Monday, April 4, 2022
Committee of the Whole: 6:30 PM
Regular City Council Meeting: 7:00 PM

1. Call to Order/Roll Call

2. Pledge of Allegiance

3. Invocation

4. Approval of Agenda (Pgs. 1-2)

5. Approval of the Minutes from 03/15/2022 (Pgs. 3-8)

6. Communications from the Mayor

7. Council Members Questions of the Mayor

8. Communications from Department Heads, Borough Representative, and the City Clerk

9. Ongoing Projects Report (Pgs. 9-76)

10. Citizens Comments (Limited to five (5) minutes per Citizen)

11. Old Business:
   a. Ordinance 22-08 An Ordinance of the City of North Pole to Amend the 2022 General Operating
12. **New Business:**
   a. NPFD Request for Approval to Accept a $5000.00 Grant Award from VFA (Pgs. 80-84)
   b. Utility Charge Off (Pg. 85)

13. **Council Comments**

14. **Adjournment**

   **How to Offer Public Testimony at Council Meetings**

   Written testimony is encouraged. You may submit your comments by calling the Clerk’s Office at 907-488-8583 or by sending an email to MDionne@northpolealaska.org prior to 1:00 p.m. the day of the meeting. Please indicate which agenda item you are providing written testimony for. Examples: Ordinance or Resolution number, agenda item#, or description of subject.

   To sign-up for telephonic testimony call the Clerk’s Office at 907-488-8583 or email MDionne@northpolealaska.org prior to 1:00 p.m. the day of the meeting. Please indicate that you wished to be called, for what item you will provide testimony on, and what number you can be reached at.

   All NPCC meetings are held virtually. We are live streaming to the City of North Poles’ Facebook page and will be available the next day on the City of North Poles’ YouTube channel.

   Inquiries concerning ADA compliance or accommodations should be directed to the City Clerk.
Committee of the Whole – 6:30 P.M.
Regular City Council Meeting – 7:00 P.M.

A regular meeting of the North Pole City Council was held on Monday, March 15, 2022, via Zoom.

CALL TO ORDER/ROLL CALL
Mayor Welch called the regular City Council meeting of Monday, March 15, 2022, to order at 7:00 p.m.

Present:
Michael Welch – Mayor
Santa Claus - Mayor Pro Tem
DelJohn Cromer - Deputy Mayor Pro Tem
Aino Welch – Alternate Deputy Mayor Pro Tem
Anton Keller
Jeffrey Jacobson
David Skipps - Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG
Led by Melissa Dionne

INVOCATION
Given by Mayor Welch

APPROVAL OF AGENDA
Mr. Claus moved to approve the agenda of March 15, 2022

Seconded by Ms. Welch

Mr. Claus moved to amend the agenda of March 15, 2022 to consent the following items:

   Old Business:
      a. Ordinance 22-07, An Ordinance of the City of North Pole to Amend the 2022 Operating Budget to Award the 2022 Snow Hauling Bid

   New Business:
      a. Ordinance 22-08 An Ordinance of the City of North Pole to Amend the 2022 General Operating Budget to Expense the Final Encumbered COVID 19 Grant Funds
      b. Resolution 22-09 A Resolution of the North Pole City Council Designating City Officials Authorization to Sign on City of North Pole Accounts
      c. Resolution 22-10 A Resolution Authoring an Amendment to the City of North Pole’s Participation
Agreement “Public Employees’ Retirement System” with the State of Alaska Department of Administration Dated January 1, 1981

d. NPPD Request for Approval of Agreement for AXON Taser Use and Beta Testing

Seconded by Ms. Welch

On the amendments
DISCUSSION
None
PASSED
Yes: 6 – A. Welch, Claus, Keller, Cromer, Jacobson, Welch
No: 0
Absent: Skipps

On the agenda as amended
DISCUSSION
None
PASSED
Yes: 6 – A. Welch, Claus, Keller, Cromer, Jacobson, Welch
No: 0
Absent: Skipps

APPROVAL OF MINUTES
Mr. Jacobson moved to approve the minutes from the 3/15/22 meeting
Seconded by Mr. Claus
DISCUSSION
None
PASSED
Yes: 6 – A. Welch, Claus, Keller, Cromer, Jacobson, Welch
No: 0
Absent: Skipps

COMMUNICATIONS FROM THE MAYOR
- The Mayor read the proclamation for the Student of the Month, Andrea Chara Keiya.
- Last Wednesday, March 9th, the Mayor was with Lt General and Vice Commander of the Pacific Air Forces talking housing for the Air Forces incoming troops.
- The last F-35’s are due at EAFB on April 14th. On Friday, the 13th of May, they will be hosting a celebration of the arrival of the F-35s into the community.
- Regarding the central heat project, that the mayor has been working on he will be submitting the proposal to the Department of Energy soon and he is expecting to get the green light. It is a $115 million dollar project and will be an added utility to the city. The project was one of the cities legislative priorities this
year.
- Tonight, the Council consented the go ahead for HC Contractors to start the snow removal from the city. The project is going to cost the city around $630,000.
- Mayor Welch shared that he will be heading down to Anchorage on April 11 and 12 to attend an obligation bond briefing and a workshop to outline infrastructure money.
- On June 22-24 he will be trying to meet with our congressional delegation to talk to them about the central heat/power project.

COUNCIL MEMBER QUESTIONS OF THE MAYOR

- Mr. Jacobson asked about the snow hauling contract with HC and if they will be updating the city daily as far as how many cubic tons of snow, they are moving each day.
The Mayor said that yes, he will be talking to HC regarding updates from them as well as how they are getting the word out to the public and the priority of neighborhoods.
- Mr. Cromer asked for an update regarding the HR and Director of City Services position.
The Mayor replied that the City Clerk will respond to that question during her time this evening.

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Police Department, Chief Dutra

- Chief Dutra said that he has finalized the list of questions to send to Ampersand regarding the security breach last year. They hope to have a meeting with them within the next week and a half.
- They got estimates for the final pieces for the data gear for the new police station expansion.
- They are going to be seeking companies to do any evaluation on the new edition contamination due to the sewer backups.
- They met last week with the local FBI agents and the SAC from Anchorage to give them a tour of the new edition.
- AMLJIA toured the city facilities today, there were a few little issues that were noted during the walk thru. They are easy fixes and those should get buttoned up quickly.
- Evaluations for the entire department were finalized and will sent over to the new HR person that will be starting next week.
- The Chief is putting together a response to Representative Prax who reached out to him about HB256, which has to do with additional reporting of use of force data and is heavily opposed by law enforcement.

The Mayor ask Chief Dutra if he has had any feedback from any of the representatives reading the shooting range.
- Chief Dutra said that he has heard from Representative Kawasaki’s office, but nothing concrete yet.

