



CITY OF NORTH POLE
Regular Meeting
April 4, 2022
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

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

MAYOR

Michael Welch
907-488-8584

CITY CLERK

Melissa Dionne
907-488-8583

COUNCIL MEMBERS

Santa Claus – Mayor Pro Tem	907-388-3836
DeJohn Cromer – Deputy Mayor Pro Tem	907-347-2808
Aino Welch – Alt. Deputy Mayor Pro Tem	907-488-5834
David Skipps	907-750-5106
Jeffrey Jacobson	907-460-7733
Anton Keller	907-987-2548

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. NPDF 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
DeJohn 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 NPFDF 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 NPFDF 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 cashing 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 dependence 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

- e. NPPD Request to Purchase 3 Fleet Vehicles

On The NPPD 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

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 when 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 on 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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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
1995	Kirts, Suite B, Troy, MI 48084	248-269-9263	www.revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 2,300 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.”



revize
The Government Website

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.

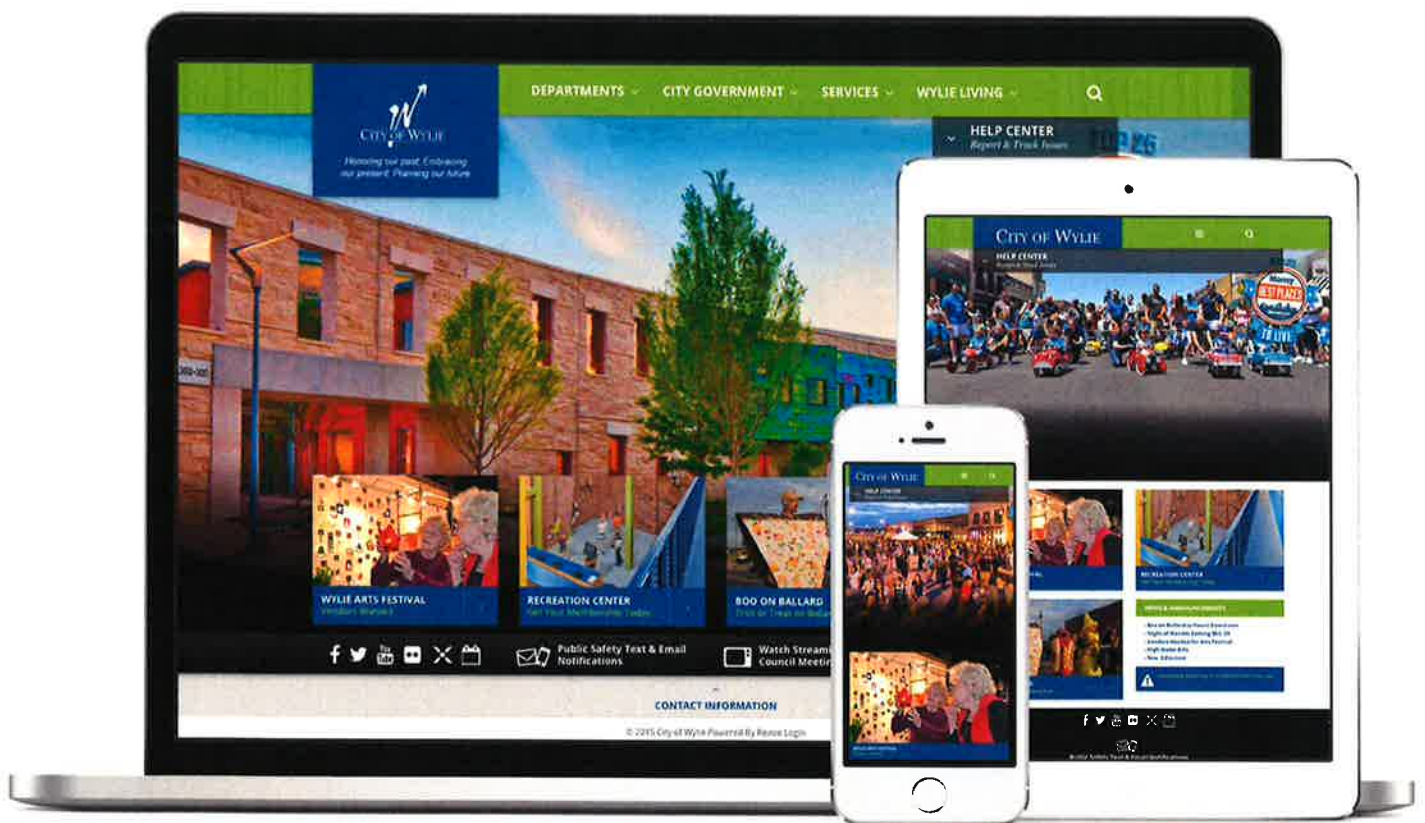
Wylie, Texas

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

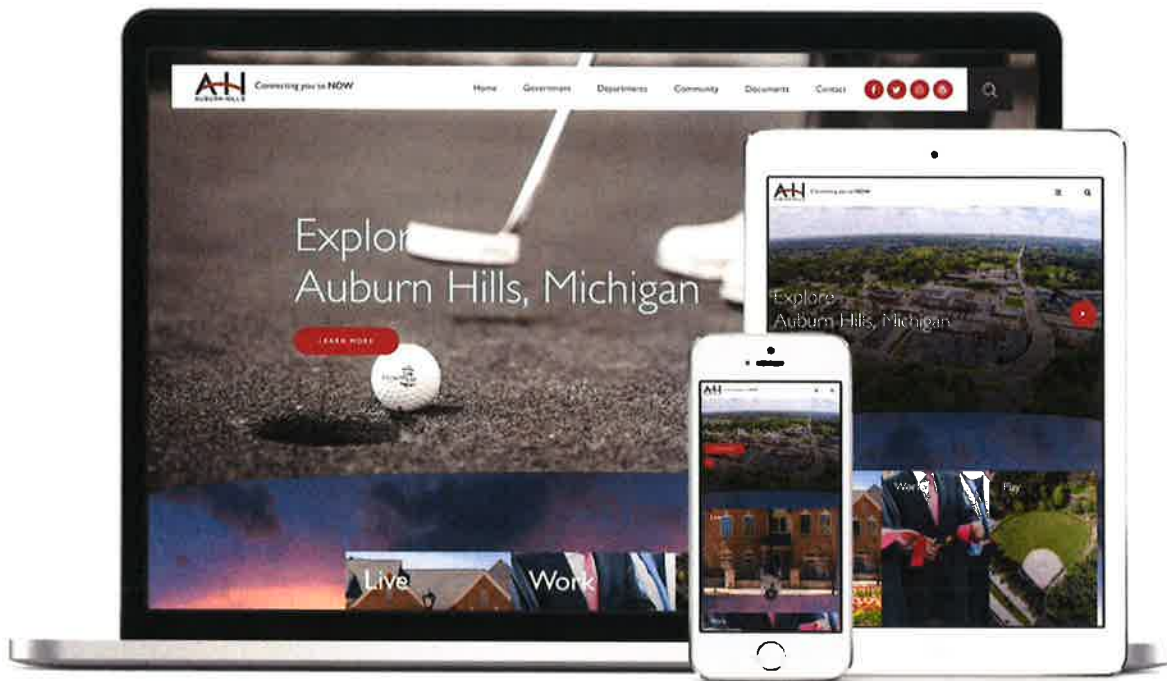


Details:

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

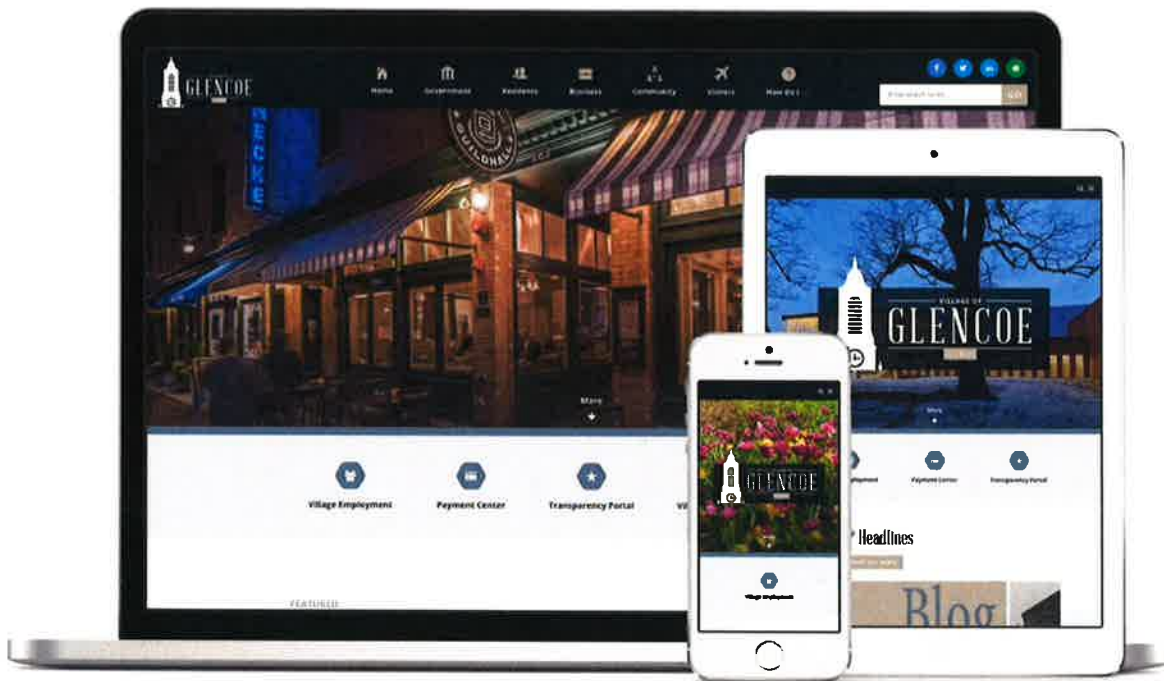


Details:

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 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@wylietexas.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.

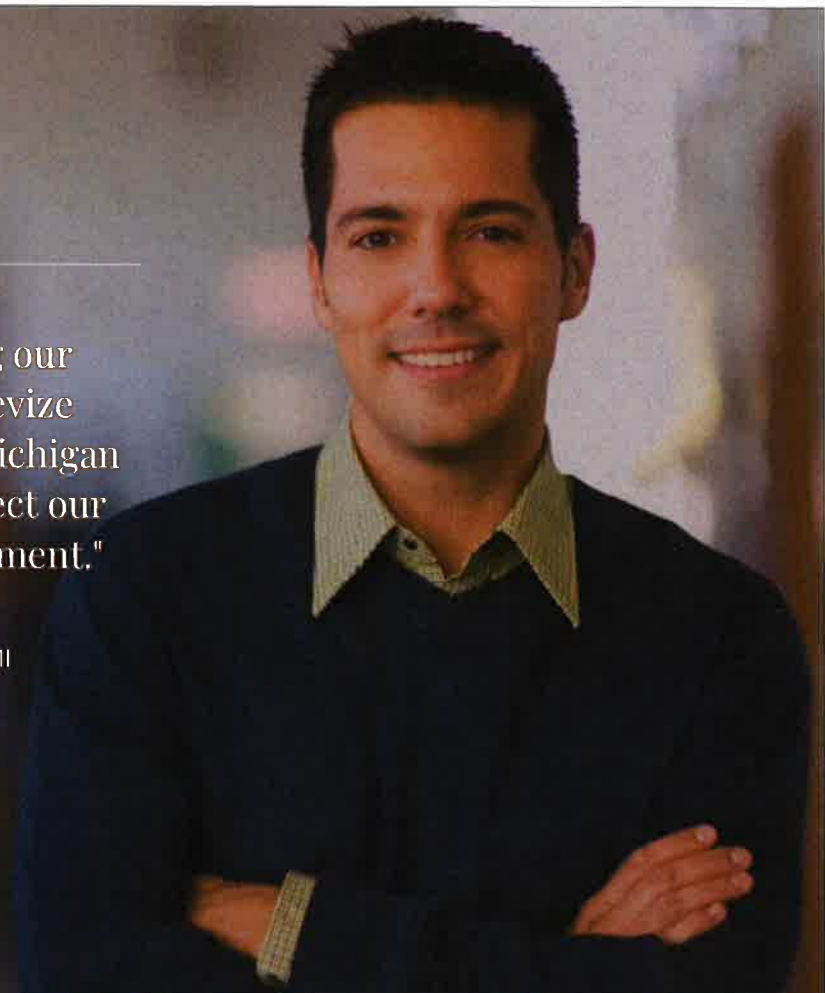
“The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website's progressive look captures the vibrant culture of our community.

