	\$1,442.65	\$1,107.14	\$912.39	\$5,258.04	\$12,500.00	\$7,241.96	58%
	Tree Replacement Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Gasoline Oil	\$1,851.68	\$1,943.64	\$1,388.40	\$4,495.33	\$9,679.05	\$23,213.00	\$13,533.95	58%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	Building & Oper Sup Matl	\$491.61	\$2,206.47	\$0.00	\$0.00	\$2,698.08	\$12,500.00	\$9,801.92	78%
	Maint Equip & Small Tools	\$3,818.70	\$697.80	\$919.53	\$256.43	\$5,692.46	\$7,000.00	\$1,307.54	19%
	Supplies (Equipment)	\$57.23	\$61.30	\$0.00	\$183.70	\$302.23	\$13,192.00	\$12,889.77	98%
	Supplies Roads GRF	\$0.00	\$306.00	\$0.00	\$675.00	\$981.00	\$6,000.00	\$5,019.00	84%
	Supplies Snow Removal	\$9,346.32	\$0.00	\$0.00	\$0.00	\$9,346.32	\$64,372.00	\$55,025.68	85%
	Total	\$22,178.50	\$13,523.31	\$11,296.05	\$23,831.38	\$70,829.24	\$398,244.00	\$327,414.76	82%

PERMANENT ROAD FUND

Labor On Roads	\$45,980.38	\$29,044.52	\$30,102.54	\$34,185.83	\$139,313.27	\$328,986.00	\$189,672.73	58%
Drainage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,800.00	\$6,800.00	100%
Engineering Services	\$2,397.50	\$10,335.00	\$4,730.00	\$0.00	\$17,462.50	\$48,000.00	\$30,537.50	64%
Landfill Charges - PRF	\$365.00	\$0.00	\$478.40	\$587.72	\$1,431.12	\$7,000.00	\$5,568.88	80%
Project Expenses	\$0.00	\$0.00	\$0.00	\$9,549.35	\$9,549.35	\$35,000.00	\$25,450.65	73%
Maintenance Roads	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$875,000.00	\$875,000.00	100%
Supplies / Roads PRF	\$0.00	\$97.00	\$3,564.89	\$1,068.26	\$4,730.15	\$30,000.00	\$25,269.85	84%
Total	\$48,742.88	\$39,476.52	\$38,875.83	\$45,391.16	\$172,486.39	\$1,330,786.00	\$1,158,299.61	87%

EQUIPMENT & BUILDING FUND

Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$155,000.00	\$155,000.00	100%
Building	\$142.98	\$0.00	\$2,675.00	\$1,584.00	\$4,401.98	\$9,144.00	\$4,742.02	52%
Storage Building	\$1,625.00	\$1,625.00	\$1,550.00	\$3,331.25	\$8,131.25	\$26,500.00	\$18,368.75	69%
Total	\$1,767.98	\$1,625.00	\$4,225.00	\$4,915.25	\$12,533.23	\$190,644.00	\$178,110.77	93%

SOCIAL SECURITY FUND

Social Security	\$4,096.17	\$2,632.85	\$2,691.44	\$3,003.82	\$12,424.28	\$40,000.00	\$27,575.72	69%
Total	\$4,096.17	\$2,632.85	\$2,691.44	\$3,003.82	\$12,424.28	\$40,000.00	\$27,575.72	69%

INSURANCE FUND

Workmans Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,620.00	\$20,620.00	100%
Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$535.00	\$535.00	100%
Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$56,453.00	\$0.00	\$56,453.00	\$40,019.00	-\$16,434.00	-41%
Total	\$0.00	\$0.00	\$56,453.00	\$0.00	\$56,453.00	\$61,174.00	\$4,721.00	8%

IL MUNICIPAL RETIREMENT FUND

IMRF	\$3,029.22	\$4,514.61	\$3,133.74	\$3,325.41	\$14,002.98	\$67,400.00	\$53,397.02	79%
IMRF Employer ERI Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
Total	\$3,029.22	\$4,514.61	\$3,133.74	\$3,325.41	\$14,002.98	\$68,400.00	\$54,397.02	80%

TOTAL OPERATING EXPENSES	\$99,208.72	\$78,112.74	\$133,853.11	\$99,095.61	\$410,270.18	\$2,412,872.00	\$2,002,601.82	83%

MAINE TOWNSHIP GENERAL TOWN FUND

63%	of the year remaining	MAR	APR	MAY	JUN	YTD INCOME	BUDGET	BALANCE	% Left
	REVENUE								
	Property Tax	\$405,759.12	\$16,363.39	\$0.00	\$5,218.59	\$427,341.10	\$2,500,000.00	\$2,072,658.90	83%
	Interest Income	\$163.16	\$143.60	\$2,975.74	\$125.90	\$3,408.40	\$2,000.00	-\$1,408.40	-70%
	MaineStay Fees	\$2,080.00	\$2,455.00	\$1,290.00	\$2,097.50	\$7,922.50	\$15,000.00	\$7,077.50	47%
	Yard Stickers and Rebates	\$33.55	\$287.10	\$688.05	\$897.35	\$1,906.05	\$13,000.00	\$11,093.95	85%
	Postage	\$117.50	\$211.50	\$164.50	\$47.00	\$540.50	\$4,000.00	\$3,459.50	86%
	Food Pantry Cash Donations	\$55,983.51	\$3,621.10	\$1,576.28	\$3,200.00	\$64,380.89	\$60,000.00	-\$4,380.89	-7%
	Passport Fees	\$6,050.00	\$3,340.00	\$4,555.00	\$2,870.00	\$16,815.00	\$70,000.00	\$53,185.00	76%
	Transportation Fees	\$15.00	\$0.00	\$23.00	\$0.00	\$38.00	\$200.00	\$162.00	81%
	Prsnl Prop Replacement Tax	\$35,651.16	\$42,146.93	\$56,428.60	\$0.00	\$134,226.69	\$125,000.00	-\$9,226.69	-7%
	Hunting/Fishing License	\$109.25	\$33.00	\$209.00	\$0.00	\$351.25	\$750.00	\$398.75	53%
	Other Income	\$19,968.20	\$3,994.18	\$25.00	\$0.00	\$23,987.38	\$15,000.00	-\$8,987.38	-60%
	MaineStreamers	\$71,860.50	\$35,386.50	\$27,782.84	\$46,957.00	\$181,986.84	\$0.00	-\$181,986.84	#DIV/0!
	TOTAL REVENUES	\$525,930.45	\$72,595.80	\$67,935.17	\$14,456.34	\$680,917.76	\$2,804,950.00	\$2,124,032.24	76%

MAINE TOWNSHIP GENERAL TOWN FUND

	EXPENSES								
	ADMINISTRATION								
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	Salaries/Gross Pay Account	\$62,526.25	\$43,814.55	\$43,550.71	\$45,090.76	\$194,982.27	\$585,000.00	\$390,017.73	67%
	Salaries/Elected Officials	\$19,042.00	\$3,628.01	\$10,671.99	\$10,671.99	\$44,013.99	\$147,800.00	\$103,786.01	70%
	IDES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Social Security	\$6,197.48	\$3,726.64	\$4,106.67	\$4,224.46	\$18,255.25	\$57,000.00	\$38,744.75	68%
	IMRF	\$2,557.25	\$5,010.25	\$3,347.04	\$3,434.37	\$14,348.91	\$53,000.00	\$38,651.09	73%
	Administrative Div. Health Ins.	\$18,406.91	\$18,907.58	\$20,185.74	\$20,185.74	\$77,685.97	\$300,000.00	\$222,314.03	74%
	Life Insurance	\$88.95	\$94.88	\$94.88	\$94.88	\$373.59	\$1,300.00	\$926.41	71%
	Dental Insurance	\$176.02	\$562.03	\$369.02	\$369.02	\$1,476.09	\$5,000.00	\$3,523.91	70%
	Accounting Services	\$4,988.56	\$1,693.03	\$4,177.00	\$1,121.59	\$11,980.18	\$63,000.00	\$51,019.82	81%
	Audit Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,000.00	\$16,000.00	100%
	Building & Grounds Maint	\$2,196.53	\$265.79	\$1,550.00	\$6,239.13	\$10,251.45	\$25,000.00	\$14,748.55	59%
	Community Info-Support	\$2,850.00	\$2,850.00	\$3,850.00	\$2,850.00	\$12,400.00	\$40,000.00	\$27,600.00	69%
	Conferences Meetings	\$150.00	-\$150.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	100%
	Special Programs	\$0.00	\$50.97	\$815.00	\$569.62	\$1,435.59	\$20,000.00	\$18,564.41	93%
	Dues Subscriptions	\$0.00	\$240.00	\$1,517.00	\$60.00	\$1,817.00	\$5,000.00	\$3,183.00	64%
	Equipment Leasing Maint	\$1,391.04	\$1,019.00	\$2,270.85	\$0.00	\$4,680.89	\$15,000.00	\$10,319.11	69%
	Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$63,074.60	\$0.00	\$63,074.60	\$65,000.00	\$1,925.40	3%
	Website\Email Host	\$0.00	\$0.00	\$0.00	\$3,560.51	\$3,560.51	\$40,000.00	\$36,439.49	91%
	Print Management	\$220.40	\$260.00	\$260.00	\$260.00	\$1,000.40	\$2,000.00	\$999.60	50%
	Computer Tech Support	\$0.00	\$2,314.55	\$359.60	\$359.60	\$3,033.75	\$7,000.00	\$3,966.25	57%
	Legal Services	\$2,236.25	\$2,614.50	\$2,489.75	\$1,743.75	\$9,084.25	\$70,000.00	\$60,915.75	87%
	Mileage-Travel-Lodging Exp	\$9.84	\$0.00	\$0.00	\$0.00	\$9.84	\$1,500.00	\$1,490.16	99%
	Police Protection	\$4,200.00	\$3,600.00	\$4,200.00	\$0.00	\$12,000.00	\$40,000.00	\$28,000.00	70%
	Plan Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Postage	\$10,163.09	-\$435.03	\$1,164.43	\$8,438.66	\$19,331.15	\$38,000.00	\$18,668.85	49%
	Printing Publishing	\$12,516.09	\$583.70	\$699.26	\$13,341.00	\$27,140.05	\$45,000.00	\$17,859.95	40%
	Food Pantry	\$0.00	\$1,224.49	\$461.41	\$476.64	\$2,162.54	\$60,000.00	\$57,837.46	96%
	Code Enforcement Expense	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00	\$500.00	\$470.00	94%
	Maine Township Rec. Connection	\$3,108.79	\$2,348.86	\$4,040.13	\$1,763.58	\$11,261.36	\$30,000.00	\$18,738.64	62%
	Telecommunications	\$699.43	\$4,600.07	\$3,016.86	\$2,345.89	\$10,662.25	\$35,000.00	\$24,337.75	70%
	Staff Training	\$0.00	\$0.00	\$0.00	\$224.94	\$224.94	\$1,000.00	\$775.06	78%
	Transportation/Mainelines	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	\$3,700.00	\$3,690.00	100%
	Utilities	\$2,851.69	\$3,266.80	\$1,960.72	\$1,840.85	\$9,920.06	\$25,000.00	\$15,079.94	60%
	Miscellaneous (Administr)	\$0.00	\$19.97	\$0.00	\$0.00	\$19.97	\$300.00	\$280.03	93%
	Neighborhood Watch	\$0.00	\$30.20	\$0.00	\$0.00	\$30.20	\$3,500.00	\$3,469.80	99%
	Office Supplies/Sm. Equipment	\$3,945.90	\$1,049.89	\$1,880.10	\$223.69	\$7,099.58	\$13,000.00	\$5,900.42	45%
	Operating Supplies Maint	\$1,506.60	\$1,569.17	\$1,434.55	\$1,127.45	\$5,637.77	\$8,000.00	\$2,362.23	30%
	Vehicle Expense	\$315.44	\$737.40	\$0.00	\$0.00	\$1,052.84	\$2,800.00	\$1,747.16	62%
	Building	\$0.00	\$0.00	\$682.34	\$71.96	\$754.30	\$5,000.00	\$4,245.70	85%
	Project Clean-up/Waste Hauler	\$269.50	\$6,238.00	\$94.50	\$252.00	\$6,854.00	\$6,000.00	-\$854.00	-14%
	Capital Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00	100%
	Total	\$162,624.01	\$111,735.30	\$182,324.15	\$130,972.08	\$587,655.54	\$2,037,402.00	\$1,449,746.46	71%

MAINE TOWNSHIP GENERAL TOWN FUND

	ASSESSOR								
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	Assessor Division Salary	\$24,843.95	\$16,982.10	\$16,942.12	\$16,904.62	\$75,672.79	\$226,090.00	\$150,417.21	67%
	Assessor Division SS	\$1,775.04	\$1,238.29	\$1,212.39	\$1,209.53	\$5,435.25	\$17,296.00	\$11,860.75	69%
	Assessor Division IMRF	\$1,215.02	\$1,978.26	\$1,294.42	\$1,294.42	\$5,782.12	\$16,832.00	\$11,049.88	66%
	Health Insurance	\$8,446.51	\$8,903.07	\$8,674.79	\$8,674.79	\$34,699.16	\$136,750.00	\$102,050.84	75%
	Dental Insurance	\$60.49	\$181.59	\$121.04	\$121.04	\$484.16	\$4,000.00	\$3,515.84	88%
	Life Insurance	\$17.79	\$17.79	\$17.79	\$17.79	\$71.16	\$400.00	\$328.84	82%
	Conferences Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00	100%
	Cook Cty Assessor Tie-in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,025.00	\$1,025.00	100%
	Dues-Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00	100%
	Equipment Leasing-Maint	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Mileage-Travel-Lodging Exp	\$0.00	\$24.50	\$128.19	\$0.00	\$152.69	\$1,100.00	\$947.31	86%
	Postage	\$60.43	\$117.90	\$5.60	\$141.34	\$325.27	\$900.00	\$574.73	64%
	Printing-Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$397.00	\$397.00	100%
	Sidwell Maps	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00	100%
	Staff Training	\$31.00	\$0.00	\$0.00	\$0.00	\$31.00	\$150.00	\$119.00	79%
	Miscellaneous	\$56.25	\$0.00	\$0.00	\$0.00	\$56.25	\$1,200.00	\$1,143.75	95%
	Office Supplies/Sm Equipment	\$0.00	\$0.00	\$427.06	\$1,568.24	\$1,995.30	\$3,500.00	\$1,504.70	43%
	Total	\$36,506.48	\$29,443.50	\$28,823.40	\$29,931.77	\$124,705.15	\$411,841.00	\$287,135.85	70%

MAINE TOWNSHIP GENERAL TOWN FUND

	MAINESTAY								
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	MaineStay Salary	\$28,329.22	\$19,932.84	\$20,301.06	\$21,787.28	\$90,350.40	\$315,000.00	\$224,649.60	71%
	Social Security	\$2,097.91	\$1,492.41	\$1,504.79	\$1,618.47	\$6,713.58	\$25,000.00	\$18,286.42	73%
	IMRF	\$834.22	\$1,630.54	\$1,678.59	\$1,861.74	\$6,005.09	\$29,000.00	\$22,994.91	79%
	Administrative Div. Health Ins.	\$5,738.38	\$6,014.83	\$5,860.59	\$5,860.59	\$23,474.39	\$134,000.00	\$110,525.61	82%
	Life Ins.	\$23.72	\$23.72	\$23.72	\$23.72	\$94.88	\$500.00	\$405.12	81%
	Dental Ins.	\$52.99	\$133.73	\$89.31	\$89.14	\$365.17	\$1,700.00	\$1,334.83	79%
	Conferences-Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Consultation/Staff Training	\$70.00	\$0.00	\$0.00	\$80.00	\$150.00	\$1,000.00	\$850.00	85%
	Special Programs	\$95.37	\$554.00	\$1,300.00	\$262.27	\$2,211.64	\$5,000.00	\$2,788.36	56%
	Dues-Subscriptions/Licensures	\$122.82	\$121.84	\$251.46	\$383.35	\$879.47	\$3,400.00	\$2,520.53	74%
	Print Management	\$130.00	\$130.00	\$130.00	\$130.00	\$520.00	\$1,700.00	\$1,180.00	69%
	Gen Ins Liability Ins Bond	\$0.00	\$0.00	\$1,032.00	\$0.00	\$1,032.00	\$900.00	-\$132.00	-15%
	Computer Tech Support	\$359.60	\$359.60	\$359.60	\$359.60	\$1,438.40	\$4,500.00	\$3,061.60	68%
	Mileage-Travel-Lodging Exp	\$22.00	\$0.00	\$39.03	\$0.00	\$61.03	\$500.00	\$438.97	88%
	Postage	\$2.29	\$14.95	\$16.60	\$14.94	\$48.78	\$100.00	\$51.22	51%
	Printing-Publishing	\$74.96	\$74.96	\$74.96	\$83.29	\$308.17	\$1,200.00	\$891.83	74%
	Community Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	100%
	Training Manual & Books	\$176.06	\$0.00	\$0.00	\$0.00	\$176.06	\$250.00	\$73.94	30%
	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Office Supplies/Sm Equipment	\$59.00	\$0.00	\$2,300.30	\$246.34	\$2,605.64	\$2,800.00	\$194.36	7%
	Youth Recreation Fund	\$0.00	\$0.00	\$0.00	\$1,770.00	\$1,770.00	\$3,000.00	\$1,230.00	41%
	Summer Youth Camp	\$0.00	\$690.00	\$3,573.08	\$54.98	\$4,318.06	\$10,000.00	\$5,681.94	57%
	Garage Sale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	100%
	Total	\$38,188.54	\$31,173.42	\$38,535.09	\$34,625.71	\$142,522.76	\$540,601.00	\$398,078.24	74%

MAINE TOWNSHIP GENERAL TOWN FUND

	SENIOR								
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	Senior Salary	\$35,622.41	\$26,265.51	\$19,825.68	\$19,825.00	\$101,538.60	\$274,000.00	\$172,461.40	63%
	Social Security	\$2,655.29	\$1,986.07	\$1,478.90	\$1,478.90	\$7,599.16	\$21,000.00	\$13,400.84	64%
	IMRF	\$2,076.02	\$3,537.22	\$1,798.18	\$1,798.18	\$9,209.60	\$25,000.00	\$15,790.40	63%
	Life Ins.	\$29.65	\$29.65	\$23.72	\$23.72	\$106.74	\$350.00	\$243.26	70%
	Dental Ins.	\$59.64	\$179.04	\$102.47	\$102.47	\$443.62	\$1,300.00	\$856.38	66%
	Administrative Div. Health Ins.	\$8,076.26	\$8,512.84	\$7,077.58	\$7,077.58	\$30,744.26	\$100,000.00	\$69,255.74	69%
	Conferences-Meetings	\$0.00	\$0.00	\$241.69	\$0.00	\$241.69	\$400.00	\$158.31	40%
	Special Programs	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	\$5,000.00	\$4,750.00	95%
	Print Management	\$130.00	\$130.00	\$130.00	\$130.00	\$520.00	\$1,700.00	\$1,180.00	69%
	Dues-Subscriptions	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00	\$400.00	\$370.00	93%
	Mileage-Travel-Lodging Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Postage	\$130.85	\$996.35	\$89.92	\$1,053.61	\$2,270.73	\$8,000.00	\$5,729.27	72%
	Printing-Publishing	\$0.00	\$1,045.00	\$0.00	\$1,077.00	\$2,122.00	\$6,500.00	\$4,378.00	67%
	Telecommunications	\$2.14	\$1.88	\$2.22	\$2.80	\$9.04	\$30.00	\$20.96	70%
	Office Supplies/Sm Equipment	\$0.00	\$0.00	\$103.17	\$0.00	\$103.17	\$2,000.00	\$1,896.83	95%
	Computer Tech Support	\$359.60	\$359.60	\$359.60	\$359.60	\$1,438.40	\$4,500.00	\$3,061.60	68%
	MainesStreamer	\$20,795.35	\$19,192.16	\$22,085.49	\$78,167.58	\$140,240.58	\$0.00	-\$140,240.58	#DIV/0!
	Total	\$49,391.86	\$43,043.16	\$31,233.13	\$32,958.86	\$156,627.01	\$450,280.00	\$293,652.99	65%

MAINE TOWNSHIP GENERAL TOWN FUND

	CLERK								
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	Clerk's Division Salary	\$13,111.26	\$11,243.79	\$13,053.25	\$7,687.57	\$45,095.87	\$125,000.00	\$79,904.13	64%
	Social Security	\$961.11	\$846.17	\$977.63	\$574.14	\$3,359.05	\$9,600.00	\$6,240.95	65%
	IMRF	\$766.02	\$1,442.98	\$1,183.93	\$697.27	\$4,090.20	\$12,000.00	\$7,909.80	66%
	Administrative Div. Health Ins.	\$5,110.04	\$5,386.24	\$2,555.02	\$4,749.94	\$17,801.24	\$75,000.00	\$57,198.76	76%
	Life Ins.	\$11.86	\$11.86	\$11.86	\$11.86	\$47.44	\$150.00	\$102.56	68%
	Dental Ins.	\$32.80	\$98.48	\$82.06	\$98.48	\$311.82	\$800.00	\$488.18	61%
	Conferences-Meetings	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00	\$100.00	\$75.00	75%
	Dues-Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$350.00	100%
	Print Management	\$130.00	\$130.00	\$130.00	\$130.00	\$520.00	\$1,700.00	\$1,180.00	69%
	Mileage-Travel-Lodging Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Staff Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	100%
	Hunting/Fishing License	\$111.00	\$126.50	\$106.25	-\$5.25	\$338.50	\$0.00	-\$338.50	#DIV/0!
	Honor Flight	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100%
	Computer Tech Support	\$359.60	\$359.60	\$359.60	\$359.60	\$1,438.40	\$4,400.00	\$2,961.60	67%
	Postage	\$934.77	\$634.83	\$814.80	\$554.71	\$2,939.11	\$9,000.00	\$6,060.89	67%
	Printing-Publishing	\$0.00	\$0.00	\$41.52	\$0.00	\$41.52	\$300.00	\$258.48	86%
	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	100%
	Office Supplies/Sm Equipment	\$19.99	\$0.00	\$230.85	\$32.80	\$283.64	\$800.00	\$516.36	65%
	Total	\$21,573.45	\$20,280.45	\$19,546.77	\$14,891.12	\$76,291.79	\$241,251.00	\$164,959.21	68%

MAINE TOWNSHIP GENERAL TOWN FUND

	OEM								
63%	of the year remaining	MAR	APR	MAY	JUN	YTD EXPENSE	BUDGET	BALANCE	% Left
	Emergency Mgmt Salary	\$0.00	\$0.00	\$695.00	\$675.00	\$1,370.00	\$20,000.00	\$18,630.00	93%
	OEM Social Security	\$0.00	\$0.00	\$53.17	\$51.64	\$104.81	\$1,000.00	\$895.19	90%
	Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	100%
	Conferences-Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Special Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Dues-Subscriptions	\$0.00	\$0.00	\$0.00	\$305.00	\$305.00	\$300.00	-\$5.00	-2%
	Volunteer Insurance	\$0.00	\$666.10	\$0.00	\$0.00	\$666.10	\$750.00	\$83.90	11%
	Utilities	\$592.85	\$434.19	\$405.36	\$417.73	\$1,850.13	\$4,000.00	\$2,149.87	54%
	Telecommunications	\$0.00	\$0.00	\$0.00	\$344.14	\$344.14	\$2,000.00	\$1,655.86	83%
	Staff Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	100%
	Office Supplies/Sm Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	100%
	Disaster Operations Supplies	\$0.00	\$200.00	\$2,447.78	\$21.77	\$2,669.55	\$100.00	-\$2,569.55	-2570%
	Building	\$0.00	\$0.00	\$0.00	\$335.80	\$335.80	\$1,500.00	\$1,164.20	78%
	Vehicle Expense	\$0.00	\$0.00	\$0.00	\$233.45	\$233.45	\$2,500.00	\$2,266.55	91%
	Total	\$592.85	\$1,300.29	\$3,601.31	\$2,384.53	\$7,878.98	\$32,950.00	\$25,071.02	76%

MAINE TOWNSHIP GENERAL TOWN FUND

	Mental Health/Comm Serv.	\$55,014	\$31,496	\$38,736	\$42,313	\$167,559	\$470,700	\$303,141	64%
	Total Operating Exp	\$363,891	\$268,472	\$342,800	\$288,077	\$1,263,240	\$4,185,025	\$2,921,785	70%

MOTION TO APPROVE PAYROLL FOR PAYDATES OF JULY 8, 2022 AND
JULY 22, 2022 AND ROAD DISTRICT CHECKS #22452 THROUGH CHECK #22491
IN THE AMOUNT OF \$114,030.51.

Maine Township Road & Bridge Fund
JULY 2022

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
5700001	June 10	O'Connor, Michael	Payroll Check - *6/10 Previous Payroll	367.08
22452	July 1	Blue Cross Blue Shield Of Il	Health Insurance	8,731.13
22453	July 1	Principal Life Ins. Co.	Dental, ER, Life & AD & D	434.02
22454	July 1	VSP Of Illinois, NFP	VSP Voluntary Vision	7.07
22455	July 1	Security Benefit	Deferred Comp Contributions 6/24	425.00
22456	July 1	Blue Cross Blue Shield Of Il	Health Insurance Adjustment 6/29	328.24
Wire	July 6	IMRF	Illinois Municipal Retirement Fund	5,870.93
Wire	July 8	Federal Electronic Payroll System	Federal Taxes	4,480.28
Wire	July 8	Illinois Department of Revenue	State Taxes	818.77
S/C	July 8	Paychex	Service Fee	198.47
Dir.Deposit	July 8	Richard A. Brandes	Payroll Check	2,041.55
Dir.Deposit	July 8	John Cisneros	Payroll Check	1,296.60
Dir.Deposit	July 8	Peter Douvalakis	Payroll Check	2,380.07
Dir.Deposit	July 8	Dawne Scheel Hayman	Payroll Check	1,734.52
Dir.Deposit	July 8	Jack Hernandez	Payroll Check	400.64
Dir.Deposit	July 8	Peter A. Jimenez	Payroll Check	1,686.74
Dir.Deposit	July 8	Justin E. MacIntyre	Payroll Check	2,091.52
5700003	July 8	Michael O'Connor	Payroll Check	836.75
22457	July 13	Security Benefit	Deferred Comp Contributions 7/8	425.00
Wire	July 22	Federal Electronic Payroll System	Federal Taxes	4,994.58
Wire	July 22	Illinois Department of Revenue	State Taxes	903.58
S/C	July 22	Paychex	Service Fee	186.97
Dir.Deposit	July 22	Richard A. Brandes	Payroll Check	2,246.34
Dir.Deposit	July 22	John Cisneros	Payroll Check	1,431.24
Dir.Deposit	July 22	Peter Douvalakis	Payroll Check	2,376.45
Dir.Deposit	July 22	Dawne Scheel Hayman	Payroll Check	1,733.82
Dir.Deposit	July 22	Jack Hernandez	Payroll Check	974.63
Dir.Deposit	July 22	Peter A. Jimenez	Payroll Check	1,683.05
Dir.Deposit	July 22	Justin E. MacIntyre	Payroll Check	2,323.93
5700004	July 22	Michael O'Connor	Payroll Check	938.54
22458	July 26	AT&T	Telephone & Communication	62.82
22459	July 26	Ancel Glink P.C.	Legal Services	225.00
22460	July 26	Arlington Power Equip Inc.	Equipment Maintenance	1,984.14
22461	July 26	Brandes, Richard	Telephone & Communication	25.00
22462	July 26	Cisneros, John	Telephone & Communication	25.00
22463	July 26	ComEd - Garage	Service At Garage 6/6 - 7/6	466.48
22464	July 26	ComEd - Street Lighting	Street lighting 5/3 - 6/14	2,298.08
22465	July 26	ComEd - Traffic Signals	Traffic Signals 5/23 - 6/22	32.32
22466	July 26	Conserv FS, Inc.	Fuel	2,478.14
22467	July 26	Damiano Diesel Service	Repairs to J.D. Tractor & Vehicles 19&23	6,658.67
22468	July 26	City of Des Plaines	Water & Sewer Services at Garage	52.87
22469	July 26	Des Plaines Material & Supply	Supplies & Maintenance - Roads	15,264.18
22470	July 26	Void	Void	0.00

22471	July 26	Domestic Uniform Rental	Building Maintenance	105.42
22472	July 26	Douvalakis, Peter	Business Use of Personal Phone	50.00
22473	July 26	Golf Mill Ford	Equipment Maintenance	209.30
22474	July 26	Capital One Trade Credit	Small Tools & Equipment	114.38
22475	July 26	Home Depot Credit Services	Shop Tools & Supplies	627.00
22476	July 26	Illinois EPA	NPDES Annual Permit Fee for 2022/2023	2,023.94
22477	July 26	Jimenez, Peter	Telephone & Communication	25.00
22478	July 26	Macmunnis Inc. AAF Com Ed	Offsite Storage 2022 - 2023	2,452.13
22479	July 26	MacIntyre, Justin	Telephone & Communication	25.00
22480	July 26	Napa Auto Parts - Div. of MPEC	Equipment Maintenance	140.15
22481	July 26	Nicor Gas	Utilities 5/17 - 6/15	161.58
22482	July 26	Signarama	Miscellaneous	283.25
22483	July 26	Spaceco, Inc.	Engineering Services&Maintenance Road	17,464.72
22484	July 26	Standard Equipment Company	Equipment Maintenance	409.46
22485	July 26	State Treasurer	Traffic Signal Maintenance-Jan, Feb, Mar	385.92
22486	July 26	Traffic Control & Protection	Supplies for the Roads	54.00
22487	July 26	Verizon Wireless	Telephone & Communication	243.17
22488	July 26	Acuity Specialty Products, Inc.	Building & Operating Supplies	2,016.34
22489	July 26	Metro Federal Credit Union	Telephone & Communication	16.95
22490	July 26	Metro Federal Credit Union	Equipment Maintenance	2,779.00
22491	July 26	Metro Federal Credit Union	Office Equipment,Office Supplies, Health	523.59

\$ 114,030.51

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of July 8, 2022 and July 22, 2022 and Road District Checks #22452 through Check #22491 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 26TH DAY OF JULY, 2022.

Supervisor

Attest:

Clerk

Trustees

MOTION TO APPROVE PAYROLL FOR PAYDATES OF JULY 8, 2022 AND
JULY 22, 2022 AND GENERAL TOWN FUND CHECKS #59570 THROUGH
CHECK #59629 IN THE AMOUNT OF \$243,908.52.