Mayor Welch also asked if he has heard anything regarding HB55.
- Chief replied that no he has heard nothing.
Fire Department, Chief Heineken

- We received notification today from the Department of Natural Resources that NPFD has received a $5000 Volunteer Fire Assistance grant for the purchase of new wildland firefighting hose. This Grant has a $1000 required match, these funds are currently available within the Fire Department equipment outlay budget. Wildland firefighting hose is very different than hose used for fighting structure fires. Wild land hose is very light and is designed to weep through the outer jacket protecting itself from being burned. Due to the light nature of this type of hose we see an annual attrition rate each season, resulting in a depleted inventory. Our current inventory of wildland hose is very low, this grant will allow us to purchase enough hose to serve the community for many years to come.

Mayor Welch asked the Chief if he had any information to share at what they are trying to do out in Two Rivers.

- Chief Heineken said that he does not have lot of information right now, other then what he has read in the newspaper. Two Rivers had a huge fire problem last year due to the arsonist in the area. There has been discussion about starting a volunteer fire department for the Two Rivers Community and it seems that the plan for that is moving forward. Chief Heineken said that he will be reaching out to them about how NPFD can help them out with however they can. Chief Heineken said that engine 24 is turning 30 years old next year and we are replacing it, with Council approval he will be bringing it up to donate the engine. If the Two Rivers fire department is registered with the State by then, they would have a great chance at receiving the engine.

Finance, Tricia Fogarty

- Ms. Fogarty said that she does not have much to share since we just met a week ago.
- They are continuing to work on the Tyler conversion and will have financials to share at the next meeting.
- The budget is not completely loaded into Tyler at this point, she is working on it and will try to have that done in time for the next meeting as well.
- Utility billing and cashiering are the next things that will be added in Tyler.

The Mayor asked when she thought we would be finished with the Tyler conversion.

- Ms. Fogarty said after utility part they still need to do sales tax and business licenses and they have not been giving a date for those modules.

Mayor Welch asked about the audit and how it was going.

- Ms. Fogarty said that they are working at getting them everything they need by April 1st, but due to the increased workload that Tyler has caused the 15th of April is a more doable deadline for us.

CITY SERVICES

- Mayor Welch filled in here in the absence of a Director of City Services.
- He has been working with Respect, formerly PDC, on the continuing Moose Creek Expansion project. Change orders are coming to the mayor now and he will be taking questions to Zane Wilson if he needs to.
- We have reposted the Director position on Indeed and on the website.
Borough Representative

- Ms. Welch shared that there was a borough meeting last Thursday. Mayor Bryce Ward was out of town for the meeting, he was in DC to talk to the Alaska delegation and the borough’s legislative priorities.
- The Transit Administration and Maintenance Facility project costing $1.2 million passed.
- The South Cushman extension going to the shooting range also passed.
- Also passing was a Resolution urging the State to give a full dividend this year.
- Failing was a resolution adding an unlimited broadband utility power as a legislative priority. They did an immediate reconsideration on the resolution and that also failed.
- She was working with Assembly member Lewjeski on a resolution to urge the US and the State of Alaska and the European Stakeholders to facilitate the development of natural gas for export to Democratic European Nations to reduce their dependance on Russian Natural Gas and that passed unanimously.

City Clerk’s Office, Melissa Dionne

- Ms. Dionne thanked the Council members who responded back to her about the trainings that she is interested in attending this year. She apologized for not including budget information along with the flyers. She said that both trainings are going to be great trainings, and both are going to be right around $2000, which is going to be most of her travel budget for the year.
- She said that she is excited that we are now zooming our meetings live on Facebook and onto our new YouTube channel and the idea of bringing our meetings to more people in the community.

The Mayor asked Ms. Dionne for an update on the HR position.

- Ms. Dionne said that she is very excited that our new Human Resources person accepted the position and will be starting the week after next.

ON GOING PROJECTS

- None

CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen)

- None

OLD BUSINESS

- None

NEW BUSINESS

- None
- NPPD Request to Purchase 3 Fleet Vehicles

On The NPFD Request to Purchase 3 Fleet Vehicles

Mr. Jacobson moved to modify the request, to change the request from 3 fleet vehicles to 2

Seconded by Ms. Welch

Minutes
March 15, 2022

NOT A VERBATIM TRANSCRIPT
DISCUSSION
None

PASSED
Yes: 6 – A. Welch, Claus, Keller, Cromer, Jacobson, Welch
No: 0
Absent: Skipps

COUNCIL COMMENTS
• Mr. Jacobson thanked Madam Clerk for her efforts to go live with the City Council Meetings and allowing more residents and community members access to our meeting. He also told her that he fully supports the trainings that she requested to take.
• Mr. Claus seconded Councilman Jacobson’s comments.
• Ms. Welch also seconded Mr. Jacobson’s comments and she said that she appreciates our new contractors’ efforts to saving our citizens from drowning hen the snow melts soon. She also requested that everyone out there listening please slow it down on the roads out there.
• Mr. Cromer also seconded the comments about the Clerk and gave a shout out to everyone in the Ukraine to stay safe.
• Mayor Welch also thanked the Clerk for her efforts and sticking with the ‘trial by fire’ that she walked into.
• Tomorrow the Mayor will be giving a representative from AIDA, Angela Keast, a driving tour of the Howard property that AIDA has their eye one for development. They are talking about building approximately 144 units for development to help address the housing need in the area.

Ms. Welch moved to adjourn
Seconded by Mr. Claus

The regular meeting of Monday, March 15, 2022 adjourned at 7:55 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, March 15, 2022.

ATTEST:

Melissa Dionne, City Clerk
WEBSITE PROPOSAL FOR

North Pole, Alaska

Prepared by Daniel Jackson
150 Kirts Blvd., Suite B, Troy, MI 48084
Ph: 248-928-8072 Fax: 866-346-8880
www.revize.com December 9, 2021
Pricing good for 30 days

Revize is a Minority Owned Business
Dear Melissa Dionne,

Thank you for considering Revize as your web development partner.

For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that 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.

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

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 government.

Please contact me if you have any questions at all.

Sincerely,

Daniel Jackson

Daniel Jackson
Account Manager
Office: 248.928.8072
Mobile: 831.531.7050
dan.jackson@revize.com
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Our Innovative Responsive Web Design (RWD) and Web Apps  
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Final Phase: You Go Live!  
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Search Engine Registration and Marketing  
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**Revize Quote**
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 friendly functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

With more than 2,300 government clients nationwide, Revize Software Systems is one of the industry’s eminent providers. We credit our rapid growth to our over 20-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 mobile phones to desktop monitors. 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 Tracker
- Agenda Creator

Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use Government 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, agenda creator 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 and development staff holds a variety of certifications and has a combined 50 years’ experience.
Company Profile

FOUNDED  HEADQUARTERS 150  PHONE  WEB SITE

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 2,300 government clients in North America and have created acclaimed website designs for hundreds of municipalities, and counties, as well as government departments, agencies and school districts. 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 websites have received over 100 web awards in the last 5 years alone.
Government Project Experience

Bristol Bay, Alaska

http://www.bristolbayboroughak.us/

Details:

Another happy Revize client, Bristol Bay Borough Alaska is now up and live with their newly redesigned site. They have many departments with varying levels of needs on the website. The success of any water authority website relies on balancing these departmental needs, whilst showcasing a unified vision. In this website, we did just that. While respecting the water authority’s history, we also designed the site to towards innovation. Users will notice that they can easily find the most important online services without having to search through line after line of text.
Wylie, Texas

www.wylietexas.com

Responsive Web Design – TAMIO Award Winner

Details: City website designed to make you feel like you are in this charming community. The website not only functions as a community engagement center but has special SEO attraction for tourism interests with easy navigation!