— 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.

A portrait of Dawn Olney, County Clerk of Benzie County, MI. He is a man with short dark hair, smiling, wearing a dark blue sweater over a light-colored collared shirt. His arms are crossed.

“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

A portrait of Sheryl Mitchell, City Manager of Albion, MI. She is a woman with dark hair, smiling, wearing a light-colored blazer over a white lace top.

“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 it's 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.

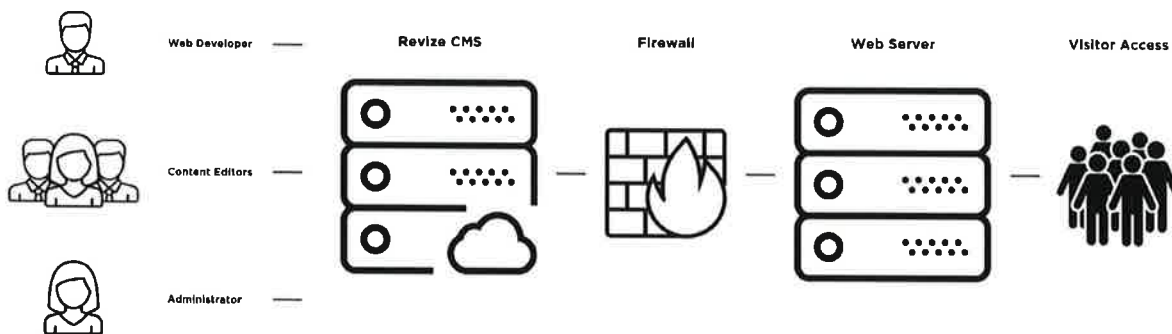
“As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.”



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

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

Derek Ortiz

Website Developer / Front End 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

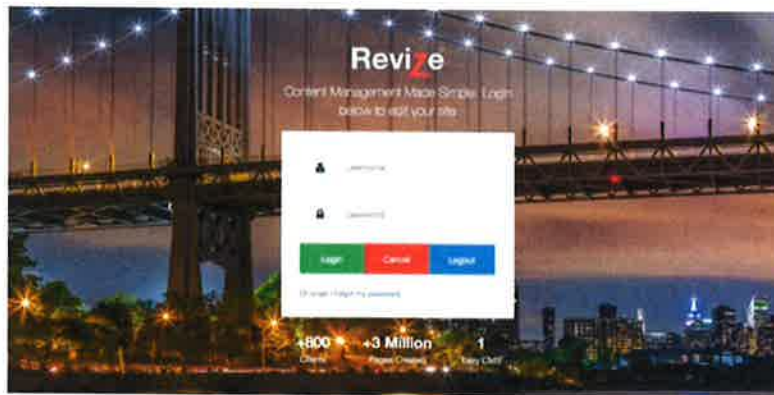
Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project 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	\$1,500
Content migration included up to 697 pages 447 documents.	\$2038
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	\$1,400
Grand Total (1st year)	\$4,938
Second year and onwards investment	\$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:

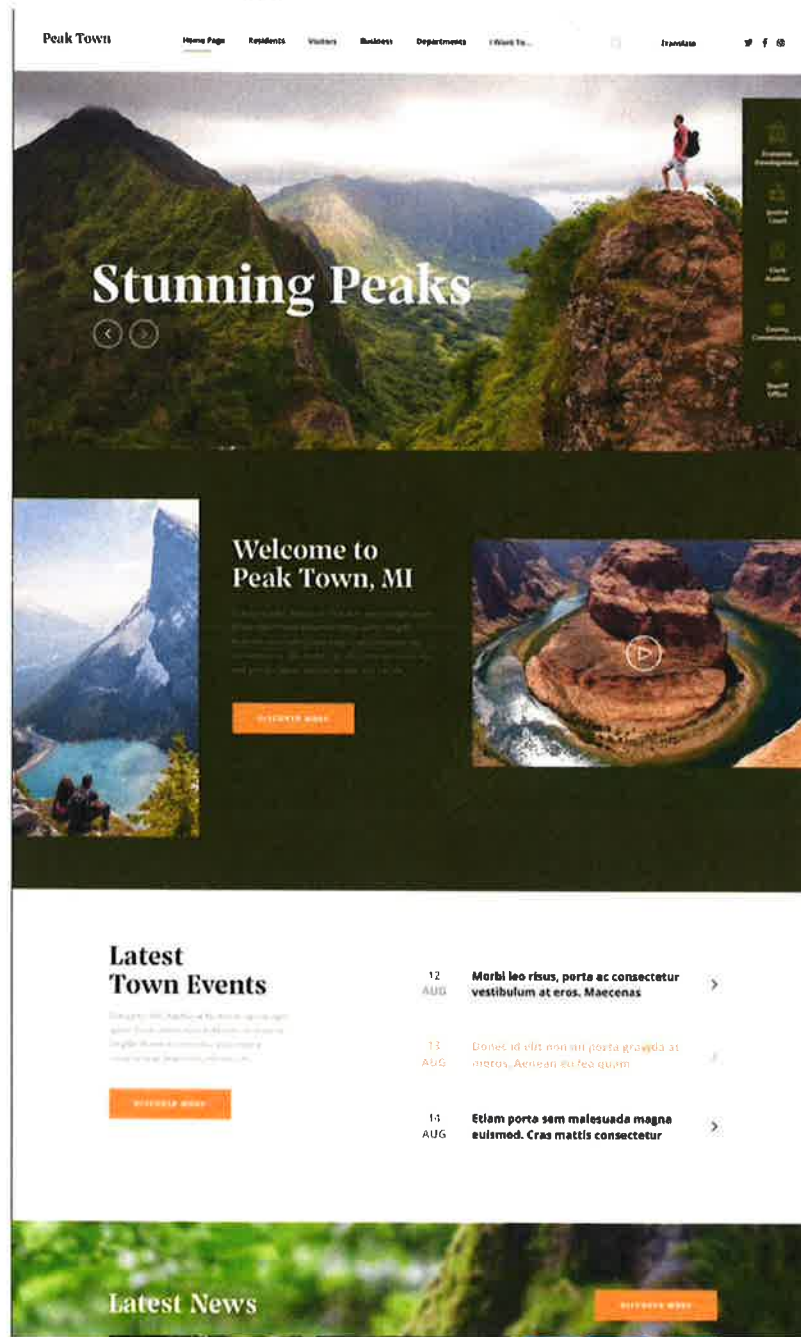
- ✓ Audit Trail
- ✓ History Log
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ Unique Login/Password for each Content Editor