Maine Township General Town Fund
JULY 2022

<u>Check #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
59540V	Jul 18	VOID	Void	(120.00)
59570	Jul 1	Blue Cross Blue Shield	Health Insurance	53,120.36
59571	Jul 1	NCPERS Group Life Ins.	IMRF Voluntary Life Ins.	64.00
59572	Jul 1	Principal Life Ins. Co.	Dental, Life & AD&D	1,921.46
59573V	Jul 1	VOID	Void	-
59574	Jul 1	VSP Of Illinois, NFP	VSP Voluntary Vision Insurance	117.83
59575	Jul 1	Township Officials of IL	National Night Out Banners	180.00
59575V	Jul 1	VOID	Void	(180.00)
59576	Jul 1	J&D Instant Signs Inc.	National Night Out Banners	180.00
59577	Jul 1	Security Benefit	Deferred Compensation Contribution	810.77
59578	Jul 1	Blue Cross Blue Shield	Health Insurance	2,627.34
59578V	Jul 1	Blue Cross Blue Shield	Void	(2,627.34)
59579	Jul 1	Blue Cross Blue Shield	Health Insurance Adjust. for Revised Bill	2,627.34
59580	Jul 2	Comcast	Internet, Phone, Line/Fax 6/19-7/18	352.65
59581	Jul 1	Schram Floor Covering	50% Deposit-Food Pantry Flooring Project	3,120.00
59582	Jul 5	Des Plaines, City Water	Water Service 3/31-5/31	1.91
S/C	Jul 5	Paychex Time Attendance Fee	Payroll Administration Fee	25.00
S/C	Jul 6	Paychex	Service Fee	332.11
Wire	Jul 6	IMRF	Illinois Municipal Retirement Fund	18,652.54
Wire	Jul 8	Federal Electronic Payroll System	Federal Taxes	14,770.30
Wire	Jul 8	Illinois Department of Revenue	State Taxes	2,963.48
S/C	Jul 8	Paychex	Service Fee	417.13
2800006	Jul 8	Susan Moylan Krey	Payroll	702.65
Dir.Deposit	Jul 8	Karen Dimond	Payroll	784.11
Dir.Deposit	Jul 8	Peter W. Gialamas	Payroll	77.82
Dir.Deposit	Jul 8	Edward Beauvais	Payroll	3,005.92
Dir.Deposit	Jul 8	Kimberly Jones	Payroll	390.51
Dir.Deposit	Jul 8	James Maher	Payroll	-
Dir.Deposit	Jul 8	Asif Mallik	Payroll	415.16
Dir.Deposit	Jul 8	Kelly Maron Horvath	Payroll	438.67
Dir.Deposit	Jul 8	Ruba Al Ayed	Payroll	1,299.10
Dir.Deposit	Jul 8	Ronald R. Bartsch	Payroll	286.28
Dir.Deposit	Jul 8	Stephen T. Basista	Payroll	434.69
Dir.Deposit	Jul 8	Dayna E. Berman	Payroll	2,894.45
Dir.Deposit	Jul 8	Alicia Brzezinski	Payroll	1,348.25
Dir.Deposit	Jul 8	Marty Cook	Payroll	731.79
Dir.Deposit	Jul 8	Jessica M. Fox	Payroll	857.04
Dir.Deposit	Jul 8	Nader A. Ghazaleh, Sr.	Payroll	1,267.23
Dir.Deposit	Jul 8	Nicholas W. Kanehl	Payroll	1,221.99
Dir.Deposit	Jul 8	Dorothy D. Moran	Payroll	616.18
Dir.Deposit	Jul 8	Paula Rezutko-Custic	Payroll	429.57
Dir.Deposit	Jul 8	Victoria K. Rizzo	Payroll	1,870.10
Dir.Deposit	Jul 8	Cathleen Ryder	Payroll	375.46
Dir.Deposit	Jul 8	Michael A. Samaan	Payroll	1,524.73

Dir.Deposit	Jul 8	Debra A. Babich	Payroll	1,533.98
Dir.Deposit	Jul 8	Elizabeth J. Coy	Payroll	1,325.99
Dir.Deposit	Jul 8	Faris E. Dababneh	Payroll	1,140.28
Dir.Deposit	Jul 8	Dolores Mary Phillips	Payroll	701.54
Dir.Deposit	Jul 8	Richard Plodzien	Payroll	295.37
Dir.Deposit	Jul 8	Jazmin Arana	Payroll	177.71
Dir.Deposit	Jul 8	Arielle Kalvelage	Payroll	1,434.35
Dir.Deposit	Jul 8	Richard D. Lyon	Payroll	2,310.26
Dir.Deposit	Jul 8	Emily Toomey	Payroll	1,104.60
Dir.Deposit	Jul 8	Evan White	Payroll	1,152.76
Dir.Deposit	Jul 8	Summer Zumbrock	Payroll	1,389.65
Dir.Deposit	Jul 8	Oksana T. Bukaczyk	Payroll	1,257.22
Dir.Deposit	Jul 8	Marie C. Dachniwsky	Payroll	1,629.85
Dir.Deposit	Jul 8	Monika Jaroszewicz	Payroll	1,464.01
Dir.Deposit	Jul 8	Therese A. Tully	Payroll	1,664.90
Dir.Deposit	Jul 8	Jessica Guzman	Payroll	1,292.65
Dir.Deposit	Jul 8	Eva Magnowski	Payroll	1,192.92
Dir.Deposit	Jul 8	Banutharakeswar Sivasubramani	Payroll	463.84
Dir.Deposit	Jul 8	Francisco E Rojas	Payroll	376.07
59583	Jul 8	Aqua Illinois, Inc.	Water Service at Town Hall	226.36
59584	Jul 13	Security Benefit	Deferred Compensation	810.77
59585	Jul 13	Access One, Inc.	Pots Lines 7/1-7/31	216.08
59586	Jul 13	Comcast Business	Business Voice Edge	1,963.28
59586V	Jul 13	VOID	Void	(1,963.28)
59587	Jul 13	Comed	OEM Service 6/6-7/6	126.61
59588	Jul 13	Verizon Wireless-Admin	Telecommunication	162.98
59589	Jul 13	Comcast Business	Business Voice Edge	1,963.28
Wire	Jul 22	Federal Electronic Payroll System	Federal Taxes	13,178.02
Wire	Jul 22	Illinois Department of Revenue	State Taxes	2,670.02
S/C	Jul 22	Paychex	Service Fee	370.02
2800007	Jul 22	Susan Moylan Krey	Payroll	702.30
Dir.Deposit	Jul 22	Karen Dimond	Payroll	955.43
Dir.Deposit	Jul 22	Peter W. Gialamas	Payroll	29.63
Dir.Deposit	Jul 22	Ruba Al Ayed	Payroll	1,300.90
Dir.Deposit	Jul 22	Ronald R. Bartsch	Payroll	186.22
Dir.Deposit	Jul 22	Stephen T. Basista	Payroll	341.81
Dir.Deposit	Jul 22	Dayna E. Berman	Payroll	2,890.17
Dir.Deposit	Jul 22	Alicia Brzezinski	Payroll	1,344.22
Dir.Deposit	Jul 22	Robert M. Carrozza	Payroll	65.79
Dir.Deposit	Jul 22	Marty Cook	Payroll	731.77
Dir.Deposit	Jul 22	Jessica M. Fox	Payroll	835.48
Dir.Deposit	Jul 22	Nader A. Ghazaleh, Sr.	Payroll	1,167.14
Dir.Deposit	Jul 22	Nicholas W. Kanehl	Payroll	1,285.14
Dir.Deposit	Jul 22	Dorothy D. Moran	Payroll	550.01
Dir.Deposit	Jul 22	Paula Rezutko-Custic	Payroll	264.64
Dir.Deposit	Jul 22	Victoria K. Rizzo	Payroll	1,865.16
Dir.Deposit	Jul 22	Cathleen Ryder	Payroll	510.45
Dir.Deposit	Jul 22	Michael A. Samaan	Payroll	1,524.23

Dir.Deposit	Jul 22	Debra A. Babich	Payroll	1,526.52
Dir.Deposit	Jul 22	Elizabeth J. Coy	Payroll	1,321.07
Dir.Deposit	Jul 22	Faris E. Dababneh	Payroll	1,137.10
Dir.Deposit	Jul 22	Dolores Mary Phillips	Payroll	701.54
Dir.Deposit	Jul 22	Richard Plodzien	Payroll	295.37
Dir.Deposit	Jul 22	Jazmin Arana	Payroll	488.68
Dir.Deposit	Jul 22	Arielle Kalvelage	Payroll	1,433.77
Dir.Deposit	Jul 22	Richard D. Lyon	Payroll	2,305.34
Dir.Deposit	Jul 22	Emily Toomey	Payroll	1,103.98
Dir.Deposit	Jul 22	Evan White	Payroll	1,152.77
Dir.Deposit	Jul 22	Summer Zumbrock	Payroll	1,385.37
Dir.Deposit	Jul 22	Oksana T. Bukaczyk	Payroll	1,256.61
Dir.Deposit	Jul 22	Marie C. Dachniwsky	Payroll	1,626.66
Dir.Deposit	Jul 22	Monika Jaroszewicz	Payroll	1,463.49
Dir.Deposit	Jul 22	Therese A. Tully	Payroll	1,662.58
Dir.Deposit	Jul 22	Jessica Guzman	Payroll	1,088.38
Dir.Deposit	Jul 22	Eva Magnowski	Payroll	1,189.73
Dir.Deposit	Jul 22	Banutharakeswar Sivasubramani	Payroll	398.99
Dir.Deposit	Jul 22	Francisco E. Rojas	Payroll	258.08
59590	Jul 26	A Freedom Flag Co.	Maine Township Flags	509.60
59591	Jul 26	American Taxi Dispatch	Mainelines Transportation Vouchers	15.00
59592	Jul 26	Ancel Glink P.C.	Legal Fees	1,406.25
59593	Jul 26	The Center of Concern	Grant Payment 4	4,000.00
59594	Jul 26	Comed	Electricity Supply 6/8-7/8	1,670.32
59595	Jul 26	Cook County Sheriff's	Hirebacks-Vehicle, Officer Usage-May	4,200.00
59596	Jul 26	CCTAA	Assessor-CCTAA Dues	300.00
59597	Jul 26	Elizabeth Coy	Assessor-Mileage Reimbursement	37.87
59598	Jul 26	Pulse Technology/DPOE	Shipping For Supplies	9.95
59599	Jul 26	Pulse/Office Equip. Leasing Co.	Print Management 7/1-7/31	650.00
59600	Jul 26	Evans, Marshall and Pease, PC	Accounting Services-May	3,510.00
59601	Jul 26	Evan White	Mileage Reimbursement	60.49
59602	Jul 26	Flood Brothers Disposal	Dumpster For Dumpster Day Event	556.00
59603	Jul 26	Garvey's Office Products	Office Supplies, Name Tags	1,516.78
59604	Jul 26	Nader Ghazaleh	Reimbursement for Fence Post Repair	23.91
59605	Jul 26	Journal & Topics Newspapers	Taste of D.P&P.R, Agency Fund.Legal Ads	600.90
59606	Jul 26	M3 Marketing, LLC	Services 7/1-7/31	2,850.00
59607	Jul 26	Maine Niles Assoc. Of Spec. Rec.	Grant Payment 1	1,666.00
59608	Jul 26	Midwest Promotional Group	Maine Twp. Logo Caps & Lip Balms	1,128.75
59609	Jul 26	Dorothy Moran	Mileage Reimbursement	22.48
59610	Jul 26	Quadient Finance USA, Inc.	Postage	1,830.00
59611	Jul 26	NJ Castillo Landscaping	Landscaping Service - July	1,350.00
59612	Jul 26	Nicor Gas	Commercial Heat 6/13-7/12	175.57
59613	Jul 26	NW Suburban Day Care Ctr.	Grant Payment 5	4,083.00
59614	Jul 26	Noventech, Inc.	Install of AS400 for New Computer	75.00
59615	Jul 26	Ontap Company	Water Cooler Rental	156.00
59616	Jul 26	Fred Pryor Seminars	Employment Law Seminar	149.00
59617	Jul 26	Physicians Immediate Care - Chicago	Employee Screen	47.00
59618	Jul 26	United Dispatch, LLC	Mainelines Transportation Voucher	5.00

59619	Jul 26	Warehouse Direct	Computer Tech Support	2,057.64
59620V	Jul 26	VOID	Void	-
59621	Jul 26	Metro Federal Credit Union	Administration Expenses	3,786.74
59622	Jul 26	Metro Federal Credit Union	Recovery Connection Expenses	2,124.27
59623	Jul 26	VOID	Second Page Check	-
59624	Jul 26	Metro Federal Credit Union	MaineStay Expenses	1,456.02
59625	Jul 26	VOID	Second Page Check	-
59626	Jul 26	Metro Federal Credit Union	MaineStreamers Expenses	312.98
59627	Jul 26	Metro Federal Credit Union	Maintenance Expenses	563.81
59628	Jul 26	Patrycja Marzec	National Night Out-Face Painting	320.00
59629	Jul 26	Robert Hirsch	National Night Out-Balloon Twisting	375.00
				\$ 243,908.52

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of July 8, 2022, and June 22, 2022 and General Town Fund Checks #59570 through Check #59627 and authorize the Supervisor issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 26TH DAY OF JULY, 2022.

Supervisor

Attest:

Clerk

Trustees



Memo

To: Elected Officials

From: Dayna Berman, Administrator

Date: July 19, 2022

Re: Website Redesign Estimates

I met with several website design companies as well as freelance designers and have attached estimates for your review.

- Town Web: (waiting on written estimate) **Quoted \$20-\$25,000**
- Cybernautic/Abberlyn Pick **Quoted \$15,500**
- NetzOptimize Inc./Alena-Nawab (Upwork) **Quoted \$14,880**
- Digi Studios/Todd Bradford (Upwork) **Quoted \$5,500**
- Every Person's Office Help/Hope Hunt (Upwork) **Quoted \$5,000**

We will also be having the two website design companies, Revize and Civicengage, that were discussed at the prior board meeting, present via zoom; I have included their proposals in the board packet again for reference.

- Revize **Quoted \$24,100**
- Civicengage **Quoted \$22,100**



CYBERNAUTIC

CUSTOM WEB DESIGN FOR YOUR ORGANIZATION

Delivered to

MAINE TOWNSHIP

SUBMITTED: JULY 19, 2022

SIGNED: Not yet accepted

Contact

**ABBERLYN PICK,
CYBERNAUTIC, INC.
(309) 408-0558**

EXECUTIVE SUMMARY

Dear Maine Township Team,

Thank you for your interest in Cybernautic as a potential provider for your upcoming web project! The intent of this proposal is to give you an accurate snapshot of who we are as a team, our approach, and our competitive advantages over other web design and web marketing firms.

As your Web Strategist, I will be your primary point of contact throughout the production process and am available to answer any questions and provide additional clarity that you may need.

At Cybernautic, our goal is to make the web easy for our clients. We create compelling websites with user experience always top of mind—we make it easy for users to quickly find exactly what they're looking for when they arrive at your site. We do this by listening to you, understanding your target audience, and putting our extensive online knowledge to work on a custom site design and marketing plan that will improve your organizational goals and change the way you think about the potential of your website.

This RFP includes the following:

1. Company Profile
2. Project Leads
3. Our Approach
4. Project Experience
5. Launching Your Website
6. Accessibility Widget
7. Hosting & Maintenance
8. Due Diligence
9. Additional Details
10. Inclusive Features & Services
11. Project Estimate
12. Contact

We would love the opportunity to work with your team!

Sincerely,

Abberlyn Pick

Web Strategist

abberlyn.pick@cybernautic.com

(309) 408-0558

Cybernautic, Inc.

2404 E Empire

Bloomington, Illinois, 61704

<http://www.cybernautic.com>

Submitted: July 19, 2022

COMPANY PROFILE

Cybernautic, Inc. was founded by our President and CEO Chad Parker in 1998. From its humble beginnings as a dot com start-up, Cybernautic has enjoyed more than two decades of incredible growth. In addition to our headquarters in Bloomington-Normal, IL, we have team members serving clients in Peoria, Champaign-Urbana, and Chicago Illinois as well as Baguio City, Philippines.

Cybernautic is committed to the highest standard of excellence in every aspect of website design, development, and web marketing. We provide a variety of services including search engine marketing and optimization so potential customers can easily find your website through the major search engines.

Our involvement doesn't stop when your website is launched. In order to provide the best service possible, we have a full staff available to address every aspect of your website.

LEADERSHIP & STAFF

- **Chad Parker**, President & CEO
- **Robbie Osenga**, VP & Chief Potential Officer
- **Emily Ohmart**, Lead Web Strategist
- **Jessica Henrichs**, Lead Web Strategist
- **Abberlyn Pick**, Web Strategist
- **Missy Freese**, Assistant Web Strategist
- **Ashley Welchel**, Project Manager
- **Dan Hermes**, Project Manager
- **Karla Castillo**, Assistant Project Manager
- **Kevin Franz**, Senior Web Marketing Specialist
- **Ian Kaufmann**, Senior Developer
- **Jason Sanders**, Creative Director
- **Dave DeGooyer**, Support Specialist
- **David Brown**, Support Specialist
- **Jason Siebert**, Network Administrator
- **Dave Van Allen**, Chief Financial Officer
- **Whitney Dukeman**, Staff Accountant
- **Tyler Griffin**, Web Designer/Developer
- **David Barrett**, Web Developer
- **Joel Abadayan**, Web Developer
- **Charissa Mangaoang**, Web Designer
- **Vince Mangaoang**, Web Designer
- **Claire Valdez**, Web Developer

GENERAL CONTACT INFO

Cybernautic, Inc.
2404 E Empire
Bloomington, Illinois, 61704
(309) 827-8202
<http://www.cybernautic.com>

PROJECT LEADS

ABBERLYN PICK

Web Strategist

abberlyn.pick@cybernautic.com
(309) 408-0558

Cybernautic, Inc. has been thrilling customers since 1998, serving hundreds of local businesses, non-profit organizations, and international brands alike. We work collaboratively as a team to make sure that each project is better than the last.

With an MFA from the Savannah College of Art and Design, Abberlyn has extensive design and web marketing experience from working in and leading marketing departments for over 10 years.

Her design and development background comes in handy with her role at Cybernautic as she is closely involved with each of her projects—from the strategic proposal phase through design approvals, and even into content loading and testing after development is complete.

ABBERLYN'S ROLE

As a member of the Web Strategy team, Abberlyn will be your account manager. She will be with you throughout the production process and serve as your main point of contact with Cybernautic after the new site is up and running. We strongly believe that our job does not stop just because your new website launches. We know that things within your organization and the web industry, in general, will change over time, and our goal is to partner with you to continually improve and make the most of your website.

In addition to Abberlyn, you may work directly with the following team members:

- **Ashley Welchel**
Project Manager
ashley.welchel@cybernautic.com
- **Dan Hermes**
Project Manager
ashley.welchel@cybernautic.com
- **Karla Castillo**
Assistant Project Manager
karla.castillo@cybernautic.com

OUR APPROACH

Our design philosophy is founded on two great concepts: Ingenious Design and Engineering Excellence.

Ingenious Design goes beyond a simple aesthetically pleasing appearance. Our goal is not simply to impress visitors with stylish design; it's to move them to action. Behind the scenes, our programmers work tirelessly to make sure that their projects meet all best practice coding standards as well as previous version coding standards so that your website performs in any environment. We build sites for speed and reliability.

Steps in our process can vary slightly based on the specifics of any given project, but are generally as follows:

STRATEGIC PLANNING PHASE

If you decide to move forward with our team, our first step would be to develop a Strategic Proposal that clearly addresses functionality needs, homepage design elements, and page types. Our approach to building custom websites allows us to meet your exact needs and become a reliable, creative long-term partner for your business.

This phase is mostly driven by communication with your team and readiness to move the project forward. At the end of this phase, we will deliver a detailed strategic proposal that outlines site structure, homepage design needs (not visual layouts, those come later!), identification of standard page types that will be designed and developed for your team, and outline the details of any unique page types and functionality.

This document would become our starting road map that would be delivered to the Project Manager assigned to your project. Please know that this strategic proposal would be where our team starts to design and develop from, but we understand that plans might change as your website is being built.

PROJECT KICKOFF

Once the Strategic Proposal is accepted, we will deliver the proposal along with production notes and website design examples to a Project Manager. We will then set up a Kick-Off and Design Brief meeting with the Project Manager assigned to your website build. This meeting will allow the Project Manager to interview your team directly, to get to know your brand and growth goals. This meeting will take anywhere from 60-90 minutes.

DESIGN & DEVELOPMENT

After the Kick-Off and Design Brief meeting, your project will be assigned to one of our in-house Designers. We do not subcontract design and development services to freelancers. The Designer will come up with a design for your new custom homepage and deliver it back to the Project Manager to review. We will review the design internally—both the Project Manager and your Web Strategist—and provide feedback and change requests to the Designer.

We will schedule a Homepage Review meeting with your team and present our design. You will have the opportunity to provide us with as much feedback as you would like until we get the site design to a place that you are thrilled about.

Once Homepage Design approval is received, the designer will begin building the interior pages of the website to complement the Homepage and Sitewide Design.

After the pages are all designed, we will move your project into Development where we will build your actual website! This is definitely a "quieter" behind-the-scenes time of the project, but after Development is complete, we get to start loading content and will schedule a Content Management System (CMS) Training.

CONTENT MANAGEMENT SYSTEM

We will rely on your team to work with our Project Managers to provide us with content for various areas of your website. If needed, we can discuss copywriting services or editing and auditing your content for Search Engine Optimization.

Editor is our proprietary content management system (CMS). We do not build websites on WordPress with one of the biggest reasons being that WordPress is the most hacked content management system. In over 20 years, we have not had a major security issue with any of our clients' websites.

In the weeks ahead of launch, we will set up a Content Management System training for your team. Our CMS was built for people without web design experience. Our intention with the content management system is to open up the areas where you might want to update or add new content, without impacting the site design. The backend of your website will become your toolbox - we will predefine all of our text styles, colors, button formats, etc. to keep your site pages in line with your brand guidelines.

Anytime you need additional training or support with the content management system, our team will provide training free of charge. We want you to feel empowered to jump in and make changes to the website without waiting on our team to make those changes on your behalf.

Our CMS, Editor, is not a drag-and-drop page builder tool. We take care of thinking through design and user experience and want to preserve that custom design once it is built. If at any point additional design elements need to be created for the website, we propose an addendum for this work.

LAUNCH & POST-LAUNCH SUPPORT

As we are loading all content onto your new website, we will be working with your team to identify the site launch date. Our team will work out all the launch details and come up with a transition plan to make certain previous URLs that were used on your current site are redirected to your new website—we don't want to drop page rankings that have already been established.

Once we point your domain(s) to the new website, you will see the new site live in 30 minutes to 2 hours. Then we celebrate (and maybe take a nap).

The Cybernautic Team will remain available to answer questions and support your website. If 8 months after you launch, you notice that something isn't looking quite right—we jump in and fix it. Our goal is to continue to provide you with a website that functions exactly as we promised. You will not receive a surprise bill from our team, ever.

If down the road, you would like to add additional page types or functionality to your website, we can write an addendum for that work with a clearly defined and agreed-upon cost. We want the new website to be able to grow with your organization for a very long time.

POST-LAUNCH CONTENT UPDATES

While we want our clients to feel empowered to update their websites independently, we're here to make the web easy! For some clients, this means handling content updates once their new website has launched. Content updates completed by our team post-launch are billed quarterly at a rate of \$75/hr.

RECENT PROJECTS

PROJECT EXPERIENCE

Cybernautic currently serves hundreds of clients in a variety of industries – from local family-owned businesses to luxury brands with dealers across the United States and around the globe. We feel confident that our team is prepared to build a website for Maine Township that provides a great user experience for both your website visitors and staff charged with updating the site.

The following is a list of recently launched or relevant websites in our portfolio:

- **Village of Arthur, Illinois**
<https://arthur-il.gov/>
- **City of Tuscola, Illinois**
<https://tuscola.org/>
- **McLean County Chamber of Commerce**
<https://mcleancochamber.org/>
- **St. John's Catholic Newman Center**
<https://sjcnc.org/>
- **Loman Ray Insurance Group**
<https://lomanray.com/>
- **Primient**
<https://www.primient.com/>

REFERENCES AVAILABLE UPON REQUEST

LAUNCHING YOUR WEBSITE

SETTING YOU UP FOR SUCCESS

Every website needs proper setup and care to ensure that Google (and other search engines) will index your content properly. This foundation is key in setting you and your organization up for success on the web, ultimately paving the way to more traffic and qualified leads. These first few steps will be executed upon the launch of your website, after which our team will check in periodically to assess your website's analytics and leverage updated content.

WHAT'S INCLUDED:

Upon Launch of Your Website

- + Google Business Profile Verification
- + Google Analytics Setup or Migration
- + Google Webmaster Setup
- + Google XML Sitemaps Installation & Verification
- + Bing Webmaster Verification
- + Search Engine Submission
- + Robots.txt Installation
- + New Website Launch Transition Tasks

Ongoing Website Assessment

- + Real-time Search Engine Submission
- + Annual Technical Audit
- + Annual Meta Tag Optimization
- + Annual Title Tag Optimization

Analytics Reporting

- + On-Demand Analytics Dashboard in Site Editor
- + Monthly Automated Analytics Reports, emailed directly to Your inbox



WEBSITE ACCESSIBILITY FOR ALL

WEBSITE ACCESSIBILITY WIDGET

Make your digital content accessible for all users.

1-in-5 users require accommodations to use your website. Whether that is the ability to navigate without a mouse, increase the text size or adjust color contrasts, our accessibility widgets cover all the bases. This tool tells the world that your brand cares about inclusivity on the web and reinforces your brand's commitment to providing an accessible user experience. Not to mention, it provides your company or organization with strong legal mitigation for ADA accessibility and compliance.

WHAT'S INCLUDED:	BASIC WIDGET: INCLUDED*	AI-POWERED WIDGET: + \$100/MO.*
	For brands on a budget that still care deeply about making their digital content more accessible for all users.	For brands looking for a comprehensive solution for full ADA & WCAG 2.1 compliance as required by regulatory authorities.
Contrast +	✓	✓
Highlight Links	✓	✓
Bigger Text	✓	✓
Text Spacing	✓	✓
Pause Animations	✓	✓
Big Cursor	✓	✓
Tooltips	✓	✓
Keyboard Navigation		✓
Screen Reader		✓
Dictionary Lookup		✓
Language Selector		✓
Convert to Legible Fonts		✓
Reading Guide		✓
Dark Mode / Light Mode		✓
Invert Colors		✓
Color Desaturation		✓
Reveal Page Structure		✓
AI-Powered Remediation		✓
Accessibility Statement	✓	✓
Statement of Compliance		✓
Usage Statistics	✓	✓

*Based on monthly site traffic

HOSTING & MAINTENANCE

KEEPING YOU ONLINE

Since 1998, the Cybernautic team has been growing, fine-tuning, and perfecting our platform and infrastructure to deliver the best possible experience for our customers. From our custom-built content management system that makes it easy to update your website to lightning-fast cloud hosting to ongoing support, we strive to exceed expectations at every step. When you work with Cybernautic, you know that your website is in the best of hands.

WHAT'S INCLUDED:

Domain Registration & Management

- + We'll keep your domain name registered every year
- + DNS management & updates as needed, or coordination with your existing DNS provider

Cloud-Based Hosting

- + Powered by Amazon Web Services
- + Website backup snapshots every 4 hours means we can restore you website with a push of a button
- + 24/7 monitoring and 99.9% uptime

Web Security

- + Automated SSL included with hosting
- + Give your customers and users peace of mind by securing all web forms
- + Closed-source CMS to protect against malware and other malicious attacks

Technical Support

- + Ongoing technical support for the life of your website
- + Submit support tickets through our support center 24/7 at support.cybernautic.com
- + Free Editor training sessions as needed for the life of your website

Content Management System

- + Manage all site content with Editor, our user friendly and intuitive CMS
- + Add new pages with a push of a button
- + Manage users and create as many user accounts as needed

Business Class Emails

- + If needed, up to 5 Business Class domain branded emails are included with hosting

DUE DILIGENCE REPORT

Infrastructure Details

- Hosting – Custom Docker Swarm-based setup on AWS, fronted by HAProxy and Traefik
 - Read more about AWS security measures [here](#).
 - View all AWS SOC reports / FAQs [here](#).
- Web Server – Operating System: Ubuntu 20.04
- Web Server – Apache: v2.4.41
- PHP – v7.4.3
- SSL via LetsEncrypt (A+ score on SSL Labs): <https://www.ssllabs.com/ssltest/analyze.html?d=eureka.edu>
- IP whitelist/VPN is required for any administrative access
- Cybernautic remains PCI compliant by not storing credit card, ACH or payment information of any kind on our servers.

Data Backup Procedures

- Sites are backed up every 4 hours to our AWS S3 environment as well as monthly to the physical servers located at the Cybernautic headquarters in Bloomington, IL. Though we do not anticipate the need to ever use these physical backups, they are there for an extra layer of assurance.
- All active monitoring systems are backed up daily to our AWS S3 environment as well as to the physical servers located at the Cybernautic headquarters. These systems notify our Chief Technology Officer and Lead Development Teams immediately anytime a DNS error, performance deficit or outage is detected.

Complaint Procedures

At Cybernautic, we value long-term productive partnerships with our customers. You will be assigned an Account Manager (myself, Emily Ohmart) as your main point of contact within the company. Your account manager will be able to address any concerns or requests you may have. To ensure every need is addressed as quickly and effectively as possible, you will also have direct contact information for our project management team, assistant web strategist, and support team. Should a complaint need to be escalated to our executive team, arrangements will be made to do so.

Insurance / Liability

Cybernautic carries the following insurance policies; COI may be provided upon request:

- Commercial General Liability and Cyber Liability Insurance in the amount of one million dollars (\$1,000,000) and two million dollars (\$2,000,000) general aggregate.
- Professional Liability covering the services provided by Designer and its agents, employees, and subcontractors in the amount of one million dollars (\$1,000,000).
- Umbrella (Excess) Liability in the amount of one million dollars (\$1,000,000) in excess of the general liability and professional liability coverages.

Data Destruction Policy/Process

- As we are not bound by GDPR compliance and we remain PCI compliant by not storing sensitive payment information of any kind, Cybernautic does not currently have a Data Destruction Policy.
- Your team will have direct access to all content and any user-submitted information via Editor, your Content Management System. You will have the ability to permanently delete data of any kind at any time using the tools in the CMS.
- As your team is responsible for managing your website post-launch, Cybernautic is not legally liable for content or data stored or entered through your site's CMS.

Third-Party Partner Disclosures

- Google
 - Google Analytics tracks website analytics and user behavior
 - Google Data Studio allows us to create an easy to digest monthly report for both general site performance and web marketing related results.
 - Your team will have direct admin access to the Google Analytics account newly set up for or migrated to the new website.
- Userway
 - Platform that powers the website accessibility widget
 - Your team may have direct admin access to your widget's settings to monitor site scans and automated remediation.
 - Userway is a front-runner in their industry and addresses/remediates accessibility requirements in Section 508, WCAG 2.0 and WCAG 2.1 guidelines.

ADDITIONAL DETAILS

WHAT IS NOT INCLUDED

- This estimate does not include Cybernautic email or email marketing services.
- This estimate does not include Review Generation services.
- Though most of the technical aspects of website accessibility are accounted for with best-practice programming, this proposal does not include accessibility compliance testing/monitoring during the production phase and the completed website may not fully comply with WCAG 2.1 Guidelines.

TIMELINE

We anticipate this project to take 4-6 months to complete. This timeframe begins the day we receive all design assets related to your project including photos, logos, and homepage content. At that point, your project will be added to the design queue-step one of the production process.

Maine Township team is responsible for designating a single point person who will work with the Cybernautic project manager on design changes and approvals as the project decision-maker. A 48-hour turnaround time for changes/approvals on submitted designs is expected. Delay in feedback will result in an extended timeline for the project.

Approval of the homepage design will be required before moving the project further into production. Any change requests made to design after the programming of the site begins will require a change order and additional fees may incur.

PAYMENT SCHEDULE

50% of the total one-time design and development setup cost will be invoiced for upon contract signing and must be paid before the project enters the design phase. The remaining design balance on the project will be due 60 days after the Content Management System training meeting, or at launch (should the website go live within those 60 days).

Your monthly recurring service payments will begin at the time when the final balance invoice is sent. The first billing date will fall either on the 1 or the 15 of the month and will be prorated to include any elapsed time from the previous billing cycle.

BUT WAIT, THERE'S MORE

STANDARD FEATURES AND SERVICES INCLUDED IN YOUR PROJECT:

Existing Content Transfer

Our team will transfer all content from your old website to the new site that you wish to keep. When it comes to the Maine Township website, there are a few exceptions to this service. See more information on the [Project Estimate page](#).

New Content Loading

Cybernautic will load and style all new content (provided by Maine Township) to the appropriate pages within your new website.

Website Editor Training and Access

Your team will have direct access to the website's powerful content management system (CMS), Editor, making it easy for you to manage and update your content long-term. You will have the ability to edit all text, swap out photos and add new pages anytime you like without accruing any additional development cost. A Content Management System training is included in the project setup cost, and any additional training and/or CMS support is included in your Monthly Maintenance Package.

Technical Support / CMS Assistance

All general website technical support or Content Management System (CMS) assistance & training is included in your monthly recurring services fees. Should additional design or development needs arise outside of the scope of this original proposal, we will cost each addendum out separately, oftentimes on an hourly basis. Standard hourly rates are between \$75-\$150/hr depending on the scope of the request.

Mobile Compatibility

Cybernautic websites are completely responsive and optimized in terms of functionality and design to ensure an excellent user experience across all platforms and devices. The desktop and mobile views are ultimately the same website, with all the same content entered via the CMS. Your website will be coded responsively to ensure that all content and structural elements in your custom layouts will rearrange and present themselves in the most user-friendly way depending on device size. This strategy maintains organization and ease of use throughout the website.

Cross-Browser Compatibility

Your website will include cross-browser compatibility and is guaranteed to work with all the latest versions and up to one legacy version. Additional legacy browser compatibility is available at an additional cost.

Google Analytics

If you have an existing Google Analytics account, that account code will be transferred to the new website so that no loss or gap in data will occur. If you do not already have an account, the Cybernautic web marketing team will set this account up for you and give your team direct access if requested.

Spam Prevention / Filter

All forms in your website will be built to the highest standards, with field validation and mobile-friendly auto-fill compatibility baked in. In addition, Editor (your website content management system) includes a robust spam filter to prevent form submissions from black-listed IP addresses from making it into your inbox. These spam messages are stored in your form archive and can be accessed at any time should you wish to mark any as a true lead.

YOUR INVESTMENT

DESIGN & DEVELOPMENT

DESCRIPTION	PRICE
Website Design & Development Estimate** \$15,500 <i>*estimate</i> During the Strategic Planning Phase, Cybernautic will work with Maine Township to determine sitemap, page structures, as well as fine-tune overall website functionality needs. From this phase, Cybernautic will deliver a strategic proposal clearly defining website organization and page types. <i>**This estimate does not include the redesign, maintenance, or hosting of the website found at: https://mainetown.com/directory/. Maine Township would be responsible for continuing to host and maintain this website on a subdomain.</i>	\$15,500
<input type="checkbox"/> Expanded Content Migration \$2,500 <i>*estimate</i> During the production process, our team will transfer most content from your current website onto your new site under your direction. The exceptions to this service are pages (identified below) with an abundance of linked documents, videos, external URLs, or uploaded media. If the Maine Township team selects the Expanded Content Migration option, our team will migrate all content currently displayed on the following pages: <ul style="list-style-type: none">• Extended Travel 33 linked PDF documents• Board Meeting Documents 135 individual meetings with multiple linked PDFs and video• Documents 63 linked PDF documents• Financial Documents 84 linked PDF documents• Photo Gallery 130+ photos within 14 galleries If this option is <u>not</u> selected, under your direction the Cybernautic team will transfer and load up to 10 items per page or section. We will equip your team with the necessary training to load the remaining documents at your discretion.	\$2,500
TOTAL	\$15,500

**If during the strategic planning phase the project becomes more complex based on Maine Township's needs OR there are additional technical needs or 3rd Party tool integrations, the final project cost could be higher than this estimate.*

YOUR INVESTMENT

MONTHLY RECURRING SERVICES ESTIMATE* *paid monthly via bank account, debit or credit card, or invoiced annually

DESCRIPTION	PRICE PER MONTH
Website Support, Hosting, and Maintenance Domain Registration & Management Standard Cloud-Based Web Hosting Standard SSL Daily Website Backups Tech Support Content Management System (CMS) License & Training Up to 5 Business Class Emails Analytics Reporting Ongoing Website Assessment Ongoing Business Profile Assessment (Google, Bing - 1 location) Basic Website Accessibility Widget	\$200
<input type="checkbox"/> Advanced Feature Support Social Media Feed Integration	\$30
<input type="checkbox"/> Advanced Feature Support Advanced Sitewide Search	\$30
SEO Packages We have several SEO packages, in addition to custom SEO solutions, our team could recommend depending on your goals. Our packages start at \$300/mo and vary depending on how aggressive your organization wants to be when it comes to rank. During the Strategic Planning Phase, our team will work with you to establish visibility goals and determine which solution is best for Maine Township.	
Recommended Third-Party Translation Tool To facilitate translation functionality, our team recommends Bablic. Maine Township will need to create a separate Bablic account and select a monthly subscription option. More information and pricing for Bablic can be found here .	
Additional Domains + Forwarding If your organization has multiple domains, there is an additional cost of \$12.25/mo per domain for management and forwarding.	
MONTHLY RECURRING SERVICES STARTING AT	\$200

**If during the strategic planning phase the project becomes more complex based on Maine Township's needs OR there are additional technical needs or 3rd Party tool integrations, monthly recurring services could be higher than this estimate.*

AGREEMENT

This Agreement as of: **Not yet accepted** between **Maine Township** (hereinafter referred to as "Client") and Cybernautic, Inc. (hereinafter referred to as "Designer"), with respect to the creation of a Web Site (hereinafter referred to as the "Web Site").

WHEREAS, Designer is a professional designer with experience in the design of Web Sites;
WHEREAS, the Client desires to develop a Web Site in furtherance of the Client's activities;
WHEREAS, the Designer desires to create such a Web Site for Client;

NOW THEREFORE, in consideration of the foregoing promises and the mutual covenants hereinafter set forth and other valuable considerations, the parties hereto agree as follows:

1. **SCOPE OF WORK.** The Designer agrees to perform the following work with respect to the Web Site as indicated by the attached proposal, which is made a part hereof.

2. **DUE DATES.** The Designer and the Client shall enter into a production schedule, which shall specify, but not by way of limitation, the date on which the Client is to deliver all assets and information to the Designer which are needed for the production and design of the Web Site, the date on which the Beta Version of the Web Site will be tested, and the date on which the Designer is to have the final version of the fully functional Web Site loaded on the Web Server employed by the Client. Any breach greater than two (2) days on the part of the Client shall result in all dates on the production schedule by which the Designer is to comply becoming null and void.