Features: Members Center, Event Calendar, Document Center, Quick Links and Online Bill Payment
Entiat, Washington

www.entiatwa.us

Details:

The City of Entiat wanted a new website design that showed off a new pictorial branding look and feel of what it is like to live in their fine community. This website was recently redesigned in 2019 to highlight all of what Entiat has to offer. The design does not overburden the user with too much content. It separates that content into different focus areas. This lets the residents get information in a way that is much more of an experience. The straightforward news and events feature images that promote click-through. With the Revize CMS this City is able to quickly and easily update the website in just a few clicks!
Auburn Hills, Michigan

www.auburnhills.org

Details:

Another longtime Revize client, Auburn Hills is now up and live with their newly redesigned site. Auburn Hills has many departments with varying levels of needs on the website. The success of any city website relies on balancing these departmental needs, whilst showcasing a unified vision. In this website, we did just that. While respecting the City’s history, we also designed the site to towards innovation. Users will notice that they can easily find the most important online services without having to search through line after line of text. This website is the perfect mix of functionality and design!
The Village of Glencoe, Illinois

www.villageofglencoe.org

Details:

The Village of Glencoe is a 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!
Government Account References

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

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

Client: City of Treasure Island, FL  
Mark Santos, Communications & IT Director  
Phone: (727) 547-4575 x 234  
Email: msantos@mytreasureisland.org  
Website: www.mytreasureisland.org

Client: Tipton County, TN  
Shawn Anderson, GIS Director  
Phone: (901) 476-0234  
Email: sanderson@tiptonco.com  
Website: www.tiptonco.com
Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 20 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 and security, 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 design and 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
- 1,200+ satisfied government clients
- Unlimited App 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 the most advanced CMS in the government web design industry with over 18 years of development.
“Revize did a great job building our website design. Not only did Revize capture the character of our Michigan county, but it has helped connect our citizens to their county government.”

— Dawn Olney County Clerk, Benzie County, MI

“Revize provided a dynamic website platform for the City of Albion. It allowed us to apply the best practices for municipalities in conveying vital information to citizens and businesses. Most of our department heads are not “tech savvy” but the exceptional training and Revize platform makes content management a breeze.”

— Sheryl Mitchell, City Manager, Albion, MI
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, Media Communications, City of Auburn Hills, MI
Revize provided a dynamic website platform for Genesee County. It allowed us to apply the best practices for counties in conveying vital information to citizens and businesses.

Jamal Powell – IT Systems Manager, Genesee County, Michigan
“Visiting the Genesee County website to find the information I needed was easy, user-friendly and a breeze.”

- Patrick Gleen, Resident, Genesee County MI

“When I wanted to open my new shop everything I needed was at my fingertips on the city of St. Petersburg website.”

- Emily Hunter, Business Owner, St. Petersburg, FL
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 utilize 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 a 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 has launched over 2,300 government websites both small and large.
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 R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

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

- 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

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 launched over 300 websites last year alone.
Maximum Response Times

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

Revize Support

- 8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)
- 24X7X365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter module support
- 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:

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 400 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: “Always 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

revize.
The Government Website Experts
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"
- Education: BS in Computer Science, Wayne State University
- Role on your website project: Graphic design of website and backup support.

Derek Ortiz

Website Developer / Front End Web Application Designer
Derek is a senior front-end web developer and designer with Revize with more than 12 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 design 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.
- Education: Bachelor’s Degree in Computer Science, Oakland University.
- 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: Development of website 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

**Revize Government CMS User**

Did you know?
Revize has the largest number of township websites in the state of Michigan than any other website company?
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 user’s 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

Revize WEBGEN “Ready to Use” Website Design — includes Color Scheme and Banner customization, Revize CMS integration, and Content Editor training, onetime fee

Content migration included up to 697 pages 447 documents.
To help remove stale content, Revize will not be moving over old announcements, news, events or calendar items.

Revize CMS Annual Software Subscription (1 User), Unlimited Tech Support, Software Updates, SSL Security Certificate, and Website Hosting up to 5 GB storage, 30GB monthly bandwidth limit – annual fee

Grand Total (1st year)
Second year and onwards investment

$1,500
$2038
$1,400
$4,938
$1,400/year

Additional Services (Optional – not required)

E-Notify Option
Set Up Fee: $500
Annual Maintenance & Hosting Fee: $500
Example:
http://www.auburnhills.org/enotify/

Website delivery: approximately 4-6 weeks

✓ Revize WEBGEN “Ready to Use” Website Design – pick from one of five designs, starting on page 36. Revize will change the color scheme and customize the banner to fit your organization. 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 for up to 1 Content Editor

✓ Revize Web Calendar Module, Document Center, and other modules as indicated on the next page

✓ Revize will not be moving over any old news, calendar events, or empty webpages to help clean up stale content. 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 for up to 2 people via web conference and phone
✓ Technical Support and Product Upgrades, Website Hosting
✓ Four-year agreement
Following Applications & Features will be integrated into Your Website Project

Revize provides applications and features specifically designed for government organizations.

The applications and features are categorized into:

- 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
- Document Center with search bar
- News Center
- Photo Gallery/YouTube Video Upload
- Quick Link Buttons
- Revize Web Calendar – Unlimited Calendars

CITIZEN'S ENGAGEMENT CENTER APPS:
- Social Media Sharing App
- Online Bill Pay via Revize Partner

STAFF PRODUCTIVITY APPS:
- Image Manager
- Link Checker
- Menu Manager
- Vendor Registration/RFP Management System via Vendor Registry
- Website Content Archiving

SITE ADMIN & SECURITY APPS:
- Audit Trail
- History Log
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor

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

Select one of the following Website Designs on the following pages and Revize will add your logo in the 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
Revize WEBGEN “Ready-to-Use” Website Designs: Peak Town Design

Stunning Peaks

Welcome to Peak Town, MI

Latest Town Events
- 12 Aug: Morbi leo rhonc, porta ac consectetur vestibulum et oris. Meeccenas
- 13 Aug: Crass velit erat arcu, partum et nunc.
- 14 Aug: Estiam porta sem malesuada magna, auctor. Cura matitis consectetur

Latest News
Town of Rockville Design

Good morning from Rockville, MI

Top Requested Pages
- Recycling & Trash
- Jobs
- Online Payments
- Things to Do

Upcoming Events
- OCT 19 Vestibulum Id
- OCT 20 Vestibulum Id
- OCT 13 Pumpkin Festival Events List for this weekend.
- OCT 12 Covid-19 Updates for our Town

Latest News
- OCT 13

Here is some News to Stop Flooding in our Neighborhoods this Year.

