

NORTHFIELD TOWNSHIP BOARD AGENDA

August 25, 2020

***** 6:30 PM SPECIAL MEETING *****

7:00 PM REGULAR MEETING

In an effort to practice social distancing and in accordance with Governor Whitmer's *Stay Home, Stay Safe, Save Lives* Executive Order, the Northfield Township Board of Trustees will hold a virtual board meeting on
Tuesday, August 25, 2020
Special Meeting at 6:30PM
Regular Meeting at 7:00PM

Join the virtual board meeting by visiting <https://zoom.us/j/98864524441>
or dialing (312) 626-6799
Webinar ID: 988 6452 4441

Public participants will be able to address the board virtually during the public comment period on the agenda.

Visit

http://www.twp-northfield.org/government/how_to_join_a_virtual_meeting.php
for more information.

SPECIAL MEETING – 6:30PM

- CALL TO ORDER
- INVOCATION / PLEDGE
- ROLL CALL
- CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER RESPONSE TO CALL TO THE PUBLIC
- ADOPT BALANCE OF AGENDA
- AGENDA ITEMS
 1. Closed session pursuant to MCL 15.268(8)(e) to consult with attorney regarding trial or settlement strategy in connection with pending litigation, The Bank of New York Mellon v

* Denotes previous backup; + denotes no backup in package

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

Northfield Township, Case No. 19-891-CH, concerning an easement through a township owned parcel along the railroad +

2. Possible action as a result of Closed Session +

- 2nd CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER COMMENTS
- ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

REGULAR MEETING – 7:00 PM

- CALL TO ORDER
- INVOCATION / PLEDGE
- ROLL CALL
- CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER RESPONSE TO CALL TO THE PUBLIC
- CONSENT AGENDA
 1. Receive the Township Manager Report/Update – Pg 4
 2. Correspondence – Clean-up Day numbers – Pg 12
- ADOPT BALANCE OF AGENDA
- AGENDA ITEMS
 1. Approve the August 11, 2020 Board of Trustees Regular Meeting Minutes – Pg 13
 2. Approve Police Department request to purchase new vehicle – Pg 18
 3. Approve Letter of Understanding for Michigan Association of Firefighters – Pg 20
 4. Hiring of Paid On-Call Firefighter Danielle Roskens – Pg 22
 5. Consider Public Wireless Hotspot at Fire Station #2 – Pg 23
 6. Extend Time for Completion of the Sale of 75 Barker due to finding Ground Pollution from Previous Underground Storage Tanks – Pg 26
 7. Consider Request from Chestnut Development for a formal “Proof of Refusal” regarding the Township becoming the Water Authority for Parcels b -02-19-100-005 and b -02-19-100-006 – Pg 27
 8. Consider Proposals for Township Website Upgrade – Pg 29
 9. Receive WWTP Bonding Process Timing/Scheduling including the Postcard Mailing and Information Meeting – Pg 143
 10. Discuss Closing the Township Office for 30 minutes each day to provide for Staff Lunch Period – Pg 145
 11. Receive Building Department Financial Report - Pg 146
- ANNOUNCEMENTS
- 2nd CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER COMMENTS
- ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

Township Manager's Report prepared by Steve Aynes for the August 25, 2020 Board Meeting

Sale of 75 Barker—Status Updates

The Purchase Agreement and the Development Agreement to sell 75 Barker to Robb Munger were both previously approved and signed. The Development Agreement included the new survey showing the legal description needed for the permanent easement to continue public parking on the property. Mr. Munger requested an extension on the Purchase Agreement to allow time for a Phase 2 Environmental study of the property be conducted. The revised agreement provides for the closing on the purchase of the property by August 30, 2020. On Monday, August 3, 2020 water samples were collected. Also drilling to test the soil was completed where an underground tank was previously removed.

Today I received notice from Mr. Munger that more time is needed to correct the problem before closure. Enclosed added to the agenda is consideration of another extension to September 30.

Insurance Coverage for Northfield Township

It is my understanding that when the Township secures insurance coverage of any type (Liability, Property & Casualty, Public Official Liability, Workers Compensation, etc.) the Township gives up to the insurance company the process to be followed in the event of a claim and any decision by the insurance company. This is the same as an individual's insurance including any liability coverage, car insurance, health insurance, etc. The Township Board and staff may not like the insurance company's decision. However, going against their decision essentially voids the insurance company's coverage for that claim. It also may establish a basis for negating the insurance company's responsibility for future similar claims. This also is the same for individual coverage.

The Township Board is protected to the extent of the coverage limits by the Public Official's liability Insurance. This covers decisions made by the Board.

North Village Update

The Board had directed that an appraisal be conducted to determine the value of the property for sale for development. This has been provided to the Board members and it is posted on the Township's web site for public information as a news item on the front page. I have attached to my report the cover letter giving the determined value followed by a map showing the parcels that make up the site and their acreage. Also attached is the concept Plan provided by Livonia Builders, and for comparison purposes I also attached the concept Plan previously submitted by A.J. Brouwer Company.

Northfield Township MI COVID-19 Plan for Re-Opening Township Facilities

The plan prepared by the Township Manager dated 6/18/2020 was approved as amended by the Board at the June 23, 2020 Board Meeting. Further changes continue to be needed as the Governor's Orders, the CDC recommended procedures, and other public & private sources change to address the latest approaches to protecting the citizens, elected officials, staff, and consultants that work for the Township.

I expect changes as the State, CDC, Washtenaw County Health Department, and other health related groups provide additional recommendations as more is learned about the disease. Additional information is included in the Township's plan by reference. If the Board has any questions or comments please let me know. Otherwise I will consider the Board approves the revised plan. I have made no recent changes to the Township Plan. I continue to read extensively both at home and in the office information concerning the COVID-19's continuing impact on SE MI, the State of MI, and the rest of the world. I also have been reading of the great concern of the medical professional about the upcoming flu season and the impact this may have on the country at the same time the COVID-19 continues.

I expect the Governor to consider extensions of the Emergency Declaration and the Executive Orders throughout the Fall. There may be some changes. Perhaps she will allow some public meetings again.