3. **WEB SITE DELIVERY AND TESTING.** Upon Client's approval of the initial prototype and receipt of the necessary assets (including but not limited to text, visual, and sound elements) from the Client, the Designer shall create a fully functional Web Site reasonably conforming to the specifications set forth in the proposal agreed upon by the Client and Designer. After creation of the functional Web Site, the Designer shall test it in Beta Version. In consultation with the Client, the Designer shall make necessary corrections in the functionality of the Web Site before uploading the final version of the Web Site to the Web server employed by the client. For the purposes of the preceding sentence only matters not reasonably conforming to the specifications of the original proposal or subsequent signed addendum shall be deemed to affect the functionality.

4. **GRANT OF RIGHTS.** Upon receipt of full payment, Designer shall grant to the Client the copyright in the design features of the Web-Site as well as all personal content (including text, photos and digital files). The Client shall also have the irrevocable and non-assignable license to use the data supplied by the Designer for this particular Web Site only. The underlying data used in the creation of the Web Site and other related data supplied by the Designer may not be used by the Client apart from their use in conjunction with this particular Web Site. The Designer has the right to make portfolio use of the Web Site design or parts thereof after the Web Site has been placed on the Web server employed by the Client. Although the Designer was hired to design and construct this Web Site for Client, the Designer shall continue to own the Copyright in the underlying data used in the creation of the Web Site. The Designer may, at their sole discretion, grant a license in the underlying data to a third party without consent of the client.

5. **FEES.** A fee of \$15,500.00 shall be paid for the entire project, 50 percent of this total is due upon the signing of this Agreement, the remaining balance is due upon completion of the website according to the terms outlined in the attached proposal. Once Designer presents final test version of the Web Site (i.e. Content Management System Training), the final balance will be invoiced within 60 days or at launch (should the website go live within those 60 days). Monthly recurring service payments will also begin at this time. Payments not received within 30 days of receipt of invoice shall be subject to interest at the rate of 18% per annum.

6. **REVISIONS.** The Designer shall be given the first opportunity to make any revisions requested by the Client. If the revisions are not due to non-conformity with the original proposal or signed subsequent addendum agreed upon by the Client and the Designer, the Client will incur an extra fee to be invoiced separately.

7. **COPYRIGHT NOTICE.** Copyright notice for the Web Site shall appear in the name of the Client. Other copyright notices, such as for photography, illustration, and music shall be included as required by applicable releases. It shall be the affirmative duty of the Client to obtain the relevant releases and any failure to obtain the relevant releases shall be governed by the indemnification provisions of paragraph twelve (12) of this Agreement.

8. **AUTHORSHIP CREDIT.** Authorship credit in the name of the Designer shall appear on the Web Site at the bottom of the every page, along with a link to the Designer's Web Site and a link to the Designer's e-mail address. If the Client alters the Web Site design, the Designer shall have the right to remove the Designer's name from the Web Site at the Designer's sole discretion.

9. **CANCELLATION.** In the event the Client cancels part or all of this Agreement, the Client shall pay the Designer all expenses incurred by the designer as well as fees based on the degree of completion of the Web Site. If Designer cancels the project and cancellation is not mutual, the Client does not have to pay the remaining balance.

10. **CLIENT RESPONSIBILITIES AND CONFIDENTIALITY.** Any and all assets that Client is to supply for the Web Site shall be delivered to the Designer per the Production Schedule. Client shall proofread and edit such assets prior to delivery to Designer, and any additional work due to corrections of such assets, file conversions, or scanning of text or images shall be quoted and if approved shall be invoiced with the balance of the project. The Designer agrees that any asset supplied by Client, whether for the Web Site or in relation to the business purposes for its development, shall be treated as confidential and neither disclosed to third parties nor used in any way other than for the development of Web Site. At the completion of the work, the Designer shall return to the Client the assets supplied to the Designer.

11. **INDEMNIFICATION.** The Client warrants that it has the right or requisite authority from the proper party to enter into this Agreement and that the Client owns or has obtained appropriate Web Site usage rights for any assets supplied by the Client to the Designer. The Client shall indemnify and hold the Designer and its subcontractors harmless against any and all threatened or pending claims, lawsuits, investigative or administrative proceedings arising out of the design of or the Designer's participation. The Client further agrees to indemnify the Designer against any and all actions for copyright and trademark infringement from any assets given to the Designer by the Client. The indemnification provisions from the preceding sentence shall include, but not by way of limitation, costs, fees, expenses and attorneys' fees arising in the design of or the Designer's participation in the creation of the Web Site.

12. **ARBITRATION, VENUE AND APPLICABLE LAW.** Any dispute concerning the parties' duties under this Agreement which the parties cannot resolve within 30 days shall be directed to binding arbitration administered by, and pursuant to the rules of, the American Arbitration Association ("AAA") in the County McLean, in the State of Illinois, with all expenses being shared equally by the parties. Judgment upon any AAA award may be entered in any court having jurisdiction. Any costs incurred in the enforcement of the arbitration award shall be paid by the party against whom enforcement is sought.

13. **WAIVER OF BREACH.** A waiver of breach of any of this Agreement's provisions shall not be construed as a continuing waiver of other breaches of the same or different provisions of this Agreement.

14. **SEVERABILITY.** If any one or more provisions of this Agreement are held unenforceable or invalid it shall not affect the validity and enforceability of the rest of this Agreement.

15. **ASSIGNMENTS.** The Designer shall have the right to assign any and all rights or duties under this contract to a third party in the Designer's sole discretion. No rights or duties in this Agreement shall be assigned by the Client.

16. **MISCELLANEOUS.** Both the Client and any party on whose behalf the Client has entered into this Agreement shall be bound by this Agreement and shall be jointly and severally liable for full performance hereunder, including but not by way of limitation, to payment of monies due to Designer on indemnification of the Designer. The terms and conditions of this Agreement shall be binding upon the Parties, their heirs, successors, and assigns, and personal representatives. This Agreement constitutes the entire understanding of the parties; its terms can be modified only by a writing signed by both parties, except that the Client may authorize additional fees and expenses orally. In the event of Designer/Client separation, as long as the contract invoice is paid in full, Client has rights to any digital assets, excluding proprietary CMS data.

ADDITIONAL/RECURRING SERVICES AGREEMENT

The parties have agreed that in addition to the Design and Construction of the Web Site the Designer shall be responsible for the following services, payment for which will begin upon receipt of the final project balance invoice:

1. **HOSTING.** The Designer shall host the Web Site in its data center for a period of **5 years**. The period for the hosting of the Web Site shall begin on the day on which the Web Site is uploaded on the World Wide Web and is accessible. After the hosting period is over, the Client will either be invoiced or The Client will continue to pay electronically.

2. **ACCESSIBILITY WIDGET.** Accessibility Widget service must be provided for a minimum of 12 months. After the initial 12-month period is over, the service contract will be renewed annually by default. Cancellation of this service must be communicated at least 30 days before contract renewal.

3. **PAYMENT.** The total fee for RECURRING services may be found in the cost analysis section of the attached proposal. All fees must be paid one year (12 months) in advance and prior to the start of the campaign OR may be paid on a monthly basis via electronic checking account debit or by credit card. Recurring service payments will begin at Launch or 60 days after the Content Management System Training, whichever occurs first.

4. **CANCELLATION.** Any cancellation of any service of the Additional Service Agreement shall result in the Client owing the full amount due as provided for in the Web Site Design Agreement. Service cancellation must be received in writing 10 business days prior to the next invoice date. Refunds will not be provided for prepaid services.

OPT OUT AGREEMENT

SEARCH ENGINE OPTIMIZATION OPT OUT. I understand that websites with a high ranking in search results with search engines like Google is the primary way users find websites like mine. I also understand that by choosing to opt-out of Designer's Search Engine Optimization (SEO) service my website may not rank in Google's top search results for any search terms related to my products or services. I acknowledge that my competitors will probably rank higher than my website and I release Designer of all responsibilities to make my website rank effectively with major search engines like Yahoo, Bing, and most importantly, Google. _____(Initial)

PAY PER CLICK OPT OUT. I understand that paid ads with search engines like Google is a primary source of delivering customers to my website. I also understand that by choosing to opt-out of Designer's Pay Per Click services my website will not deliver optimum traffic and customer conversion performance. I choose not to rank in Google's Paid Search Results and I acknowledge that my website will not deliver as many customers and conversions as it could otherwise. _____(Initial)

DOMAIN NAME AND DNS MANAGEMENT OPT OUT. I acknowledge that Designer has strongly encouraged me to allow Designer to manage my domain name and DNS. I understand that Designer will not be able to accomplish all hosting, security, upgrade, update and email objectives (when applicable) in a timely manner without also managing my domain name and DNS. I agree to accept delays and potential (brief) outages by not trusting Designer to manage my domain name and DNS and I release Designer from ALL domain and DNS related liabilities (including security and outages). _____(Initial)

EMAIL OPT OUT. I acknowledge that Designer is not responsible for my email service. I will either utilize a third-party vendor for email, manage it in-house for email or not utilize email on my domain name at all and I release Designer of all responsibility and liability of handling email delivery. _____(Initial)

IN WITNESS WHEREOF, the parties hereto have signed this Web Site Design Agreement as of: Not yet accepted



SIGNATURE

Dayna Berman



SIGNATURE

Abberlyn Pick

Dayna Berman

Administrator
Maine Township
1700 Ballard Rd
Park Ridge, Illinois 60068

Abberlyn Pick

Web Strategist
Cybernautic, Inc.
2404 E Empire
Bloomington, Illinois 61704



Alena

1:39 PM CDT, 18 Jul 2022

Hi Dayna,

Understanding:

- 1) Re-design the website in WordPress using same content/images and With the custom theme.
- 2) Job Posting: use this plugin for posting jobs and user will be able to fill the form for the job. <https://wordpress.org/plugins/wp-job-openings/> (Free)
- 3) Create 5 forms and integrating payment gateway - We will use "Gravity forms" for this. Please also confirm which payment gateway you want to integrate. <https://www.gravityforms.com/pricing/> (\$59/year)
Please purchase the basic license of the form and share with us.
- 4) Event manager: use this plugin for adding and managing event in the website <https://wordpress.org/plugins/events-manager/> (Free)
- 5) Interactive PDF documents with page turning feature: use this plugin <https://wordpress.org/plugins/3d-flipbook-dflip-lite/> (Free)
- 6) For room booking: use this plugin: <https://wordpress.org/plugins/motopress-hotel-booking-lite/> (Free)
- 7) SEO: add meta title, meta descriptions, URLs re-writing, 404 redirection.
Use this plugin: <https://yoast.com/wordpress/plugins/seo/> (Free)

Time Estimation:

Design:

\-- Home page design: 12 hours

\-- Inner pages design: 8 pages - 3 hours/page: 24 hours

Man-hours: 36 hours

Development:

\-- Implementation of home page: 14 hours

\-- Implementation of designed inner 8 pages: 5 hours /page: 40 hours

\-- Remaining pages (60 pages) - 3 hours/page: 180 hours

\-- Export/Import current 16 posts - 2 hours

\-- SEO: 10 hours

\-- Calendar feature for events: 1 hours

\-- Events on home page and single event page: 8 hours

\-- Searchable board meetings: 17 hours

\-- Searchable Documents: 5 hours

\-- ADA compliance (from preparing list of tasks and implementing the list) : 40 hours

\-- Translation to support multiple languages (use same google translator as current): 1 hour

\-- Job Posting: 25 hours

\-- Bid Posting: 18 hours

\-- Creating 5 forms and integrating payment gateway: 14 hours

\-- Interactive PDF documents with page turning feature: 1 hour

\-- Add Google Analytics and statistics plugin: 1 hour

\-- Responsive (Select Apple/Android smartphones/tablets screen sizes between 360px to 1024px): 25 hours

\-- Website migration: 4 hours

Man-hours: 406 hours

QA/Testing:

\-- Black Box Testing (Review of the functionality, Usability, UX)

\-- Cross-browsers testing (Latest version of Chrome, Firefox, and Safari)

\-- Responsive Testing for Home Page and all the inner pages (Latest Windows/Macintosh for most common screen sizes between 1280px to 2560px.)

\-- Handheld device Responsive Testing (Select iPads/tablets)

\-- Mobile device Responsive Testing (Select Apple/Android smartphones screen sizes between 360px to 768px)

Man-hours: 40 hours

Regression Testing:

\-- (QA check: mandatory re-testing after any update has been made to the application to secure function and maintain overall integrity of the application)

Man-hours: 8 hours

QC Inspection:

\-- Ad Hoc Testing (Random check conducted by the QA Lead)

Man-hours: 6 hours

Total estimated Man-hours: 496 hours

(@ \$30/man-hours, the total estimate is \$14,880)

Timeline: approximately 10 weeks.

Note: The content/assets of the website/application (text, images, videos, addresses, phone numbers, email addresses, social media links, etc.) any paid plugins, 3rd party APIs etc. will be provided by the project owner (you).

We look forward to your feedback

Alena

Reply

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We look forward to your feedback

Alena

Reply

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DIGI Studios

Website Redesign & Branding Proposal

July 15, 2022

Prepared By: Todd Bradford, Owner - DIGI Studios

Prepared For: Board of Trustee of Maine Township

INTRODUCTION

Thank you for the opportunity to submit a proposal for the re-design of your website for Maine Township. Working together, I believe we can create a new, dynamic, community driven website that is simple to navigate, has a professional, yet welcoming design for all viewers, creates a good user-experience, meets all current website standards, be ADA compliant and fulfills all the criteria called out for in your RFP.

I have identified and listed below the Needs and Solutions that we will want to address in this project.

NEEDS

Maine Township would like a new website re-design to help improve communications between Maine Township and its residents, promote Maine Township programs and special events within the community and enhance Township's image and identity through a new and improved dynamic website optimized for desktop and mobile devices.

The site design will be built to reach out to a local community who are interested in learning more about Maine Township services, events, government information, resources, job postings, blogs, event registration and payment processing. The website will display all of their information in regards to these sections in an easy, navigable menu system as well as a professional looking home page and subsequent pages with minimal design aspects all centered around the branding look and feel.

The branding look and feel will involve using their current logo, along with any branding colors, fonts and imagery schemes to be used within the website.

SOLUTIONS

DIGI Studios will provide Maine Township with a fresh new website design that is easy to navigate and provides useful information to all viewers.

The design will integrate their logo, images, fonts and a color palette into the new website, so it will maintain the branding look and feel, but will at the same time show viewers that Maine Township is improving its web presence in order to serve them better by offering more detailed information on all of their community outreach programs, government resources and documents, online contact forms, event registration, internal room/equipment reservations and more.

Content Management System

Central to the new design from DIGI Studios will be a robust Content Management System (CMS) that will allow for making easy website changes, without requiring a dedicated workstation or additional software. The CMS of suggested choice for this venture would be Wordpress/WooCommerce.

Website Organization

The new design will have a minimum of 75 pages and more with new additional pages, event gallery pages, interactive PDF's, payment processing pages and more.

These main pages will be "hardwired" into the new design by DIGI Studios and links to them will appear in top navigation menu. All main pages of website will have same template features and menu, only content sections will be different.

Home page will have custom Revolution slider or slider animation, information displayed so it's easily viewable and understandable, information on their services, and Call To Actions to start the exploring process of different departments the new website will offer. The website will also have a gallery, that showcases past events or any other happenings.

Basic SEO meta tags will also be added to all main pages of website. If client has Google Analytics account, the tracking code will also be added to the website. If client does not have Google Analytics, then DIGI Studios will help with this as well. This is important for any website to have in place in order to measure viewer data.

WORKflow

- Working in conjunction with Maine Township, DIGI Studios will design a template based on the needs we have discussed, that can be used to best match the vision of the website. Once a template is designed and installed, DIGI Studios can begin incorporating the pages, content setup and any special features. The preliminary design concept for the new website will include the basic layout, color palette, font choices, etc.
- Maine Township will need to provide any new website content aside from the content already on their website. For the re-design, all current content will be used to establish the website pages and menu links.

Setting Up Development Platform

DIGI Studios will setup a development platform for building out the website. The entire website will be setup for developing, designing and Maine Township will have a link to monitor progress. When the website is at a point of approval, and testing has been done to ensure the website functionality is all in place*, all social media links are in place, then the website will be ready to make live.

* Some functionality will not be able to be tested until website is located on client's hosted server. This would include payment process, registering for events, reservations, email & contact forms, etc. Website development can be setup on client's hosted server, depending on the situation, which would make it easier for testing all aspects of website.

DIGI Studios will then transfer website over to new hosting platform.

Initial Design Review

Once the initial design is ready for review, DIGI Studios will setup a meeting or phone call to go over the website with Maine Township. In this review, we will go through the site page by page and notes will be taken regarding any edits, changes or additions we discuss.

Second / Final Design Review

Once the changes and edits have been made to the website, DIGI Studios will setup another meeting or phone call to go over the website with Maine Township. In this review, we will once again go through the site page by page and notes will be taken regarding any edits, changes or additions we discuss.

At this time, based on the changes discussed, we will decide if we are in need of a third review or if we are close enough to begin getting the site ready to go live.

Training

Once the site is ready to go live, DIGI Studios will help one of your employee(s) or website manager, in showing them how to change content, add images, links, adding content, such as blog postings, or upcoming events. This can be done mostly online via Google Meet/Zoom or with PDF instruction sheet. Maine Township also has the option of using DIGI Studios to maintain the website.

Launch

When DIGI Studios has finished incorporating all the content they wish to have at launch, they will ask DIGI Studios to make the site go live...Congratulations!

PROJECTsummary

Website Design and Setup

- Work with client to create a custom website interface - layout, colors, and fonts
- Set up website architecture and navigation system
- Implement nameplate/logo placement and design
- Integrate content management system

Enhance Website Graphics and Functionality

- Customize website to tailor to both the prospective and current client, with fewer clicks to get where they are trying to go.
- Update website content that is provided, both new and from current website, and create menu items based on navigation layout.
- Add high resolution images and custom graphics based on the intended audience to make the website more appealing to the user. Adding graphic animations on Home page and additional landing pages.
- Create latest news and resources section of website. Links to PDFs and other files.
- Setup meta description, keywords and page titles to help with SEO.

Additional Components

- Set up Google Analytics to allow the ability to monitor traffic and retrieve analytic statistics
- Integration of social media in the website through multiple channels – ability for Facebook, Twitter, Instagram and more.
- Install and secure Wordpress website to help keep virus and malware attacks to a minimum, and installing either Wordpress captcha or Google Robots test on all contact forms to help keep spam emails from using email for spamming.

Website Training (If needed).

- ONE 2-hour onsite training or up to 2 1-hour phone or video training sessions for Company Representatives on using site tools & how to read and access google analytics tracking software
 - o Additional phone training sessions can be scheduled for \$35/hour

TOTAL PROJECT BID.....\$5,500

*This estimate is based upon information provided in RFP and current website content. Project bid can vary depending on if new information or functions are added during the development process, setting up payment processing, internal reservations, establishing mobile optimization on features such as interactive PDF's, etc. Any additional charges beyond the project estimate will be evaluated and discussed with client's before proceeding.

ADDITIONAL Options

Email Marketing Integration

DIGI Studios can assist you with email campaigns and data gathering using MailChimp or similar eNewsletter platforms. Some items include, but are not limited to:

Business Initial Design Setup - \$250

DIGI Studios can customize 2 email templates with custom graphic headers and your color palette and fonts for future email campaigns. We can create an "announcement" type email, as well as a newsletter based email template that can be copied and edited for each email campaign. We also provide custom graphic headers that we host on your website, so you don't have to pay for space to store images with Constant Contact or Mailchimp. We can also setup the templates with relevant content provided by the company.

Email newsletter sign up for website – we can create a custom sign up form within Constant Contact or MailChimp to integrate into the website. This would allow prospective and current clients to sign up through the website and automatically be added to your email database, allowing you to skip the step of manually entering it yourself.

Addition of Email Contacts - \$45/hour

Need help adding your contacts? DIGI Studios can help you put your contacts together and sort them (if applicable), to allow you to set up different email lists. This way, you can send specific email campaigns, or send to all based on the content of the message. The hardest part is getting them all together initially, so ask how we can help.

Google Tools Integration & SEO Markup For Better Search Engine Results

Custom Google Analytics Reporting & SuperCharged SEO - \$350

Although basic SEO is included in the initial cost estimate for the website design, DIGI Studios can help in your rankings by doing more detailed SEO work, which would include matching content on different website pages to keywords and titles, creating a sitemap for Google, Bing and Yahoo for website search submissions and setting up a custom Google Analytics report that is easy to read and will help monitor the activity on your website, and to easily compare month-to-month viewer statistics. This becomes a very powerful marketing tool.

DIGI Studios will also help your non-profit organization in learning how to read the statistics and what all those numbers and percentages actually mean, as sometimes this can be a bit overwhelming.

Website Maintenance

DIGI Studios can assist you as you rollout your new website. An important part of keeping your site relevant and attracting visitors is by updating your content. This can be through new products or services, resource updates or latest industry news. Some companies do not have the time or resources to make frequent updates, so we can help by making them for you under one flat fee:

Monthly Retainer - \$350

This would include any updates made to the website. Whether it's a new page or menu item, updated site graphics, addition of forms, or latest news articles, it would be covered under the retainer. These can be setup as 3, 6 or 12 month retainers, based on the frequency of updates or transition over of a new website.

This would also include updating of any core files, theme files and any connected Wordpress plugins or widgets.

Hourly Rate - \$45 per hour

Only need a couple updates at a time or one big campaign push? We can help only when needed and bill our time in 60 minute intervals.

FEESchedule

If Maine Township wishes DIGI Studios to go forward with the project, here is the schedule for payments of the fee:

- 50% DEPOSIT due upon acceptance of the proposal before work commences
- 50% plus any incurred additional hourly fees no later than 30 days from when the completed design was delivered to Maine Township.

DIGI Studios will launch the website when requested.

Terms & Conditions

Once the project fee is paid in full to DIGI Studios, any elements of text, graphics, photos, contents, trademarks, or other artwork furnished to Maine Township for inclusion in website are owned by Maine Township.

DIGI Studios assumes that Maine Township has permission from the rightful owner to use any images or design elements that are provided by the company for inclusion in the website, and will hold harmless, protect, and defend DIGI Studios from any claim or suit arising from the use of such elements.

If DIGI Studios supplies any imagery to the website, all images will be non-copyrighted and available to use.

DIGI Studios retains the right to display graphics and other web content elements as examples of their work in our portfolio and as content features in other projects. DIGI Studios also retains the right to place their link at the bottom of the website page(s).

The agreement contained in this contract constitutes the sole agreement between Maine Township and DIGI Studios regarding all items included in this agreement.

NEXTsteps

To proceed with this project, Maine Township is required to take the following steps:

- Accept the proposal "as is" or discuss desired changes.

**Please note that changes to the scope of the project can be made at any time, but additional charges may apply.*

- Finalize and sign contract
- Submit initial payment of 50% of total project fee.

Once these steps have been completed we will begin the project.

SIGNED BY: _____
Dayna Berman - Board of Trustee of Maine Township

DATE: _____

SIGNED BY: _____

(Todd Bradford - DIGI Studios)

DATE: 07/15/2022

Please make checks payable to:
DIGI Studios

Mailing Address:
1325 Golden Avenue
Eugene, OR 97404

Thank you for your business – we really appreciate it!

WEBportfolio

You can see a list of some of the current websites designed and developed by DIGI Studios here:

- www.swahilimodern.com
- www.meadowsestatewinery.com
- www.blanchethouse.org

And of course, you can view even more samples of our work and style at:

- www.digistudios.com

What Sets Our Company Apart?

Clients come to us and find value in what we do. We often times become a resource for our clients, which is why they continue to come back and request ideas of what to do next.

If we can't get it done through our vendor relationships & partnerships, then we recommend a solution for their needs, thus making us our clients marketing solutions architect. We believe building relationships is the key to a successful long relationship and we will continue to do that through networking and quality work.

CLIENTreferences

Swahili Modern

Leslie Mittelberg - Owner
388 E 3rd Avenue
Eugene, OR 97401
Ph. (541) 684-0688
leslie@swahili-imports.com

Lane Forest Products

Susan Posner - President
2111 Prairie Rd
Eugene, OR 97402
Ph. (541) 345-9085
susan@laneforest.com

Meadows Estate Winery

Dester Meadows - Owner
175 Hogan Road
Oakland, OR 97402
Ph. (541) 315-3004
info@meadowsestatewinery.com

PROFESSIONAL WEBSITE REDESIGN SERVICES

Proposal for Maine Township

Prepared by Hope Hunt, EPOH LLC

July 20, 2022

Introduction.

My name is Hope Hunt, sole owner/operator of Every Person's Office Help. I have been in business for 16 years and do all of my own work. I started consulting after leaving the corporate world where I worked in IT development, primarily focused on VoIP technology in order to support small businesses in building and growing their digital presence. Over the years, I have served dozens of businesses from solopreneur to multi-million-dollar SaaS agencies. My specialty is in creating a digital presence, building brand awareness and cohesiveness, and supporting growth in both aspects. This includes digital marketing efforts – email campaigns, social media and website planning and creation.

Narrative Proposal.

Based on requirements in RFP, this is the timeline and deliverables for this project. Proposed scope and timeline of services:

- Week 1: Questionnaire sent to stakeholders to complete
- Week 2: Kickoff call with stakeholders to review questionnaire responses and align on goals, design requirements and plan of action
- Week 3: Initial homepage design delivered for stakeholder review – this will include up to 10 interior pages based on integration with the homepage design. Recommended technology to be used: Wordpress CMS.
- Week 4: Review call to discuss initial design feedback (if needed, oftentimes this can be done via email but can do it either way)
- Week 5: Revisions complete based on week 4 feedback and sent for stakeholder review/ if changes are minimal and no additional round of review necessary, this rolls up timeline
- Week 6 & 7: Final revisions complete based on Week 5 review & additional interior pages built out
- Week 8: Site QA'd internally and by stakeholders including design and functionality, revisions made throughout the week
- Week 9: Site launch (recommend doing this over a weekend) – can take up to 48 hours for network propagation, splash page put up on existing site if possible
- Week 10: Training provided for staff on basic site updates and functionality modifications they may want to make – calendar, events, copy updates, alerts, etc.
- Proposal includes:
 - 30 days of email site support from day of launch for minor design updates, functionality changes/corrections and training related questions

Qualifications.

- Well versed in creating clean, mobile friendly, and ADA compliant sites for businesses across multiple industries.
- Responsive to customer needs but also will advise on best practices for both design and ease of use (by both site visitors and site administrators.)
- Limited experience specifically working with government organizations in this capacity but requirements are the same for a web presence whether you are a business or government agency. Very comfortable working with a compliance team as necessary.
- Hope would be the sole contractor working on this site. May outsource some design/graphic elements if needed but anticipate that would be minimal and included in base price.
- By professional trade, I am a professional project manager and adept at handling both large and small development projects. I deliver on time with excellent results. I firmly believe is getting it right the first time and the discovery/kick off phase is crucial for this.

References.

You can find multiple references for my work here: <https://www.linkedin.com/in/hopehunt/>

Pricing.

Base price for this is \$5,000* + 20% to cover Upwork contractor fee

This price includes:

- New design for entire site that is mobile friendly and ADA compliant based on Week 2 kick off discussions and in accordance with all client brand guidelines
- Repurposing and reusing all existing content/copy as is with formatting changes only
- Incorporating new copy and/or imagery provided by client prior to Week 2 kick off call
- Google Analytics integration
- CRM integration**
- Multiple forms across different pages of the site with custom actions (who form is sent to and auto-responders via CRM)
- 30 days of email support
- 1 hour of staff training on Wordpress CMS – can be delivered at one time or broken up into a max of 4 – 15 minute calls

This price DOES NOT include:

- Copy writing or any new content development
- Client specific photography
- New pages not currently on site
- Hosting and domain registration (may recommend changing hosts depending on where current site is hosted based on technology. This would incur a cost based on host, typically no more then \$300 annually.)

- Custom plugins based on functionality requirements – based on requirements document, I do not think these will be required, but fees for licenses would be nominal and discussed with client for approval prior to integration.

*50% due to get started with Week 1 (above) and the remaining 50% due at launch.

**Need to know what CRM is currently used and determine if we need to change providers for integration.

Ongoing support post launch and 30 day support window is available at different package options. Examples are:

- Annual security check and software updates: \$500 – service provided annually during launch month.
- Monthly retainer for regular updates and maintenance – based on hours needed, minimum 3 month commitment. Range is 3 hours month at \$450 up to 8 hours per month at \$560.
- Quarterly retainer for seasonal updates and support – also based on hours required. Most common package is 10 hours at \$800.
- Hourly - \$200 per hour, typically 72 hours/3 business days turnaround on requests.

***Add 10% for ongoing service fees through Upwork to cover the Upwork fee charged to contract workers

Samples.

- <https://www.aprio.com/> - Wordpress - most recent project – see references on LinkedIn
- <http://brandiwalkerhomes.com/> - Wordpress - chosen because of integrations with 3rd party software and databases – see references on LinkedIn
- <https://www.buttnerelectric.com/> - Wordpress - very simple one page design for small solopreneur business
- <https://relatrix.com/> - Wordpress - SaaS client that I worked with for over 10 years on their variety of web based products
- <https://www.katytemplemediacoaching.com/> - Wordpress - Squarespace site but shows a clean, well organized design
- <https://www.nourishtoflourishsociety.com/14-day-reset> - Custom CRM site

Summary.

Deliverable: Modernized, mobile friendly, ADA compliant website refresh based on existing content at: <https://mainetown.com/>

Timeline: 8 weeks from kickoff meeting with stakeholders (may vary based on client responsiveness during review and approval process)

Base cost: \$5,000

revize.

The Government Website Experts

Municipal Website Proposal for

Maine Township, Illinois

Revize is a Minority Owned Business Enterprise (MBE)

Prepared by Robert J. Suchomel

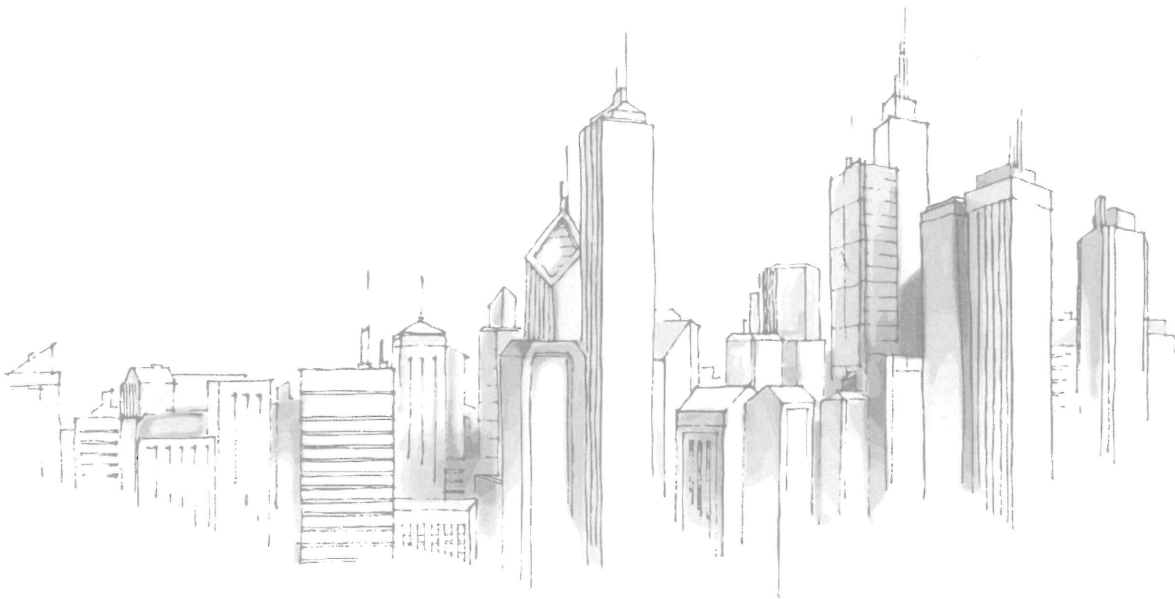
Robert@revize.com

150 Kirts Blvd. Troy, MI 48084

Ph: 248-269-9263 x8059 Fax: 866-346-8880

www.revize.com June 15, 2022

Pricing Valid for 30 days



Revize Clients

- The City of Park Ridge, IL www.parkridge.us
- Lockport Township, IL www.lockporttownship.com
- Dundee Township, IL www.dundeetownship.org
- The Village of Tinley Park, IL www.tinleypark.org
- The Village of Frankfort, IL www.frankfortil.org
- The Village of Glencoe, IL www.villageofglencoe.org
- The City of St. Petersburg, FL www.stpete.org
- The City of Des Moines, IA www.dsm.city
- Madison County, IL www.co.madison.il.us
- Clark County, NV www.clarkcountynv.gov

Michael Bruckner, Assistant to the City Manager,
City of Arcadia, CA

"Revize has done it again! Another game changing, cutting edge website that moves the industry forward by connecting citizens to services in as few clicks as possible."



Project Goals

The following list details this project's goals:

1. Visually appealing

Clients have told us that Revize seems to have the best creative design team than most other government website designers. We love creating a rebranded style website design with a more eye catching look, feel, and appeal to our clients increase awareness and communication with their residents and constituents and create new interest with prospective residents/constituents and their families. Because of that, Revize has been asked to build websites for the Tourism industry as well!

2. Easy to find content

Revize actually conducted government Web Visitor Usability Studies with dozens of municipalities. As a result of our research and years of experience in this field, we know how a municipal website visitor wants to navigate the website and get information about programs, services, and more in an easy to find manner. They told us that they want to get to any web page in ONE CLICK right from the Home Page, no matter how many levels the web page was buried. Revize created a navigation system and user friendly designs that do just that and our clients love it. We will be happy to demonstrate it to you!

3. Increase partner engagement and follow-up

Take a look at our list of website features and you will see a plethora of tools specifically developed to allow for interactive communication with your residents, businesses, visitors, and all constituents. This includes web forms for responses and feedback, online payments, home page alerts, a built in notification system, etc. We also design the website with "Calls to Action" in mind to inspire web visitors to take advantage of programs and services offered by your municipality.

4. Increase search engine visibility

Every Revize web page is programmed to allow 100% of every web page content to be indexed by all the popular Search Engines. We also allow non-technical Editors access each web page's Meta Data so you can not only increase your web presence, but also contour the search so if someone types a question in the Bing or Google search box, it will try to pull them to the web page on your new website with the ANSWER! Not your home page.

5. Seamless integration with social media

Revize will add Social Media icons and Social Media integration to your website's News Center as well as create a Social Media Wall or a clean looking Social Media Center to show off your latest social media posts.

6. Mobile- and user-friendly

Revize: Your new website should be usable on any and all devices including phones, tablets and PCs. Revize has made Responsive Website Designs a website standard for over 8 years. Because of that, we add in additional Responsive Programming to take advantage of the new mobile phone technologies like the new High-Definition Video Cards to make your web visitors' website experience more enjoyable and smoother.