Our Location
5050 W 12th Street
Rockville, IN 46173
(317) 813-9100

Stay Connected

Search

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revize. The Government Website Experts
Town of Homesome Design

Meet the new Executive Director of the Homesome Housing Authority! Come to our Meet and Greet at the Homesome Community Center this Tuesday at 6PM. Donuts and coffee will be provided by Yates Coffee Company as a free treat.

Learn more about your community and how we support it.

Learn More
Website Redesign, Hosting, and Support
Quote for North Pole, Alaska

Dennis Cimatu
PO Box 2235 Tallahassee, FL 32316
850.692.7034 dennis@civicplus.com
12/15/2012

Dear Selection Team:

Thank you for the opportunity to present our quote for website redesign, hosting, and support services. It is our goal to deliver an accessible, mobile-friendly web presence that is professional, easy-to-use, and easy-to-maintain.

Municode has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties, and other local government agencies for over seventy years continually striving to make your job easier.

Our Municode Web content management system allows your community to find content by providing multiple navigation paths to each page. Our designs reinforce self-service to enable 24x7 online access to your organization’s services. We create your website using Drupal, an industry-leading content management system.

Our ongoing Circle of Governance initiative to strengthen democracy includes seamless integrations that connect Municode Web with our suite of online municipal solutions including code of ordinance integration (Municode NEXT) and meeting management integration (Municode Meetings). These integrations include unified search (including PDFs) and cross-links across each platform.

We are thrilled at the opportunity to partner on such an important initiative.

Sincerely,

Brian Gilday
President, Website/Meetings Division
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History, Mission, and Team

With over 70 years of experience, Municode's mission is to strengthen democracy by connecting public sector organization with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, online payment portals, the legal codification process, and our robust suite of online legislative search tools.

Municode has been in business for over 70 years and partners with more than 4,000 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced, stable workforce.

Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is in Portland, Oregon. We also have individual team members working across the country.

Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish meetings to your Municode Web website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio.

Legal name: Municipal Code Corporation
EIN: 59-0649026
Company headquarters / offices: Tallahassee, FL / Portland, OR
Support hours: 8AM-8PM Eastern
Project Team

We have a highly skilled team with a customer service focus.

Jarrod - Project Sponsorship / Project Management / Customer Service
Jarrod has a Bachelor of Science degree in Mathematics and Business Administration from the University of Oregon. Jarrod is the Director of Professional Services and leads all aspects of project development and customer support.

Dave - Project Management / User Experience
Dave has a Bachelor of Arts degree in Communications from California State University. In addition to project and design leadership, Dave will participate in various analytical, site configuration, content migration, and training activities.

Mary Joy – Project Management / User Experience
Mary Joy has the unique ability to put technical concepts into easy-to-understand terms with clients such as Dunkin Donuts, Gillette, Fidelity, and Osram Sylvania. A Bentley graduate with a Bachelor of Science in CIS, Mary Joy leads our customer support efforts and content migration.

Paul – Development / Systems Architecture / QA
Paul has been working on software systems for years and is a strong member of our team. We will turn to Paul for any custom development work that might be required. In addition, Paul has many years of experience in quality assurance testing, so he will be acting as Municode’s lead tester for the engagement.

Drago - Graphic Design
Drago’s work speaks for itself. He has the unique ability to capture the essence of your branding and communication requirements and transform them to stunning web designs.
**Custom Designs**

There is a reason why we have loyal customers! It is because we have a great solution, we take care of our customers, and we are committed to working with you for the long haul. When you pick up the phone and call us, we answer! When you email, we respond quickly – usually within 30 minutes. When you need us, we will be there for you. **But don’t take our word for it, ask our clients.**

**Gustavus Alaska**

http://cms.gustavus-ak.gov  
Population: 435  
Karen Platt  
City Clerk  
907-697-2451  
clerk@gustavus-ak.gov

**Kenai Alaska**

https://www.kenai.city  
Population: 7,100  
Jamie Heinz  
City Clerk  
(907) 283-8246, (907) 283-8231  
jheinz@kenai.city

**Fairbanks Alaska**

https://www.fairbanksalaska.us  
Population: 31,535  
Teal Soden  
Communications Director  
907-459-6793  
tsoden@fairbanks.us

**Saxman Alaska**

https://www.cityofsaxman.com  
Population: 411  
Lori Richmond  
City Clerk  
907-225-4166;1  
cityclerksaxman@kpunet.net
Kodiak Alaska
http://www.city.kodiak.ak.us
Population: 6,130
Nova Javier
City Clerk
clerks@city.kodiak.ak.us

Skagway Alaska
http://www.skagway.org
Population: 1,057
Emily Deach
Borough Clerk
907-983-9706, 907-983-2297 x 6
ed.each@skagway.org

Palmer Alaska
https://www.palmerak.org
Population: 5,937
Justyna Mazurkiewicz
Administrative Assistant
907-761-1317
jmazurkiewicz@palmerak.org

Salida Colorado
https://cityofsalida.com
Population: 5,236
Sonia Walter
Deputy Clerk
719-530-2622
sonia.walter@cityofsalida.com
Ketchum Idaho
https://ketchumidaho.org
Population: 2,689
Jake Losinski
Senior Management Analyst
(208) 727-5081
jlosinski@ketchumidaho.org

Red Lodge Montana
https://www.cityofredlodge.net
Population: 2,125
DeNaye Kern
Deputy City Clerk
(406) 446-1606;3
deputyclerk@cityofredlodge.com

Deadwood South Dakota
http://www.cityofdeadwood.com
Jeramy Russell
Planning and Zoning
605-578-2082
Jeramyr@cityofdeadwood.com

Saxman Alaska
https://www.cityofsaxman.com
Population: 411
Lori Richmond
City Clerk
907-225-4166;1
cityclerksaxman@kpunet.net

Midwest City Oklahoma
http://www.midwestcityok.org
Population: 54,371
Grace Filer
Event Specialist
405-739-1289
GFiler@MidwestCityOK.org
Beatrice Nebraska
https://www.beatrice.ne.gov
Population: 12,459
Erin Saathoff
Clerk
402-228-5200
esiaathoff@beatrice.ne.gov

Addison Texas
https://addisontexas.net
Population: 13,056
Mary Rosenbleeth
Director of Public Communications
972-450-7032
mrosenbleeth@addisontx.gov
[IFEA Award winner]

Los Altos California
https://www.losaltosca.gov
Population: 30,010
[GRANICUS (CIVICA) REPLACEMENT]

Estacada Oregon
http://www.cityofestacada.org
Population: 2,695
Matt Lorenzen
Economic Development Manager
503-630-8275 x206
lorenzen@cityofestacada.org

Hermiston Oregon
http://www.hermiston.or.us
Population: 16,745
Lilly Alarcon-Strong
City Recorder
541-667-5004
lalarcon-strong@hermiston.or.us
Dallas Georgia
https://www.dallasga.gov
Population: 11,544
Tina Clark
City Clerk
770-443-8110 x8
tclark@dallas-ga.gov