MOBILE DEVICE AND ACCESSIBILITY FEATURES:

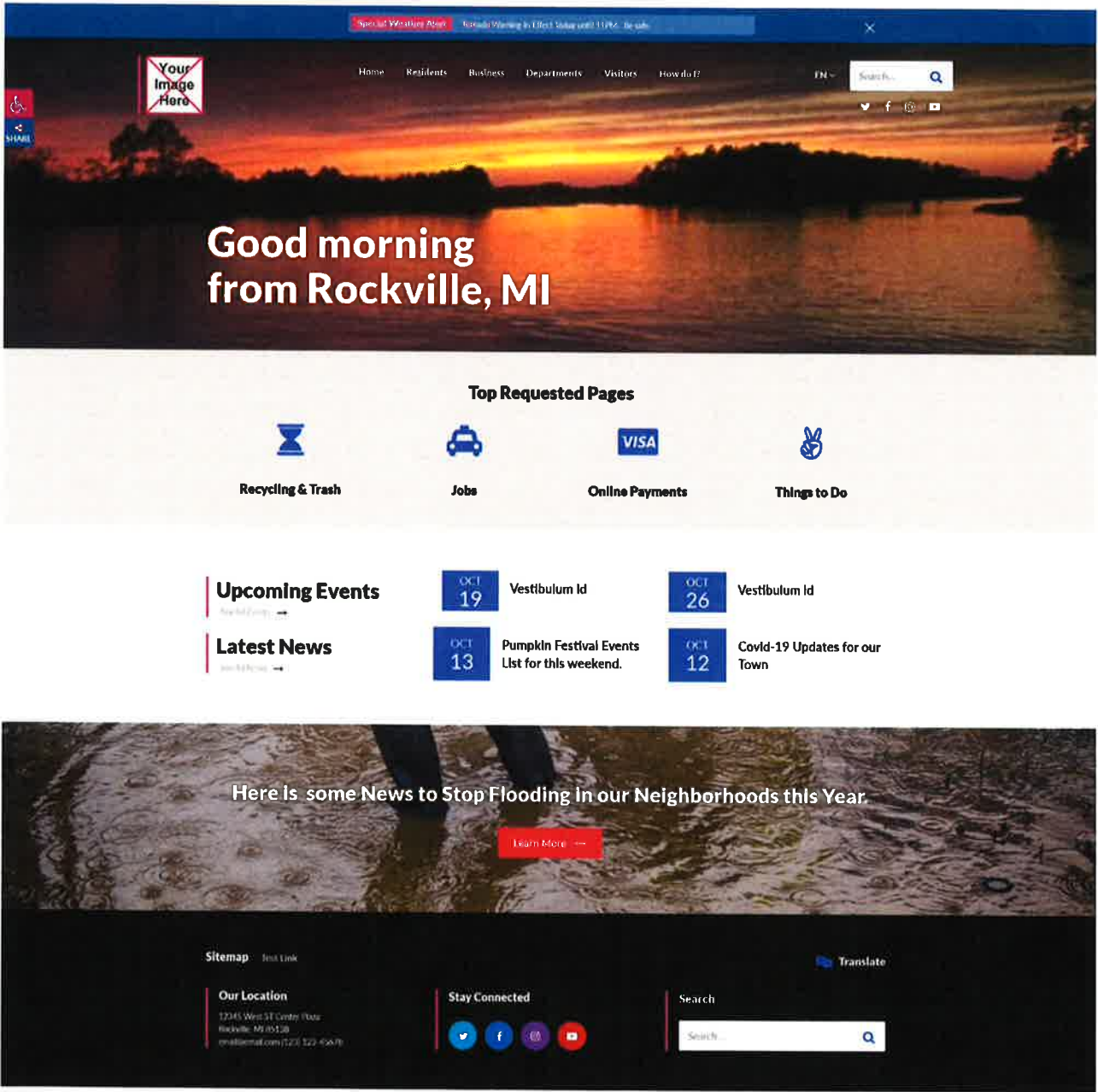
- ✓ ADA Compliant WCAG 2.1AA
- ✓ Responsive Website Design (RWD) – for great Mobile Device viewing i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