July 28, 2020

Northfield Township

% Mr. Steven Aynes, Township Manager
8350 Main Street
Whitmore Lake, Michigan 48189

RE: Proposed North Village Residential Development
Downtown Whitmore Lake
Northfield Township, Washtenaw County, Michigan

Frohm & Widmer, Inc. File No. 21-44C

Dear Mr. Aynes:

Corresponding with your request, I have prepared a Restricted Appraisal Report for the above described property. The reported market value conclusion is expressed in terms equivalent to cash, and contemplates ownership in fee simple estate. The subject was most recently observed on July 21, 2020, and the valuation is effective on this date. Pertinent definitions used in the valuation process are supplied in the accompanying Restricted Appraisal Report.

The subject property comprises a portion of four (4) tax parcels owned by Northfield Township, and is part of a proposed development that is known as North Village. The actual development will ultimately be determined by the responses to the Township's RFQ and the development partner to be selected.

This vacant land is generally located west of Main Street, with the exception of some frontage on Whitmore Lake on the east, north of Barker Road on the south, east of US-23 on the west, and east of US-23 and south of private property on the north. The four (4) parcels contain a total of ± 21.256 acres with ± 4.0 acres, including that portion of Parcel -009 which has frontage on Whitmore Lake, assumed to be retained by the township for development of a community park (North Village Park). As a result, this valuation will be based upon a land area proposed for residential development of ± 17.256 acres. More detailed physical and economic information involving the subject property is supplied in the accompanying Restricted Appraisal Report.

John R. Widmer, Jr., MAI has inspected the subject and all comparable properties relied upon in this appraisal, and personally made the necessary investigations and analyses pertinent to this appraisal problem. The accompanying report details the method of the appraisal together with data gathered during my investigations. I certify that I have no past, present, or contemplated interest in the subject, and neither my employment nor fee is dependent upon the value conclusion reported.

This appraisal has been prepared in conformity with Standard Rule 2-2(b) of the **Uniform Standards of Professional Appraisal Practice (USPAP) 2020-2021 Edition**, and all Code of Professional Ethics and Standards of Professional Appraisal Practice of the **Appraisal Institute**. As stipulated by Michigan law, “*appraisers are to be licensed/certified and are regulated by the Michigan Department of Licensing and Regulatory Affairs, P.O. Box 30018, Lansing, Michigan 48909*”, and John R. Widmer, Jr., MAI is licensed in the state of Michigan as a certified general appraiser.

Corresponding with Uniform Standards of Professional Appraisal Practice (USPAP) 2020-2021 Edition, an appraiser may communicate the results of the appraisal in one of two options, namely: Appraisal Report [Standards Rule 2-2(a)], or Restricted Appraisal Report [Standards Rule 2-2(b)]. The essential difference between these two options is in the content and level of information provided. The appropriate reporting option and the level of information necessary in the report are dependent on the intended use. Based on the appraisal engagement agreement with the client, market value will be established and reported in a Restricted Appraisal Report, in conformance with Standards Rule 2-2(b).

Within 2020-2021 USPAP, it is noted that it may be appropriate to issue a Restricted Appraisal Report if:

- the client understands the limited utility of this option;
- the intended use of the appraisal is appropriate for a report which may not contain supporting rationale for all of the opinions and conclusions set forth in the report; and,
- the client (and, if applicable, named other intended users) do not need the level of information required in an Appraisal Report.

In fact USPAP provides some examples of situations in which a Restricted Appraisal Report may be appropriate, and one example cites “*The intended use is consultation for acquisition or disposition by a party who is knowledgeable about the subject property*”. Standards Rule 2-2(b) states that the report must clearly and conspicuously disclose that the report is intended for the client and the named intended users to establish market value for potential disposition of the asset, and that the report may not contain supporting rationale for all of the opinions and conclusions set forth in the report.

In this instance, the client and intended user of this Restricted Appraisal Report is Northfield Township.

Corresponding with USPAP, the accompanying Restricted Appraisal Report will include a signed certification, which is acknowledged as being an integral part of the report. Said certification denotes that the undersigned accepts full responsibility for all elements of the certification, for the assignment results, and for the contents of the Restricted Appraisal Report. The signing appraiser is responsible for the decision to rely upon the work of others contributing in the appraisal process. Likewise, the signing appraiser is required to have a reasonable basis for believing that any individual performing the work is competent and have no reason to doubt that the work of said individual is credible. The names of individuals providing significant real property appraisal assistance who do not sign a certification must be stated in the certification. USPAP does not require that the description of assistance be contained in the certification, however, the extent of the significant assistance provided by others must be summarized. In this

Page 3
Mr. Steven Aynes, Township Manager
July 28, 2020

instance, it will be disclosed that James C. Flatley, III (Certified General Appraiser License No. 1201001938) has provided real property appraisal assistance in the preparation of this report. Corresponding with requirements of USPAP, the competent and credible nature of Mr. Flatley's contribution will be summarized within the **Scope of Work** section.

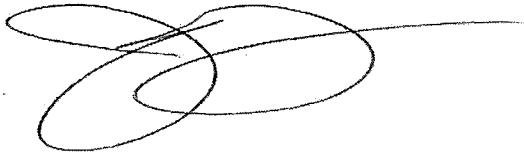
After a thorough analysis of all pertinent data and information, and subject to the extraordinary assumptions, hypothetical conditions, and standard limiting conditions presented herein, the following applies:

Fee Simple Market Value, effective July 21, 2020 \$850,000

This letter of transmittal is not an appraisal, however, it is part of the accompanying Restricted Appraisal Report, which reveals the data used and methods applied in estimating market value. The above opinion is subject to the assumptions and limiting conditions contained herein. I am available to answer any questions you may have regarding the contents or methods employed in this appraisal. If further assistance is required, please call at your convenience.

Respectfully submitted,

FROHM & WIDMER, INC.