Lake Lure North Carolina
https://www.townoflakelure.com
Population: 1,192
Laura Krejci
Communications Specialist
828-625-9983, ext.103
communications@townoflakelure.com

Marco Island Florida
https://www.cityofmarcoisland.com
Population: 16,413
(239)300-8104
jduran@cityofmarcoisland.com

Mead Colorado
http://www.townofmead.org
Population: 3,775
Lorelei Nelson
Recreation Coordinator
970-805-4187
lnelson@townofmead.org

Montgomery Texas
http://www.montgomerytexas.gov
Population: 621
Susan Hensley
City Secretary
(936) 597-6434, (936) 597-3288
shensley@ci.montgomery.tx.us
Pound Ridge New York
https://www.townofpoundridge.com
Population: 5,104
Steve Conti
Director of Finance
914-764-3976
sconti@townofpoundridge.com

Mono County California
https://www.monocounty.ca.gov
Population: 14,202
Nate Greenberg
IT Director
760-924-1819
ngreenberg@mono.ca.gov

Crosslake Minnesota
https://www.cityofcrosslake.org
Population: 2,141
Charlene (Char) Nelson
City Clerk / Treasurer
(218) 692-2688
cityclerk@crosslake.net

Go Fruita
https://www.gofruita.com
Population: 12,646
Odette Brach
HR Director
970-858-8373
obrach@fruita.org

Hartland Michigan
http://www.hartlandtwp.com
Population: 14,663
Lynn Vollbrecht
Communications Director
810-632-7498
LVollbrecht@hartlandtwp.com
Hyrum Utah
https://www.hyrumcity.org
Population: 7,609
Hailey Maughan
Receptionist
435-245-6033
hmaughan@hyrumcity.com

Paradise California
https://www.townofparadise.com
Population: 26,218
Melanie Norris
Deputy Town Clerk
(530) 872-6291 x101
MNorris@townofparadise.com

Forest Park Georgia
http://www.woodburn-or.gov
Population: 18,468
Kelli Flanigan
Sgt with Forest Park Police Department
(404) 366-7280 ext.202
KFlanigan@forestparkpd.com

Woodburn Oregon
https://www.woodburn-or.gov
Population: 24,080
Brian Miles
IT Manager
503-982-5399
brian.miles@ci.woodburn.or.us

High Springs Florida
https://www.highsprings.us
Population: 5,350
Kevin Mangan
PIO 352-681-1907
kmangan@highsprings.us
**Specialty Sub-Site Graphic Designs**

We also offer the option of having graphic designs for sub-sites that require specialized branding. We call these 'specialty sub-sites'. We leverage your main CMS and database, which allows us to offer these sub-sites with the same functionality as your main site yet with a completely different look and feel.

### Libraries

**Woodstock Illinois**
https://www.woodstockpubliclibrary.org/library

**Independence Oregon**
https://www.ci.independence.or.us/library

**Port Townsend Washington**
https://ptpubliclibrary.org/library

### Police Departments

**Griffith Indiana**
https://www.griffith.in.gov/police

**Quincy Washington**
https://www.quincypd.org

**Corvallis Oregon**
https://www.corvallisoregon.gov/police/nowhiring
Events / Convention / Cultural Centers

Addison Texas
https://addisontexas.net/actc

Brookhaven Georgia
https://www.brookhavenga.gov/festival

Economic Development

Woodstock Illinois
https://www.choosewoodstock.com/ed

Events / Convention / Cultural Centers

Ketchum Idaho
https://www.wagondays.net/wagondays

Sherwood Oregon
www.sherwoodcenterforthearts.org

Festivals

Florence Oregon
https://wintermusicfestival.org

2021 Festival Update
Golf Courses

Prineville Oregon
https://www.meadowlakesgc.com/meadowlakes

Parks & Recreation

Newberg Oregon
https://www.cprdnewberg.org

Vancouver Washington
https://www.cityofvancouver.us/parksrec
WEBSITE CONTENT MANAGEMENT SYSTEM (CMS) FEATURES

Municode Web was designed for local governments by experts in local government. It utilizes Drupal, an open-source platform, that powers millions of websites and is supported by an active, diverse, and global community. We are the Drupal experts for local government!

Key Project Deliverables

- WEBSITE DESIGN
- CONTENT MIGRATION
- TRAINING
- HOSTING
- SUPPORT

Standard Features

- Responsive Mobile Friendly Design
- Simple Page Editor
- Best-in-Class Search Engine
- Social Media Integration
- Web Page Categories - create a page once, have it show up in multiple places.
- Department Micro-sites (sites-within-a-site)
- Rotating Banners and Headline Articles
- Online Job Postings
- Online Bid/RFP Postings
- Photo Album Slideshows
- Google Maps Integration
- Resource/Document Center
- Image auto-scaling and resizing.
- Site Metrics (Google Analytics)
- Scheduled Publish On/Off Dates
- Unlimited User logins
- Unlimited Content
- Word-like WYSIWYG Editor
- Private Pages – staff view only.
- Unlimited Online Fillable Forms
- Emergency Alerts
- Meeting Agendas/Minutes/Videos
- Event Calendar
- Page Versioning / Audit Trail
- Latest News / Press Releases
- Anti-spam controls
- Email Harvesting Protection
- Broken Link Finder
- Dynamic Sitemap
- Support for Windows, Mac, Linux
- Video integration (YouTube, Vimeo, etc.)
- Client owns rights to all data.
- Organization/Staff Directory
- Frequently Asked Questions (FAQs)
- Share This Button (Facebook/Twitter)
- Secure Pages / SSL
- Printer Friendly Pages
- RSS Feeds Inbound/Outbound

Optional Features/Services

- Projects Directory
- Parks and Trails Directory
- Property Directory (Commercial/Industrial)
- Email Subscriptions/Notifications
- Business Directory
- Facility Reservations
- Specialty Sub-site Graphic Designs
- Board Management
MEETING AND AGENDA MANAGEMENT

Municode Web includes a standard feature to post meeting agendas and minutes. Many organizations seek the additional features of an agenda management solution such as agenda item approval workflow, auto-generated PDF/Word agendas, live council voting/roll call, and audio/video integration.

Municode Meetings is the easiest-to-use and most modern agenda management system in the industry. It is a 100% cloud-based offering that will greatly reduce the staff time and effort required to create and publish online agendas and minutes.

Key Project Deliverables

- BOARD/COMMITTEE SETUP - configure as many boards as you need - no limit.
- MEETING TEMPLATE DESIGN - design one or more meeting templates to your custom specifications
- TRAINING
- WORKFLOW - setup custom agenda item approval workflows
- USERS/ROLES/PERMISSIONS - create and configure unlimited user accounts.
- ANNUAL SERVICE - 99.95% up-time guarantee, data backups, disaster recovery
- SUPPORT - 8AM to 8PM Eastern phone and email support; 24x7x365 emergency support

Standard Features

- Unlimited Meetings and Agenda Templates
- Unlimited Meeting Agenda Templates
- Unlimited Users
- Create Meetings
- Submit/Add Agenda Items
- Attach agenda item files.
- Create Agendas
- Create Agenda Packets
- Create Meeting Minutes
- Approve Items with Approval Workflow
- Auto Publishing Agenda, Agenda Packet, Minutes to the web
- Self-service YouTube video time stamping
- Integration with Swagit Video (coming soon)
- Voting/Roll Call
- Integration with Municode Web calendar

Service and Support

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month’s service.