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

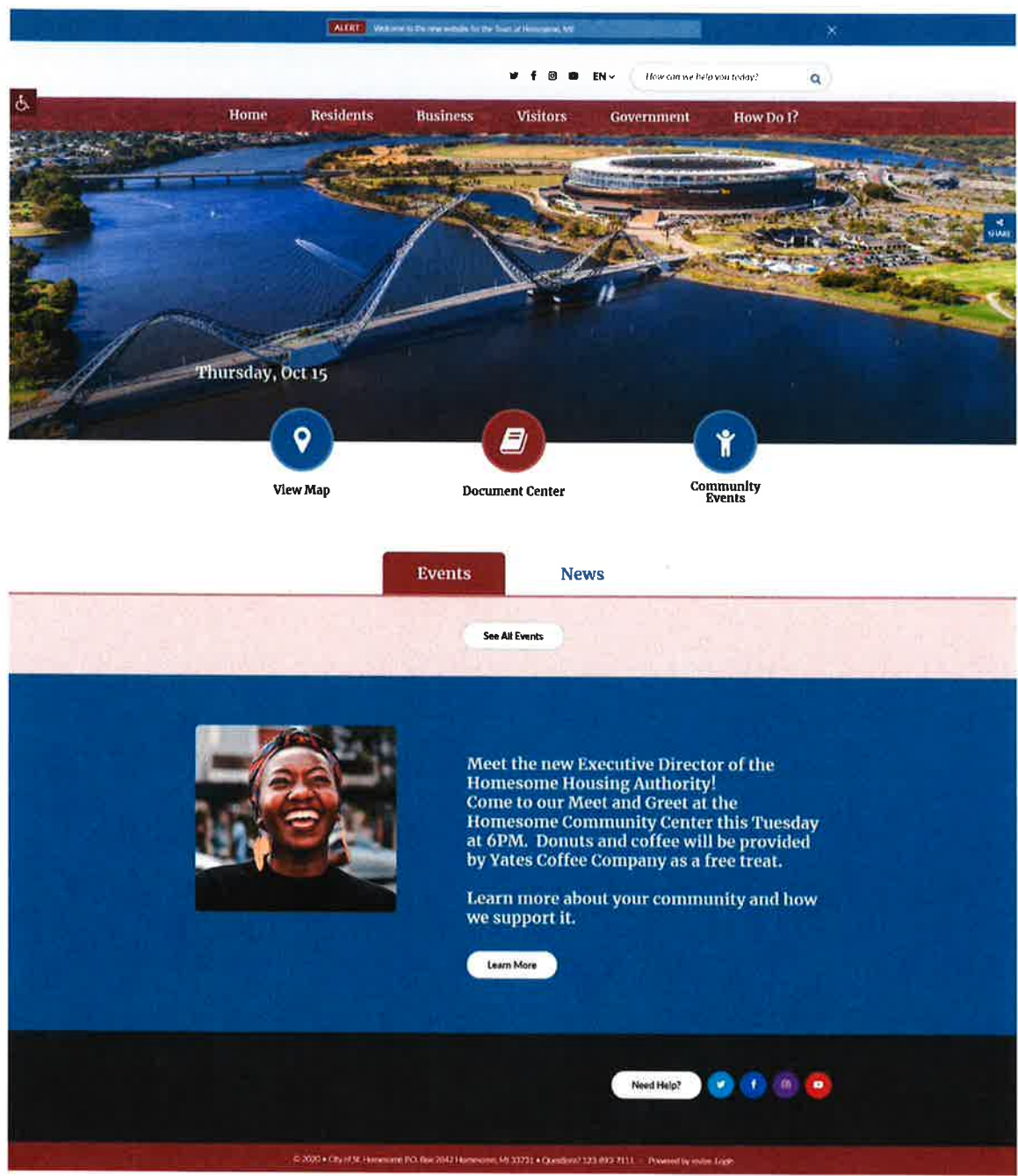
Revize WEBGEN “Ready-to-Use” Website Designs: Peak Town Design