John R. Widmer, Jr., MAI
Certified General Appraiser No. 1201000280
jwidmer@frohmwidmer.com
Direct line: 248-471-6767 ext. 11

/jrw

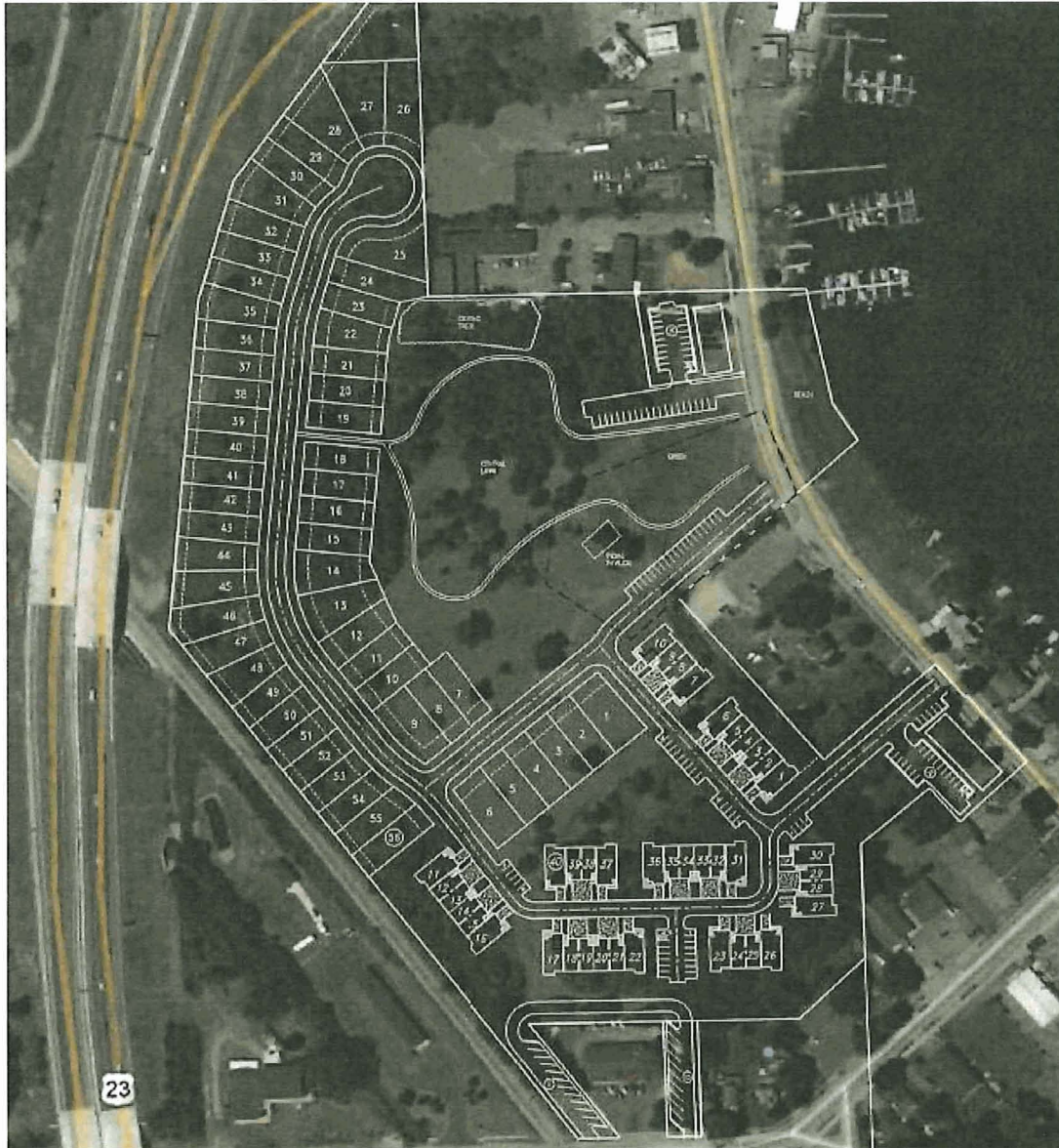
Introduction - continued:



REF.	PARCEL NO.	LAND AREA
A	B-02-06-105-004 (Vac. Main)	2.560 acres
B	B-02-06-105-009 (Vac. Main)	16.901 acres
C	B-02-06-105-013 (138 Barker)	0.195 acres
D	B-02-06-105-022 (Vac. Main)	1.600 acres
E	B-02-05-253-001 (9665 Main)	0.260 acres
F	B-02-05-253-002 (9653 Main)	0.360 acres
G	B-02-05-253-003 (9641 Main)	0.200 acres
	<i>sub-total:</i>	22.076 acres
	Mixed-use Commercial (E - G)	(0.820) acres
	North Village Park (Part of B)	(4.000) acres
	Residential Component	17.256 acres

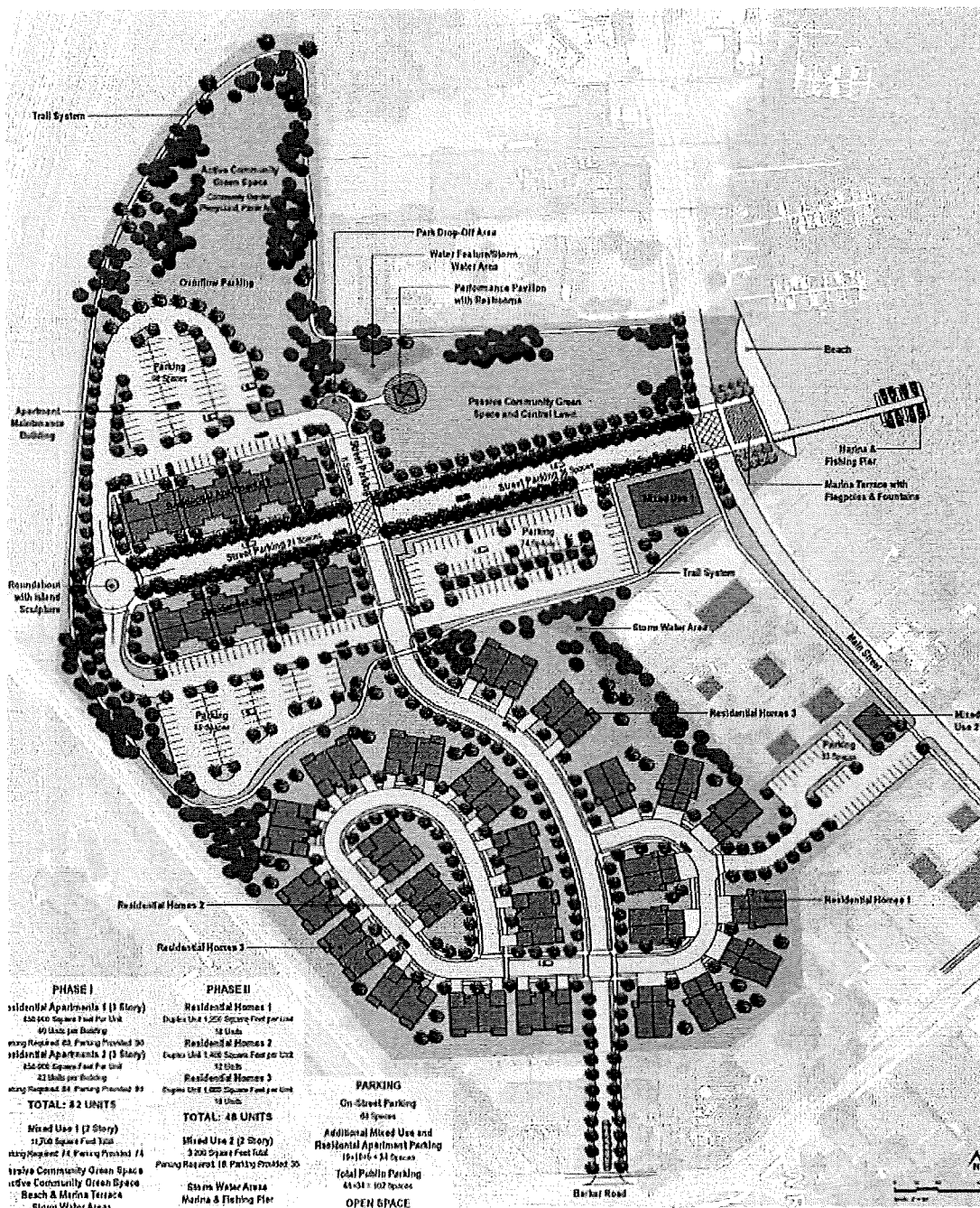
Introduction - continued:

As a result of the Township RFQ, there were two proposals received for development of the parcel. The proposal by Livonia Builders proposed a total of 96 residential units, including 56 detached single-family homes and 40 attached condominiums. This proposal produces an overall density for the project of ± 5.56 dwelling units per acre. A copy of this proposed Conceptual Plan is included below:



Introduction - continued:

The proposal by A.J. Brouwer proposed a total of 130 residential units, including 48 attached, duplex condominiums and 82 multi-family apartments. This proposal produces an overall density for the project of ±7.53 dwelling units per acre. A copy of this proposed Conceptual Plan is included below:



THANKS FOR YOUR SUPPORT!

XXXXXXXXXXXXXXXXXXXX

- City of Ann Arbor
- EGLE Scrap Tire CleanUp Grant
- Northfield Township
- Whitmore Lake Public Schools

XXXXXXXXXXXXXXXXXXXX

Due to the support of our sponsors at the
Community Clean Up Day we were able to
collect:

- 3,740 POUNDS OF SCRAP METAL
- 25,576 POUNDS OF E-WASTE
- 25,795 POUNDS OF HOME TOXICS
- 8,680 POUNDS OF TIRES
- 42,340 POUNDS OF BULK WASTE
- 420 RESIDENTS PARTICIPATED

XXXXXXXXXXXXXXXXXXXX

WHITMORE LAKE HIGH SCHOOL
JUNE 27, 2020

**NORTHFIELD TOWNSHIP
Township Board
Minutes
August 11, 2020**

CALL TO ORDER

The meeting was called to order at 7:00 P.M. by Supervisor Chockley via tele-conference.

INVOCATION/PLEDGE

Trustee Otto provided a brief invocation and led those present in the Pledge of Allegiance.

ROLL CALL

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present [Left at 9:58 P.M.]
Lenore Zelenock, Treasurer	Present
Tawn Beliger, Trustee	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present

Also present:

Public Safety Director William Wagner
Wastewater Treatment Plant Superintendent Dan Willis
Township Manager Steven Aynes
Planning Consultant Paul Lippens, McKenna
Township Attorney James Fink, Fink & Fink PLLC
Recording Secretary Lisa Lemble
Members of the community

FIRST CALL TO THE PUBLIC

Scott Stewart, 9075 Kearney Road, spoke in support of Northfield Township participating in trail systems to connect the township to neighboring areas for recreational and business benefits. David Gordon, Hellner Road, also supported participating in trail development, and noted support of Township residents for the County land conservation millage renewal had increased significantly in the last 10 years. Adam Olney, 9315 Lakewood Court, also support trail development, commented on a claim against the Township by a property owner, and thanked Marta Larson for hosting a Meet the Candidates session. Marissa Prizgint, 32 Schrumm Drive, thanked Manley and election workers and asked for clarity between the Board and committees regarding updating the website. Nate Muchow thanked everyone who voted for him.

BOARD MEMBER RESPONSE

Chick reviewed ways the Township has supported trail development and welcomed more information about it. Chockley said she and the Township planner have met with MDOT and SEMCOG about extending trails to the North Village park, possibly with grant funding, and updating the Parks & Recreation Master Plan will allow application for State grant funding.

Beliger commented on her campaign for Township Supervisor, recounted concerns of residents she spoke with during the campaign, and congratulated the successful campaigns of Ken Dignan and L.J. Walter. Zelenock also thanked voters for support of her candidacy and said she supports trails in the Township. Manley and Otto thanked election workers and voters.

CONSENT AGENDA:

- **Reports**
- **Check Disbursement Report**
- **Correspondence**

In answer to questions Aynes, Chockley, and Zelenock said:

- The North Village appraisal was not included in the Board packet because the subject is not on the agenda, but he can post it on the website and provide the summary page.
- No additional proposals for the North Village site have been received.
- Aynes will check into having expenditures for a shed charged to the previous fiscal year to avoid depleting the new year's budget for Parks & Recreation.
- Fees were charged by the Township for the Recreation Center parking lot application to treat the Township the same as other applicants, but Aynes can prepare a policy regarding fees for public facilities. Zelenock recalled the Board made a motion regarding this.
- The fund balance of 130% is the best estimate known at this time without the audit being done.

Dockett asked for a report at the next meeting about whether the Building Department is still operating at a deficit.

- ▶ **Motion:** Chockley moved, Beliger seconded, that the consent agenda be adopted as presented.
Motion carried 7—0 on a roll call vote.

ADOPT BALANCE OF AGENDA

- ▶ **Motion:** Chockley moved, Chick seconded, that the balance of the agenda be adopted as presented.

Zelenock suggested scheduling a short break at 9:00 P.M.

Motion carried 7—0 on a roll call vote.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Held via tele-conference
August 11, 2020**

AGENDA ITEMS

**1.
Minutes of July 14, 2020
Board of Trustees Meeting**

Dockett explained that he left the meeting during the vote on item 9 after asking for a break which was not granted, but he would have voted against it. It was agreed to add "Mr. Dockett asked for a recess, but one was not called." before the first amendment to the motion.