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days’ notice for any non-emergency maintenance that requires down-time.

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.
PROJECT TIMELINE AND APPROACH

Project Timeline Sample

The typical project takes 3-4 months (standard design) | 5-7 months (custom design).

The high-level timeline below is an approximation. We will finalize the schedule once we meet with you.

Client Responsibilities

The client’s responsibility and the key to a smooth on-time deployment is providing the initial information and approving proofs quickly.

☑ The Client will make available to Muncode relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort. The Client will create new content copy as needed.

☑ The Client will assign a single point of contact for Muncode to interact with that will be responsible for coordinating the schedules of other project stakeholders.

☑ The Client will review any deliverables requiring formal approval within 5 business days and return all comments/issues at or before those 5 days have elapsed.

☑ The Client will assign one person who will act as the "ultimate decision maker" in the case where consensus among the team cannot be reached.

☑ The Client must agree to applicable terms of services for Google related services such as Google Analytics and Google Maps to access those features. Muncode is not responsible for Google’s decisions related to discontinuing services or changing current APIs.
Project Phase Descriptions

Phase 1: Analyze and Confirm Requirements

**Website Assessment:**
Municode will complete an analysis of your current website(s) to assess the existing navigation, features/functions, and quality of content.

**Organizational Overview Inventory/Survey:**
Municode will provide an organizational overview document for you to complete as part of this assessment.

**Website Design Meeting:**
Municode will conduct a design meeting with a client-defined web advisory team. We recommend the advisory team be limited to a maximum of 6 members. This design meeting will allow the website advisory team to provide input regarding the overall design of the new website, including the site branding as well as high-level site navigation. This team will act as the initial review team for website design concepts. In addition, this team will act as the final review team for the website before it is approved for go-live.

Phase 2: Design and Build phase

**Design Concept Creation and Approval (Custom Designs):**
Municode will complete home page design concepts for the Home Page and inner pages. These design concepts will incorporate all the graphical elements as well as the high-level sitemap. You will select a winning concept after going through a series of iterative design revision meetings. We allow for a total of 6 revisions.

**Website Setup, Configure, and Customization:**
Municode will create a fully functional website that includes the functional elements described in this proposal. As part of the website setup, Municode will finalize any remaining elements to the approved design and navigation.

Deliverables

- Organization Survey
- Website design specification sheet (graphic design and information / navigation design)

Deliverables

- Design concepts
- Finalized design (Sketch, Figma, or Photoshop)

Deliverables

- Functional beta website with approved design
- Content migration
Phase 3: Migrate Content

Content Finalization and Departmental Acceptance

Municode migrates initial content and your trained staff finalizes prior to go-live. See pricing section for specific number of included pages.

Meeting Agendas and Minutes: Client completes an excel template with information regarding each meeting plus corresponding files. Municode will then auto-import that content. Files must be provided with a standard naming convention to allow for auto parsing of date. (i.e., minutes_061516.pdf, etc.)

Standard Web Pages: A standard web page is defined as a page that contains a title, body text, and up to a total of 5 links, file attachments, or images. If you require migration of more complex pages, we can provide a custom quote.

Directory pages (Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/Resolutions): Client completes manually or may request a custom quote. For custom quotes, client completes an excel template with directory data and Municode auto-imports directory content.

Deliverables

- Content creation and migration
- Departmental content 'signoff'

Phase 4: Staff Training

Staff Training

Throughout the development and after launch, our customers have access to training, resources and educational opportunities that help them thrive. Our initial training is offered to administrators and content contributors.

Deliverables

- On-site (if applicable)
- Web teleconference
- Videos and User guides

Phase 5: Testing

Municode Functional Testing

Municode will perform a series of tests across multiple browser and operating system versions to confirm site functionality. These tests will confirm proper functionality of all features documented in this proposal.

Acceptance Testing

Staff will review the website for completeness. Municode will have completed functional testing and cross-browser compatibility testing.

Deliverables

- Completing Testing Checklists
- Site acceptance by client

Go Live

Go-Live.

We will work with you to make the appropriate ‘A’ Record DNS entry changes to begin the process of propagating the new production web server IP address.

Deliverables

- Accepted Final Live Website
HOSTING, MAINTENANCE, AND CUSTOMER SUPPORT

Hosting
We provide first-class hosting services in a secure data center. We take cyber security seriously. Your website will be secure from multiple perspectives:

Data Center
We host your website in a secure data center. The data center is manned 24x7x365. Your website is maintained using firewalls, load balancers, multiple web application servers, and a database server. We apply security updates to the entire web server stack on a regular basis.

Data transmission
We guarantee up to 1 Terabyte of data transfer per month.

Web CMS software security
We apply security updates to your Drupal-based CMS whenever updates are posted. Your website is built on Drupal software that has the confidence of millions of websites in both the private sector and public sector, including whitehouse.gov, the City of Boston and the City of Los Angeles. Several built-in security mechanisms are in place to prevent cross-site scripting attacks.

Web transmission security
Your website is secured with SSL to encrypt transmission of data. We SSL-enable every page on your website for maximum security.

User authentication security
Our solution is configured with granular role-based permissions, and each user is required to login with a unique user id and password. We also offer a two-factor authentication option using Google Authenticate if that should be something you are interested in pursuing.

Data Backup
We back up your data in multiple geographic locations. Backups occur daily, weekly, monthly, and up to 7 years of annual data backups.

Guaranteed Uptime
Municode guarantee web server uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month’s service.
Maintenance and Customer Support

24x7 Customer support:

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine website operation questions from staff.

.security upgrades:

Municode will apply security upgrades to your solution’s core and contributed modules ensuring that your website stays secure. Municode will perform security upgrades and other web server and website optimizations during off-hours, typically between the hours of 9PM-3AM Pacific, if such work requires taking the website off-line. We will provide at least 14 days’ notice for any non-emergency maintenance that requires down-time.

Site Monitoring and Site Recovery:

Municode will install auto-monitoring software routines that continually monitor website performance and alert us when problems occur. We will act as soon as possible and no later than two hours after problems are detected.