7. Easy to update content

The Revize CMS website editing solution has a 23-year maturity and was written for non-technical editors to edit the website in an easy to learn, common-sense manner through a methodology called In-Page Editing or Live-Page Editing. Clients have indicated that if you know how to read, and know about 5% of Microsoft Word, you should be able to edit a Revize Government Website (without training). Allow us to give you a demonstration.

8. ADA Compliant Website

Revize specializes in creating ADA compliant websites for government. In much of the United States, many counties and municipalities have been sued and taken to court for not meeting ADA compliancy guidelines. No fines or judgments have been given to Revize clients. 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 the website ADA compliant when writing content and making edits. 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, changing color contrasts, etc. on the fly for the vision impaired and disabled web visitor.

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

https://www.largo.com/facilities_directory/index.php

9. Cyber-Security

Revize has not had any website security intrusions for over 9 years. 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 can also host both your Internet and Intranet websites; your Intranet is secure and only accessible by authorized users through a login system.

Dear Richard Lyon & Colleagues

Thank you for considering Revize as your Michigan based web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. Located in Troy, Michigan we have launched thousands of government websites nationwide, including nearly 200 right here in Michigan, a myriad of industry awards and thousands of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients include:

- | | |
|----------------------------------|--|
| • The City of Park Ridge, IL | www.parkridge.us |
| • Lockport Township, IL | www.lockporttownship.com |
| • Dundee Township, IL | www.dundeetownship.org |
| • The Village of Tinley Park, IL | www.tinleypark.org |
| • The Village of Frankfort, IL | www.frankfortil.org |
| • The Village of Glencoe, IL | www.villageofglencoe.org |
| • The City of St. Petersburg, FL | www.stpete.org |
| • The City of Des Moines, IA | www.dsm.city |
| • And Many More! | |

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Government clients select Revize because we can help them

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

“Revize Websites build engagement with your constituents.”

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community’s website can serve your residents better, inspire them more, and get them actively involved in your municipal government.

Please contact me if you have any questions at all.

Sincerely,

Robert J. Suchomel

Robert J. Suchomel

Sales Account Manager

Phone: 248-508-4575

Robert@revize.com

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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 your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high-quality online services that your constituents will want to use regularly.

In more than two decades of working with government leaders, as well as through nationwide surveys, 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, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

Having launched nearly 2,600 government clients nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 23-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

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 a minimum of 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 you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as

- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Track

Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions 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 than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.



Did you know?

Our technical support staff are trained developers. When you call for tech support, you'll be speaking to staff with direct knowledge of development!

Company Profile

FOUNDED	HEADQUARTERS	PHONE	WEB SITE
1995	150 Kirts, Suite B Troy, MI 48084	248-269-9263	www.revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 2,600 clients in North America and have created acclaimed website designs for thousands of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

“The empowerment of people
through simplified information
management technologies.”

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-effectively manage their website

content, clients also use Revize as an information-sharing platform. Our suite of Revize Government 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.

“We are proud of our award winning web designs, technologies, continued innovations to build government centric modules and apps, web content management, training and support capabilities. We are especially proud of being recognized as one of the industry’s top government website experts and innovators. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients.”



Did you know?

Revize has won national awards for our websites!

Municipal Website Design Project Experience

The City of Arcadia, California

www.arcadiaca.gov



Horizon Interactive Award Winner

Details:

The City of Arcadia, California chose Revize because they wanted a website that stood out from all of the others in Los Angeles County. In this site, we built unique designs for the city, recreation department, and library. Each one has its own unique look and feel while maintaining the 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!

The City of New Bern, North Carolina

www.newbernnc.gov



Details:

New Bern, North Carolina wanted a design unlike any City out there. With this design we pushed the limit of what people think when they see a City website. We integrated a drone video that plays on the full width homepage. In addition, this site features more scrolling than you may notice on more traditional websites. That is a good thing! 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 Olympia, Washington

www.olympiawa.gov

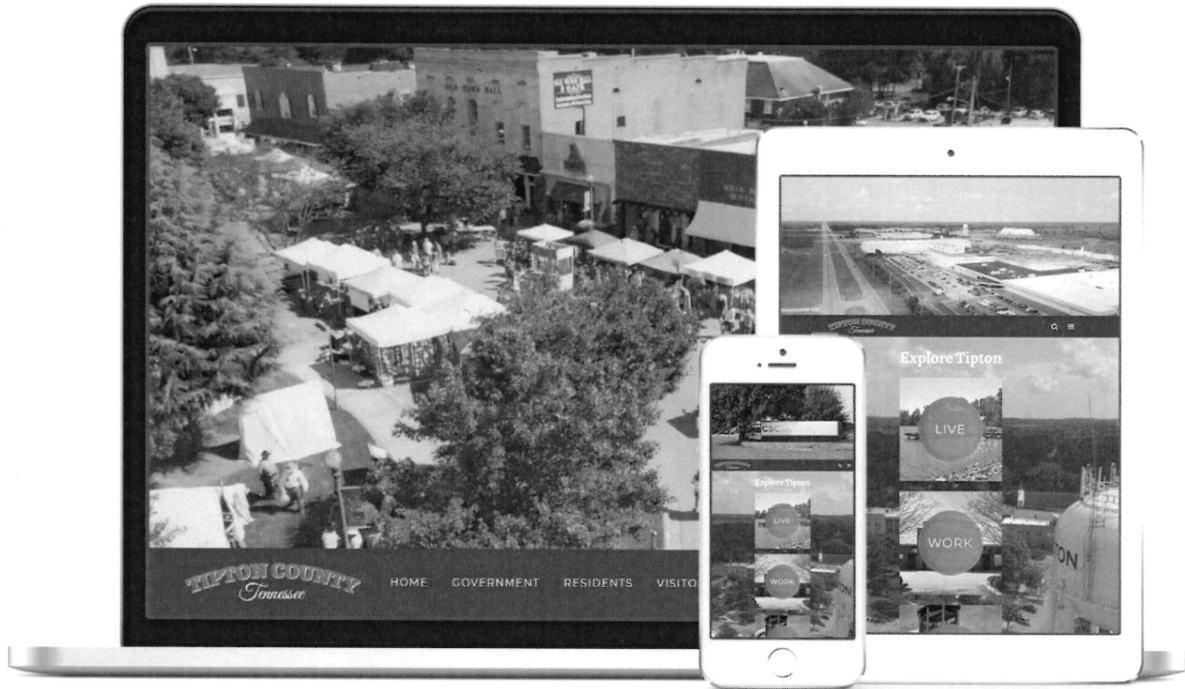


Details:

The City of Olympia, the Capitol City 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, events, 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!

Tipton County, Tennessee

www.tiptonco.com



Details:

Tipton County is located on the Mississippi River north of Memphis and is one of the fastest growing counties 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. To achieve this, we started off by integrating a drone video. That video instantly showcases the growth in industry that Tipton is experiencing. 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 Village of Glencoe, Illinois
www.villageofglencoe.org

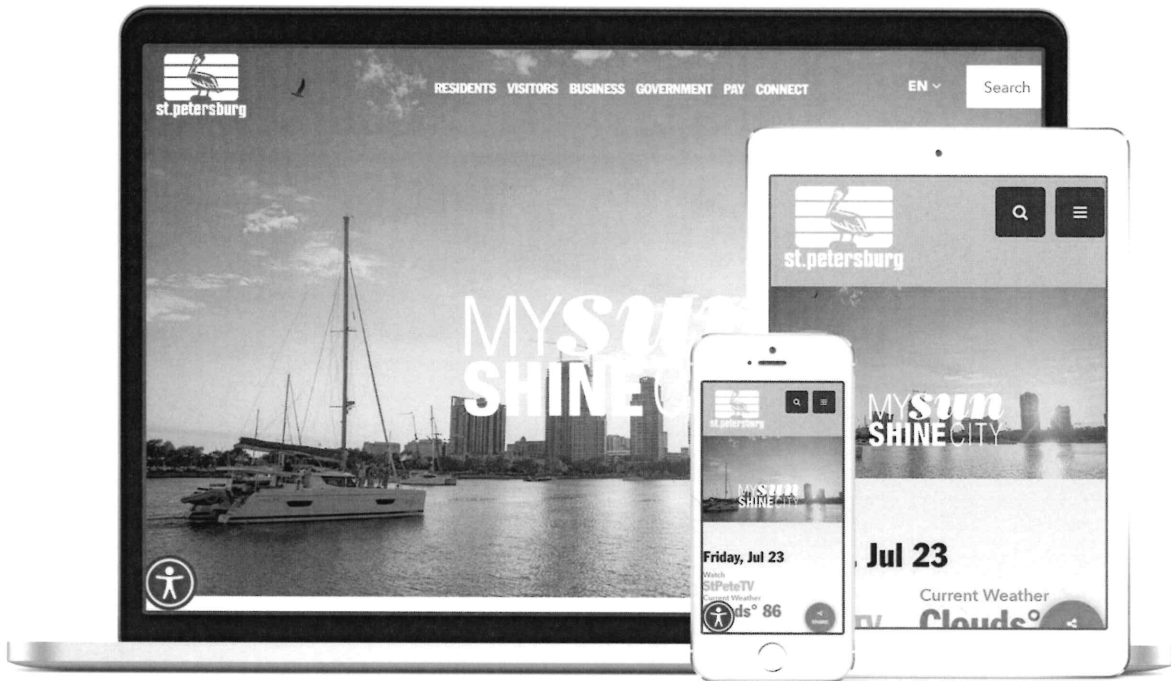


Details:

The Village of Glencoe is beautiful community on the shores of Lake Michigan just north of Chicago. This website brings together an amazing design with a full suite of web apps to engage Village residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. The Revize Public Service Request App, Village Manager's Blog, fillable online form database, and a high traffic featured news and headlines area round out this website!

The City of St. Petersburg, Florida

www.stpete.org



Details:

As Florida's 5th largest, St. Petersburg is an iconic City with something to offer everyone. Because St. Pete is a longtime Revize client, their team worked very closely with ours and actually provided their own design concepts. We did the integration/pre-launch work and their staff was with us every step of the way. Inner pages are flexible to allow departments to have dedicated pages with a cohesive feel across all pages. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube all on the homepage! St. Petersburg also uses the Revize API to develop their own templates. This website is an elite representation of the power and beauty of the Revize process.

City of Des Moines, Iowa

www.dsm.city



Details:

The City of Des Moines, Iowa came to Revize for a website that was completely different. Coming from an internally developed site, they wanted to work with a vendor that could lead them to a new way of interacting with their users. Page layouts were created to allow unique interaction with the City. This included board listings, Q&As, interactive park directories, plain language, and a resident focused navigation. We also incorporated some of their internal databases and features that had been built internally. This site improves the online experience for residents, business owners, and visitors!

City of Largo, Florida

www.largo.com

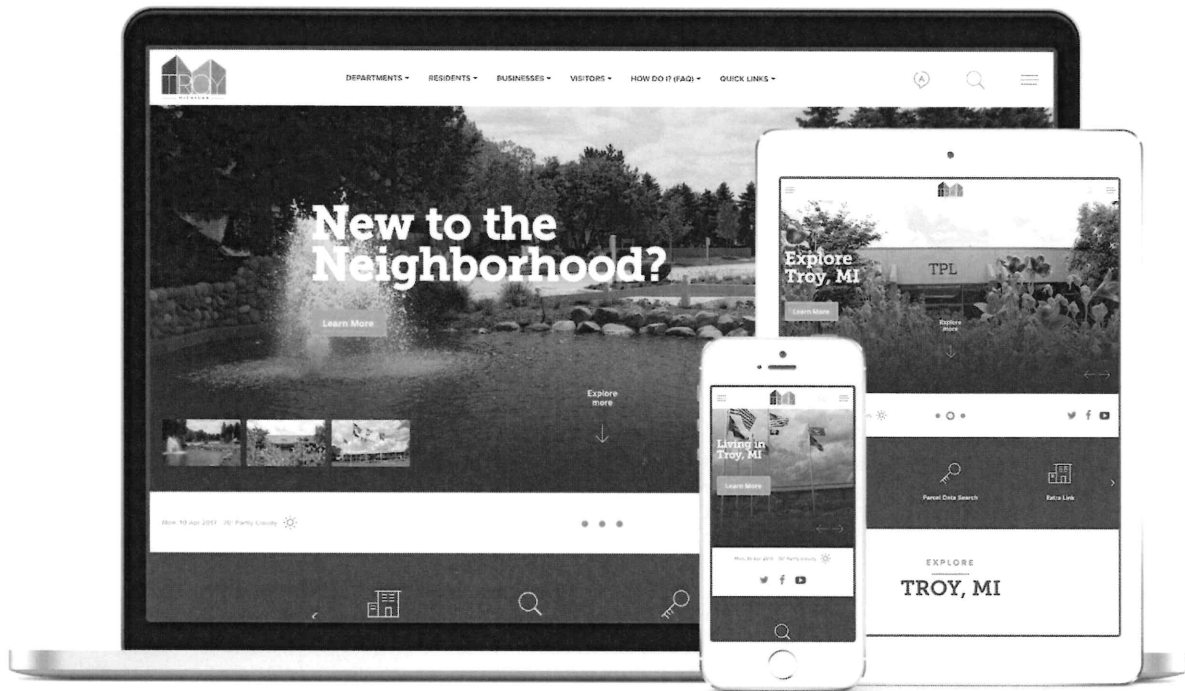


Details:

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!

The City of Troy, Michigan

www.troymi.gov



Details:

The City of Troy wanted a website to increase ease of communication to all of their audiences. In addition, the city has been experiencing an economic resurgence particularly in the technology sector. In fact, Revize headquarters are in the City of Troy! This project included custom designs for The City, Library, and Recreation Department. Integration with the City's existing 3rd party software was a major linchpin of this project. Included is a live-searchable "How Do I" section that narrows down results as the user is typing. This allows any user to easily find what they are looking for regardless of which department it exists under.

Government Account References

Client: City of Pittsfield, MA
Scott Connors, IT Administrator
Phone: 413-499-9405
Email: sconnors@pittsfieldch.com
Website: www.cityofpittsfield.org

Client: Village of Buffalo Grove, IL
Evan Michel, Assistant to Village Manager
Phone: 847-459-2506
Email: emichel@vbg.org
Website: www.vbg.org

Client: City of Wylie, TX
Craig Kelly, Public Information Officer
Phone: 972-516-6016
Email: craig.kelly@wylietexas.gov
Website: www.ci.wylie.tx.us

Client: Dundee Township, IL
Trish Glees, Supervisor
Phone: 847-428-8092 x1
Email: trishg@dundeetownship.org
Website: www.dundeetownship.org

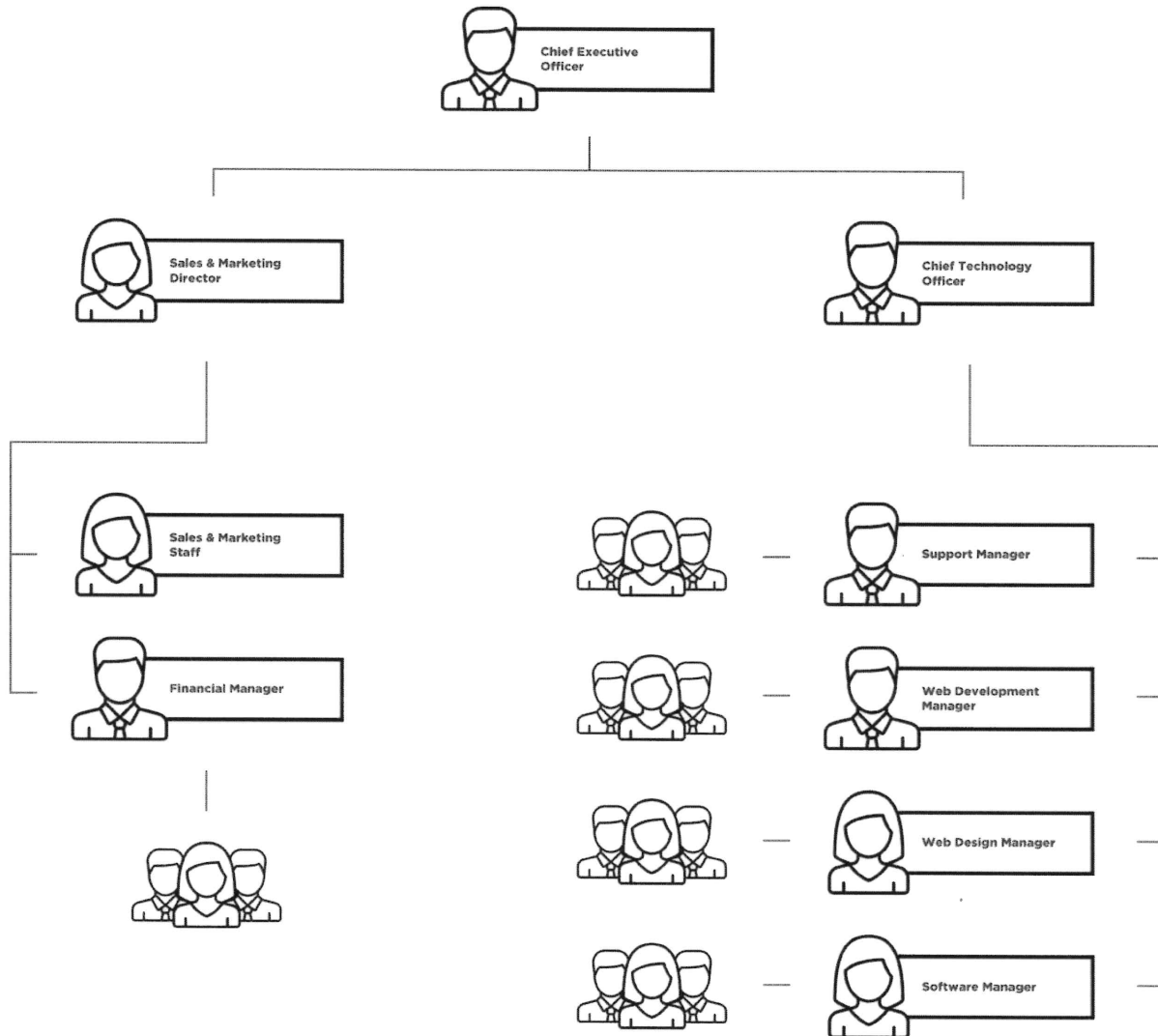
Client: City of Arcadia, CA
Michael Bruckner, Assistant to the City Manager
Phone: 626-574-5433
Email: mbruckner@ArcadiaCA.gov
Website: www.arcadiaca.gov

Client: Village of Glencoe, IL
Laura Boll, Management Analyst
Phone: 847-835-4114
Email: lboll@villageofglencoe.org
Website: www.villageofglencoe.org

Client: City of St. Petersburg, FL
Laura Slingerland, Web Coordinator
Phone: 727-893-7468
Email: laura.slingerland@stpete.org
Website: www.stpete.org

Client: Village of University Park, IL
Neva Jenkins, Community Engagement Specialist
Phone: 708-921-4383
Email: njenkins@university-park-il.com
Website: www.university-park-il.com

Revize Organizational Chart



Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 23 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

We Will Build a Government Communication Center that Works for Your Community!

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

**“We Build Superior Technology
into Every Website with CMS
Performance & Reliability That’s
Second to None.”**

What sets Revize apart from other companies? Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today. By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

“We Always Provide Knowledgeable, Friendly and Responsive Service!”

All this, and a reliable IT partner too! Our website development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. The Client Owns the CMS License and the Code!

We often hear the question: “What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?” The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.

Top Ten Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
 - On-time delivery
 - Competitive pricing
 - Responsible stewardship of the organization's stakeholders
 - Full functionality to update and manage your website
 - All the tools/apps needed to increase communications with citizens
 - An easy CMS to train employees quickly
 - Extended phone and email support
 - Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you.
 - Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.
-

“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 our community.

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



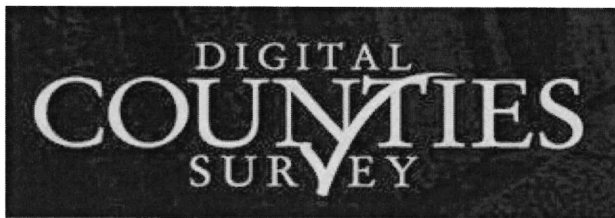
Did you know?

Revize CMS is one of the most advanced CMS in the government web design industry with over 23 years of development.

Awards & Accolades

We were thrilled with the outcome of our website redesign project. The Revize team was professional and responsive throughout the process.

- Tori Mathes, Communications Manager, City of Berkley, MI



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

However we do use a standard, proven 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.

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.

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 the primary communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.*

“We guarantee the best support in the industry
that’s 24/7 365 by the trained developers &
technicians”



Did you know?

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

Timeline

Project Timeline

Phase	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 3	3 Weeks
Phase 2: Discovery & Design	Weeks 4 thru 8	5 Weeks
Phase 3: Template Development, CMS Integration	Weeks 9 thru 11	3 Weeks
Phase 4: Module Setup	Weeks 12 thru 14	3 Weeks
Phase 5: Custom Development	Weeks 15 thru 16	2 Weeks
Phase 6: Quality Assurance Testing	Week 17	1 Weeks
Phase 7: Sitemap Development / Content Migration	Weeks 18 thru 20	3 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 21	1 Weeks
Go-Live (Average)		17-23 Weeks

Did you know?

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



Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, 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 the new site, any new content that needs to be written and how to fit the existing content into the new site. Additionally, as an optional item, 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.

Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your 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 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 might be using to stay in touch with your residents. Usually there is a 1- to 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 23+ 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!

Revize Design Principles

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.

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).

Of course, color cannot be overlooked. Our designers first take the client's preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors. We then use variants and hues to create visual appeal, contrast, eye-catching allure and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as call to action buttons, social sharing icons, email newsletter sign-up, and promotion 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.

Revize Design Trends

There are some exciting new design trends, and Revize is always on the cutting edge, implementing the best of these innovations in our websites. We are especially pleased at how effectively they are proving to be in increasing engagement in government websites.

#1 Responsive Web Design – The most important development in website design in years, Responsive Web Design (RWD) automatically conforms and optimizes websites for any screen size. With the substantial increase in smartphone and tablet users today, people are going online using a vast number of devices with wildly different screen sizes. Our websites offer this very important feature of easily and cleanly conforming to computer, tablet and mobile device screens.

#2 Liquified Content – This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your community's content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and, therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

#3 Image Tiles – This is a trend that enables developers to display content in a pin board style of display. Revize now offers this feature, which creates a very visually appealing display of content, such as pictures or social streams. Image tiles also help promote engagement by encouraging site visitors to comment or reply to items from directly within the image tile. This is an especially useful option for web pages promoting tourism.

#4 Parallax Scrolling – This is a highly advanced, innovative design technique for sophisticated websites. Parallax Scrolling allows Revize to build websites in multiple layers, with content that moves across the screen at different speeds as visitors scroll. This unique design technique is very visually engaging and can help improve time-on-site metrics.

#5 Innovative Typography – This plays a very important role in website design, image and branding, and is especially important for maximizing the look and feel of the website when accessing it from mobile devices. Our designers are experts in effective typography and take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

#6 Social Feeds – With the proven ability to strengthen and deepen interpersonal connections, social networks present a wonderful opportunity for government organizations to increase community engagement and make governments more accessible to the people they serve. One method already mentioned for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest. Revize offers a comprehensive line of popular social media applications and networking.

“Over the past 23 years, Revize has mastered the art of designing government websites.”

Key Phase Objectives & Deliverables:

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. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

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. Please see a sample wireframe to concept development snapshot in the next page.



Did you know?

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

Wire Frame 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.



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.

There are no limits to the number of pages you can create after you have gone through training.

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. After training, our friendly and responsive support staff is always here to answer questions and provide training refreshers as needed.

Standard Training Agendas

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

Training on use of specific Modules included, such as

- Emergency Notification Center
- Public Service Request App
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center

- Frequently Asked Questions
- Request Center
- Bid Posting Center
- Job Posting Application
- RSS
- And more....

Revize Maintenance Covers

- 4 CMS upgrades per year
- Software and modules upgrades (Automatic Install)
- 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
- Tape backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage



Did you know?

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

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.

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.

Hosting Service

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 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.

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 several hours or days time frame our competitors offer).

“Revize can provide clients with unlimited data storage server space for each website.”

Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. We make it all very simple. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.

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 Support

Maximum Response Times

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

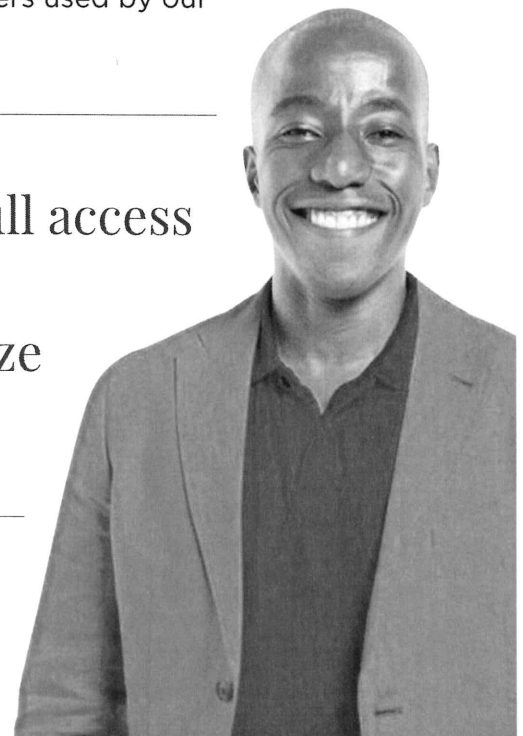
Revize Support Includes

- Revize Website, CMS & Module Support
- 8 a.m. – 8 p.m. EST Live Phone Support (Monday thru Friday)
- 24 x 7 x 365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers for free
- Video tutorials and online training manual
- Automatic integration of enhancements
- Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...

Software Maintenance

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.

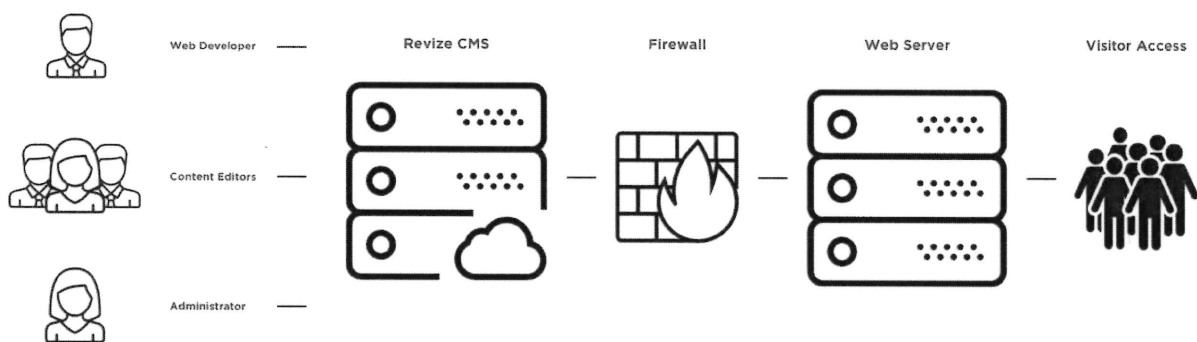
“As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.”



Revize Technology Architecture

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.

Revize Intelligent Publishing WCM



“Security, Performance,
Redundancy”



Revize Project 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. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

Thomas Jean

Project Manager

As a project manager, Thomas has brought to Revize a very special skill set. Not only does he manage some of our highest priority projects, he is also a subject matter specialist when it comes to the inner workings of government. As an elected Township Trustee in a Michigan Township, he knows the advantages that come with modernizing the way government does business. Additionally, he serves as President of a registered 501c3 non-profit organization, Genesee Forward, that promotes community development. With his unique background and education from one of the nation's top universities, Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- Philosophy: Learn as much as possible about our clients and use that knowledge to help build an amazing website.
- Education: BA degree in Political Science from University of Michigan;
- Expertise: Government procedure, special projects, public affairs, community development.
- Role on your website project: 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.

- Philosophy: "Put yourself in the client's shoes and do what is best for them."
- Education: BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- Expertise: 29+ 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 20+ 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.

- Philosophy: "Work Hard, Help People and Live Honest."
- Education: MS in Engineering Science, Louisiana State University, Baton Rouge

- Expertise: Client Management, Project Management, Technology Development for CMS & Web Apps
- Role on your website project: Technical Director

Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 360+ 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.

- Philosophy: "Empathy, Focus, and... Impute"
- 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 10 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.

- Philosophy: Design and development are constantly evolving, and learning new methods and practices gives me a "geeky" excitement. What I truly enjoy most is that I can create what is considered to be art, but at the same time serves a very functional purpose through website programming.
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.

- Philosophy: "Always explain things in the terms of your audience to ensure their understanding"
- 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

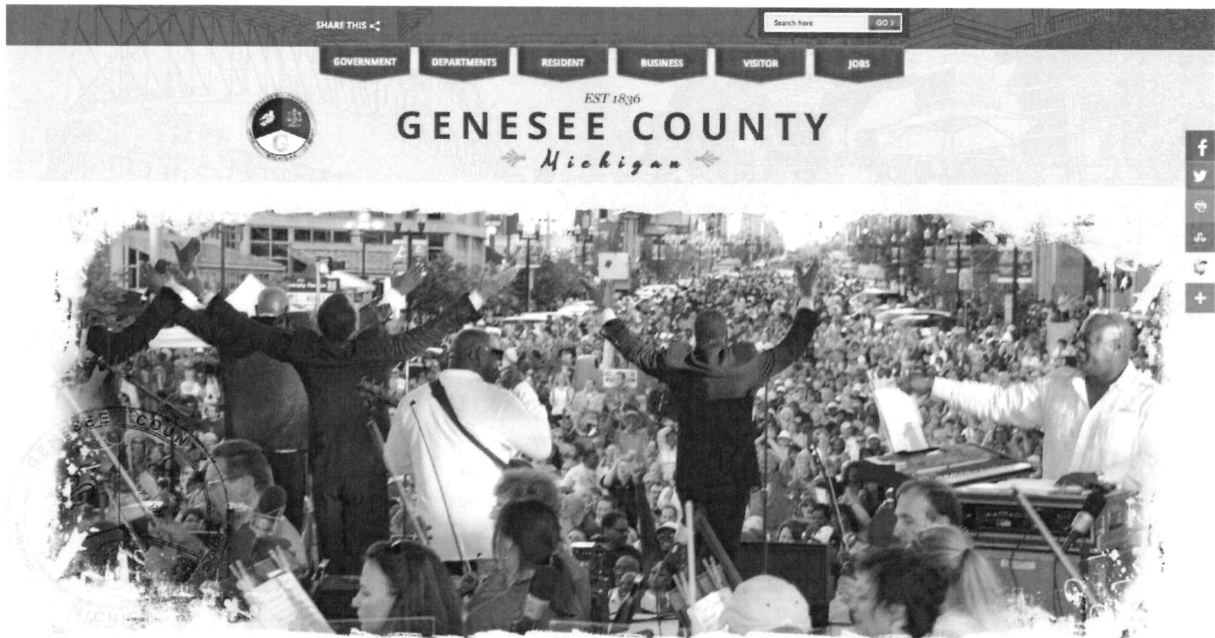


Did you know?

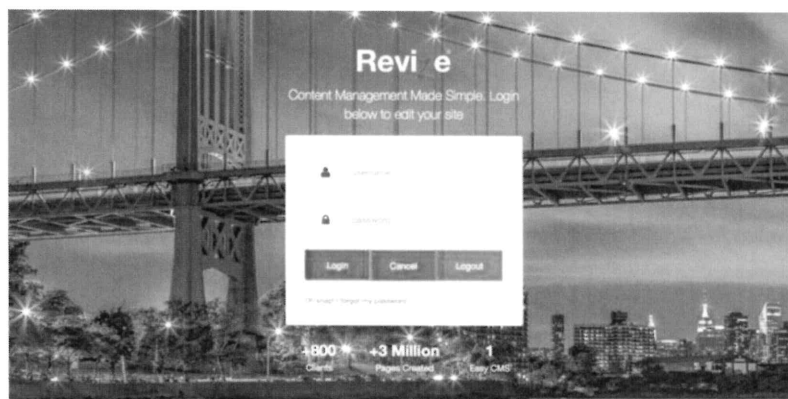
Revize will put together a project team based on the unique needs of your project!

Revize CMS User Interface

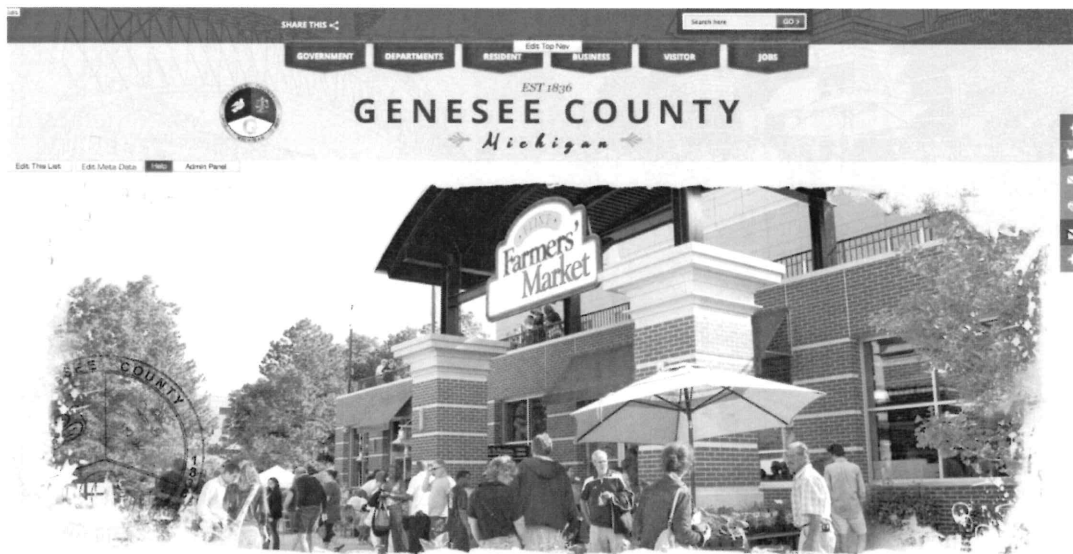
1. Revize CMS User Interface Home Page



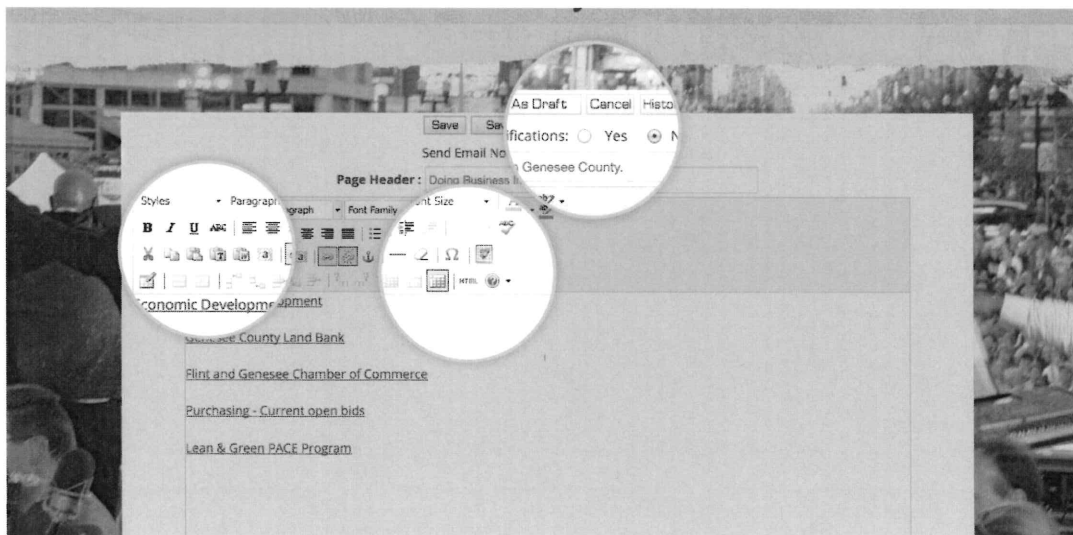
2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.