- ▶ **Motion:** Chockley moved, Beliger seconded, that the minutes of the July 14, 2020, Regular Board Meeting be approved as amended.
Motion carried 7—0 on a roll call vote.

**2.
Minutes of July 28, 2020
Board of Trustees Meeting**

- ▶ **Motion:** Chockley moved, Beliger seconded, that the minutes of the July 28, 2020, Regular Board Meeting be approved as presented.
Motion carried 7—0 on a roll call vote.

**3.
Payment of Open Bills
(expected check run date 08-12-2020)**

- ▶ **Motion:** Chockley moved, Chick seconded, to approve payment of Open Bills (expected check run date 08-12-2020) for a total of \$239,463.91 from all funds in the Municipal Investment Fund (MIF) account.
- ▶ **Amendment to motion:** Beliger moved, Dockett seconded, to amend the bills to exclude the payment to the Huron River Watershed Council in the amount of \$846.03. **Amendment to motion failed 2—5 on a roll call vote, Chick, Manley, Otto, Chockley, and Zelenock opposed.**

Beliger asked about a charge by the Township attorney for telephone consultation with the Treasurer about a building and zoning matter. Zelenock answered a question from Dockett about a newsletter expense covered by the Land Preservation Committee.

Original motion carried 5—2 on a roll call vote, Dockett and Beliger opposed.

**4.
Discuss and Prioritize
the Proposed Planning Commission Work Plan**

Chick noted much of the Planning Commission's time in the near future will be taken up with applications for marijuana businesses. She asked for more information about Development Packet Procedures, said she does not need an urgent need for a parking study, but said clarifications about signs is needed for new businesses starting up.

Lippens said the Development Review Packet is very important, and he clarified the sign issue brought up by

Chick. He said the need to update the Parks & Recreation Master Plan, which must be done every five years, is crucially tied to getting acquisition and improvement funds for several parks projects. He said downtown parking is addressed adequately for now in the Downtown Strategic Acton Plan.

Chockley said recommendations for some of these things could be brought to the Planning Commission by a couple of Commissioners working with Aynes. Regarding parking, she said having a parking in lieu of payment ordinance could result in funds being built up for future parking, and she said updating the Parks & Recreation plan is critical.

- ▶ **Motion:** Beliger moved, Zelenock seconded, to authorize the Township Manager to approve the Planner to provide up to \$5,000 of assistance or service to update the Parks & Recreation Master Plan working with the Parks & Recreation Committee.

Chockley noted the \$9,500 listed by Lippens does not include public engagement sessions which are required by the State in order to be eligible for grants. Otto agreed \$5,000 is not sufficient. Zelenock said the original plan was prepared by Township Manager Fink and the Committee, then reviewed by the planner, and she recommended that be done again. Chick agreed, noting that the only thing missing from the plan is the North Village park and any legal updates. Dockett said the Township needs to choose a new planning consulting firm.

Zelenock said she would like cost estimates included for improvements desired for the North Village park. Chockley said only 38 members of the public commented on the last plan, that is not enough, and professional expertise may be needed to improve that. Lippens said he has done a lot of parks plans, and he could do a public workshop in the form of a webinar, but the process is quite standard and \$9,500 is about what it takes to meet the legal requirements, but he will work with the Committee if the Board authorizes \$5,000.

Motion carried 6—1 on a roll call vote, Dockett opposed.

- ▶ **Motion:** Chick moved, Otto seconded, for the Board to approve the planner to work on the minor zoning ordinance updates referred to by Mr. Lippens in his memo.

In answer to questions, Lippens said his work on this is covered under a previous Board authorization, and they are about 75% through that authorization with no additional funding needed at this point. Chick noted the Planning Commission voted to work only on items specifically directed by the Board. Lippens said he will convene the committee regarding this as soon as possible, but it was not done previously because the Commission has been busy with marijuana business applications. Dockett and Zelenock said they are not prepared to act on this because the packet indicated no Board action was required.

Motion carried 5—2 on a roll call vote, Zelenock and Dockett opposed.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Held via tele-conference
August 11, 2020**

- ▶ **Motion:** Chockley moved to have a payment in lieu of parking ordinance prepared at a cost of no more than \$2,500.

Lippens said if an ordinance is prepared without a study of the downtown area the \$5,000 cost estimate could be cut about in half. Otto said the Board has never discussed this. Chockley noted the Downtown Strategic Plan touches on this. Lippens briefly explained what such an ordinance would do.

Motion died for lack of a second.

Lippens said the Development Packet Procedures is very important and Building/Planning/Zoning Coordinator Mary Bird would really appreciate having this done because it will help developers and streamline processes for them. Chick asked if the checklist and flow chart prepared by Carlisle Wortman is still used. Lippens said it needs updating.

- ▶ **Motion:** Beliger moved, Chockley seconded, to authorize the Township Manager to approve the Planner to provide up to \$5,000 of assistance to update the Township Development Packet procedures.

Aynes said Bird has no time to work on this, but he can work with Lippens on this. In answer to questions, Lippens said this is a team effort involving him, Bird, and Aynes, there are a lot of different models used for this type of thing, and procedures need to be updated occasionally.

Aynes said the funding would need to come from the fund balance.

- ▶ **Amended motion:** Beliger moved, Chockley seconded, to authorize the Township Manager to approve the Planner to provide up to \$3,000 of assistance to update the Township Development Packet Procedures.

Motion carried 6—1 on a roll call vote, Dockett opposed.

**5.
Proposed Agreement with Paul G. VanBuhler
Clarifying Division of Properties**

- ▶ **Motion:** Zelenock moved, Beliger seconded, to accept the Proposed Agreement with Paul G. VanBuhler clarifying division of his land with terms substantially similar to the agreements in the packet and to record the agreements and any exhibits deemed appropriate by the manager and the Township Attorney.

Aynes explained the two parcels in question are divided by two school district boundary lines, and the agreement includes not building homes on the small parcels or on the school boundary lines.

Motion carried 7—0 on a roll call vote.

Chockley called a short recess.

**6.
Memorandum of Understanding
and Resolution 20-628:
Grant Funding for Back-to-School Cellular
Hot Spot at the Public Safety Building**

- ▶ **Motion:** Chockley moved, Chick seconded, to adopt Resolution 20-628 to accept grant funding for Back-to-School Cellular Hot Spots from the Washtenaw County Broadband Task Force, and authorize the Township Manager to sign the resolution and the Memorandum of Understanding pending attorney review and approval at no cost to the Township.