Free feature upgrades:

As we update our base Municode features, you receive those upgrades for FREE.
PROJECT COSTS

Design, Development, and Implementation Phase
- Fully functional Municode CMS with all base features
- Responsive mobile-friendly website with custom design
- Content migration; up to 100 pages; 5 years meetings migration
- Training: web teleconference, video, user guides

$8,300

Annual Hosting, Maintenance, and Customer Support
- 80GB disk space and up to 1 terabyte data transfer per month
- 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- Email support with one-hour response time during working hours
- Emergency 24x7 support
- Up to 3 hours’ webinar refresher trainings per year
- CivicPlus/Municode 50% Provision for First Year MunicodeWEB Hosting / Support

$2,100 / year

$1,050 / Year One

Total Year 1 Costs
$10,400

Total Year 2 Costs
$9,350

Total Year 3 Costs
$2,100

Select Additional Website Options

☐ Email Subscriptions $600 per year
☐ Projects Directory $200 per year
☐ Parks and Trails Directory $200 per year
☐ Property Listings (Commercial/Industrial) $200 per year
☐ Facility Reservations
☐ Business Directory
☐ Microsite color/logo customization $1500 setup + $900 per year
☐ Specialty sub-site graphic designs $750 setup + $600 per year
☐ Site graphic redesign every 4th year $500 one-time (per microsite)
☐ Additional on-site visits (training, consultation, etc.) $3500 + $600 per year (per design)
☐ Custom Feature Development $600 per year (per design)
☐ Municode Meetings $1500 day 1, $1000 per day (days 2+)
☐ Board Management $1,200 year one ($2,400 year two+)

$1,000 per year
PAYMENT SCHEDULE

Option A: Standard Payment Schedule

Year 1

<table>
<thead>
<tr>
<th>Activity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign contract</td>
<td>50% of one-time costs ($4,675)</td>
</tr>
<tr>
<td>Implement design and features</td>
<td>50% of one-time costs ($4,675)</td>
</tr>
<tr>
<td>Conduct training (site moved to production / annual support begins)</td>
<td>Year One hosting and support ($1,050)</td>
</tr>
<tr>
<td>- CivicPlus/Municode 50% Provision for first year</td>
<td>($2,100 – Year Two+)</td>
</tr>
<tr>
<td>- MunicodeWEB hosting / support</td>
<td>annual hosting and support ($2,100)</td>
</tr>
</tbody>
</table>

Notes

- No long-term commitments required. We will earn your trust. You may cancel service at any time.
- Guaranteed pricing. Hosting and Support fees will not increase for first three years.
- Payment schedule will be adjusted accordingly based on selected optional features.
- Annual hosting and support fees starting year four will increase according to the previous year-ending Consumer Price Index (CPI) for All Urban Consumers.
SERVICES AGREEMENT

This agreement ("AGREEMENT") is entered between North Pole, Alaska ("CLIENT") and Municode LLC ("CONSULTANT").

1. Term of AGREEMENT. This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice.

2. Compensation. It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked "Payment Schedule". Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.

3. Scope of Services. CONSULTANT's services under this AGREEMENT shall consist of services as detailed in the attached proposal including appendices ("SERVICES"). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.

4. Integration. This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

5. Warranty. CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.

6. Liability. CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.

7. Termination. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.

8. Independent Contractor. CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

9. Confidentiality. (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto;
financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.

(b) Obligation of Confidentiality. During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

10. Assignment. Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of its assets.

11. Cooperative Purchasing. CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

12. Governing Law. This AGREEMENT shall be governed and construed in accordance with the laws of the State of Florida without resort to any jurisdiction’s conflicts of law, rules, or doctrines.

Submitted by:
Municode LLC
By: [Signature]
Title: Brian Gilday - President, Website Division

Accepted by:
By: [Signature]
Title: [Signature]
Date: [Signature]
CITY OF NORTH POLE
ORDINANCE NO. 22-08

AN ORDINANCE OF THE CITY OF NORTH POLE AMENDING THE
2022 GENERAL OPERATING BUDGET TO EXPEND THE FINAL
ENCUMBERED COVID-19 GRANT FUNDS

WHEREAS, changes to the North Pole Municipal Code are a continually
changing requirement; The remaining $68,965.78 of COVID-19 grant funds are
encumbered to be expended on the North Pole Police Department building
addition; and,

WHEREAS, the City of North Pole budget should be amended to conform to the
requirements of the City; and,

WHEREAS, adjustment in the budget are necessary to remain compliant with
council approved authorizations and budget management rules, and

WHEREAS, fiscal notes are the method prescribed by the code to amend a
budget; and,

WHEREAS, fiscal notes have been reviewed by the Chief Financial Officer and
Mayor for accuracy and will be recorded as amendments to the budget upon
approval,

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole
that approves changes as listed in the fiscal note to be attached to this ordinance
for the purpose managing the City Budget.

Section 1. This ordinance is of a general and permanent nature and shall not be
codified.
Section 2. Effective Date. This ordinance shall become effective immediately upon passage.

ADOPTED THE _____ DAY OF APRIL 2022.

ATTEST:

__________________________
Mayor: Michael W. Welch

__________________________
Melissa Dionne
City Clerk

PASSED
Yes:
No:
Absent:
City of North Pole, Alaska  
Fiscal Note Year: 2022  
Ordinance: 22-08

Originator/Sponsor: Mayor Welch

Date: March 11, 2022

Does the Ordinance or Resolution have a fiscal impact? Yes

<table>
<thead>
<tr>
<th>Fund- Dept. Title</th>
<th>Account Description</th>
<th>Account #</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>COVID-19 Expenses</td>
<td>01-51-9-9190</td>
<td>68,965.78</td>
<td></td>
</tr>
<tr>
<td>General Fund</td>
<td>COVID-19 Prepaid/Encumbered</td>
<td>01-1-4019</td>
<td></td>
<td>68,965.78</td>
</tr>
</tbody>
</table>

Prepared By: Tricia Fogarty  
Date: March 11, 2022

Finance Approval: Tricia Fogarty  
Date: March 11, 2022
Memo

To: North Pole City Council
From: Chad Heiniken, Fire Chief
Date: 4/4/2022
Re: Request to accept Grant Funds

North Pole Fire Department requests approval from City Council to accept $5000.00 in grant funds.

The Fire Department has received notification of a $5000.00 grant award to be used for the purchase of new wildland firefighting hose. The Volunteer Fire Assistance (VFA) grant is an award of Federal Financial Assistance with funding from the USDA Forest Service administered through the State of Alaska Department of Natural Resources. The fire department is required to provide a minimum of 10% match funding. The attached quote for the firefighting hose shows a total cost of $5919.40. The fire department's equipment outlay budget will provide the additional $919.40 and exceeds the required 10% match.
March 15, 2022

Dear Volunteer Fire Department:

Thank you for applying for the 2022 Volunteer Fire Assistance (VFA) grants. Forty (40) volunteer fire departments applied for a VFA grant requesting a total of $188,493 in assistance. All forty (40) VFDs will receive some level of funding. A total of $186,081 was awarded. This letter is the official notification.

The enclosed spreadsheet lists all applicants and amount requested/amount awarded. If a fire department was awarded a grant, the amount awarded will be listed in the column titled “Amount Awarded”. If a VFD did not receive any funding or will be receiving a partial award, please contact your respective DOF Fire Management Officer with any questions you may have.

- Checks will be distributed electronically by association with the VFD’s SOA vendor number and the SOA electronic payment agreement. Electronic disbursements are expected by May 2022.