3. Edit buttons appear on the page after the Login executes. Based on users roles/permissions, the appropriate buttons are displayed.



The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a “Word Like” editor.



After the page is “saved”, the page can be sent to an approver for review or immediately published to the web site.

Revize Quote #1: Custom Design

Phase 1: Project Planning and Analysis, SOW	\$1,100
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page design, inner department page design, and standard inner page design, includes Responsive Web Programming for great viewing on mobile screens.	\$1,800
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 application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	\$2,700
Phase 5: QA Testing	\$600
Phase 6: Site map development/content reorganization and migration from old website into new website including spell checking and style corrections - up to 900 webpages and documents (approximate amount on your website today)	\$900
Phase 7: Content editing and site administration training via web conference (one day session up to 4 hours)	Included
Phase 8: Go live!	Included
Revize Annual Fee: Includes Revize CMS Software Subscription, Interactive Forms & Bookables App Software Subscription, Unlimited Tech Support, CMS software updates (Unlimited Users), Security Software Updates, SSL Security Certificate, Website Hosting and health checks (20 GB storage space, 100GB monthly bandwidth limit) with pre-paid annual fee (no email services):	\$3,400
Grand Total (1st year)	\$10,500
Second year and onward investment	\$3,400/yr

Yearly Cost with 5-Year Interest Free Payment Plan:
\$4,820 in year ONE and each year thereafter!

**Revize provides a FREE website redesign beginning in year
FOUR after three completed years of service!**

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 three years of service. First payment to start in 2022 would be \$4,767.

Years One - Five.....\$4,820 per year

Additional Applications Pricing (Optional – not required)

Revize Public Service Request App Set Up Fee: Annual Maintenance & Hosting Fee: Example: https://www.kentwood.us/psr/index.php	 \$2,000 one-time \$1,000 annual
Revize Curated Search Feature Set Up Fee: Example: https://www.arcadiaca.gov/	 \$2,000 one-time

Included Features & Applications in Your Website (Custom Design)

The applications and features are grouped into five categories:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

Citizen's Communication Center Apps

- **Home Page Alert** (For Emergency & General Alerts)
- **E-Notify App** (Includes Text/Email Notifications)
- **Document Center with keyword search**
- **How Do I? / FAQ with keyword search**
- **Multi Use Listing Directory with Images** (Can be used for Staff, Buildings, Businesses, etc)
- **News Center with Facebook/Twitter Integration**
- **"Share This" Social Media App**
- **Online Web Forms**
- **Photo Galleries**
- **Quick Link Buttons**
- **Revize Web Calendars** (includes color coding for different boards, commissions, committees, and event types, etc.)
- **Sliding Feature Bar**
- **Custom Enhanced Website Search Feature**
- **Language Translator**

Citizen's Engagement Center Apps

- **Revize Interactive Forms & Bookables App with E-Pay** (For Digital Form Submissions such as FOIA Requests, Job Applications, Permits AND for Park/Shelter Reservations including payments!, etc.)
- **Citizen Connect Blog**
- **Agenda & Minute Posting Center**
- **Citizen Request Center with Captcha**
- **Online Bill Pay via Revize Partner**
- **RSS Feed**

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- **Bid Posting/RFP Management Center**
- **Job Posting App**
- Online Web Form Builder with drag & drop text fields
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- 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
- SSL Security Certificate
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics

Mobile Device and Accessibility Features

- Alt Tags
- Font Size Adjustment
- ***ADA Compliant Website Developed According to the Web Content Accessibility Guideline @ 2.1 AA Level***
- ADA Accessibility Widget
- Responsive Website Design (RWD) for great mobile phone viewing

Revize Quote #2 – Ready to Go Design

Revize Ready-To-Go Design – 5 to 6 Week Delivery

Revize WEBGEN “Ready to Go” Website Design – includes Color Scheme and Banner customization, Revize CMS integration, and Content Editor training, onetime fee	\$3,150
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Revize CMS Annual Software Subscription (Users), Tech Support, Software Updates, and Website Hosting up to 10GB storage, 30GB monthly bandwidth limit – annual fee	\$1,800
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Grand Total (1st year)	\$4,950
Second year and onwards investment	\$1,500/year

- Revize WEBGEN “Ready to Go” Website Design – pick from one of four designs, starting on page 51. Revize will change the color scheme, add your logo, and upload your pictures. No design layout changes allowed. Each design includes Response Website Design programming for great viewing on any size mobile phone screen without having to zoom in on the text! Takes approximately 4 - 6 weeks.
- Revize CMS web content management software subscription Unlimited Content Editors/Administrative Users
- Revize Web Calendar Module, Document Center, and other modules as indicated on the next page
- Site Map Development & Content Migration included up to 900 webpages and documents. Additional content migration, if requested, is available for \$3 per webpage and document.
- Instructor Led Training – Revize content editing and administrative training, one session up to 3 hours up via web conference and phone
- Technical Support and Product Upgrades, Website Hosting
- Five-year agreement

Additional Applications Pricing (Optional – not required)

<p>Revize Interactive Forms & Bookables Application</p> <p>Set Up Fee:</p> <p>Annual Maintenance & Hosting Fee:</p> <p>Example: https://southogden.rja.revize.com/forms </p>	<p>\$2,000 one-time</p> <p>\$1,000 annual</p>
<p>Revize Public Service Request App</p> <p>Set Up Fee:</p> <p>Annual Maintenance & Hosting Fee:</p> <p>Example: https://www.kentwood.us/psr/index.php </p>	<p>\$2,000 one-time</p> <p>\$1,000 annual</p>
<p>Revize Curated Search Feature</p> <p>Set Up Fee:</p> <p>Example: https://www.arcadiaca.gov/ </p>	<p>\$2,000 one-time</p>

Included Features & Applications in Your Website (Ready to Go Design)

The applications and features are grouped into five categories:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

Citizen's Communication Center Apps

- **Home Page Alert** (For Emergency & General Alerts)
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- **"Share This" Social Media App**
- **Online Web Forms**
- **Photo Galleries**
- **Quick Link Buttons**
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- **Language Translator**

Citizen's Engagement Center Apps

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- **Citizen Connect Blog**
- **Agenda & Minute Posting Center**
- **Citizen Request Center with Captcha**
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Staff Productivity Apps

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- **Job Posting App**
- Online Web Form Builder with drag & drop text fields
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

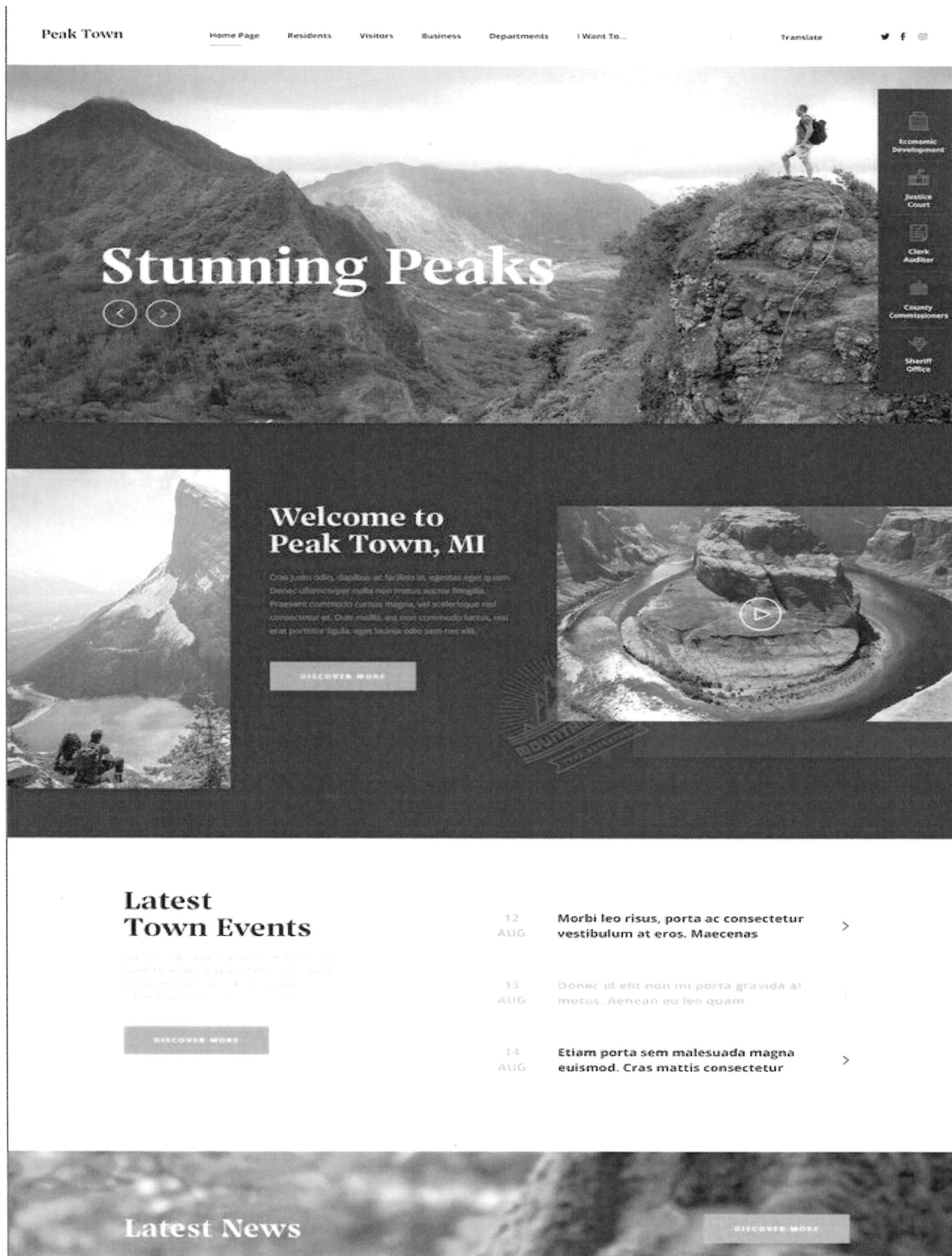
- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- SSL Security Certificate
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics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

Mobile Device and Accessibility Features

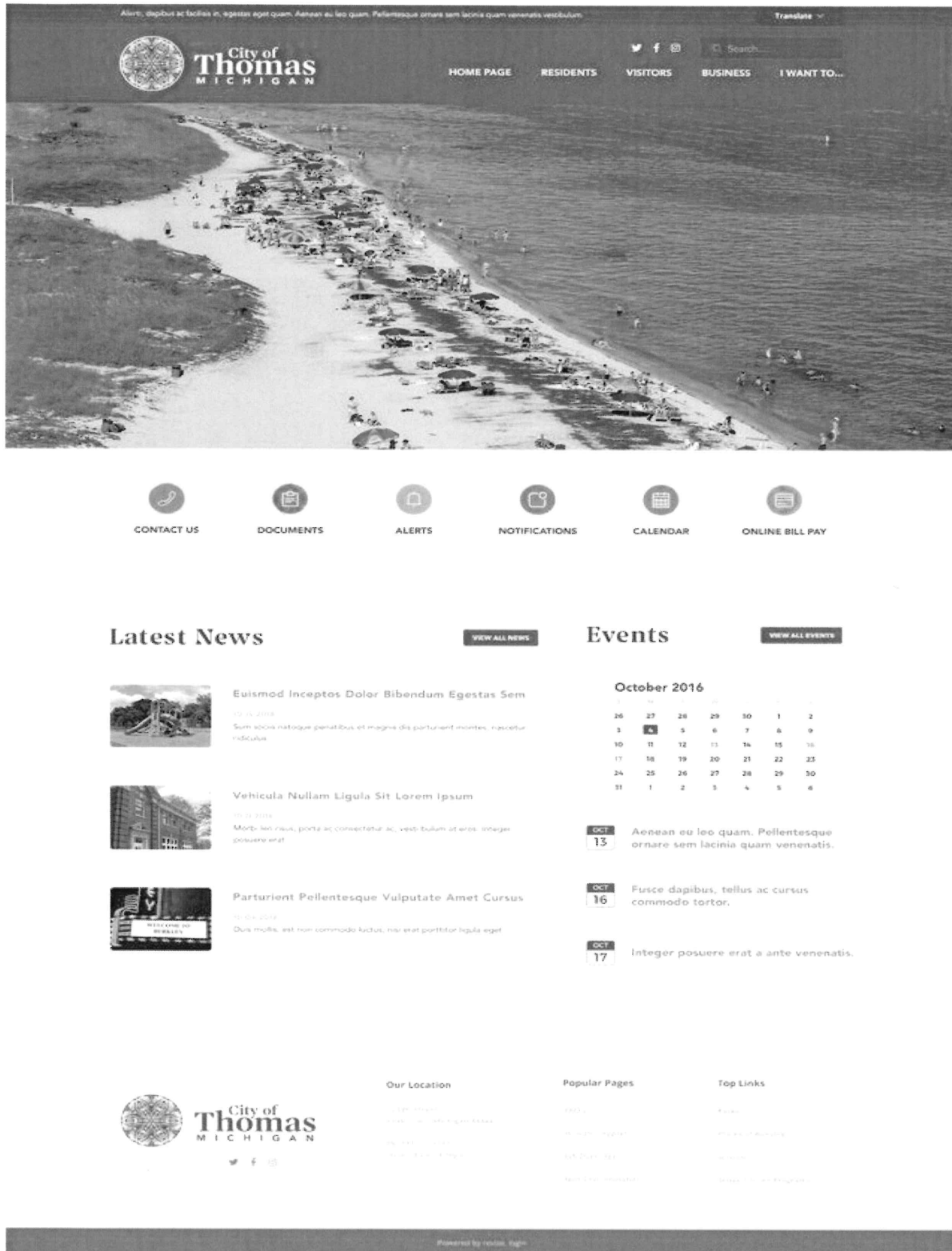
- Alt Tags
- Font Size Adjustment
- ***ADA Compliant Website Developed According to the Web Content Accessibility Guideline @ 2.1 AA Level***
- ADA Accessibility Widget
- Responsive Website Design (RWD) for great mobile phone viewing

Select one of the following Website Designs on the following pages and Revize will create a new custom banner and change the color scheme to reflect your organization's character. The Revize CMS is already built into it saving you the cost of a custom design and CMS technology development. Turnaround time: approximately 4-6 weeks

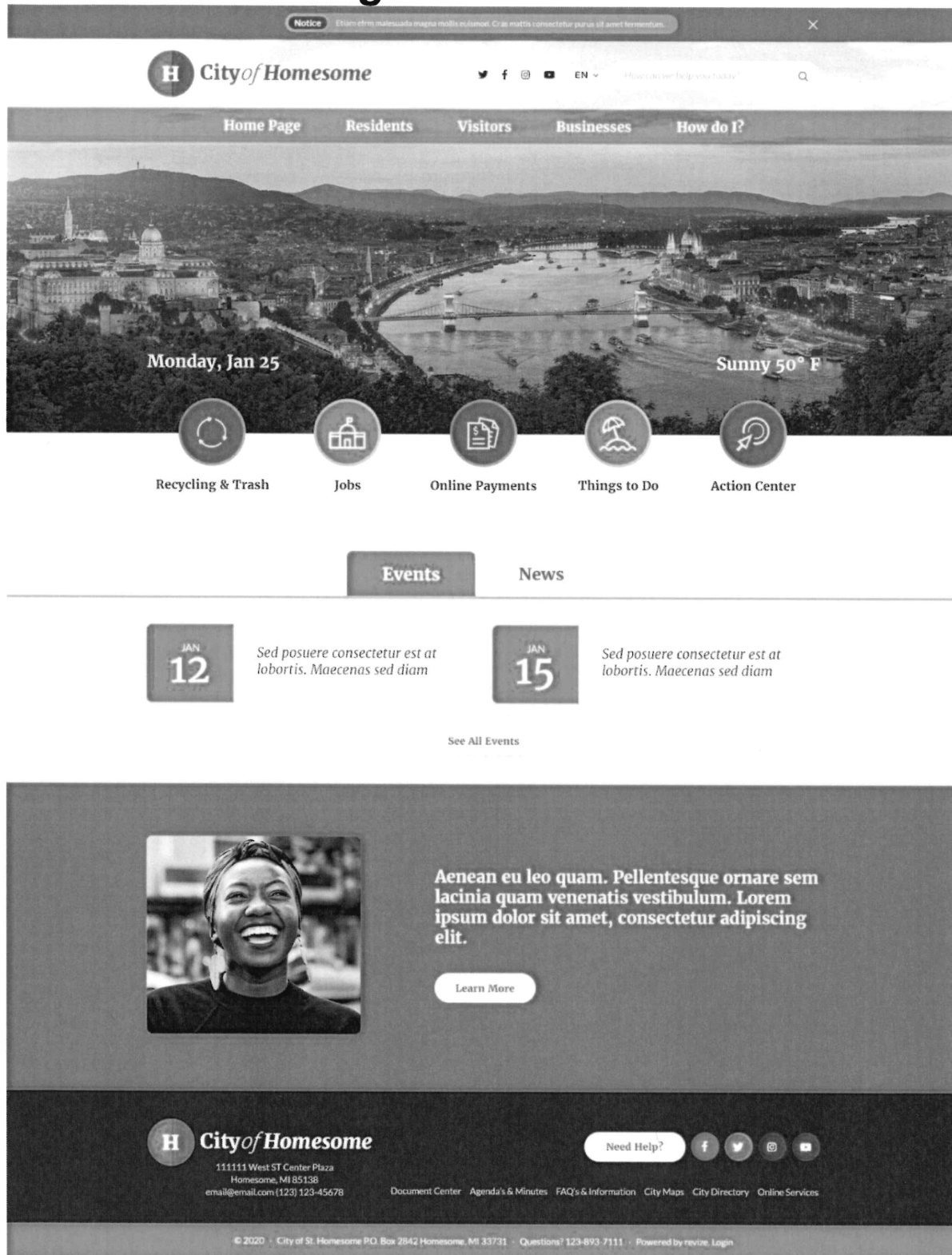
Peak Town Design



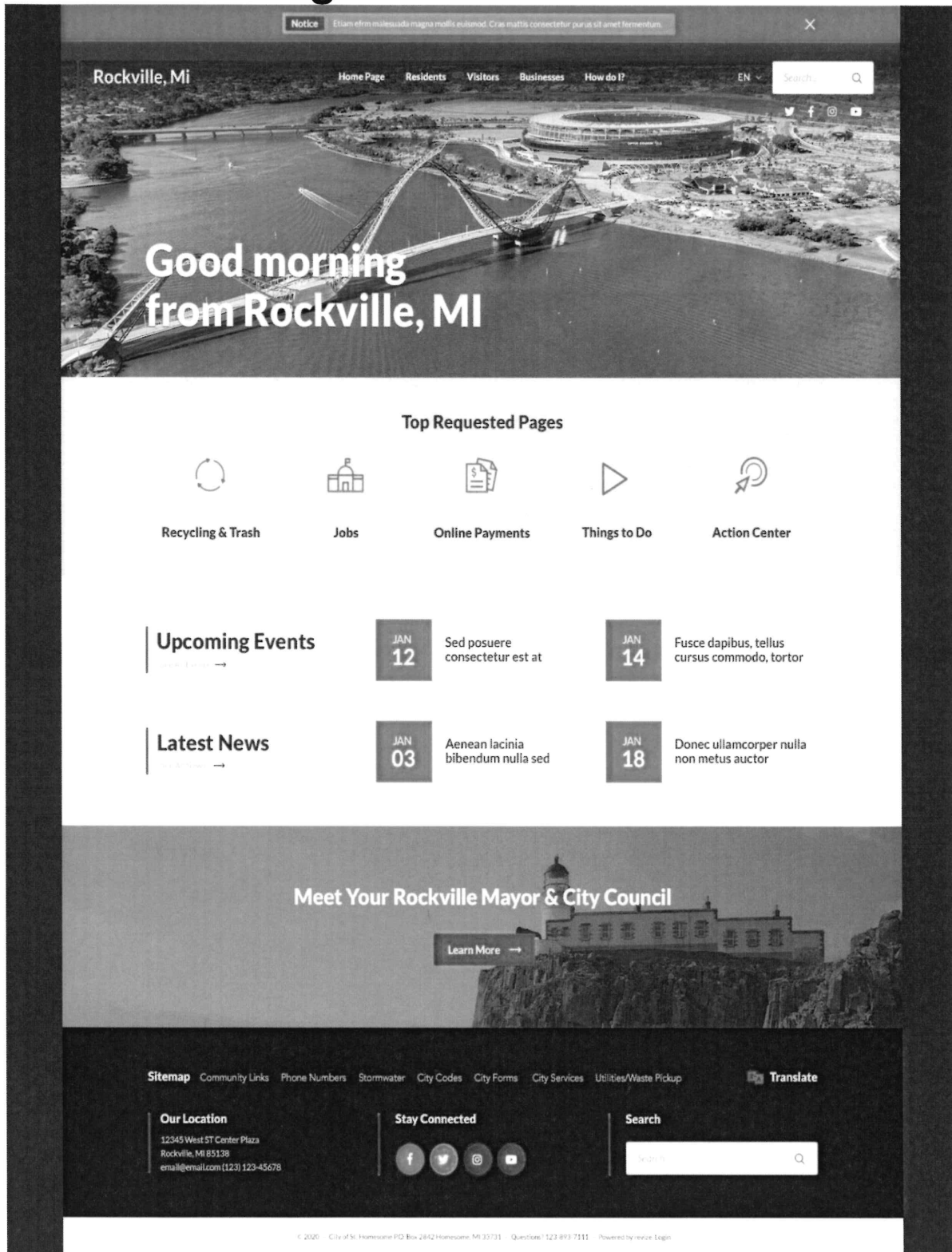
City of Thomas Design



Homesome Design



Rockville Design



Revize Support Includes

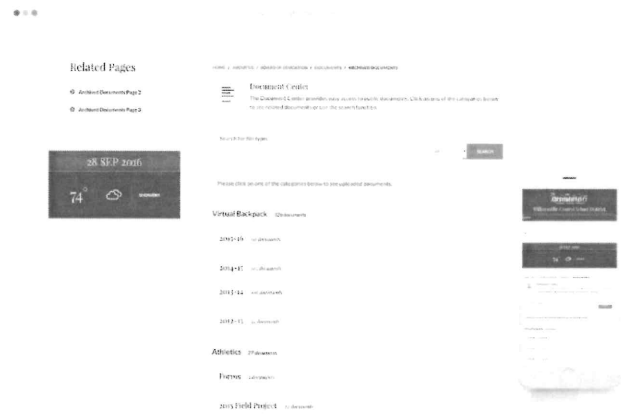
- 8 AM – 8 PM EST Phone Support (Monday thru Friday)
- Emergency 24 Hour Phone Line
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- 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
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and web site trends



Citizen's Communication Center Apps

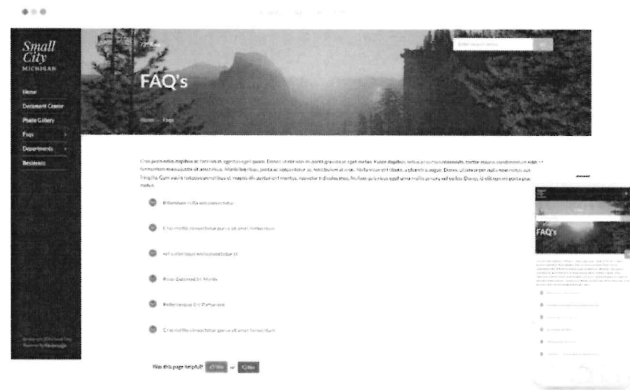
DOCUMENT CENTER APP

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 - usually within two clicks -- and you won't incur any printing or postage costs.



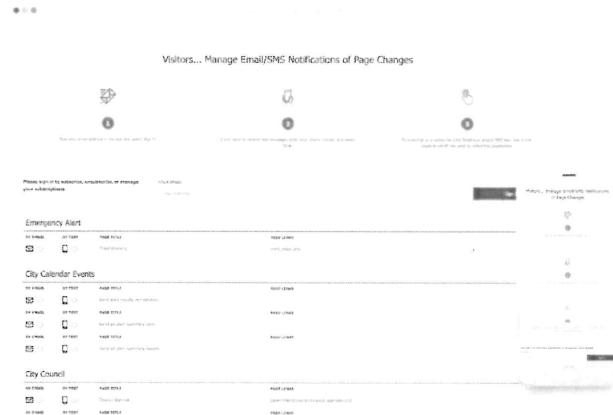
FAQ

FAQ's make it easy for site visitors to find answers to common questions and will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!



E-NOTIFY CENTER

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.



INTERACTIVE MAP

Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins.



CALENDAR APP

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and encourage the communication of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. The ability to insert recurring events saves time by allowing you to create the event once then repeat automatically; great for Board and City Council meetings.



HOME PAGE ALERT

You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.

BID POSTING

The Bid Postings App provides a simple and easy-to-use method for organizing and presenting bids, RFPs and RFQs online for vendors or local contractors interested in providing products and services to your community.

STAFF/BUSINESS DIRECTORY

Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.

NEWS CENTER WITH FACEBOOK INTEGRATION

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.

ONLINE WEB FORMS

Using this module, you can create -- from scratch -- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

The Quick Links module allows site visitors to navigate to their areas of interest, much like FAQs. Examples for users: Where do I... Get Registered for Summer Camp Where do I... Get a Marriage License.

Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.

This feature is a mainly for visual appeal. It helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to. For example, you may want to feature Parks & Rec, Landmarks and Tourist Attractions.

Revize integrates the Google Translator into your website templates and translates from English to over 40 other international languages. Provides users a large visual display at the top of the web page to choose any language to convert the text into.

PUBLIC SERVICE REQUEST APP

CITIZEN REQUEST CENTER

PUBLIC RECORDS REQUEST TRACKER

CITIZEN CONNECT BLOG

This app helps open up the lines of communication between administrators and their constituents, increasing transparency and constituent interaction. It is a blog that features the option to allow constituent comments for feedback (comments can be moderated before being published to the website).

PARKS RESERVATION

This app allows the display of parks shelters and their amenities and to manage their availability to the public. A website visitor can search for facilities by type available, review the amenities for each facility and easily reserve the facility including the option to pay for its use.

ONLINE BILL PAY

Allows clients to set-up secure on-line payment processing for credit card transactions. Can be used for utility and tax payments; Purchasing items on-line; or making donations to non-profit organizations.

RSS FEED

Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.



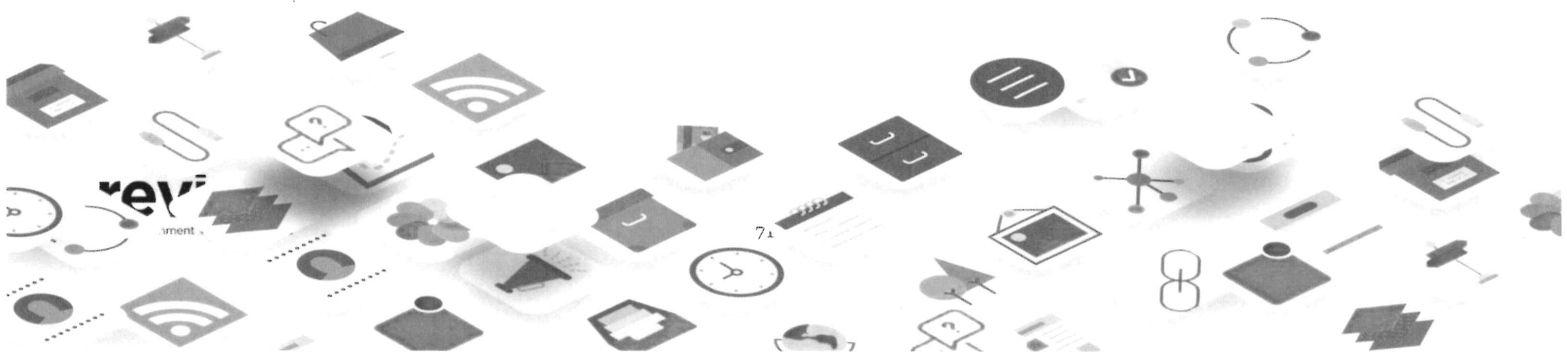
Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.

This app allows you to post a job and receive resume submissions online. Candidates can fill in all the fields and submit the job application online. Once the job application is submitted, a link to the filled in application form will be emailed to the responsible HR person which they can view, print and file for their records.

Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can be deleted from the image library.

Provides a Dynamic CMS-enabled area with secure login to build out an entire Intranet for employee specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.

When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be displayed. This benefits the Content Editor by double checking bad links before they are saved on your website.



MENU MANAGER

Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.

ONLINE FILLABLE FORMS APP

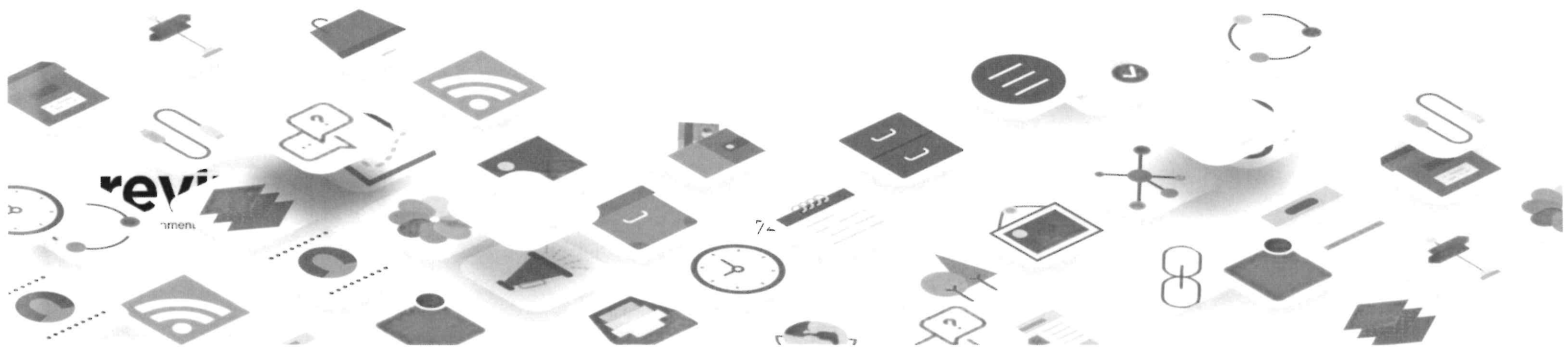
Having online forms that Residents can fill out in their Internet browser provides a quick and easy alternative for users to communicate with you and provide important feedback, complete tasks online, or fill out permit requests and job applications. These forms can be used to have web visitors can apply for a job, permit, or contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

WEB CONTENT ARCHIVE

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.

WEB CONTENT SCHEDULE

This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.



AUDIT TRAIL

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.

AUTO SITEMAP TOOL

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.

HISTORY LOG

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.

ROLES/PERMISSION SETUP

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.

SECURE SITE GATEWAY

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.

WEBSITE STATISTICS

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.

WORKFLOWS BY DEPARTMENT

Provides a method for Supervisory Oversight of content updates. The process allows an authorized “approver” to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

“Our innovative solutions are custom-tailored to meet the needs of each individual client.”



Did you know?

Revize installs new features into your content management system on a rolling basis!

ALT-TAGS

FONT SIZE ADJUSTMENT

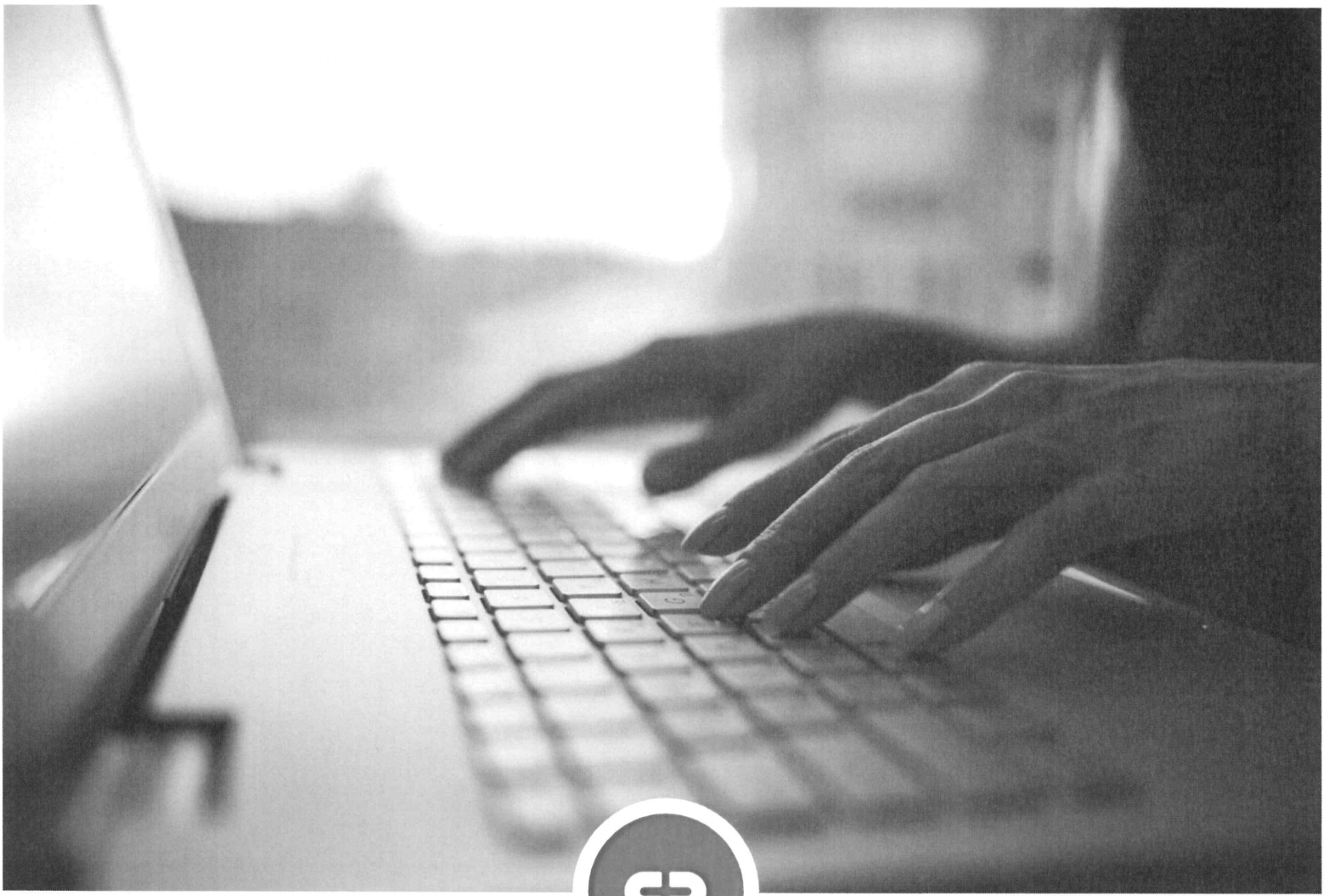
RESPONSIVE WEB DESIGN

revize.
The Government Website Experts

Thank you

For Considering Revize

Prepared by Robert J. Suchomel
150 Kirts Blvd., Suite B, Troy, MI 48084
Ph: 248-766-9562 Fax: 866-346-8880
www.revize.com



CIVICENGAGE OPEN

PROFESSIONAL WEBSITE REDESIGN SERVICES

Maine Township, Illinois



Presented by | Jacob Bertram, Account Executive



June 16, 2022

Richard Lyon
Maine Township
1700 Ballard Road
Park Ridge, IL 60068

RE: Professional Website Redesign Services

Dear Mr. Lyon and Selection Committee:

I am delighted to submit this proposal for a website redesign for Maine Township.