Chockley explained that the Broadband Task Force approached the County to provide funding for internet service for Township residents who do not have sufficient broadband service to get access. She said this would provide \$1,000 for the equipment, \$500 for the installation, and up to \$600 for hotspot access fees. She said the service would be accessible from the Township Hall rear parking lot, and a firewall would keep the service separate from Township operations.

In answer to questions, Chockley and Chief Wagner said the service would accommodate 10-25 people at a time, they could use Township Hall restrooms when the building is open, about 20 parking spaces covered by security cameras are available, the additional monthly cost for service—which will be increased from 100MB to 200MB—would be \$23, and the Township would be getting upgraded equipment.

There was discussion about providing service in rural areas. Wagner said the service at Fire Station #2 could be shared, but the station is not staffed and there are no cameras. Chockley said there are many people in town who need service, but do not have it because Charter's records indicate only 1,400 subscribers for the 3,400 locations wired for their service.

Aynes suggested that Wagner look into whether lighting and security cameras can be provided at Fire Station #2.

Motion carried 5—2 on a roll call vote, Beliger and Dockett opposed. Resolution adopted.

**7.
Hiring Front Desk Clerk/
Building Department Assistant**

- ▶ **Motion:** Beliger moved, Otto seconded, to hire Kathleen Heger for the position of Front Desk Clerk/Building Department Assistant at the pay rate of \$15/hour, to work 15 hours per week, with a start date of Wednesday, August 12, 2020.
Motion carried 7—0 on a roll call vote.

**8.
Discuss Disposition of
Township-owned Properties**

Aynes referred to his report and said there are few unwanted Township-owned properties, noting that 75 Barker Road has been sold. He reported on the potential sale of several properties around Horseshoe Lake, and

**Northfield Township Board Meeting
Minutes of Regular Meeting
Held via tele-conference
August 11, 2020**

recommended against selling most of the lots owned in the area planned for a future park. He recommended putting a for sale sign on the Coyle Road lot, and he also recommended that property owners adjacent other small lots to be contacted to see if they wish to purchase them.

- ▶ **Motion:** Zelenock moved, Chockley seconded, to authorize the Township Manager to contact property owners adjacent to properties on Maple Drive, Grove Drive, and Garfield Drive to see if they are interested in purchasing them.
- ▶ **Amendment to motion:** Chockley moved, Zelenock seconded, to amend the motion to require purchasers to combine parcels with their own homestead parcel(s).

Dockett said the Assessor or Township attorney should be consulted about the legality of this requirement first.

Motion to amend withdrawn.

Original motion carried 7—0 on a roll call vote.

- ▶ **Motion:** Zelenock moved, Chockley seconded, to offer parcel B-02-18-120-008 on Coyle Road for a minimum of \$1,400 and to post a sign on the property. **Motion carried 7—0 on a roll call vote.**
- ▶ **Motion:** Zelenock moved, Chick seconded, to get the appropriate resolutions to incorporate the lots on Forest Drive behind the Public Safety Building, **Motion carried 7—0 on a roll call vote.**
- ▶ **Motion:** Zelenock moved, Otto seconded, to continue to work with Horseshoe Lake Association to create a non-profit so the Township can transfer the properties to them, and that the Association be requested to provide a status report at the end of the year.

There was discussion about whether the Township can give land away. Zelenock noted the purpose of the Township owning the lots was to protect the lake, but it would be better for the lake Association to own them. Dockett said there should be a sunset provision on this.

Motion carried 6—1 on a roll call vote, Dockett opposed.

9.

Authorize Replacement of Air Conditioning Unit at the Community Center

- ▶ **Motion:** Chockley moved, Chick seconded, to purchase the Carrier Performance Series - Comfort 24ACB3 air conditioning unit from Ehlers Heating & Air Conditioning at a cost of \$4,595 which includes upgrading both of the thermostats on the air conditioning system at the Community Center.

There was discussion about the different proposals, what other companies were contacted, and whether both existing air conditioning units should be replaced with a single one.

Motion carried 6—1 on a roll call vote, Zelenock opposed.

[Manley left the meeting].

10.

**Resolution 20-627:
Road Closure for Whitmore Lake High School Homecoming Parade**

- ▶ **Motion:** Chockley moved, Beliger seconded, to adopt Resolution 20-627. **Motion carried 6—0 on a roll call vote. Resolution adopted.**

11.

Downtown Development Authority (DDA) Appointments

- ▶ **Motion:** Chockley moved, Beliger seconded, to approve the appointment of Bridget Kasmenn and Eric Patterson to the Downtown Development Authority for terms expiring June 30, 2024.

Otto asked if it would be a conflict of interest to have Bridget Kasmenn and her landlord, Barbara Griffith serving at the same time. Chockley said the requirement is that member have an economic interest. Dockett said four of the five people listed do not live in or own property in the Township. Chockley said Kasmenn is a Township homeowner and rents her business space in the DDA area, and Patterson owns Terra Firma on Whitmore Lake Road where there is currently no DDA representation.

Motion carried 6—0 on a roll call vote.

- ▶ **Motion:** Chockley moved, Chick seconded, to approve the reappointment of Anne Iaquinto to the Downtown Development Authority for a term expiring June 30, 2022. **Motion carried 5—1 on a roll call vote, Beliger opposed.**

- ▶ **Motion:** Chockley moved, Zelenock seconded, to approve the appointment of Doug Wilbur to the Downtown Development Authority for a term expiring June 30, 2021. **Motion carried 6—0 on a roll call vote.**

There was a brief discussion about requiring formal minutes or recordings of DDA and other Township Boards and Commissions.

12.

Next Steps Regarding Wastewater Treatment Plant Equalization Basin

Aynes recalled the Township re-advertised the intent to issue bonds and the 45 day period expired on August 5th without any petitions being submitted to require a public vote. He said the next step is to put the project out for bid and send postcards to property owners.

- ▶ **Motion:** Chockley moved, Chick seconded, to authorize Tetra Tech to go out for bid for the Wastewater Treatment Plant equalization basin as soon as is practical.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Held via tele-conference
August 11, 2020**

Zelenock said she believes revenue bonds should be used. Beliger clarified this is to get bids, not to approve the basin. It was agreed specifics about dates for the steps involved be approved at the next meeting.