- To be eligible for a 2023 VFA grant, compliance documentation, such as copies of receipts for 2022 grant expenditures, must be submitted to your nearest Forestry office at the time of, or prior to, submitting a 2022 application.

- Volunteer Fire Assistance is an award of Federal Financial Assistance with funding from the USDA Forest Service. Prime and sub-recipient to this award are subject to OMB guidance in sub-parts A through F of 2 CFR Part 200 as adapted and supplemented by the USDA in 2 CFR Part 400. Adaption by USD of the OMB guidance in 2 CFR 400 gives regulatory effect to OMB guidance in 2 CFR 200 where full text may be found.

- The brochure, Complying with Civil Rights, FS-850, can be found at: www.fs.usda.gov/internet/fse_documents/fseprd526908.pdf

- The OMB Circulars are available on the internet at www.ecfr.gov.

If an application was not fully successful do not be discouraged and continue to apply every year by submitting a completed online application package by the deadline.

Sincerely,

Sarah Saarioos, Fire Staff Officer
## 2022 VFA Grant Awards

<table>
<thead>
<tr>
<th>Fire Department</th>
<th>Amount Requested</th>
<th>Amount Awarded</th>
<th>Division of Forestry Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delta Junction VFD</td>
<td>$4,454.59</td>
<td>$4,454.59</td>
<td>Delta Area Office</td>
</tr>
<tr>
<td>Rural Delta VFD</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>Delta Area Office</td>
</tr>
<tr>
<td>Chena-Goldstream Fire &amp; Rescue</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>Fairbanks Area Office</td>
</tr>
<tr>
<td>City of Anderson</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>Fairbanks Area Office</td>
</tr>
<tr>
<td>McKinley VFD</td>
<td>$4,599.00</td>
<td>$4,599.00</td>
<td>Fairbanks Area Office</td>
</tr>
<tr>
<td>North Pole FD</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>Fairbanks Area Office</td>
</tr>
<tr>
<td>North Star VFD</td>
<td>$4,431.60</td>
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</tr>
<tr>
<td>Salcha Fire &amp; Rescue</td>
<td>$4,297.50</td>
<td>$4,297.50</td>
<td>Fairbanks Area Office</td>
</tr>
<tr>
<td>Steese Area VFD</td>
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<td>$5,000.00</td>
<td>Fairbanks Area Office</td>
</tr>
<tr>
<td>Tri-Valley VFD</td>
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<tr>
<td>Bear Creek Fire/EMS Department</td>
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<td>$4,370.76</td>
<td>Kenai-Kodiak Area Office</td>
</tr>
<tr>
<td>Central Emergency Services</td>
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<tr>
<td>Cooper Landing VFD</td>
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<td>$4,968.00</td>
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<tr>
<td>Homer VFD</td>
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<tr>
<td>Kachemak Emerg. Services</td>
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<td>Kenai FD</td>
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<tr>
<td>Lowell Point VFD</td>
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<tr>
<td>Nikiski FD</td>
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</tr>
<tr>
<td>Seward FD</td>
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</tr>
<tr>
<td>Western Emergency Services Area</td>
<td>$5,000.00</td>
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</tr>
<tr>
<td>Women's Bay VFD</td>
<td>$4,170.95</td>
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<td>Kenai-Kodiak Area Office</td>
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<tr>
<td>Caswell Lakes FSA #135</td>
<td>$4,999.99</td>
<td>$4,999.99</td>
<td>Mat Su Area</td>
</tr>
<tr>
<td>Chickaloon Fire Service, Inc.</td>
<td>$4,995.00</td>
<td>$4,995.00</td>
<td>Mat Su Area</td>
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<tr>
<td>Girdwood Vol. Fire &amp; Rescue, Inc.</td>
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<td>$4,755.98</td>
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<td>Houston FD</td>
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<td>Mat-Su Borough-West Lakes FSA</td>
<td>$3,910.77</td>
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<td>Mat Su Area</td>
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<tr>
<td>Palmer Fire and Rescue</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>Mat Su Area</td>
</tr>
<tr>
<td>Talkeetna VFD</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>Mat Su Area</td>
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<td>Willow VFD</td>
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<td>Gustavus VFD</td>
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<tr>
<td>Ketchikan International Airport FD</td>
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<td>Sitka FD</td>
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<td>Thorne Bay VFD</td>
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**Grand Total**                             $188,493.67      $186,091.32
CUSTOMER:  
North Pole City Fire Department  
125 Snowman Lane  
North Pole AK 99705

SHIP TO:  
North Pole City Fire Department  
110 Lewis Street  
North Pole AK 99705

QUOTATION NO.  
218156

ISSUED DATE  
03/17/2022

EXPIRATION DATE  
04/16/2022

SALESPERSON  
Robert Briggs  
rbriggs@lncurtis.com  
907-483-0117

CUSTOMER SERVICE REP  
Michael Duncan  
michael@lncurtis.com  
206-596-7904

REQUISITION NO.  

REQUESTING PARTY  
Chief Chad Heineke

CUSTOMER NO.  
C30724

TERMS  
Net 30

OFFER CLASS  
FR

F.O.B.  
SP

SHIP VIA  
Standard Shipping

DELIVERY REQ. BY

NOTES & DISCLAIMERS

Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

Safety Warning Notice: Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. Any handlers or users of product should refer to applicable SDS prior to handling or utilizing the product. Applicable SDS are included with shipment of products. For other important product notices and warnings, or to request an SDS, please contact Curtis or visit https://www.lncurtis.com/product-notices-warnings.

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Page 1 of 2
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This pricing remains firm until 04/16/2022. Contact us for updated pricing after this date.

Due to market volatility and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

| Subtotal | $5,234.40 |
| Tax Total | $0.00 |
| Transportation* | $685.00 |
*(to be added when order ships)*

Total $5,919.40

View Terms of Sale and Return Policy
Memo

To: Michael Welch, Mayor

From: Melanie Swanson, Utilities Billing Clerk

Date: March 8, 2022

Re: Bryan Roti Utility Account 6068.06

Bryan Roti was the former owner of 831 Shellinger St. Mr. Roti sold his property effective November 1, 2022, leaving a final balance of 52.75 on his account.

A final bill was emailed and mailed to the address on file several times with no response. The mailed copies were not returned by USPS, which leads me to believe he chooses to ignore his responsibility and balance.

The home has been sold to a new owner and under NPMC 13.12.020 (A) (1) New Property Owner. An individual, commercial enterprise, or institution becomes a utility customer from the date they take ownership of a property where the property has active utility service regardless of whether they have submitted a utility contract. The new property owner is responsible for all utility charges from the date they take ownership of the property and all charges documented in the liens against the property, including liens for outstanding delinquent utility bills incurred by past and current renters of the property.

This balance cannot be transferred to the new owner.

I have been unsuccessful in locating this customer with the resources that I have; I respectfully ask that the balance on the account for $52.75 be written off.

Respectfully Submitted,

Melanie Swanson
Utility Billing Clerk

Melanie, I concur that you should write off the balance of this account in the amount of $52.75.

Respectfully,
Michael Welch  March 9, 2022