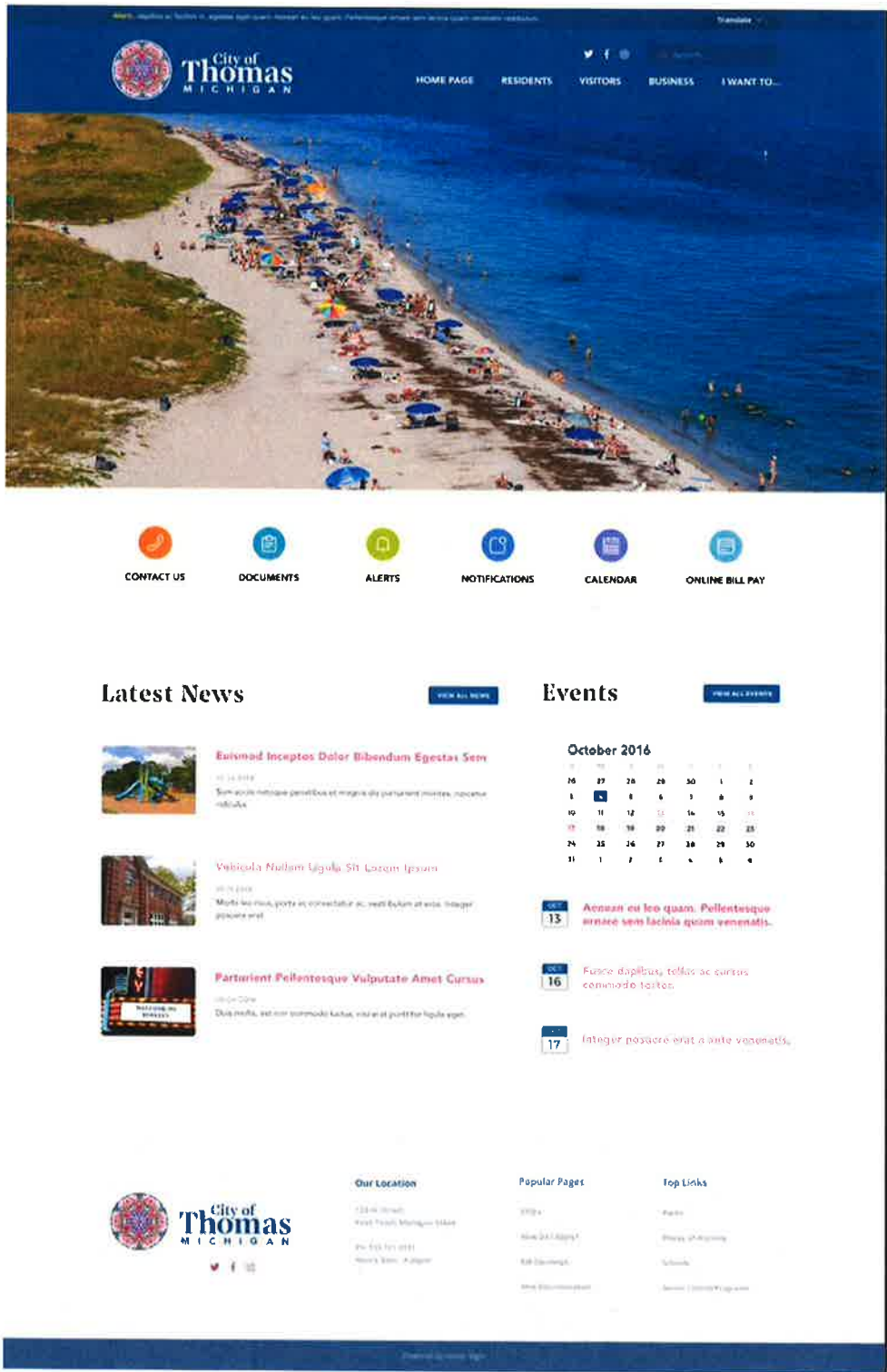
Town of Rockville Design



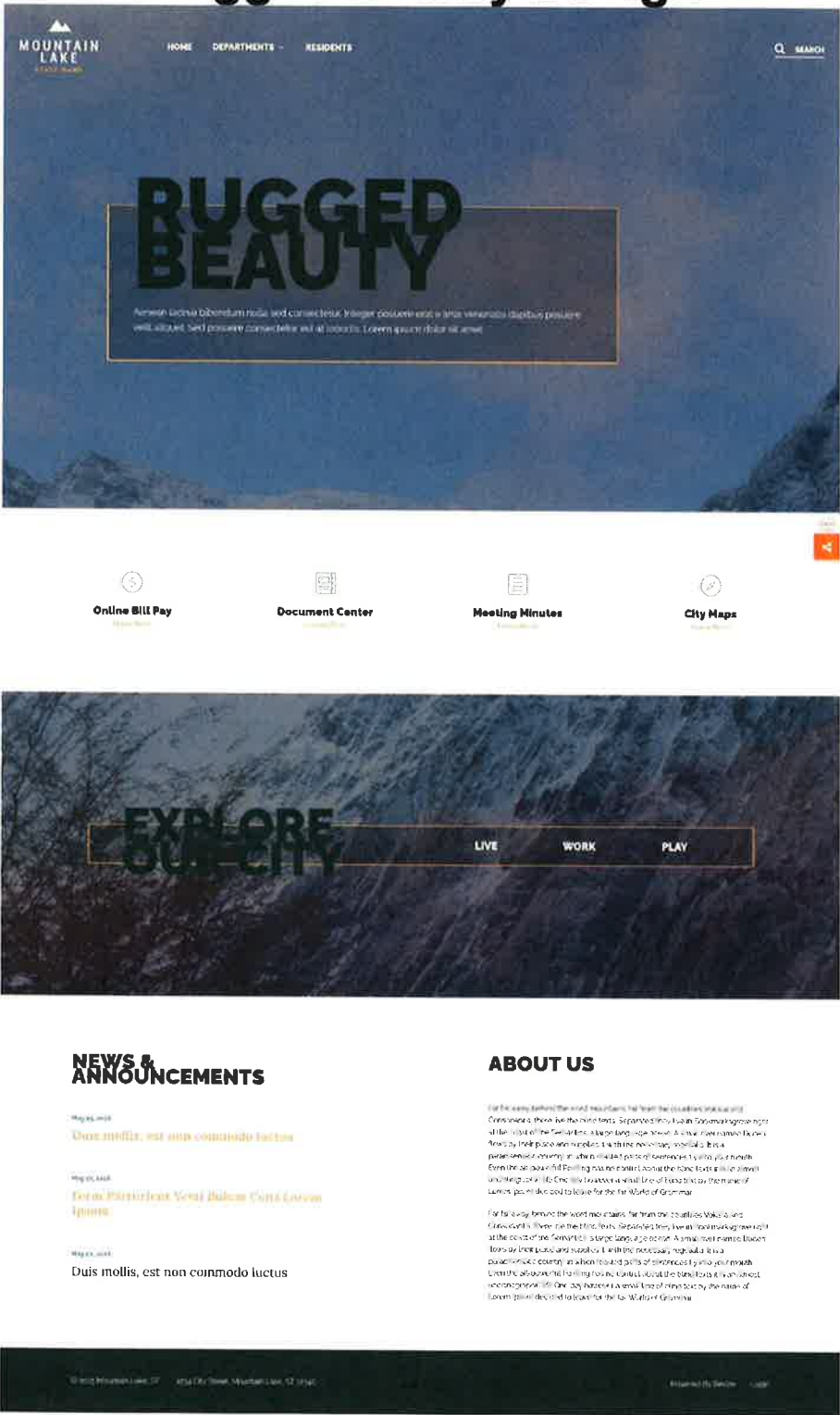
Town of Homesome Design



City of Thomas Design



Rugged Beauty Design



municode



CONNECTING YOU & YOUR COMMUNITY

Website Redesign, Hosting, and Support

Quote for North Pole, Alaska



Dennis Cimat

PO Box 2235 Tallahassee, FL 32316
850.692.7034 dennis@civicplus.com

LETTER OF INTEREST

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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COMPANY PROFILE

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.

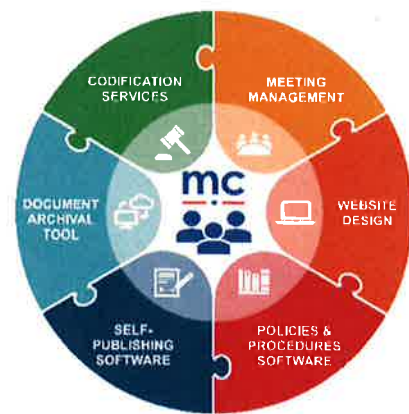


Our Vision: Simple, Seamless Integration

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:

EIN:

Company headquarters / offices:

Support hours:

Municipal Code Corporation

59-0649026

Tallahassee, FL / Portland, OR

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 that 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

e.deach@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>

Jeremy 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

esaathoff@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>

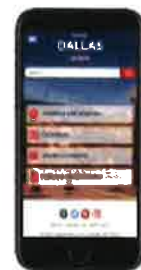
Population: 11,544

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.forestparkga.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>



Henderson County North Carolina

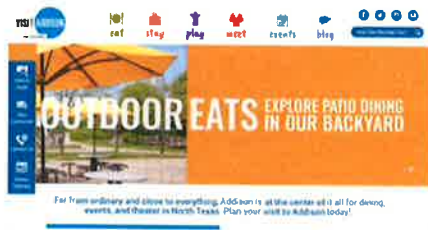
<https://www.hendersoncountync.gov/library>



Tourism

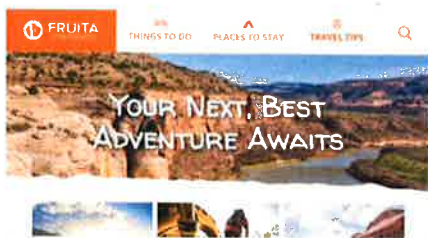
Addison Texas

<https://visitaddison.com/tourism>



Fruita Colorado

www.gofruita.com



Addison Texas

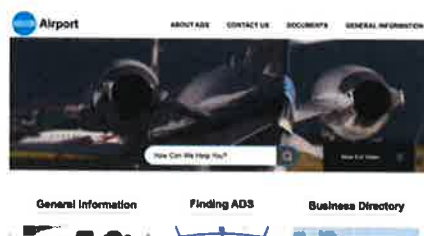
<https://addisontexas.net/police>



Airports

Addison Texas

<https://addisontexas.net/airport>



Prineville Oregon

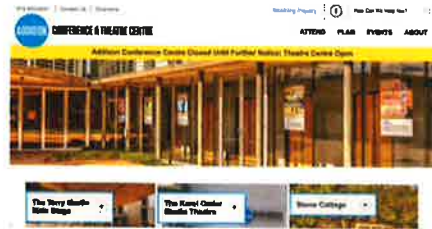
<https://www.cityofprineville.com/airport>