Motion carried 4—2 on a roll call vote, Zelenock and Dockett opposed.

**13.
Ethics Policy**

Otto recalled the Board discussed drafting a policy in March, 2019, and considered a draft in May, 2019, and she referred to her redlined version which incorporated suggested changes from Board members.

- ▶ **Motion:** Otto moved, Chick seconded, that the Board accept the red-line version of the policy, have the attorney review it and provide any suggested changes, and bring the final version back to the Board for a vote. **Motion carried 5—1 on a roll call vote, Zelenock and Dockett opposed.**

TRUSTEE/LIAISON REPORTS

- ▶ **Motion:** Chockley moved, Beliger seconded, to adopt the Trustee/Liaison Reports as presented. **Motion carried 6—0 on a roll call vote.**

ANNOUNCEMENTS

None.

SECOND CALL TO THE PUBLIC

Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;
Wording added is underlined.

Approved by the Township Board on _____, 2020.

Steve Gronow, Chestnut Homebuilders in Brighton, said he will be submitting an application for rezoning of 90 acres of the Leland farm. Adam Olney asked about a lawsuit mentioned in the Manager's report, suggested recording all Township Zoom meetings, and commented on DDA appointments.

BOARD MEMBER COMMENTS

Board members said they are looking forward to seeing Mr. Gronow's proposal, thanked candidates who ran for office, thanked Scott Stewart for his interest in a trail system in the Township and assistance to the Parks & Recreation Committee, thanked Marta Larson for hosting a candidate forum, thanked the voters and election volunteers, thanked Township staff and volunteers who have been working on the Kaboom! grant project on Barker Road, noted there will be a Kaboom! ribbon cutting on August 30th and volunteers are needed to do the remaining work before then, asked Aynes to look into the cost of removing the sign on the property next to the Community Center, mentioned Taubman Center students at the University of Michigan may be available to help with park design, said Township website updates and creation of a Facebook page for the Land Preservation Committee should be authorized as suggested by Marissa Prizgint.

ADJOURNMENT

- ▶ **Motion:** Chockley moved, Zelenock seconded, that the meeting be adjourned. **Motion carried 6—0 on a roll call vote.**

The meeting adjourned at 10:38 P.M.

Kathleen Manley, Clerk

Official minutes of all meetings are available on the Township's website at http://www.twp-northfield.org/government/township_board_of_trustees/

**Northfield Township
Police Department**

Memo

To: Township Board of Trustees

From: Chief William Wagner

cc: Lt. Martin Smith

Date: August 25, 2020

Re: Approval to purchase 2020 Chevy Tahoe

I am requesting approval to purchase a new patrol vehicle. The vehicle is a 2020 Chevy Tahoe and the purchase price is \$39,721.40. This is a State Bid purchase and is a police package. The purchase will be made from Bachman Commercial in Kentucky. They have this vehicle in stock. Because of the pandemic it is very difficult to find these vehicles. We purchased our last 2 Tahoes from this dealership.

The purchase will be made from account number 207-900-974. This was approved in the current budget.

This does not include the outfitting of the vehicle. Invoice attached.

Motion: I move to approve Chief Wagner and Police Department to purchase a 2020 Chevy Tahoe Police Package from Bachman Commercial for a total price of \$39,721.40. Purchase will be made from account 207-900-974



Bachman Commercial

Chuck Hill | 502-395-3996 | c.hill@bachmanautogroup.com

157 - 203

Vehicle: [Fleet] 2020 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial (✔ Complete)

Quote: KSP Gray Pursuit Tahoe

Quote Worksheet

	MSRP
Base Price	\$49,800.00
Dest Charge	\$1,295.00
Total Options	(\$2,535.00)
Subtotal	\$48,560.00
Subtotal Pre-Tax Adjustments	\$0.00
Less Customer Discount	(\$8,838.60)
Subtotal Discount	(\$8,838.60)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$39,721.40
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$39,721.40

Dealer Signature / Date

Customer Signature / Date

Selected Model and Options

MODEL

CODE	MODEL	MSRP
CK15706	2020 Chevrolet Tahoe 4WD 4dr Commercial	\$49,800.00

COLORS

CODE	DESCRIPTION	MSRP
GBA	Black	\$0.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 11604. Data Updated: Aug 9, 2020 10:42:00 PM PDT.

**Northfield Township
Fire Department**

Memo

To: Township Board of Trustees
From: Chief William Wagner
cc: Angela Bennett
Date: August 25, 2020
Re: MAFF contract wage reopener approval

I am requesting approval of the attached Letter of Understanding between Northfield Township and the Michigan Association of Fire Fighters. The current contract which goes from July 1, 2018 and June 30, 2021, called for a "wage reopener" for the third year, July 1, 2020- June 30, 2021.

The Letter of Understanding calls for a .50 cent per hour raise for all levels except training. Training wage will receive a \$1.00 per hour raise. See table below. These raises would be retro-active to July 1, 2020.

Labor Attorney Stacy Belisle has reviewed the agreement.

New pay scale:

Paid on call	\$21.50
Duty Shift	\$16.50
Training	\$14.50
Probation II	\$14.00
Probation I	\$11.00

Motion: I move to approve the attached Letter of Understanding between Northfield Township and the Michigan Association of Fire Fighters and approve Chief Wagner and Manager Aynes to sign the agreement.

Letter of Understanding
Between
Northfield Township
and the
Michigan Association of Fire Fighters

This Letter of Understanding is made and entered into between Northfield Township (the "Employer") and the Michigan Association of Fire Fighters (the "Union") representing the Northfield Fire Fighters Association (the "Local").

WHEREAS, the Employer and the Union are parties to a collective bargaining agreement (July 1, 2018 thru June 30, 2021) setting forth the wages, hours, terms and conditions of employment (the "Agreement"), and

WHEREAS, Article XIV of the Agreement provides for wages, Section 19.1 provides for a wage re-opener to address wages for the final year of the Agreement, July 1, 2020 thru June 30, 2021, and

WHEREAS, the Employer and the Local have met to discuss wages and have mutually agreed to amend wages for all Fire Fighters through this letter of understanding.

Now, Therefore, it is agreed that Article XIV, Section 19.1, Wages, shall reflect the following wage increases:

1. Regular hourly rates of pay for all Fire Fighters shall be increased by fifty cents (\$.50) per hour for all hours worked.
2. Training rate of pay shall be increased by one dollar (\$1.00) per hour.
3. All agreed to increases shall be paid retroactive from July 1, 2020.