Every interaction between a member of your community and your local government is an opportunity to create a positive civic experience. At CivicPlus, LLC (CivicPlus), our mission is to help make local governments work better. To do that, we build technology solutions to empower you and your staff to create digital interactions that are personalized, frictionless, and expedited.

As you consider your options, I would like to highlight the following:

- The CivicEngage Open (CivicEngage) content management system (CMS) is very intuitive and easy to use
- You will receive a custom new design and layout, built in a responsive design to accommodate the various sizes of mobile and tablet devices currently in use
- We will provide hands-on migration of existing content to your new website
- We offer two-way integration with social media
- We can also provide optional software for a variety of online services such as emergency notifications and recreation registration

I look forward to having the opportunity to present our services and demo our application in the weeks ahead.

Sincerely,

A handwritten signature in cursive script that reads 'Jacob Bertram'.



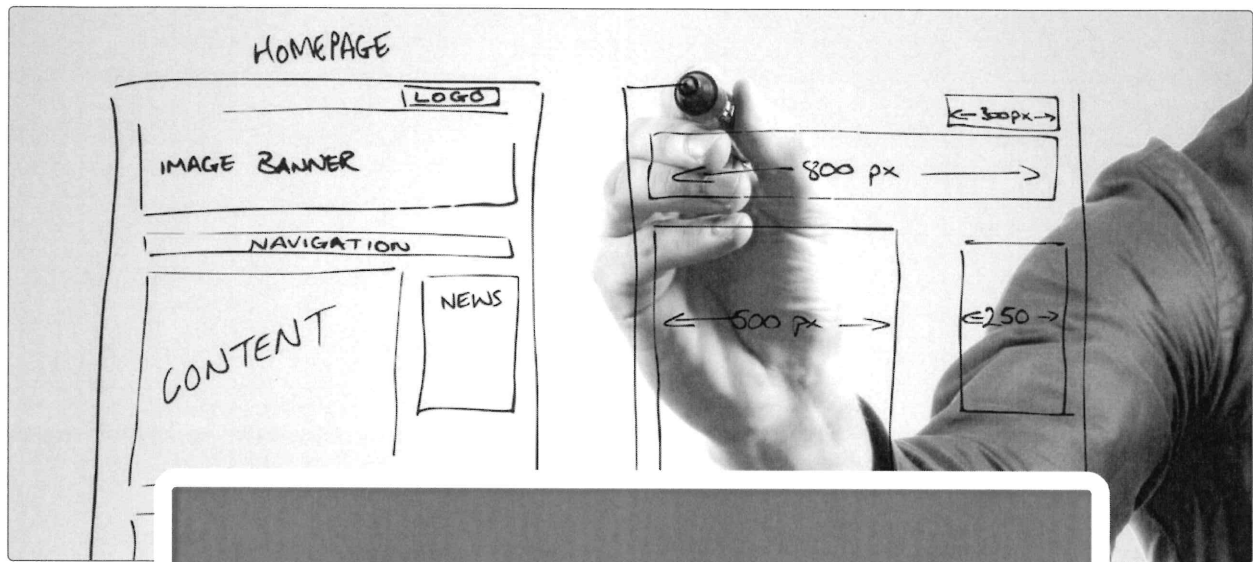
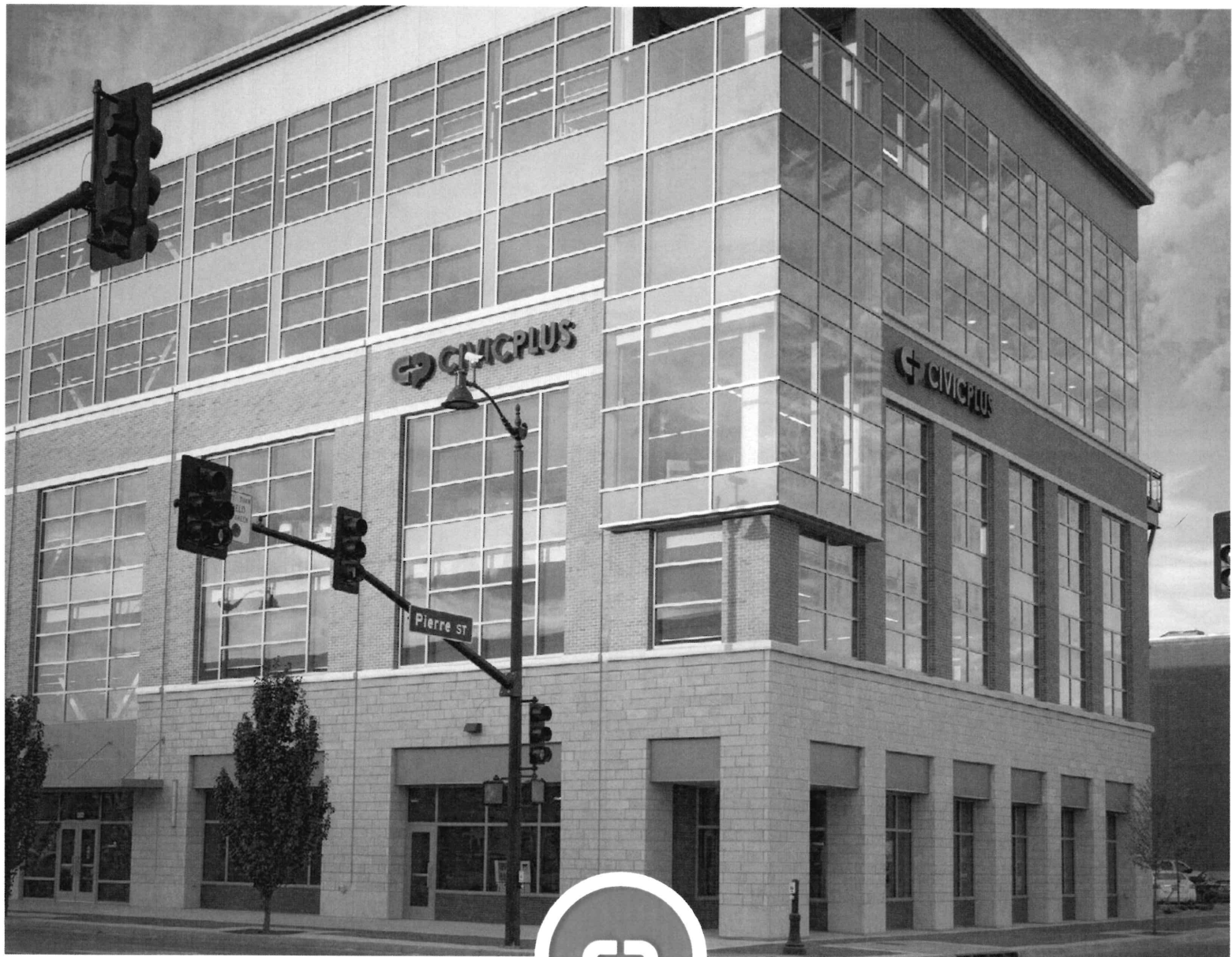


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PROFESSIONAL WEBSITE REDESIGN SERVICES

Introduction

INTRODUCTION

Company Overview

At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the citizens they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their citizens through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our customers, including solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, talent management, 311 and citizen relationship management, codification, and licensing and permits.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting have been instrumental in making us a world leader in government web technology. We consider it a privilege to partner with municipal leaders and provide them with solutions that will serve their needs today and well into the future.

CivicPlus, LLC, a limited liability company converted in January 2019 f/k/a CivicPlus, Inc. f/k/a ICON Enterprises, Inc. d/b/a CivicPlus incorporated State of Kansas, June 1998.

Office Locations

Primary Office

302 S. 4th Street, Suite 500, Manhattan, KS 66502
P: 888.228.2233 | F: 785.587.8951 | civicplus.com

Ancillary Office

65 Boston Post Road, Suite 395, Marlborough, MA 01752
P: 888.785.2611



Contact Information

Jacob Bertram
Account Executive
E: bertram@civicplus.com | P: 785.410.5304

7,500 +

local government customers across
the United States and Canada

20 +

years of experience with a focus to
help local governments

550 +

employees, many with experience
in local government

Recognition



11-time Inc.
5000 Honoree



govtech.com/100

Technical Support

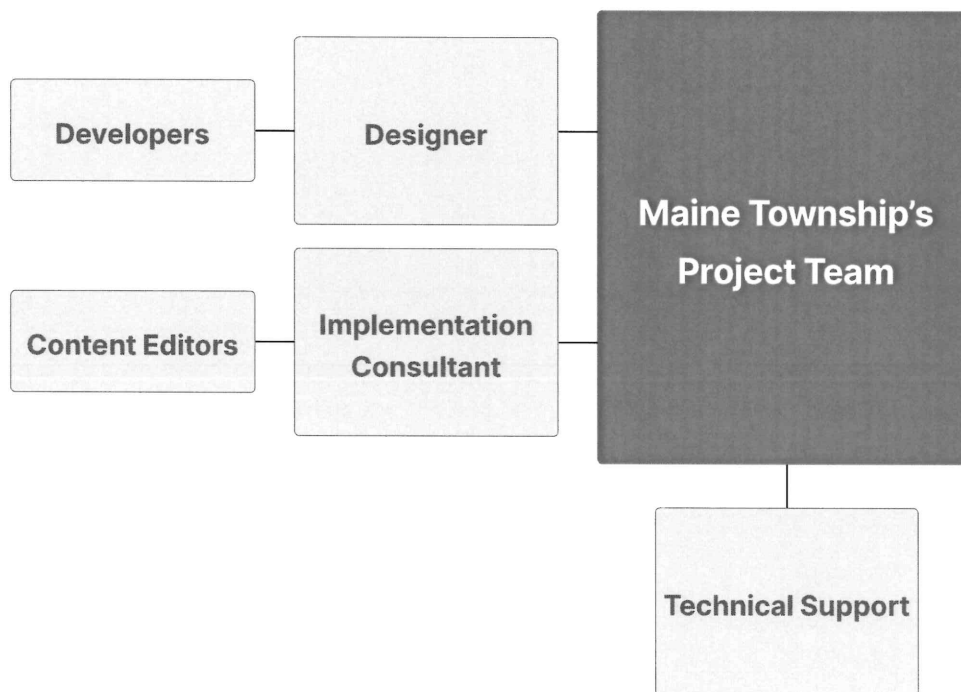


Recognized with
multiple, global
Stevie® Awards
for sales and
customer service
excellence

Staff

Your Implementation Team

Experienced resources will transition you from design and development to training and implementation. In the end, you will be transitioned to our expert technical support resources who will assist you with any needs you may have in the future. Our team will assist you throughout the entire process to ensure your project's success and your complete satisfaction. Our designer will initiate the process and work closely with you to arrive at your new approved website design. At the same time, our implementation consultant will take you through all the other related project activities.



- **Designer** – Reviews and discusses a wide variety of design options, works to develop an optimal website layout, produces mockup images showing an exact version of the new website, ensures design meets customer expectation, and secures final customer approval
- **Developer** – Creates website based upon approved website design. Ensures designer performs Quality Assurance assessment prior to sending website to next phase
- **Implementation Consultant** – Communicates project-related activities for implementation phase and establishes implementation schedule; oversees content development, performs training, and coordinates website go live; transitions customer to Technical Support
- **Content Editor** – Builds out content on new website adhering to established best practices



May 4, 2022

CivicPlus, LLC
302 S. 4th Street, Suite 500
Manhattan, KS 66502

RE: CivicPlus, LLC

To Whom It May Concern:

KS StateBank of Manhattan is pleased to provide this Bank Letter of Recommendation for our valued customer; CivicPlus, LLC. In addition to deposit accounts, we previously extended credit facilities to CivicPlus, LLC aggregating in the low eight figure proportions. All deposit and credit facilities have been handled in a very satisfactory manner.

The company's self-reported financial position is sound and would be supportive of current and future credit extensions. We have enjoyed a strong working relationship with CivicPlus, LLC and are pleased to call them a valued customer.

If you have any questions or require additional information, with CivicPlus, LLC approval, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cody Blake'.

Cody Blake
VP Commercial Lending



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1

DATE (MM/DD/YYYY)
05/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Northeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com														
INSURED CivicPlus, LLC 302 S 4th Street, Suite 500 Manhattan, KS 66502	<table border="1"><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Great Northern Insurance Company</td><td>20303</td></tr><tr><td>INSURER B: Federal Insurance Company</td><td>20281</td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Great Northern Insurance Company	20303	INSURER B: Federal Insurance Company	20281	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: W24806065

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		3602-53-12	05/17/2022	05/17/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		7358-87-92	05/17/2022	05/17/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		7989-49-14	05/17/2022	05/17/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	(23) 7174-92-49	05/17/2022	05/17/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

FOR INFORMATIONAL PURPOSES ONLY	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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SR ID: 22596306

BATCH: 2534245

Core Competencies

Civic Experience

We have the first and only Civic Experience Platform. It enables local governments to drive more revenue, operate more efficiently, and generate positive recognition for the many services they provide every day.

Experience

We bring over 20 years of experience helping our clients work better and smarter through their web environment.

Design Process

Our process combines the creativity of our in-house designers with proven functionality to reach the perfect end result.

Navigation

We've helped hundreds of clients effectively organize their website taxonomy and content structure. Your redesigned site will provide your residents with an intuitive, user-friendly architecture.

Live Edit

CivicEngage's Live Edit feature allows you to view your web pages and see how the information looks before publishing to your public.

Community

CivicEngage users have their own network, ENGAGEXCHANGE, to connect with other government entities on the same platform to share ideas, ask questions, and much more.

Training

After your initial instruction in the system, we offer continued training and resources through the CivicPlus Help Center that helps you and your staff remain fresh and up-to-date with our system.

Future

Our development staff will stay by your side, rolling out new features, new applications, and new suggestions so you can better serve your community.

Content Management System

Our exclusive CivicEngage Open (CivicEngage) content management system (CMS) is an open-source software that has been built using the Drupal platform and has been customized solely for municipal use. We have created unique content types and modified dozens of modules to conform to the needs of local governments. Drupal is the most common website platform in use by national, state, and local governments all over the world.

Interactivity

Our CMS comes equipped with numerous tools and modules to maximize the interactive experience between visitors and your website content. Examples include:

Email Broadcast of New Content

Email notification lists are managed within the Drupal platform, allowing our customers to create lists for visitors to sign up (i.e., News & Notices, Urgent Alerts, Board Minutes, etc.). There is no limit to the number of lists you can create; our CMS maintains each list individually. Postings can be made from any computer/mobile device and can be scheduled in advance. We can bulk load any current lists into our CMS.

Social Media Integration

Our CMS is integrated with both Twitter and Facebook. Posting a news item or notice to the website could also be sent out as a Twitter feed and/or posted to a Facebook page. Conversely, we often use iframes to display your Twitter and/or Facebook feeds right on your website page. Our web pages also come equipped with built-in YouTube video players.

Text Messaging

CivicEngage allows customers to send out text messages for city alerts at no additional cost.

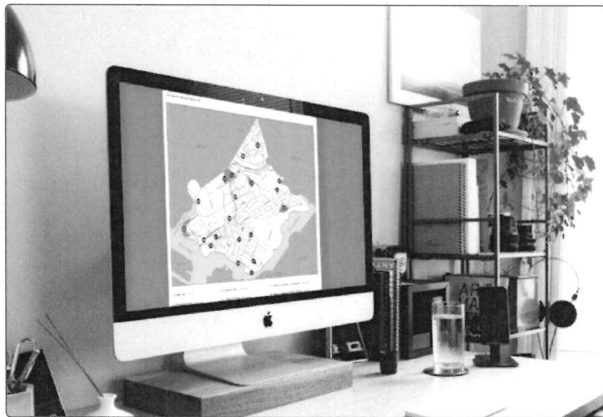
Webforms Module

Incorporated into our CMS is a webforms application that allows customers to create fillable forms and surveys for a variety of needs. Every online submission goes immediately into a database and may be routed to one or more email accounts simultaneously.

Modules & Tools

Constituent Communication

- **Urgent Alerts** – Display urgent messages on the home page and/or department home pages to notify citizens of time-sensitive information such as closings or inclement weather warnings
- **Document Center** – Staff can upload documents into one central repository
- **Calendar** – Create events and display them in calendars with custom filters, multiple event views, and export capabilities
- **Webforms** – Create forms or questionnaires for your site visitors, with submissions and statistics available to Site Administrators
- **E-Alerts** – Allow citizens to subscribe to receive notifications to receive email alerts to new posts, news, or urgent alerts
- **Bid Postings** – Post new bids or RFPs to your website and update registered vendors of any updates or addenda
- **FAQs** – Show your most frequently asked question and its answer



- **Interactive Maps** – Provide a graphical representation of location-specific information shown on a map
- **Job Postings** – Staff can post job openings and create an online form for application submissions

- **Business Directory** – List information about businesses within your community by category; businesses can also submit their information on a form to be approved by your staff before publishing
- **Recyclopedia** – Easily organize information on your recycling categories and processes
- **Facebook & Twitter Integration** – Auto-post to social networks and show embed feeds on website
- **Service Requests** – Using our webforms module, staff can capture a wide spectrum of service requests and automatically route each to the appropriate department/personnel
- **Google Translate** – Translate content on your site to multiple languages utilizing Google Translate
- **Sharing Widget** – Provide a tool for your visitors to share information on your site on their own social media accounts
- **RSS Feeds** – RSS feeds are available for department updates, news, and urgent alerts
- **Agenda Manager** – Allow individual departments to create agenda item requests and then construct the agenda with all attachments into one electronic document
- **Comment Center** – Visitors can submit comments and ask questions to specific boards and/or departments
- **Advanced Search Engine** – Quickly search all pages and uploaded files across the website; Department Search limits search capabilities to an extensive set of documents under a single department
- **Surveys & Polling** – Webform module allows submission of survey/poll responses and basic summary of results

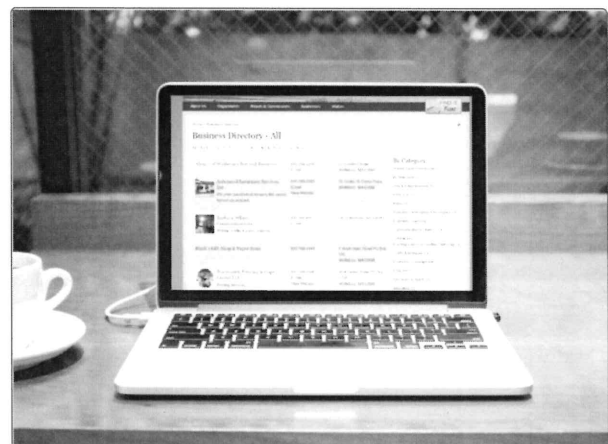
- **Trash/Recycling Widget** – Showcase the week's current trash and/or recycling rotation or specific days directly on your homepage
- **Quick Links** – Easily create links in a variety of ways for both internal and external content
- **News and Announcements** – Display the most recent news content in one area on your home page or department home pages

Design & Graphics

- **Responsive Design** – Your website design will function on all devices
- **Bulletin Boards** – Linked images with captions that generally display in slideshow form
- **Photo Gallery** – A collection of images
- **Embedded Video** – Embed Vimeo or YouTube videos on a page using the Free-form Document
- **Mega Menu** – A main navigation menu makes it easy to get to any page on your site quickly
- **Custom Subsites** – Subsite design option for departments seeking own layout (additional fees apply)
- **ADA Compliance** – We build highly compliant sites and partner with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our customers
- **Dynamic Breadcrumbs** – Every page of the site shows automatic breadcrumbs of a site visitor's place in the website
- **Captioning/ALT Tags** – Add captions or alt tags to content throughout your site to ensure the best success with search engine optimization
- **Image Library** – Store all your photos and graphical images in one central location for access by all staff
- **Printer Friendly** – All pages can be formatted to provide a clean printed document

Content Management Features

- **WYSIWYG Editor** – One editor interface, similar to Word, for all types of content
- **"Review On" Dating** – Set a date to be automatically notified when it's time to review and update webpage content; the notification will be sent directly to the webpage's original author
- **Scheduling Options** – Schedule content, including webpages and content types such as Bulletins, Free-Form Docs, FAQs, to automatically publish and unpublish from your site
- **Image Editor** – Resize, adjust focal points, and save for use on multiple pages
- **Versioning** – All previous versions of a page is saved online, allowing you to view or re-publish any previous page
- **Taxonomy** – Taxonomy is built into the CMS for cross populating content in multiple locations
- **Staff Intranet** – Easily create private pages or entire private department areas with user and password log-in protection
- **Previewing** – Edit pages to your liking before publishing to the live website



- **Auto Cascading** – Menu items can automatically appear in drop-down navigation and/or can be nested
- **Persistent Navigation** – Department users manage their own sub-menus, and advanced users control primary navigation and homepage components
- **Dynamic Site Map** – Sitemap configuration available upon request
- **Forms Builder** – Feature-rich webform builder available for simple and advanced tasks
- **Tags/Views** – Manage collections of files and pages based on category tags
- **Menu Manager** – Department users manage their own sub-menus, and advanced users control primary navigation and homepage components

Administration & Security

- **Roles & Permissions** – User accounts are assigned a role within the CMS administration, which will grant the users specific levels of permissions within the CMS
- **Content Workflow** – Implement user access restrictions and activate approval notifications, as needed
- **CAPTCHA Secure** – The CMS uses CAPTCHA technology to restrict auto-generated submissions
- **Archive Center** – All non-published content can be stored in a cabinet location for reference and future use
- **Broken Links Report** – A built-in report within the CMS that allows the Site Administrator to view all broken links on the website
- **Audit Trail/History Logs** – The CMS captures and stores a complete history of content postings
- **Domain Management** – Our Customer Support staff will provide guidance in your management of new domains and renewals
- **Help Centers** – Staff can access an online library to view “How to...?” videos and quick reference guides
- **Google Analytics** – View important website statistics with customizable dashboards and reports via Google Analytics
- **Secure Site Gateway** – Every website receives an SSL certificate for your peace of mind
- **Link Checker** – Track and correct broken links at page- and site-wide levels
- **Password Secure** – Login to user accounts using a secure password



Accessibility

We provide highly compliant sites based on WCAG 2.0 AA guidelines. Our focus is to provide a high degree of compliance to maximize accessibility for all users while providing freedom to create a visually rich and appealing site.

Our approach for each website includes the following steps:

- We will deliver you a site that is free of all “Errors” as defined by the standard for industry accessibility checking: <https://wave.webaim.org/>
- Whenever possible, we will use text-based fonts to replace graphics for design elements such as icons, links, and buttons
- Our designs will focus on color schemes that will satisfy required color contrast requirements
- Our CMS has been built to require “Alt Tags” whenever images are uploaded
- Our trainers will use CivicPlus best practices to teach your staff to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards
- PDFs need to be saved in an accessible format. While the responsibility for this lies with our customers, we will provide instructions to your staff for the best way to accomplish this

- Our product team closely follows changes in regulations and updates our best practices as well as provides regular updates to customers via our CivicPlus website, webinars, and other publications
- We think it is a best practice to occasionally scan your site to check ongoing compliance. Our customer support team will show you how to scan your site or will run periodic scans upon request

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our customers. AudioEye provides this online application to increase website accessibility and help maintain ADA compliance. This includes automated and manual website fixes, a voice reader, text magnification, and the industry’s only Certificate of Compliance. More information and a demo are available upon request.

INTRODUCTION

Hosting & Security

All of our websites are hosted by us in conjunction with a third-party managed solution, Acquia, a software as a service provider specializing in the Drupal Platform (acquia.com). This will allow CivicPlus to maintain greater control over hacking attempts and DDoS attacks and provide an easy pathway for us to implement feature upgrades and service patches.

Acquia Cloud is built on AWS infrastructure using a High Availability architecture across AWS Availability Zones. The CivicPlus platform is multi-tiered with its load balancers, application, database, and a filesystem, each on separate tiers. Multi-tier infrastructure has resiliency, performance, scalability, and security advantages over a single-tier system.

Acquia's load balancers default to a hot-cold configuration, with one load balancer handling traffic and another—in a different AWS Availability Zone—available for failover by Acquia in the event of an emergency.

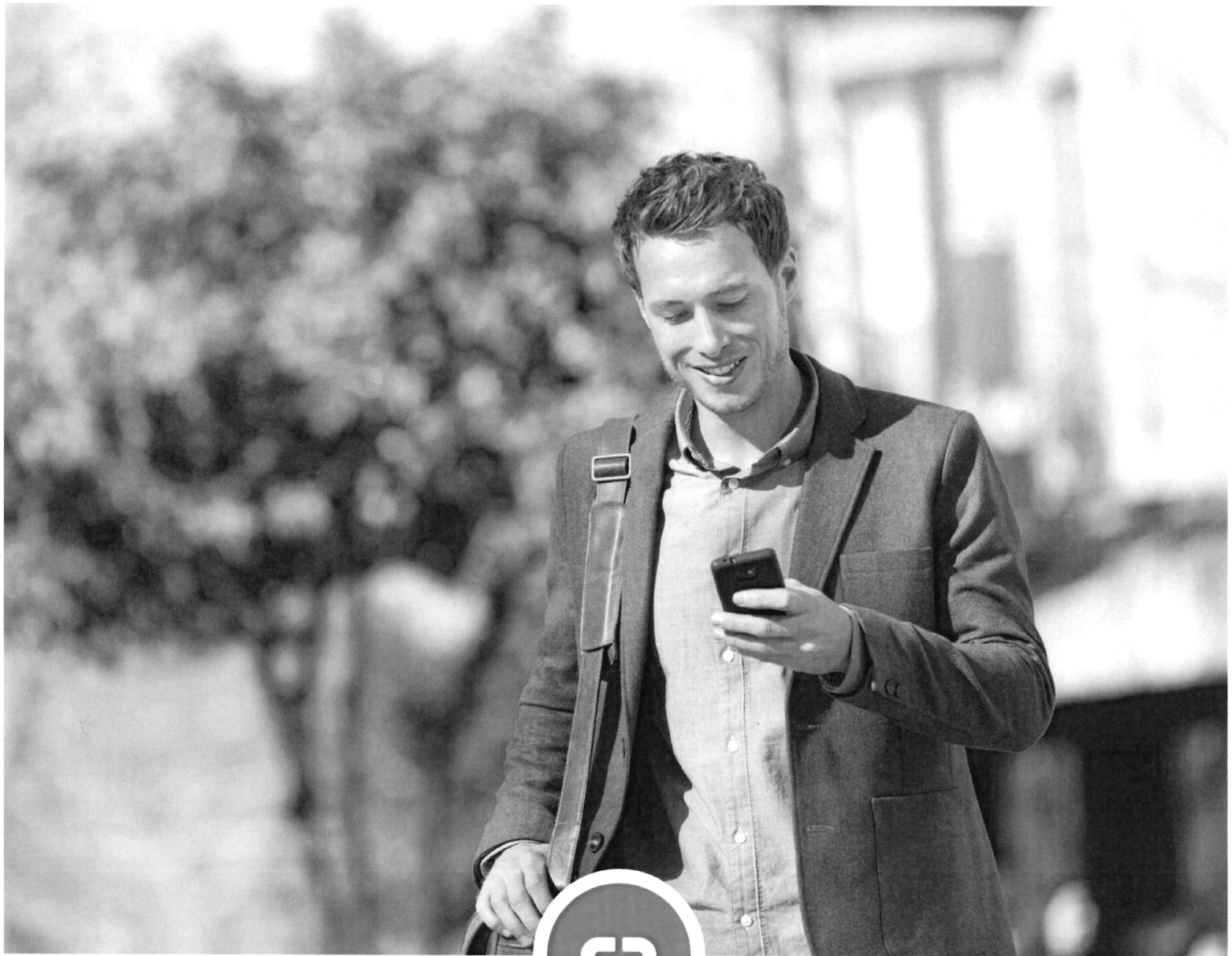
Acquia's high-availability network file system operates in a hot-hot configuration, with both nodes continuously syncing with each other.

We are committed to 99.9% uptime and rapid response to any technical issues that may arise. For any technical issues or needs, customers have 24/7 access to our support team.

Occasionally our customers encounter natural disasters such as tornadoes or tropical storms and man-made crises (Newtown, CT, Parkland, FL). In all cases, our staff is committed to taking on an active webmaster role as needed at no cost to our customers.

Hosting at a Glance

- Secure Host in Acquia Cloud
- Multi-tiered (Application, Database, Filesystem)
- Load Balancing
- Redundant Availability Zones
- 24/7/365 Monitored Facility
- Redundant Power Supplies with Backup Generator
- AWS Snapshots
- Disaster Recovery
- 99.9% Uptime
- Web Application Firewall (WAF)
- DDoS Protection



PROFESSIONAL WEBSITE REDESIGN SERVICES

Narrative Proposal

Project Approach

The following is a brief overview of our key differentiators and what has led to our national success in serving the municipal sector.

Created to Meet Your Needs

Developing your new website under the Open Source Initiative provides CivicEngage with the flexibility to develop new features and modules to help you meet your goals and vision.

Our Drupal Platform

CivicPlus will develop your site on one of the industry's most trusted open source platforms, Drupal. It is the platform of choice by national, state, and local governments all over the world.

We Build Long-Term Relationships

Our partnership with you is only beginning at go-live! We provide ongoing customer support and account management who will work with you to help you evolve your web environment throughout your relationship with CivicPlus.

Easiest System for Updating & Adding New Content

Your new CivicEngage website will be specifically designed for ease-of-use so your staff, regardless of their technical skill level, can maintain and update your new website easily and efficiently.

Custom & Responsive Design

Your custom-designed website will be fully responsive on multiple devices, including smart phones, tablets, and wide-screen monitors.

Useful & Relevant Modules

CivicEngage is flexible and scalable to grow with your web environment at your speed and need without extra features and functionalities that may not be relevant to your current goals.

Affordable Cost, Flexible Payments

We understand the fiscal challenges municipalities face on a daily basis, so CivicPlus offers payment options to meet your budgeting needs.

Security & Protection—Priority One!

Our Tier IV secure hosting facilities are monitored 24/7 and your website is backed up daily off-site. We deploy state-of-the-art hardware and software to prevent DDoS and hacking attacks to protect your investment.

Our Project Plan

Phase 1 – Design & Architecture Sessions

CivicPlus will conduct an online meeting with staff to better understand your website's objectives. We will then undertake a strategic design session to discuss design elements, layouts, and preferences. We aim to make design options that evoke these elements while also providing visitors quick and easy access to the information they are looking for. This design meeting will serve as the basis for rendering initial prototypes. Your design will be revised until you are completely satisfied with all elements. You are not picking a template - all designs are custom and you are not limited to designs CivicPlus has previously created.

Responsive Design

Your site will be designed to be responsive to maximize the viewing experience. This means it will reshape itself depending on the screen size of the device a visitor is using to access the website. Compared to a traditional computer layout, the site would expand if viewed on a large screen monitor and reshape its layout when viewed on tablets and/or smartphones.

Navigation and Layout

Visitors to municipal websites are usually not surfing the site but looking for specific information. Generally, they want to find their information within a couple of clicks, or they may lose patience and give up.

It is **crucial** that a municipal website have multiple ways for visitors to find what they are looking for and for the paths to be easy and obvious.

- **Search Engines** – We utilize robust search engines that allow for advanced features and searchability within PDF documents

- **Online Document Center** – Forms, applications, documents, and permits are created at the department/board level and can also appear in an aggregate file center
- **Views & Taxonomy** – Our websites can auto-link content in multiple places while the content is being created. Visitors gain quick access in multiple locations and changes only need to be done once. These would include modules such as FAQs, Services A-Z, and Business Directory
- **Home Page Navigation** – We also utilize Cascading Navigation, Mega-Menus, and Help Centers to provide easy access to core information right from the home page



Phase 2 – Site Implementation

During the time you are working with our designer to develop and finalize the website design, we initiate the Site Implementation phase. Our implementation consultant will contact you to begin the discussion about that actual website content. They will discuss all landing pages for your departments, boards, and other features of the website. Upon completion of the design, the temporary website will be retrofitted with the custom look and feel of the design you approved.

Phase 3 – Content Development

Customers will identify existing content to be moved. New content may be submitted electronically to us anytime during this development phase up until the site goes live. We will also use online surveys to help us identify content.

Phase 4 – Training & Education

Our content management system is very intuitive, and documentation is built into each form. All staff training will be conducted online. Training will be group sessions where your staff will have the flexibility to attend multiple sessions if they desire. There will be a separate session for site administrators.