Events / Convention / Cultural Centers

Addison Texas

<https://addisontexas.net/actc>



Brookhaven Georgia

<https://www.brookhavenga.gov/festival>



Economic Development

Woodstock Illinois

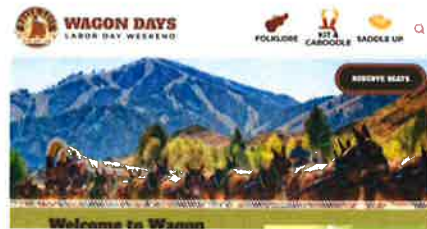
<https://www.choosewoodstock.com/ed>



Events / Convention / Cultural Centers

Ketchum Idaho

<https://www.wagondays.net/wagondays>



Sherwood Oregon

www.sherwoodcenterforthearts.org



Festivals

Florence Oregon

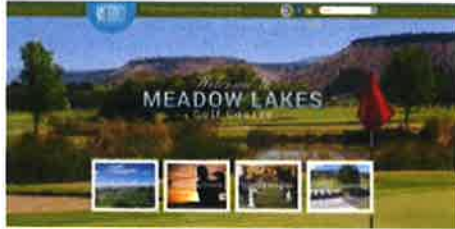
<https://wintermusicfestival.org>



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.

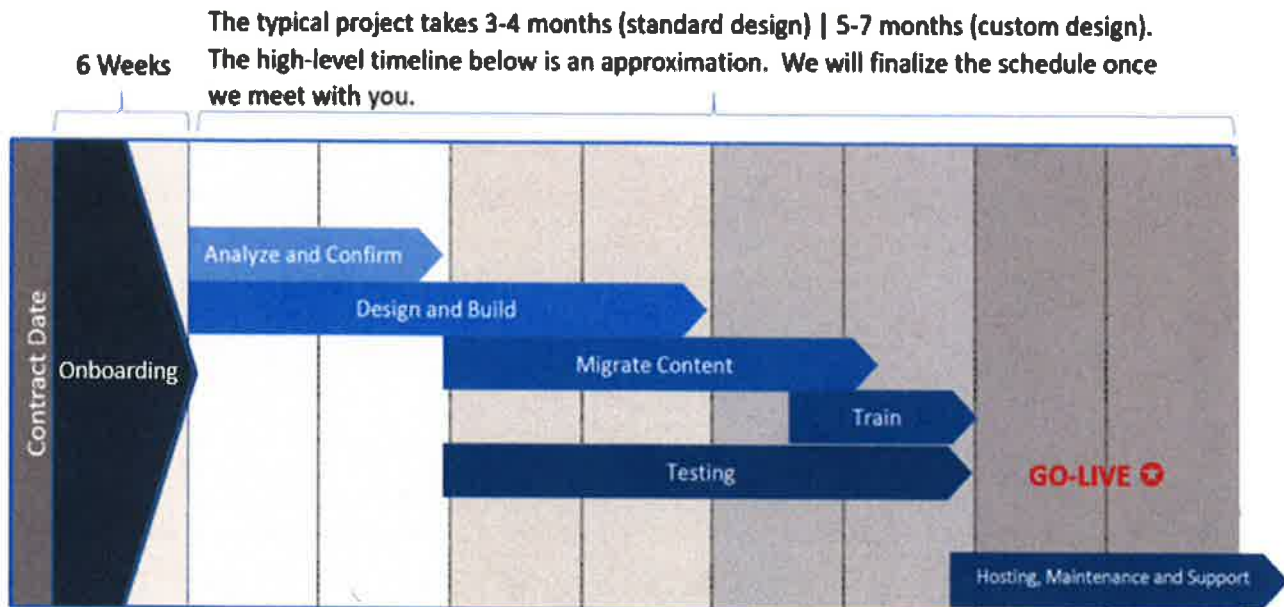
We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

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



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 Municode 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 Municode 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. Municode is not responsible for Google's decisions related to discontinuing services or changing current APIs.

Project Phase Descriptions

Phase 1: Analyze and Confirm Requirements

Deliverables

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.

⦿ Organization Survey

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.

⦿ Website design specification sheet (graphic design and information / navigation design)

Phase 2: Design and Build phase

Deliverables

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.

⦿ Design concepts

⦿ Finalized design (Sketch, Figma, or Photoshop)

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.

⦿ Functional beta website with approved design

⦿ Content migration

Phase 3: Migrate Content

Deliverables

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.

- ⊙ Content creation and migration
- ⊙ Departmental content 'signoff'

Phase 4: Staff Training

Deliverables

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.

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

Phase 5: Testing

Deliverables

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.

- ⊙ Completing Testing Checklists

Acceptance Testing

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

- ⊙ Site acceptance by client

Go Live ★

Deliverables

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.

- ⊙ 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

\$8,300

- 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

Annual Hosting, Maintenance, and Customer Support

\$2,100 / year

- 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**

\$1,050 / Year One

Total Year 1 Costs

~~\$10,400~~ \$9,350

Total Year 2 Costs

\$2,100

Total Year 3 Costs

\$2,100

Select Additional Website Options

- | | |
|---|---|
| <input type="checkbox"/> Email Subscriptions | \$600 per year |
| <input type="checkbox"/> Projects Directory | \$200 per year |
| <input type="checkbox"/> Parks and Trails Directory | \$200 per year |
| <input type="checkbox"/> Property Listings (Commercial/Industrial) | \$200 per year |
| <input type="checkbox"/> Facility Reservations | \$1500 setup + \$900 per year |
| <input type="checkbox"/> Business Directory | \$750 setup + \$600 per year |
| <input type="checkbox"/> Microsite color/logo customization | \$500 one-time (per microsite) |
| <input type="checkbox"/> Specialty sub-site graphic designs | \$3500 + \$600 per year (per design) |
| <input type="checkbox"/> Site graphic redesign every 4th year | \$600 per year (per design) |
| <input type="checkbox"/> Additional on-site visits (training, consultation, etc.) | \$1500 day 1, \$1000 per day (days 2+) |
| <input type="checkbox"/> Custom Feature Development | \$150 per hour or fixed bid quote |
| <input type="checkbox"/> Municode Meetings | \$1,200 year one (\$2,400 year two+) |
| <input type="checkbox"/> Board Management | \$1,000 per year |