Phase 5 – Go-Live

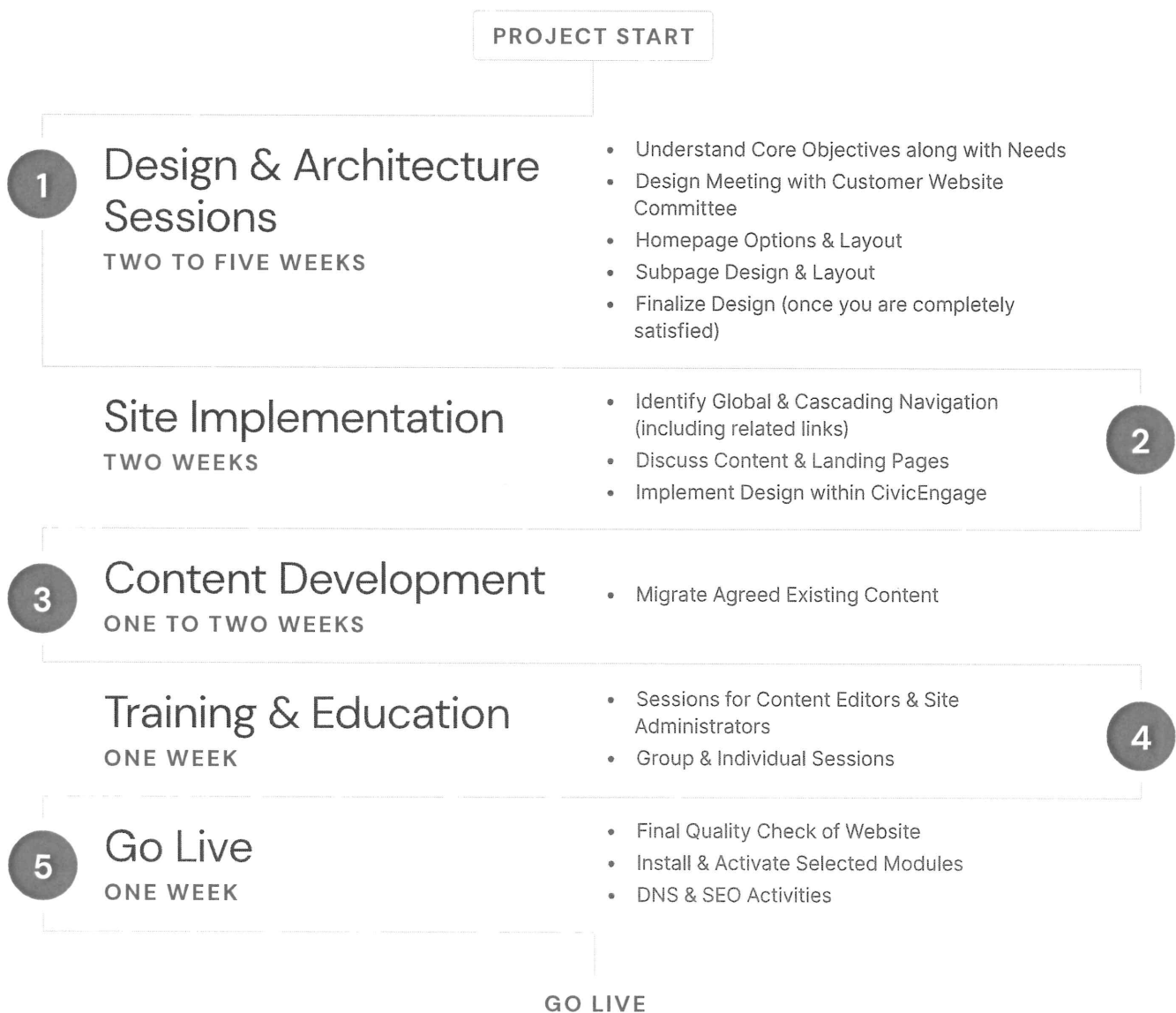
Once all content has been built and all staff have been trained, you will decide on a Go-Live date. CivicPlus will perform various QA tasks before going live and activate any remaining modules. DNS and SEO-related activities will be performed at this time.

“The support has been amazing from day one. We worked closely with your employees during initial setup stages, creating the webpage, training, and for follow-up. Your team of employees know what the City was looking for and created it with ease.”

—**Felicia B., Aberdeen, MD**

Typical Project Timeline

Design creation, accessibility, usability guidance, content optimization, and training - CivicPlus delivers all of this and more during the development of your new CivicEngage website. Your exact project timeline can vary based on the determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, adherence to approval deadlines, and other factors. Based on our experience, the estimated timeline for the successful completion of your CivicEngage project is approximately 8-11 weeks. Depending on your participation and commitment, it could take up to 12 weeks.





PROFESSIONAL WEBSITE REDESIGN SERVICES

Qualifications

General Experience & Requirements

Solution Requirements	Yes/No	Comments
Site Design/Functionality		
Modern, relevant, and responsive design with the latest technologies to provide a consistent user experience across all devices	Yes	
Visually appealing	Yes	
Showcase departments and programs	Yes	
Improve customer service and engage site visitors	Yes	
Strengthen relationships with community partners	Yes	
Provide a scalable, maintainable solution	Yes	
ADA compliant design (WCAG 2.1 AA requirements and Section 508)	Yes	
Integrated translation to support multiple languages	Yes	Via Google Translate
Easy to use CMS (Content Management System)	Yes	
Search Engine Optimized with proper keyword research	Yes	
Enhanced cybersecurity protocols	Yes	Securely hosted with Acquia, cloud infrastructure built for Drupal
Ability to schedule publication and expiration of content	Yes	
Integrated website statistics/analytics	Yes	Integrated with Google Analytics

Solution Requirements	Yes/No	Comments
Content/Features		
Easy/intuitive navigation - multi-layered drop-down menus with a minimal number of levels needed for the user to find desired information	Yes	
Icons (graphical navigation) on homepage (helpful for non-English speakers)	Yes	
Photo gallery for recent events	Yes	CivicEngage Open has the ability to do a slideshow/gallery of photos of your choosing
Large photo area on home page - hero images	Yes	
Calendar feature for events - sortable by department, etc.	Yes	
Blog	Yes	
Staff directory (with photos/links to bio where necessary)	Yes	
"Popular links" section on homepage for most frequently visited pages	Yes	This is supported via Open's "Most Popular Pages" module
"How Do I..." menu option for an easy resolution to resident questions	Yes	
"Community" section with many details about the Maine Township community in one place	Yes	
Integrated and searchable board meeting agendas/packets/minutes/videos module	Yes	Search is supported by the Open Source search tool or Google Search Appliance
Bid posting - RFP's	Yes	
Job posting	Yes	
Searchable documents	Yes	Search is supported by the Open Source search tool or Google Search Appliance
Social media integration, sharing	Yes	

Solution Requirements	Yes/No	Comments
Ability to submit forms/request information <ul style="list-style-type: none"> Public records requests Event registration/payment processing Other forms as needed Room/equipment reservation (internal use from staff) 	Yes/No	Webforms within CivicEngage Open can be used to request information. For payment processing, we can link out to a third-party merchant. CivicEngage Open does not have a room reservation form specifically but can be created as a webform and combined with a business process
Enhanced search	Yes	
FAQ's	Yes	
Upcoming events on homepage	Yes	
Prominent home page alert option for emergencies or urgent news	Yes	
Interactive PDF documents with page turning feature	No	This can be done with free third-party integration tools. Two CivicPlus customer examples are below: 1. https://www.miramarfl.gov/1121/State-of-the-City 2. https://www.opalockafl.gov/323/State-of-the-City
Printer-friendly page features	Yes	

Experience

CivicPlus has over 20 years of experience working with municipal organizations across the US and Canada. We strive to help local government streamline their daily work and better inform and connect their communities. With such experience, we are confident that we can provide the best solution for Main Township. The CivicEngage CMS will more than satisfy the Main Township's needs for an easy-to-use content management system that will empower your staff to be able to update the website as needed as well as provide a convenient resource for your audience.

CivicPlus' focus has been, and will always be, to help local governments work better. Our web technology is dedicated to finding the right web solutions for local government. CivicPlus continues its commitment to provide exceptional customer service and innovative solutions that help bring the best user experience to our customers.

What sets CivicPlus apart?

CivicPlus has been recognized as one of the top 100 leading companies “making a difference in the state and local government market” by the respected industry publication GovTech every year since its inception. In addition, CivicPlus has been on the Inc. 5000 list for 11 years running. We are a trusted, long-term partner for our local government customers.

Over the past three years, CivicPlus Technical Support has been recognized by the globally respected Stevie® Awards for Sales and Customer Service. CivicPlus has been honored with one Gold Stevie® Award, two Silver Stevie® Awards, and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 100 Employees, and Most Valuable Response by a Customer Service Team (COVID-19).

CivicPlus has focused on developing innovative software solutions specifically for local governments. This concentration has made CivicPlus a leader in government technology that has been selected by Inc. Magazine as “One of the Fastest-Growing Privately Held Companies in the U.S.” since 2011. Our government focused solutions bring tailored technology and deep local government expertise together in a powerful way to improve the dynamics between people, process, and structure.

We are the right choice for Maine Township if you seek a true partner who understands the needs of both local governments and the constituents they serve. All of our products are designed with end-users in mind, and your staff will love the time and energy savings discovered after adopting our platforms. If you ever need help, our award-winning support team is just a call, email, or live chat message away.

Percentage of our web staff working on this project relative to your entire staff

We have 17 team members working on our CivicEngage Open projects. Approximately 4 team members would work on your project, which equals 24%.

Project Management Process

Experienced resources will transition you from design and development to training and implementation. In the end, you will be transitioned to our expert technical support resources, who will assist you with any needs you may have in the future. Our team will assist you throughout the entire process to ensure your project’s success and complete satisfaction. Our designer will initiate the process and work closely with you to arrive at your new approved website design. At the same time, our implementation consultant will take you through all the other related project activities.

AudioEye Partnership

We currently partner with AudioEye to provide a suite of accessibility tools to our current website customers for a discounted rate. Additional details on our full list of partnerships can be provided upon request.

Communication

The designer works directly with the customer and will schedule the initial online meeting. Follow-up will be with email and Zoom sessions as needed to discuss/review details. The implementation consultant will schedule two to three meetings, as well as use email and Zoom as needed.

As soon as the website is set up by our developers, we will provide you access to view it. This way, you can see progress day by day. You'll be able to provide feedback for changes associated with the content or provide additional content to be added to the website. If you have any questions or input, you can also call your implementation consultant anytime.

QUALIFICATIONS

Support & Maintenance

Technical Support

Once the new website is live, your staff will be responsible for updating the content. CivicPlus will provide unlimited, ongoing customer support for your core staff members. Each member can contact us via phone or email Monday – Friday, 8:00 a.m. to 5:30 p.m. EST for any type of assistance building or editing content. There is no limit to the amount of assistance we would provide.

We also offer an Online Support Center which includes a variety of short online videos, quick reference guides, webform examples, and useful tips. Staff can also join our free, 30-minute webinars each month to learn or refresh their understanding of the basics, as well as gain insight into specialized features and tools.

Maintenance

CivicPlus is responsible for all ongoing maintenance. This includes various security and other patches provided by the greater Drupal community, as well as any module updates provided by the module maintainers. We also provide ongoing development of our CMS with releases of new functionalities and features usually on a quarterly basis.

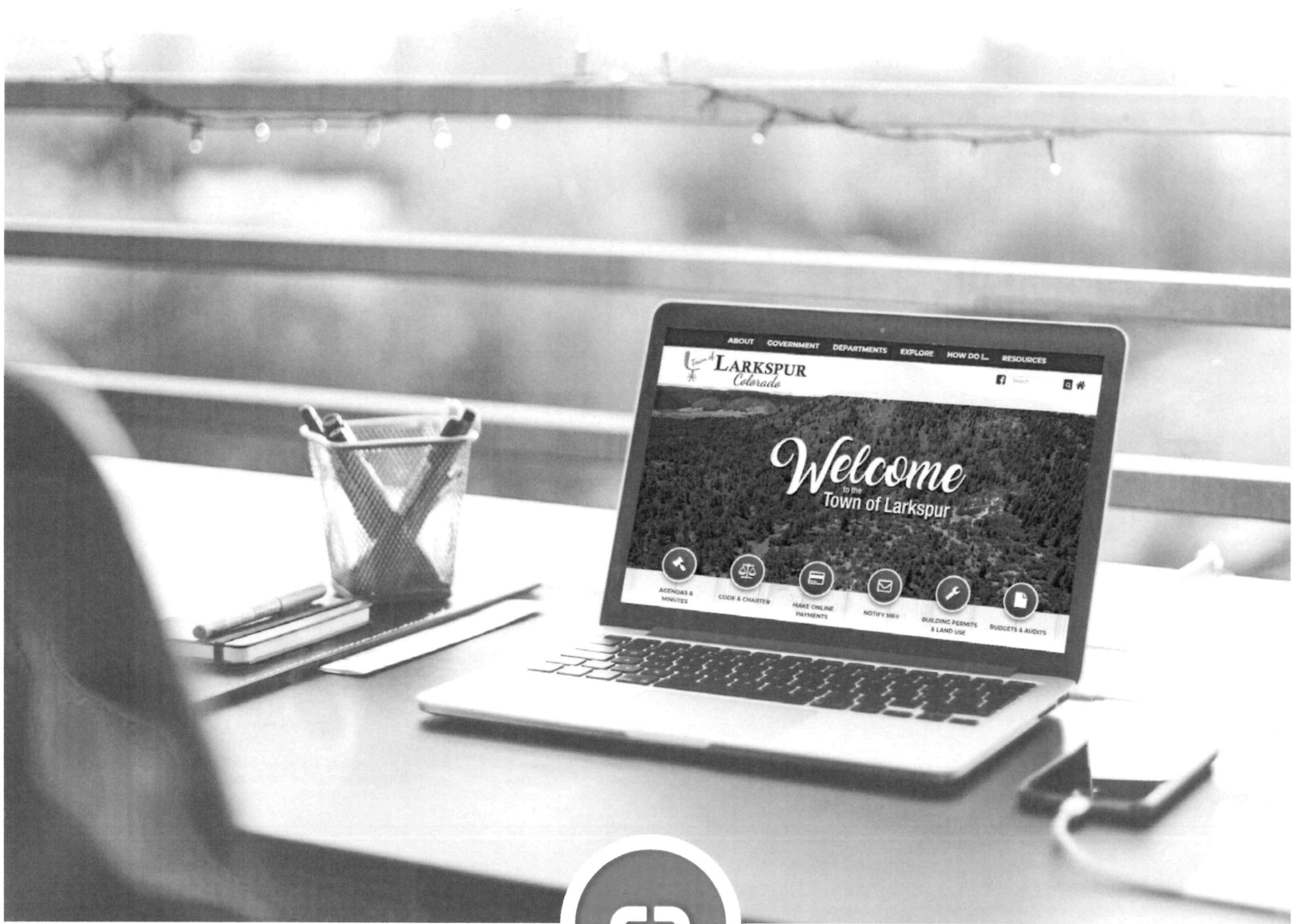
We encourage our customers to submit suggestions. These will be added to our development roadmap and addressed if both appropriate and possible. We have yet to charge any of our customers for the implementation of their suggestions, as long as they can be used across our customer base.

Support at a Glance

- Customer Support for Core Personnel, 8:00 a.m. to 5:30 p.m. EST, Monday - Friday
- 24/7 Emergency Technical Support
- Dedicated Support Engineers
- Maximum 2-hour Response for Customer Support
- Built-in Training Documentation with CMS
- Monthly User Tutorials
- Periodic User Group Meetings
- Newsletters & Email Notices

CMS Applications & Maintenance at a Glance

- Automatic Upgrades of Enhancements
- Install Service Patches (as applicable)
- Ongoing Module Upgrades
- Core Drupal Upgrades (as applicable)
- Full CMS Licensing
- New Features Roadmap
- Staging Environment for All Testing
- SSL Certificate(s)



PROFESSIONAL WEBSITE REDESIGN SERVICES

References

References

Palos Township, Illinois

palostownship.org

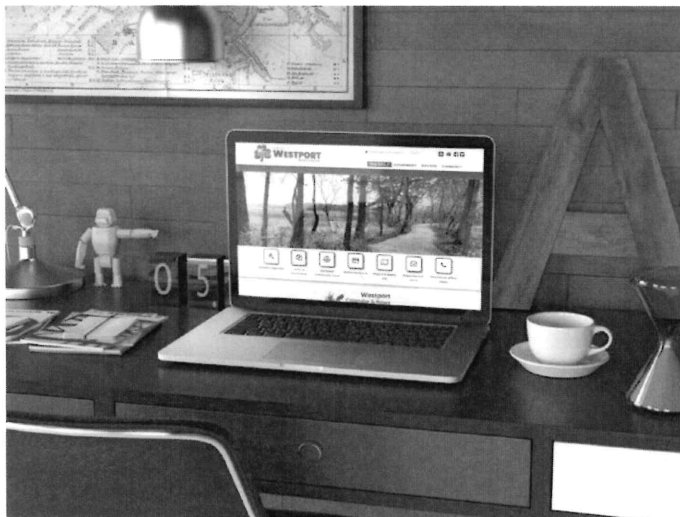
BRENT WOODS

Trustee

E: brent.woods@palostownship.org

P: 708.598.4418

Services Provided: Website redesign, development, and implementation including content migration, and virtual training. CivicPlus continues to provide hosting, support, and maintenance.



Westport, Wisconsin

townofwestport.org

JESSICA FREY

Executive Assistant

E: jfrey@townofwestport.org

P: 608.849.4372 x222

Services Provided: Website redesign, development, and implementation including content migration, and virtual training. CivicPlus continues to provide hosting, support, and maintenance.

Village of Mukwonago, Wisconsin

villageofmukwonago.com

DIANA DYKSTRA

Village Clerk / Treasurer

E: ddykstra@villageofmukwonago.com

P: 262.363.6420

Services Provided: Website redesign, development, and implementation including content migration, and virtual training. CivicPlus continues to provide hosting, support, and maintenance.



Sabina, Ohio

sabinaohio.us

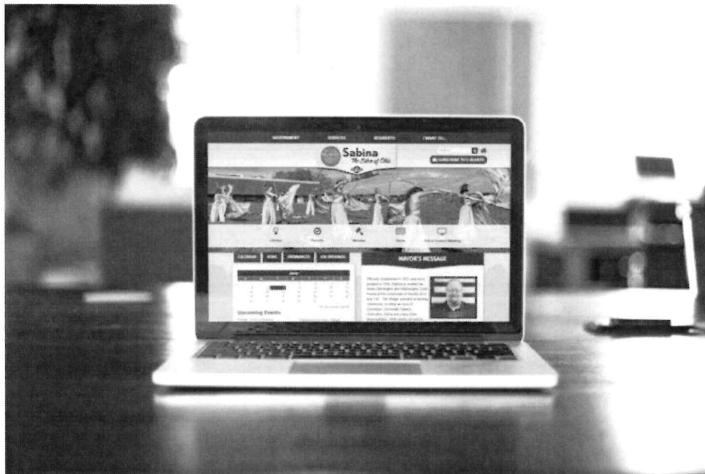
BENJAMIN COLLINGS

Mayor

E: benjaminfcollings@gmail.com

P: 937.728.9206

Services Provided: Website redesign, development, and implementation including content migration, and virtual training. CivicPlus continues to provide hosting, support, and maintenance.



Lemhi County, Idaho

lemhicountyidaho.org

CLINT MORSE

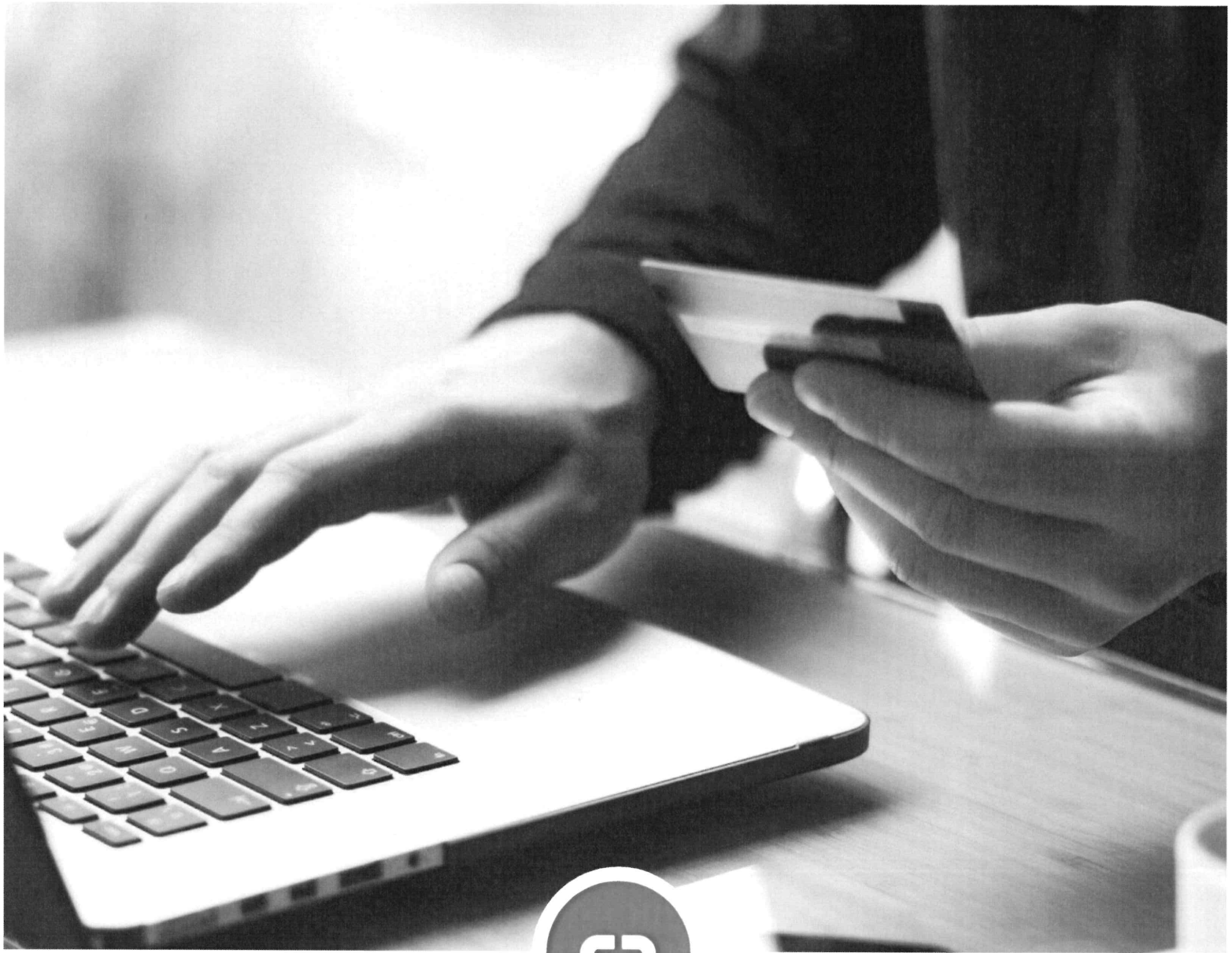
Social Services Director

E: clint@lemhicountyidaho.org

P: 208.742.1670

Services Provided: Website redesign, development, and implementation including content migration, and virtual training. CivicPlus continues to provide hosting, support, and maintenance.





PROFESSIONAL WEBSITE REDESIGN SERVICES

Pricing

PRICING

Project Cost

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 with pricing is valid for 60 days from June 16, 2022.

CivicEngage Open Website

- Custom Graphic Design
- Content Development
 - Create All Department & Board Pages
 - Contact Info
 - Staff Table
 - Welcome Text
 - Build out up to 250 Pages of Content
- Training
 - Two Days Virtual Training (limit eight attendees/session)
 - One Full Day of Online Group Training
 - Full Access to Library of Videos & PDFs
- Supplemental Modules at No Cost
 - Bids/RFPS
 - Business Directory
 - Recyclopedia
 - Popular Pages
 - Intranet
 - Trash/Recycling Weeks
- Also Includes
 - Apache Solr Search
 - Google Analytics
 - E-Subscriber Mail Lists
 - Webforms Builder
 - No Limit on Future Pages & Files

Annual Services

- Secure Hosting
 - SSL Certificates
 - Tier 4 Data Center
 - Nightly Off-site Backups
 - Intrusion Detection
 - DDoS Mitigation
- Customer Support
 - Free Monthly Webinars
 - 24/7 Technical Support
 - Online Documentation & Videos
- CivicEngage Open Application
 - Annual CMS Usage License
 - Periodic Module Upgrades
 - Full Maintenance & Service Patches
- Account Management Team for ongoing support and web environment evolution

Year 1 Standard List Price	\$17,600
Year 1 Total Discount	(\$8,100)
<hr/>	
Total Year 1 Investment	\$9,500
<small>Includes development fees and Year 1 annual services</small>	
Year 2 Annual Recurring Services	\$3,150
<small>Includes 5% technology uplift</small>	

CivicPlus Project Pricing & Invoicing

CivicPlus prices on a per-project, all-inclusive basis (stated in U.S. dollars). This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our customers. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

CivicPlus Offers:

Standard CivicEngage Open Invoicing

- 100% of Year 1 fees due at contract signing
- The first-year Annual Services fee is included with your Year 1 cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a five percent technology fee uplift each year starting Year 2 of your contract

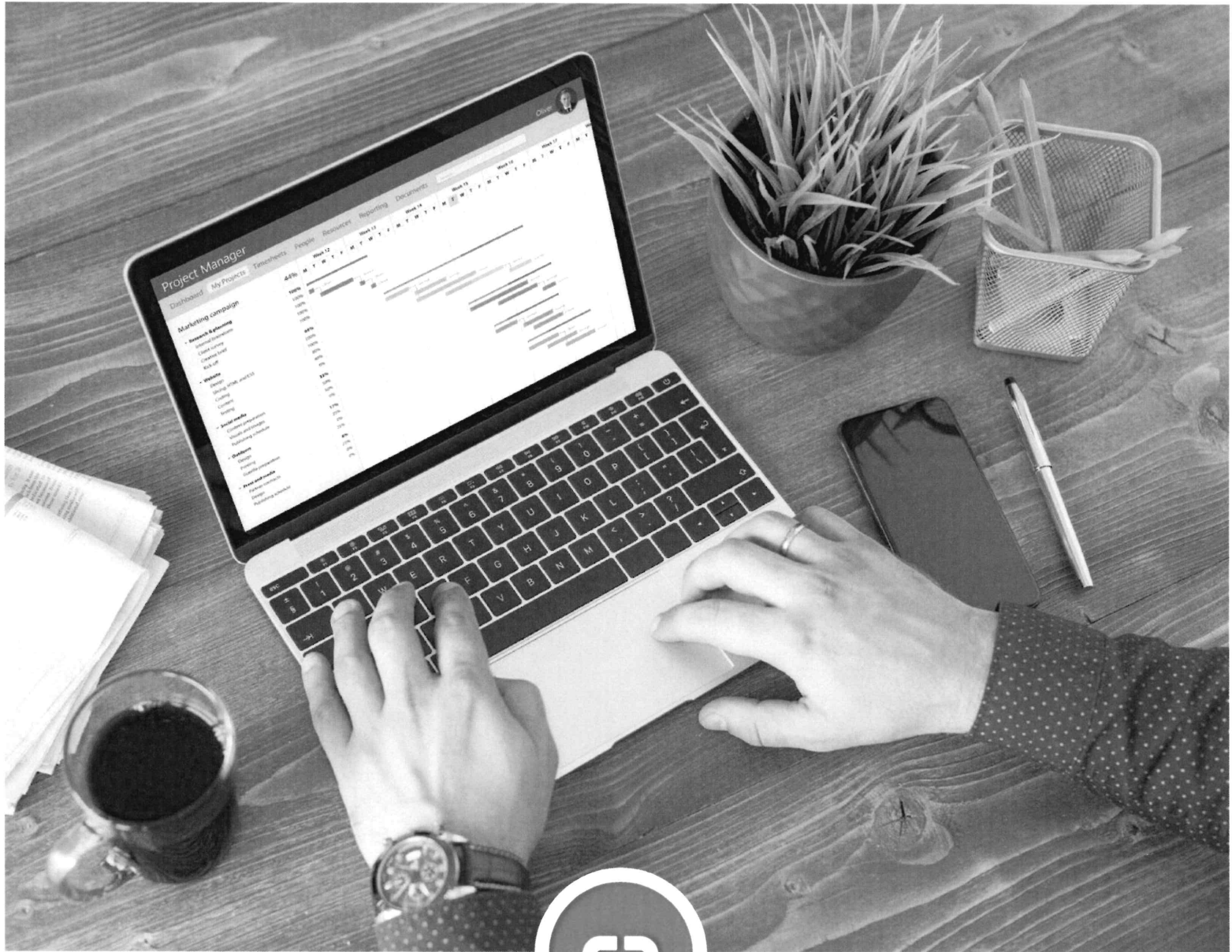
Customized Billing/Invoicing

- We can discuss other billing options with you before contract signing and, if feasible, develop a plan that works for all parties
- Not available with all CivicPlus products—please contact your Account Executive for more details

We will work with you before contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal (including all supporting, technical, or specification documents required for submittal with the current RFP) 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 as provided in the RFP before a final agreement is reached. We look forward to developing a mutually beneficial contract with Maine Township.



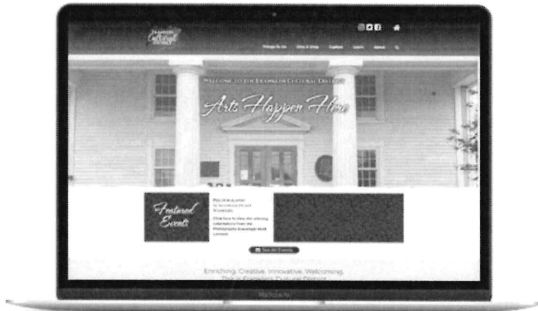
PROFESSIONAL WEBSITE REDESIGN SERVICES

Samples

SAMPLES

Design Portfolio

The included design portfolio will provide you with an idea of the different directions we can take your creative design. Please note that not all parties listed have agreed to be contacted for a reference.



Franklin Cultural District, MA
franklinculture.org



Gulf Coast Water Authority, TX
gulfcoastwaterauthoritytx.gov



Centre Region Parks & Recreation Authority, PA
crpr.org



Gallatin County, MT
gallatincomt.virtualtownhall.net



Cedarburg, WI
ci.cedarburg.wi.us



The Center at Deltona, FL
thecenteratdeltona.com



Memo

To: Elected Officials

CC: Dayna Berman, Administrator

From: Mike Samaan, Director of Maintenance

Date: 7-26-22

Plumbing Resolution

Please find attached the plumbing proposal from North Coast Sewer & Drainage, INC. At the last Maine Township Board Meeting, we talked about the flood control problem that effects the plumbing on one side of the building. I went out and obtained three quotes to fix our flood control and replace the check valves. It is my recommendation that we go with North Coast Sewer & Drainage, INC. In addition to replacing the check valves, two new ejector pumps will also be installed. The estimate for this job is \$4,630.00.






NORTH COAST SEWER & DRAINAGE, INC.

LICENSED • BONDED • INSURED

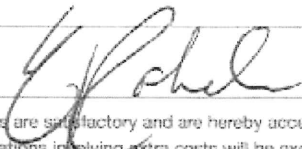
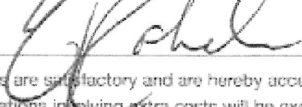
8420 Lehigh Ave
Morton Grove, IL 60053
Direct 847-477-8667
Office 847-361-0970
Email northcoastsewers@yahoo.com
northcoastplumbing.us
Lic # 055-044020

Name:	Maine township (mike)
Address:	1700 Ballard Rd Park Ridge
Email:	msamoon@mainetown.com
Phone:	773-405-8913
Cell:	

Invoice Number 4208

Technician:	Authorization:	
DESCRIPTION		AMOUNT
In flood-control unit break open floor remove spill tee and both valves. Then install a new spill tee one valve and a six by four sweep tee that will accept both new ejector pumps. this will allow for maximum pumping from both ejectors. all work done to Park Ridge plumbing code. 3 year warranty on all material and labor haul away all debris. concrete included permit included if necessary 3 year Manufacturer warranty on m267 pumps any electrical work is not included.		
	Labor	2,870
	Material	1,310
	Restore	450
TOTAL		\$ 4,630
PAYMENT DUE UPON COMPLETION OF JOB		DEPOSIT \$
We accept cash, checks,   		AMOUNT DUE \$

Additional 3% surcharge for any credit card use.

CUSTOMER SIGNATURE: 	Date: <u>07/20/13</u>
AUTHORIZED SIGNATURE: 	Date: <u>07/20/13</u>
The above prices, specifications and conditions are satisfactory and are hereby accepted. North Coast Sewer & Drainage, Inc. is authorized to do the work as specified above. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge.	

In the unlikely event that North Coast Sewer & Drainage, Inc. must re-rod a line under warranty, be advised of a \$40.00 trip charge. **THANK YOU FOR YOUR BUSINESS!**

For flood control installations with electric included, North Coast is only responsible for the dedicated circuit to the flood control. It does not include any upgrades to the panel box to make it feasible.

Yearly maintenance required to uphold the warranty

NOT RESPONSIBLE FOR LANDSCAPING

April 2020

1. The work to be performed hereunder on behalf of North Coast Sewer & Drainage, Inc. is limited to those specific items set forth on the reverse side hereof.
2. North Coast Sewer & Drainage, Inc. shall not be responsible for damage to the premises caused by the removal of a clean-out, drain cover, or cap during the process of performing the work hereunder. If a clean-out, drain cover or cap is rusted or fastened in such a way as to necessitate replacement after removal, North Coast Sewer & Drainage, Inc. shall so notify Customer and if Customer authorizes its replacement, such replacement shall be made at an additional charge for the replacement cost of the clean-out, drain cover or cap and the labor charges for installation. If Customer refuses to authorize such replacement North Coast Sewer & Drainage, Inc. shall not be responsible for any damages resulting therefrom including without limitation, damage from sewer gas, backups and leakage.
3. North Coast Sewer & Drainage, Inc. shall not be responsible for any damage due to leaky or defective traps, hidden or unknown lead piping, improper or faulty plumbing, rusted or defective pipes, corrosion or mineral or hard water buildup, harmful cleaning chemicals such as sulfuric or caustic acids, or drainage tiles, lines, piping, plumbing or other matters which are settled, broken, deteriorated or damaged. If during the performance of work hereunder, fixtures are damaged or broken or defective or corroded drainage tiles, piping, plumbing or other matters are broken or if North Coast Sewer & Drainage, Inc. equipment becomes lodged in any such defective tiles, lines, piping, plumbing or other matters and cannot be practically removed without excavation, North Coast Sewer & Drainage, Inc. shall not be liable for the removal of such equipment or for the repairs or replacement of any fixtures, tiles, lines, piping, plumbing or other matters which may be damaged.
4. This agreement covers only the work listed on the reverse side hereof. Grass replacement, landscape damage, wall patching, painting, tile or concrete replacement damage to utilities or any other type of damage which may be done in connection with the work performed hereunder is the responsibility of the Customer and North Coast Sewer & Drainage, Inc. shall have no liability thereof unless specifically stated on the reverse side hereof.
5. As its only warranty with respect to the work performed hereunder North Coast Sewer & Drainage, Inc. agrees to provide its labor free of charge one time to correct any subsequent backup drainage failure that occurs within a sewer line successfully cleaned by North Coast Sewer & Drainage, Inc., which failure occurs within one (1) year from the date of service, provided however, that such failure results solely from normal use and not as a result of structural defects or deterioration in the sewer line or as a result of foreign objects being disposed through the drainage system. Such warranty shall only cover labor provided by North Coast Sewer & Drainage, Inc. and not the cost of any equipment or plumbing materials necessary to correct such situation. In the event that North Coast Sewer & Drainage, Inc. determines that the failure resulted from something other than normal usage, Customer shall pay for the work performed at North Coast Sewer & Drainage, Inc. normal hourly rate. In the event of such failure and upon notice from Customer, North Coast Sewer & Drainage, Inc. will, in the absence of events beyond its control, including but not limited to labor strikes, fires, casualty, government restrictions, or acts of God, furnish its service to rectify such failure in a reasonable time during normal working hours. In no event shall North Coast Sewer & Drainage, Inc. be responsible for any water or other damage which may result from such failure or North Coast Sewer & Drainage, Inc. inability to correct same. North Coast Sewer & Drainage, Inc. may, as its sole option, in lieu of correcting such backup drainage failure, refund to Customer the amount paid by Customer for the work performed hereunder and shall thereafter have no further liability to Customer.
6. THE WARRANTY PROVIDED BY North Coast Sewer & Drainage, Inc. IS THE ONLY WARRANTY MADE HEREUNDER. NO OTHER WARRANTY IS EXPRESSED OR IMPLIED.
7. Customer acknowledges that North Coast Sewer & Drainage, Inc. is not the manufacturer or supplier of plumbing materials used in connection with the work performed hereunder and further acknowledges that North Coast Sewer & Drainage, Inc. has made no representation, either express or implied, as to the fitness quality, design, condition, capacity, durability or performance of such materials and of the workmanship thereof. Customer agrees that it shall look solely to the manufacturer of such plumbing materials for any loss, Customer may sustain a result of a defect on any such materials.
8. North Coast Sewer & Drainage, Inc. shall not be liable for any direct, indirect, special, incidental or consequential damages, whether based on contract, tort or other legal theory, arising out of the work hereunder. North Coast Sewer & Drainage, Inc. liability hereunder shall be limited to the amount of the contract price set forth on the reverse side hereof for the work performed hereunder.
9. There will be a charge of \$15.00 per check for any check returned to North Coast Sewer & Drainage, Inc. In the event Customer fails to make payment according to the terms and conditions appearing on the reverse side hereof, North Coast Sewer & Drainage, Inc. may charge interest on the unpaid balance at the lesser of 1-1/2% per month or the highest permissible legal rate or interest allowed by the state where the premises are located. In the event, at the sole judgement of North Coast Sewer & Drainage, Inc. it becomes necessary to consult an attorney and institutes legal action to collect said unpaid balance, North Coast Sewer & Drainage, Inc. shall be entitled to a judgement for such unpaid balance, accrued interest thereon and reasonable attorney's fees and cost incurred in such legal action.
10. This agreement, together with the provisions and conditions on the reverse side hereof, comprise the entire agreement and understanding of the parties, and there are no promises, terms, conditions or obligations, verbal or written, with regard to the subject matter hereof, other than as specifically contained herein.



Memo

To: Maine Township Board

From: MaineStay Director Richard Lyon

Potential Funding Hearing Dates

After checking with township administrator, agency and program coordinator, department heads, and eliminating any potential holiday or scheduling conflicts, the following dates work for staff to participate in this year's funding hearings:

- Tuesday, September 13
- Thursday, September 15
- Wednesday, September 21
- Tuesday, October 11
- Thursday, October 13
- Tuesday, October 18
- Wednesday, October 19
- Tuesday, November 1
- Wednesday, November 2

Hopefully this will facilitate the selection of three funding hearing dates during the July 26 board meeting. Funding hearings usually start at 6 or 6:30 pm.



Peter Gialamas

Clerk

CLERK'S SERVICES FOR THE YEAR 2022

Supervisor
Karen J. Dimond

Clerk
Peter Gialamas

Assessor
Susan Moylan Krey

Highway Commissioner
Ed Beauvais

Trustees
Kimberly Jones
Kelly Horvath
James Maher
Asif Malik

General Offices
1700 Ballard Road
Park Ridge, Illinois 60068
847-297-2510
847-297-1335 Fax

Highway Department
1401 Redeker Road
Des Plaines, IL 60016
847-297-5225
847-297-8723 Fax

Month	Voter Registr.	Handic. Cards	Hunting & Fishing	RTA Passes	Passport Applic.	Neighbor Neighbor	Notary Public	Garbage Stickers	MainLines Tickets	TOTAL
January	3	0	0	3	145	454	18	0	0	623
February	0	4	0	8	146	0	19	16	15	208
March	1	1	28	23	178	3	11	23	0	268
April	5	1	30	10	156	0	13	127	20	362
May	1	1	15	14	141	0	12	236	3	423
June	0	4	3	11	155	764	32	468	0	1,437
July	1	4	6	11	188	519	7	206	70	1,012
August	0	2	13	10	141	0	9	156	37	368
September	1	1	13	8	120	527	12	69	15	766
October	2	2	21	13	139	0	26	209	15	427
November	0	2	8	8	120	3	36	238	0	415
December	0	1	0	8	167	770	18	107	0	1071
TOTAL	10	11	76	69	921	1,221	105	870	38	3,321

* The numbers in the second row indicate services provided in the year 2021

Maine Township Assessor's Office 2022 Monthly Summary of Taxpayer Services

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Calls	331	748	1020	588	145	145	97	136					3065
Visits	165	456	993	680	138	138	77	76					2585
permits	201	194	155	145	360	360	261	184					1500
Welcome	453	0	0	0	0	0	755						1208
C/E	46	31	45	36	53	53	71	56					338
HO	0	0	41	30	8	8	7	14					100
Senior	0	0	92	56	26	26	11	12					197
Freeze	0	0	131	84	23	23	19	7					264
Disability	0	0	12	14	8	8	7						41
Vets	0	0	6	5	2	2	1						14
Waivers	0	0	8	17	2	2	1						28
Treasurer	0	0	0	0	0	0	1						1
Name/Address	5	0	6	21	19	19	38	13					102
Appeals	0	0	0	615	0	0	0						615
Prop. Loc	3	0	0	3	0	0	5						11
Exempt Inq	1	0	0	3	0	0	2						6
Assessment Inq.	0	0	0	0	0	0	1						1
C/E \$ Saved													
Taxpayers							\$ 333,900.29						\$ 333,900.29

z: Assessor/2022 Yearly Summary of Taxpayer Services_ by month

Updated 7/20/22

MAINESTAY YOUTH & FAMILY SERVICES

JULY 2022 BOARD REPORT

RICHARD LYON, DIRECTOR

AGENCY GRANT FUNDING

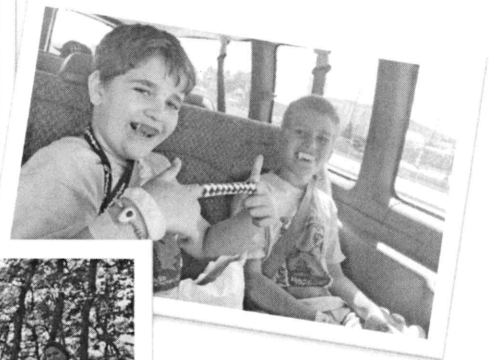
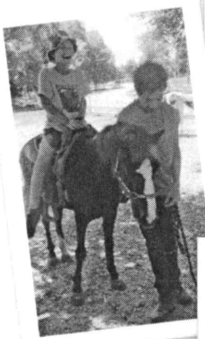
The 2023-2024 agency funding application will be available for distribution starting on August 1 to non-profit organizations who serve Maine Township residents and meet all eligibility requirements. The deadline for applications to be completed and returned is August 31 at 5 pm. Three funding hearing dates will be selected during the July board meeting for September, October, or early November. Please refer to separate memo for potential dates from which to choose. Evan White, our Agency and Program Coordinator, has started conducting annual site visits of all currently funded social service agencies.

GARAGE SALE

The 16th annual Maine Township Garage Sale fundraiser will be held on Saturday, September 17 from 9 am – 3 pm. This popular township event provides a valuable service to the community and raises money to support MaineStay's summer camp program. Our planning committee has met once already and we are currently in the process of soliciting sponsorships and donations for this event. Spaces will go on sale for township residents on August 1 and on August 8 for all others. We have already received sponsorship commitment of \$500 from Chicago Behavioral Hospital and \$250 from Parkway Bank.

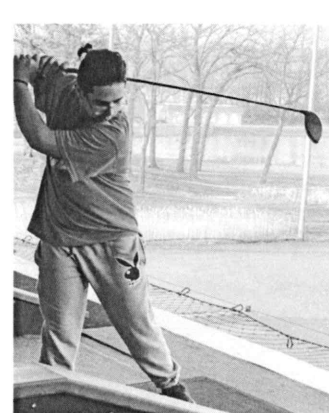
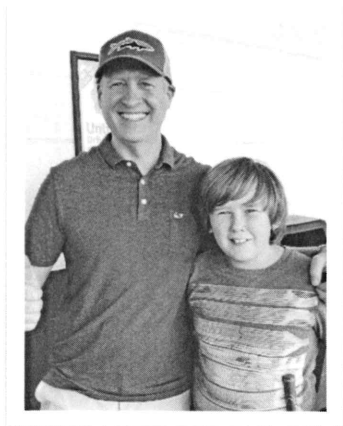
SUMMER CAMP

The first session of our Adventure Maine Township Summer Camp program concluded on June 30. The second session will run from July 18-28. This camp is open to children ages 8-13, who qualify based on family income, and provides a supportive and structured environment where children can improve their social skills while being exposed to new activities they may not otherwise be able to experience. This summer we are attending a Chicago Sky WNBA game, swimming at Atcher Island Waterpark, canoeing and geocaching at Lincoln Marsh, and much more. Again, this year, we are working in partnership with District 207's JumpStart program to have two camp counselors for all four weeks of camp. One is from Maine East and one is from Maine South and both are paid by District 207 so there is no cost to the township. JumpStart offers paid work internships for qualified youth to help develop their work readiness and job skills, so this arrangement is a win for all involved. These two students benefit, we have more consistent camp staffing, and our campers are enjoying fun interactions with these dedicated students. I am grateful to District 207 for their partnership with us and to Emily Toomey for doing a wonderful job planning and executing this very involved summer program. Kudos also to Evan White who assisted every day at camp and engaged with the campers through many creative games and activities.



MENTORING

Our Big Brothers Big Sisters mentoring program continues to provide Littles with fun field trip experiences, including learning to golf at the Des Plaines Golf Center. A trip to Six Flags Great America is planned for later this summer. Our Youth Program Coordinator, Emily Toomey, recently became a mentor in this program. Thanks to Emily for not only being responsible for overseeing this program, but for also taking on the additional responsibility of being a Big!



FEATURED STORY OF THE MONTH

The parent of two of our former clients from over ten years ago reached out to us recently seeking referrals for a friend and mentioned the following in his email:

Mr/Dr Lyon,

Many years ago you helped my two children when I was going through a divorce, and they are now both fine upstanding young men, so I thank you for that.

COUNSELING SERVICES

MaineStay continues to offer clients the option to be seen in the office or via telehealth (video or phone) for counseling services. We had 4 new counseling intakes completed during June. We currently have a waiting list of 10 clients. We had 88 ongoing cases and now have a total of 92 cases in our affordable, strength-based counseling program. MaineStay is honored to assist our residents of all ages who are struggling with mental health concerns.

PSYCHIATRIC SERVICES

MaineStay, in partnership with Josselyn, continues to provide psychiatric services to our residents age 12 and older. We are currently working with a total of 50 psychiatric clients. This partnership allows clients receiving counseling services at MaineStay to receive psychiatric services from Josselyn via telehealth without also needing to be seen for counseling there, as many prefer receiving counseling closer to home.

MAINESTAY E-NEWSLETTER

As a way to share news about MaineStay services with our community in a cost-effective manner, we have sent out a periodic email newsletter for the past 13 years. We now have over 5,000 subscribers. This service is also being used to send out a monthly general township e-newsletter and periodic e-newsletters from other departments.



Board Report for June /July 2022

Marty Cook

Friday Night Recovery Meetings at Maine Township Attendance:

- We continue to see strong support for our meeting via community based treatment referrals

June 17, 2022	48 Participants
June 24, 2022	51 Participants
July 1	34 Participants
July 8, 2022	52 Participants

Events:

- A member of our group told his recovery story to 40 members of Des Plaines based, Families Anonymous as a way to promote our program and give families with addiction issues hope.
- Our Sober Golf partnership with Maryville Academy and PGA golf pro Juan Espejo who teaches golf and life lessons to our group is going strong with weekly lessons and golf
- Our members have joined a sober softball league that plays games on Saturday mornings in Chicago.
- Local Treatment Center Keys to Recovery at Holy Family Hospital has once again reached out to Recovery Connection to organize participants come into the hospital once a week to share their recovery stories and hope with current patients and offer help when they get out of treatment. This is a small way that our participants give back to the Maine Township Community
- Our award-winning sober smoking group, in partnership with the American Respiratory Health Association, will be starting a new session beginning July 27 After 7 weeks of classes the group joins our preexisting Tuesday night peer led support groups that are made up of past classes, of successful people who are free of drugs, alcohol... and now nicotine.

Community Outreach:

Addiction is not a 9 to 5 job and does not take holidays. Recovery Connection staff makes itself available 24 hours a day 7 days a week via a township issued cellphone to talk with families and individuals looking for help.

- Staff helped 1 person find treatment. This is often time consuming as staff calls treatment centers to assist people in crisis to find treatment this includes find available beds, scholarships and matches for their insurance.
- We offered references to 3 members who were looking for employment in the recovery arena,

MAINESTREAMERS HIGHLIGHTS

June 2022

Marie Dachniwsky, Director

In June we offered four day trips to our members: *SIX - The Musical*, *Mystery Trip*, *Steel Magnolias* and *Schlemiel, Schlimazel - Milwaukee*. We also hosted our regular monthly programs as well as a few highlighted events: Informative: Nancy Drew Luncheon, Tailgate Bingo, Chicago Dogs Baseball Outing, Outdoor concert featuring The Moods. Throughout the month, a combined total of 671 members (some duplicated) were able to enjoy our MaineStreamers' activities.

Day Trips

SIX – The Musical, from Tudor Queens to Pop Princesses, the SIX wives of Henry VIII take the mic to re-mix five hundred years of historical heartbreak into a celebration of 21st century girl power. Members enjoyed this new original musical that is turning out to be a global sensation. This month we hosted our 5th annual ***Mystery Trip***. When members sign up for this trip the destinations and events are unknown to them. They are given clues along the way to try and guess the destinations. This year's trip took them to Indiana. Stops included: Broken Wagon Bison Ranch, Gabis Arboretum, Andersons Winery and Brown Dairy. Members really look forward to this annual trip. They know they will be taken to unusual and unexpected destinations. ***Steel Magnolias***, Drury Lane Theatre, this wonderful production follows six women over the course of three years, as they face life challenges together and find comfort in one another. Embracing both laughter and tears, this story celebrates the power of friendship. ***Schlemiel, Schlimazel***, Milwaukee, took us back in time to a wonderful sitcom; the Laverne & Shirley show. Members visited Milwaukee's City Hall, which was the opening shot of the show. They got to see Polish flats and the brewery that made Milwaukee famous, "Shotz", enjoyed samples and received a souvenir glass. Members also were able to enjoy a game of mini-bowling, followed by a frozen custard treat at Milwaukee's legendary and nostalgic Frozen Custard Drive-in.

The Mystery of Nancy Drew- Presenter: Leslie Goddard, Informative Lunch – A total of 78 members enjoyed a wonderful lunch followed by a presentation "The Mystery of Nancy Drew". Historian Leslie Goddard, explores the history of America's favorite girl detective. The brainchild of publisher Edward Stratemeyer, Nancy Drew proved that a strong heroine with style and bravery could win huge popularity.

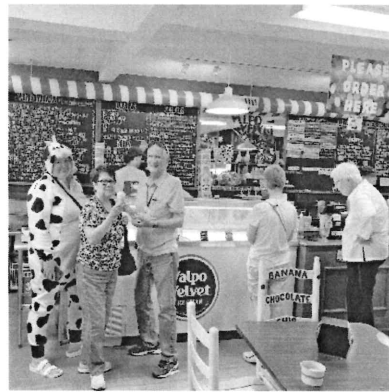
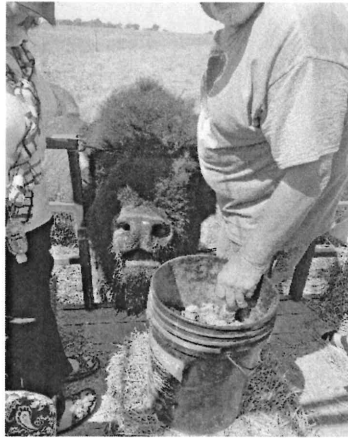
Outdoor Concert – The Moods performed at our second summer outdoor concert. One of the hottest days of the summer, members enjoyed this award-winning recording artists. They are known for their fine art of harmony, vocal styling and choreography. The heat did not keep our members from coming out, nor did it keep them from tapping their toes and dancing.

Chicago Dogs Baseball & Fireworks, Rosemont – This was MaineStreamers first time going to a minor league baseball game at the Impact Field. This was an all-inclusive evening of a two hour buffet in the exclusive Miller Lite Bullpen, cheering on the Chicago Dogs. Everyone received a baseball hat, and after the game were able to enjoy Rosemont's Fireworks show. This will definitely become an annual outing for the MaineStreamers.

MAINSTREAMERS 2022 STATISTICAL REPORT - JUNE 2022

	NO. OF PARTICIPANTS	YEAR TO DATE	INCOME	EXPENSES	TOTAL
RECREATIONAL PROGRAMS					
Bingo <i>(Monthly)</i>	98	430	\$878.00	\$571.96	\$306.04
Day at the Races <i>(Monthly)</i>	29	147	\$12.00	\$12.00	\$0.00
Movie of the Month <i>(Monthly)</i>	40	168	\$80.00	\$18.26	\$61.74
Twilight Dining Outing <i>(Alternating Months)</i>	41	153	\$1,676.00	\$1,610.40	\$65.60
Book Review <i>(3-Times a Year)</i>					\$0.00
Fun Fridays	canceled	45			\$0.00
Craft Class					\$0.00
HEALTH/INFORMATIVE					
The Mystery of Nancy Drew	78	266	\$2,608.00	\$2,814.00	(\$206.00)
ZOOM INFORMATIVES					
		50			\$0.00
FITNESS CLASSES					
Senior Aerobics <i>(8 week sessions)</i>	25	60	\$709.00	\$675.00	\$34.00
Yoga <i>(8 Week Sessions)</i>	14	41	\$630.00	\$655.00	(\$25.00)
Matter of Balance Exercise Class					\$0.00
CLASSES/PROGRAMS					
Computer Class <i>(Alternating Months)</i>		31			\$0.00
Matter of Balance <i>(8 Week Class- Bi- Yearly)</i>					\$0.00
Rules of the Road <i>(3- Times a Year)</i>	16	23	\$0.00	\$0.00	\$0.00
Defensive Driving Course <i>(Held Quarterly)</i>		40			\$0.00
LUNCHEONS		197			\$0.00
ANNUAL SPECIAL EVENTS					
MISCELLANEOUS EVENTS					
Outdoor Concert: The Moods	82	432	\$2,140.00	\$2,543.59	(\$403.59)
					\$0.00
DAY TRIPS	224	847	\$19,918.00	\$19,371.51	\$546.49
LONG DISTANCE TRIPS	2	4	\$459.84	\$0.00	\$459.84
SENIOR MAILING <i>(Bi-Monthly)</i>	22	58		\$12.50	(\$12.50)
NEWCOMERS PRESENTATION <i>(Alternating months)</i>		52			\$0.00
ADVISORY COUNCIL MEETING <i>(Held Quarterly)</i>		28			\$0.00
TOTAL	671	3072	\$29,110.84	\$28,284.22	\$826.62
Misc. Expenditures					\$0.00
					\$0.00
NEW MEMBERS	25	106	Average Age	73 y/o	\$826.62

MAINSTREAMER PHOTOS FROM JUNE 2022 PROGRAMS AND EVENTS



Maine Township
MaineStreamers Account Income/Expenses
June 2022

Beginning Balance 6/1/2022	\$175,996.80
Income	
Total amount of checks deposited (e.g., member event fees, vendor refunds)	\$46,957.00
Expenses	
Total Subtractions (e.g., venues, bus transportation)	\$44,862.89
Ending Balance 6/30/2022	\$178,090.91

Ending Bank Balance	<u>\$178,090.91</u>
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*** Please Note**

This is an account separate from the General Town Fund

Maine Township Code Enforcement Office

To: Elected Officials
From: Nader Ghazaleh, Code Enforcement Officer
CC: Dayna Berman, Administrator
Date: 7/17/2022
Re: Monthly Report

With the summer weather upon us, that means a lot of overgrown lawns and residents who have not begun to mow them. The majority of my warnings this month have been for overrun and wild vegetation. Residents are given five days to comply or citations will be issued. This past month has also seen a rise in commercial vehicles parking on township streets. After twenty-four hours of non-compliance, tickets are issued and the vehicles are towed. One ticket did have to be issued for non-compliance. Awhile patrolling I continue to run into the common garbage problems such as television's being left on the township right-of-way as well as furniture and mattresses. Our dumpster days was a success, however residents continued to put out items even after it was over.

With the summer weather lately, several outdoor projects have begun. Many of these projects have started without permits and warnings were issued to residents. One particular problem that came up this month with the good amount of rain we received, has been standing water in resident's backyards. I have worked closely with Cook County Building and Zoning and they go out to ensure that residents did not regrade their land that would direct the water into their neighbor's yards. One other area that I have worked closely with Cook County has had to do with fencing. Many residents have called in to complain about fences either being down or broken. Working with Cook County helps to make sure that residents maintain their privacy as well as keeping Maine Township looking good.

July Deficiency's issued: 22

July tickets issued: 20

18 No parking tow zone

1 Commercial vehicle parking

1 No construction permit

MAINE TOWNSHIP EMERGENCY FOOD PANTRY MONTHLY STATISTICAL REPORT

**To: Karen Dimond
Maine Township Supervisor**

**From: Nick Kanehl
Director – Food Pantry**

Re: Monthly Report July 2022

**I. Maine Township Emergency Food Pantry Distribution
a. Patrons of Food Distribution**

—

TOTAL 140 Clients

II. Cash Donations and Amounts Received

Resident Donations \$950.00

Business Donations

Total \$ 950.00

III. Community Service/ Volunteers:

- Four people came in this month to complete community service hours and to volunteer, donating over 100 hours of service to our pantry.
- Working with Michael Bagatti from Center of Concern and their Congregate Lunch Program to plan a free lunch event for elderly residents in need during the month of August.
- Continue to organize, pack and deliver 60 bag lunches per week for children from School District 63.
- Spoke at the Park Ridge Crop Walk meeting and introduced myself as the new Food Pantry Director, learned how they raise money for our pantry and offered our gratitude and full support for this year's walk.
- Received generous monetary donations from Niles VFW, group, The McGovern Group and Park Ridge Car Show.

- Along with Supervisor Dimond and Administrator Berman we purchased a new refrigerator from Lowes and expect delivery in early August.
- Our new pantry floor is set to be installed by Scharm Flooring of Des Plaines at the end of this month.

General Assistance Monthly Report

June 2022

Austin Kelso

General Assistance:

We did not open or close any cases this month. We have 31 current enrolled clients as of the end of the month.

Advocacy/QMB, Snap, and Medicaid:

In June, we helped residents with the various forms of Public Aid (Food Stamps, Medicaid, and Cash Assistance) 38 times. We have been receiving a lot of phone calls from residents seeking any help they can get and have referred them to community resources on 73 occasions during the month.

Benefit Access:

The Secretary of State has ended their extension on License Plate stickers effective April 1st. This is a program which grants a reduced rate on license plate stickers and a free or reduced transit card to qualifying residents. We helped 48 individuals get approved in the month of June.

CEDA/LIHEAP:

Our LIHEAP season ended May 31st. Just as last year, it was as busy as ever. Since CEDA granted people the ability to apply for this program remotely, we have been able to serve more people in need. This is our Energy Assistance program that awards eligible applicants a one-time grant on their electric and gas bills. We also assist with PIPP which is a payment plan to help ensure residents can pay their utility bills every month. Over the course of the season, we have completed over 1400 applications not including PIPP, Weatherization, or the Furnace program. Last season we broke our record for the most LIHEAP applications processed, which was well over 1,400. CEDA accepted late documents until June 17th, so we were still dealing with clients who had pending applications. In June and July all of our staff will be taking new tests to be certified for the upcoming season. We are anticipating the start of the new season to be sometime in September of this year.

Senior Information and Assistance:

Our Senior and Disability Advocates have been doing a great job keeping up with all updates for senior programs during these uncertain times. Our advocates helped 1 resident in answering Medicare and Medicare Part D questions.

STATISTICAL REPORT
GENERAL ASSISTANCE DEPARTMENT
June 2022

I.	<u>GENERAL ASSISTANCE CASES</u>	
1.	CASES OPENED	<u>0</u>
2.	CASES ONGOING	<u>31</u>
3.	CASES PENDING	<u>0</u>
4.	CASES CLOSED	<u>0</u>
5.	TOTAL INDIVIDUALS RECEIVING GENERAL ASSISTANCE	<u>31</u>
II.	<u>ADVOCACY:</u>	
1.	QMB – QUALIFIED MEDICAL BENEFICIARY PROGRAM	<u>0</u>
2.	GENERAL PUBLIC AID ADVOCACY (TO INCLUDE SNAP, CASH ASSISTANCE AND MEDICAID)	<u>38</u>
3.	COMMUNITY RESOURCE ADVOCACY REFERRALS	<u>73</u>
III.	<u>SUBURBAN PRIMARY ACCESS TO CARE INTAKE:</u>	
1.	MONTHLY INTERVIEWS/APPLICATIONS FILED	<u>1</u>
IV.	<u>SENIOR INFORMATION AND ASSISTANCE:</u>	
1.	SHIP, MEDICARE, AND MEDICARE D INTERVIEWS	<u>2</u>
2.	BENEFIT ACCESS MONTHLY APPLICATION INTERVIEWS	<u>48</u>
3.	FREE TELEPHONE /BILL REDUCTION APPLICATION INTERVIEWS	<u>0</u>
4.	VETERANS ADMIN. ASSIST REFERRAL	<u>0</u>
5.	SECTION 8 HOUSING	<u>0</u>
V.	<u>CEDA PROGRAMS/ LIHEAP – ENERGY ASSISTANCE</u>	<u>25</u>
	<u>APPLICATION INTERVIEWS</u> (which includes Hardship, Share the Warmth, PIPP, DVP, RA [Reconnect Assistance], Furnace, and Weatherization).	
VI.	<u>MAINELINES (MAINE TOWNSHIP TAXI CAB VOUCHER PROGRAM)</u>	
1.	NEW APPLICATIONS ACCEPTED	<u>0</u>
2.	MONTHLY INTERVIEWS	<u>1</u>
3.	MAINELINES TICKETS SOLD THIS MONTH	<u>0</u>
4.	TOTAL MONEY COLLECTED FOR TICKETS SOLD (YEAR TO DATE) (MARCH 1 ST -FEBRUARY 28 TH)	<u>\$49</u>

Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068

Received on
6-27-22

FREEDOM OF INFORMATION REQUEST

Respond by
7-5-22

FROM:
Name: Clara Nelson
Address: 3517- New Macland RD
City/State/Zip: Powder Springs GA
Phone Number: 469-480-5069
Email Address:

TO:
Freedom of Information Officer
Eva Magnowski
emagnowski@mainetown.com
Fax #: 847-2971335
Phone #: 847-297-2510 ext. 222
Today's Date: June 27, 2022

DESCRIPTION OF REQUESTED RECORD(S): (Describe in detail, using reverse side if necessary, or attach separate sheet).

Please check your records and let us know if there are any open code violations, any citations or tickets issued for lot mowing, clean up charges etc.

Also let us know if there are any open or expired permits, Demolition orders or any Special Assessments/Liens for the below mentioned property.

Property address: 1945 Illinois St DES PLAINES IL 60018

Please indicate if you wish to inspect the records or wish a copy of them:

_____ Inspection ☒ Copy

Charges: First 50 pages at no charge, then \$.15 per page (per side) for letter or legal size document
Oversized documents: actual cost
Color copies: actual cost

Commercial purpose? Yes _____ No ☒

For Office Use Only

Date Received _____
Date Response Due _____
Received By _____

Notations _____

Maine Township
1700 Ballard Rd
Park Ridge, IL 60068

Received on 7/8/2022
Respond by 7/15/2022
Order ID: 1111069
Processor: RST

FREEDOM OF INFORMATION REQUEST

FROM:

Name Real Res

Address: 6801 Palisades Park Court

City/State/Zip: Fort Myers FL 33912

Phone: 877-543-6669

Email: GEORGELP@MLSHOA.COM

Fax: 877-329-5436

TO:

Freedom of Information Officer

Eva Magnowski

emagnowski@mainetown.com

Fax: 847-297-1335

Phone: 847-297-2510 ext. 222

Today's Date: 6/27/2022

DESCRIPTION OF REQUESTED RECORDS

(Describe in detail, using reverse side if necessary, or attach separate sheet)

9396 LANDINGS LN UNIT 606

09-15-307-114-1034

For Address/Parcel, please provide copies:

1. Copies of only active building code / nuisance violations
2. Copies of only open or expired permits
3. Any fines, fees misc. invoices or monies due
4. Any active/unpaid garbage balances

Please indicate if you wish to inspect the records or wish a copy of them:

 Inspection

 X Copy

Charges: First 50 pages at no charge, then \$.15 per page (per side) for letter or legal size document

Oversized documents: actual cost

Color copies: actual cost

Commercial Purpose? Yes X No

FOR OFFICE USE ONLY

Date Received

Date Response Due

Received by

Notations

Received 7/8/22
Respond by 7/15/22

Wiesia Tytko

From: Diego.Ponce=proplogix.com@mg.proplogix.com on behalf of Diego Ponce
<Diego.Ponce@proplogix.com>
Sent: Thursday, July 7, 2022 2:01 PM
To: Wiesia Tytko
Subject: Lien Search Request // 8750 S 81st Court

Hello,

Our firm has been requested to research the referenced property to search for any building permits, code violations, or vacant property registration issues that may exist in any city, town, village, or port authority.

We kindly request that you advise us of any open or expired permits that may exist, as well as all open/unresolved code violations and any vacant property registrations found on record for the following property:

Property Address:
8750 S 81st Court
Hickory Hills, Illinois 60457
Parcel ID #:
23-02-204-014-0000 — NOT TOWNSHIP
Owner:
JOSE GALLARDO

Code Enforcement Violations:

Open _____ None _____

Fee Amounts Due _____ Lien Amounts Due _____

Building Permit History:

Open _____ Expired _____ None _____

Building Code Violations:

Open _____ None _____

Fee Amounts Due _____ Lien Amounts Due _____

Vacant Property Registration:

Registered _____ Needs to be Registered _____ Fee Amounts Due _____

No Issues/Fees Due at this time _____ No Registration Process _____

Public Works Information:

Please confirm that the property is serviced for:

Wiesia Tytko

Received
on 7/19/22

From: Kevin.Brand=proplogix.com@mg.proplogix.com on behalf of Kevin Brand
<Kevin.Brand@proplogix.com>
Sent: Tuesday, July 19, 2022 2:52 PM
To: Wiesia Tytko
Subject: Lien Search Request // 104 50th Avenue

Respond by
7/26/22

Hello,

Our firm has been requested to research the referenced property to search for any building permits, code violations, or vacant property registration issues that may exist in any city, town, village, or port authority.

We kindly request that you advise us of any open or expired permits that may exist, as well as all open/unresolved code violations and any vacant property registrations found on record for the following property:

Property Address:

104 50th Avenue
Bellwood, Illinois 60104

Parcel ID #:

15-08-102-033-0000

Owner:

TLH TD ILLINOIS PROPERTIES, LLC

Code Enforcement Violations:

Open_____ None _____

Fee Amounts Due_____ Lien Amounts Due _____

Building Permit History:

Open_____ Expired_____ None _____

Building Code Violations:

Open_____ None _____

Fee Amounts Due_____ Lien Amounts Due _____

Vacant Property Registration:

Registered_____ Needs to be Registered_____ Fee Amounts Due_____

No Issues/Fees Due at this time_____ No Registration Process_____

Public Works Information:

Please confirm that the property is serviced for:

MAINE TOWNSHIP

RESOLUTION NO. 2022-8

**A RESOLUTION TO RECOGNIZE THE 100TH ANNIVERSARY OF THE COOK COUNTY
SHERIFF'S POLICE DEPARTMENT**

WHEREAS, 2022 marks the 100th Anniversary of the Cook County Sheriff's Police Department; and

WHEREAS, the Cook County Sheriff's Police Department is the third largest police department in the State of Illinois; and

WHEREAS, Cook County Sheriff's Police Officers are state certified law enforcement officers and are charged with patrolling unincorporated areas of Cook County as well as assisting suburban police departments with police operations including, but not limited to, detective and evidence services, narcotics interdiction, bomb detection and disposal, vice operations, street crimes suppression and hostage/barricade/terrorist incidents; and

WHEREAS, approximately 109,000 people live in unincorporated communities within Cook County among the county's 5.3 million total population; and

WHEREAS, the history of the Cook County Sheriff's Police Department can be traced back to May of 1831 with the inauguration of Sheriff James Kinzie, the first Sheriff of Cook County; and

WHEREAS, the current Sheriff Thomas J. Dart has done his part to ensure the proud tradition has continued; and

THEREFORE, the Trustees of Maine Township recognize the contribution of the Cook County Sheriff's Police Department to the safety and security of residents of Maine Township as well as to the development and modernization of law enforcement in Cook County over the past 100 years.

MAINE TOWNSHIP

RESOLUTION NO. 2022-8

**A RESOLUTION TO RECOGNIZE THE 100TH ANNIVERSARY OF THE COOK COUNTY
SHERIFF'S POLICE DEPARTMENT**

KAREN J. DIMOND, Supervisor

KIMBERLY JONES, Trustee

JAMES MAHER, Trustee

KELLY HORVATH, Trustee

ASIF MALIK, Trustee

ATTEST:

PETER GIALAMAS, Clerk