PAYMENT SCHEDULE

Option A: Standard Payment Schedule

Year 1

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

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: Brian Gilday

Title: Brian Gilday - President, Website Division

Accepted by:

By: _____

Title: _____

Date: _____

**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:

Melissa Dionne
City Clerk

Mayor: Michael W. Welch

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**

Fund- Dept. Title	Account Description	Account #	Debit	Credit
General Fund	COVID-19 Expenses	01-51-9-9190	68,965.78	
General Fund	COVID-19 Prepaid/Encumbered	01-1-4019		68,965.78

Prepared By: Tricia Fogarty **Date:** March 11, 2022

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

Memo

To: North Pole City Council

From: Chad Heineken, 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 departments equipment outlay budget will provide the additional \$919.40 and exceeds the required 10% match.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Natural Resources

Division of Forestry

550 West 7th Avenue, Suite 1450
Anchorage, AK 99501-3561
Main: 907.269-8463
Fax: 907-269-8931

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 \$186,091 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-recipients 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 USDS 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 Saarloos, Fire Staff Officer

2022 VFA Grant Awards

Fire Department	Amount Requested	Amount Awarded	Division of Forestry Office
Delta Junction VFD	\$4,454.59	\$4,454.59	Delta Area Office
Rural Delta VFD	\$5,000.00	\$5,000.00	Delta Area Office
Chena-Goldstream Fire & Rescue	\$5,000.00	\$5,000.00	Fairbanks Area Office
City of Anderson	\$5,000.00	\$5,000.00	Fairbanks Area Office
McKinley VFD	\$4,599.00	\$4,599.00	Fairbanks Area Office
North Pole FD	\$5,000.00	\$5,000.00	Fairbanks Area Office
North Star VFD	\$4,431.60	\$4,431.60	Fairbanks Area Office
Salcha Fire & Rescue	\$4,297.50	\$4,297.50	Fairbanks Area Office
Steese Area VFD	\$5,000.00	\$5,000.00	Fairbanks Area Office
Tri-Valley VFD	\$4,976.00	\$4,976.00	Fairbanks Area Office
Bear Creek Fire/EMS Department	\$4,370.76	\$4,370.76	Kenai Kodiak Area Office
Central Emergency Services	\$4,209.57	\$4,209.57	Kenai Kodiak Area Office
Cooper Landing VFD	\$4,968.00	\$4,968.00	Kenai Kodiak Area Office
Homer VFD	\$4,717.80	\$4,717.80	Kenai Kodiak Area Office
Kachemak Emerg. Services	\$4,981.50	\$4,981.50	Kenai Kodiak Area Office
Kenai FD	\$4,864.50	\$4,864.50	Kenai Kodiak Area Office
Lowell Point VFD	\$5,000.00	\$5,000.00	Kenai Kodiak Area Office
Nikiski FD	\$4,406.40	\$4,406.40	Kenai Kodiak Area Office
Seward FD	\$4,765.80	\$4,765.80	Kenai Kodiak Area Office
Western Emergency Services Area	\$5,000.00	\$5,000.00	Kenai Kodiak Area Office
Womens Bay VFD	\$4,170.95	\$4,170.95	Kenai Kodiak Area Office
Caswell Lakes FSA #135	\$4,999.99	\$4,999.99	Mat Su Area
Chickaloon Fire Service, Inc.	\$4,995.00	\$4,995.00	Mat Su Area
Girdwood Vol. Fire & Rescue, Inc.	\$4,755.98	\$4,755.98	Mat Su Area
Houston FD	\$4,815.00	\$4,815.00	Mat Su Area
Mat-Su Borough-West Lakes FSA	\$3,910.77	\$3,910.77	Mat Su Area
Palmer Fire and Rescue	\$5,000.00	\$5,000.00	Mat Su Area
Talkeetna VFD	\$5,000.00	\$5,000.00	Mat Su Area
Willow VFD	\$4,999.99	\$4,999.99	Mat Su Area
Gustavus VFD	\$4,778.44	\$3,946.14	Southeast Alaska
Ketchikan International Airport FD	\$5,000.00	\$5,000.00	Southeast Alaska
Sitka FD	\$3,384.00	\$3,384.00	Southeast Alaska
Thorne Bay VFD	\$4,547.25	\$4,547.25	Southeast Alaska
Yakutat VFD	\$4,905.65	\$4,905.65	Southeast Alaska
Tok VFD	\$4,066.64	\$2,496.59	Tok Area Office
Gakona VFD	\$4,905.00	\$4,905.00	Valdez-Copper River Area Office
Glennville Fire Rescue	\$5,000.00	\$5,000.00	Valdez-Copper River Area Office
Kennicott Fire District	\$4,973.00	\$4,973.00	Valdez-Copper River Area Office
Kenny Lake VFD	\$4,743.00	\$4,743.00	Valdez-Copper River Area Office
Valdez FD	\$4,499.99	\$4,499.99	Valdez-Copper River Area Office
GRAND TOTAL	\$188,493.67	\$186,091.32	

Ph: 206-622-2875
TF: 800-426-6633
Fax: 253-236-2997
nwsales@lncurtis.com
DUNS#: 00-922-4163

CURTIS

TOOLS FOR HEROES

Northwest Division
6507 South 208th Street
Kent, WA 98032
www.LNCurtis.com
Quotation No. 219156

Quotation

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.

219156

ISSUED DATE

03/17/2022

EXPIRATION DATE

04/16/2022

SALESPERSON

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

CUSTOMER SERVICE REP

Michael Duncan
mduncan@lncurtis.com
206-596-7904

REQUISITION NO.**REQUESTING PARTY**

Chief Chad Helneke

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>

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	30	EA	18715X100PFN NAFH	1.5X100' Coupled 1.5NH Plain 187 Type I Forestry Hose	\$146.00	\$4,380.00
2	6	EA	1871X100PFN NAFH	1X100' Coupled 1NH Plain 187 Spec Type I SJ Hose	\$142.40	\$854.40

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LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
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Small Business
CAGE Code: 5E720
DUNS Number: 009224163
SIC Code: 5099
Federal Tax ID: 94-1214350

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 W Welch March 9, 2022