Except as amended by this LOU all other articles of the Agreement remain in full force and effect.

For the Township:

For the Union:

Date: _____

Date: _____

**Northfield Township
Fire Department**

Memo

To: Township Board of Trustees
From: Chief William Wagner
cc: Angela Bennett
Date: August 25, 2020
Re: Hiring of Paid on Call Fire Fighter trainee

I would like approval to hire Danielle Roskens as a paid on call fire fighter trainee. Danielle is a Township resident and will be assigned to fire station #2 when fully trained. She will be paid at the new rate of pay (if approved) of \$11.00. Hiring is contingent on successful passing of physical and background check.

Motion: I move to hire Danielle Roskens as a paid on call fire fighter trainee at the rate of \$11.00 per hour contingent on the successful passing of a background check and physical.

Memo

From: Marlene Chockley
Subject: Wireless Hotspot for the Public at Firestation #2
Date: August 25, 2020

The Northfield Township Board voted August 11, 2020 to take advantage of a program offered by the Washtenaw County Broadband Taskforce to offer a Wireless Hotspot at the Public Safety Building (PSB) to serve the public for the next year. Provided for your information, please see the not-to-exceed quote prepared by MicroTech Services, Inc. for the purchase of the equipment and installation. The County is reimbursing Northfield Township \$1500 plus up to \$600 for the annual cost of increased internet service.

Installation is expected to be the week of August 23.

At that same meeting, the Board requested information on the cost to install a Wireless Hotspot at Firestation #2. That cost would be approximately \$450--that of the antenna and the wiring that you see on the quote attached and reusing the old firewall/router replaced by the T-80 from the PSB. That particular firewall/router is 7 years old and does not have the capability of the T-80, but is still useful for Firestation #2 where we don't have extensive Township government internet usage on a daily basis. We do not expect to need to increase the cost of the internet at that location.

I believe that providing this service at Firestation #2 would be of great benefit to the public at very little cost.

Action Requested

Motion to approve the installation of a Wireless Hotspot at Firestation #2 at a cost not to exceed \$500.

Provide a List of Attachments

Equipment and Installation Quote for the PSB from MicroTech Services, Inc.





QUOTE #	AAAQ1559
DATE	8/13/2020

Prepared For:
 Jennifer Carlisle
 Northfield Township. Admin
 8350 Main St., Ste. A
 Whitmore Lake, MI 48189
 P: (734) 449-2880
 E: carlislej@northfieldmi.gov

Prepared By:
 Kelly Olson
 2450 Delhi Commerce Dr
 Suite13
 Holt, MI 48842
 P: 517-699-2065
 E: kolson@mtswb.net

Notes:

Here is the quote you requested.

	Unit Price	Qty	Ext. Price
 Ubiquiti UniFi AC Mesh UAP-AC-M-PRO IEEE 802.11ac 1.71 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 2 x Network (RJ-45) - Gigabit Ethernet - Pole-mountable, Wall Mountable	\$184.11	1	\$184.11
 WatchGuard Trade Up to WatchGuard Firebox T80 with 1-yr Basic Security Suite (US) - 8 Port - 10/100/1000Base-T - Gigabit Ethernet - 6 x RJ-45 - 1 Total Expansion Slots - 1 Year Basic Security Suite - Tabletop	\$1,081.99	1	\$1,081.99
Cable Labor Office	\$90.00	3	\$270.00
Solution Subtotal			\$1,536.10
Sales Tax			\$0.00
Shipping			\$0.00
Grand Total			\$1,536.10

Payment Options

Select your preferred payment option / purchase terms*:

- Check Purchase (purchase amount \$1,536.10)
- Credit Card Purchase (purchase amount \$1,536.10)
- PayPal Purchase (purchase amount \$1,536.10)

* If this quote contains lease payment options, the lease options are provided as an estimate only. Final lease payment amount is subject to credit verification and applicable taxes as required by law.

Unit Price	Qty	Ext. Price
------------	-----	------------

Notes:

Please contact me if I can be of further assistance.

To accept this quotation, sign here and return: _____

Thank You For Your Business!

To: Board

From: Steve Aynes, Northfield Township Manager

Date: August 20, 2020

RE: 75 Barker St. Sale

Mr. Rob Munger 's offer to purchase 75 Barker was accepted and the Sales Agreement was signed. The sale was supposed to be completed the end of July.

However, a Phase 1 environmental study he ordered suggested that there was a fuel tank that was previously removed. The Recommendation as I understand it was that a Phase II test be performed. Due to the time needed to conduct that test, I approved a 30 day extension based on the Board's directive to handle administratively issues needed to be resolved in order to close on the sale. I did this after consulting with the Township's legal counsel.

The environmental consultant took water samples and drilled for soil samples. I have not seen the report. Mr. Munger has advised me the water samples were fine, but that the soil samples showed some contamination from the tank.

Mr. Munger has requested a further extension. I discussed this with the Township Attorney. His recommendation was that I bring this back to the Board. I am sorry for the short notice and this not being on the draft agenda, but this recommendation was based on discussion by email with Mr. Munger and consultation with Mr. Fink this afternoon.

I would recommend an extension until September 30, 2020. The Board should stress the Township's encouragement to Mr. Munger to complete the purchase by then.

I have asked Mr. Munger for a letter asking for the extension, but it may not arrive in time for the packet.

To: Board

From: Steve Aynes, Northfield Township Manager

Date: August 20, 2020

RE: Chestnut Development Water System

Chestnut Development is investigating a possible project including single family, limited commercial, and other improvements. The project site is a portion of the Leland property located at the northwest intersection of Whitmore Lake Rd. and North Territorial Road west of U.S. 23. They are currently drilling test wells to determine if the project could be served by a water system sharing well water from a single source.

They have not yet submitted plans for the development to the Building Department as they are still in a preliminary stage.

They have contacted EGLE, the state agency having oversight of water systems. EGLE needs to know if this is going to be a private water system or if Northfield Township is willing to operate the system as a municipal water system.

I don't recommend the Board approving accepting this as a Township Water system prior to or during development. All parcels in the township are on private wells. The Township currently has no governmental operated water system.

I have overseen the operation of municipal water systems in two communities. Provision of water services is not the same as the Wastewater Treatment/Sewer system the Township operates. There are different licenses both as a government and as the individual employee licenses. The potential liabilities are also well known in Michigan as demonstrated in the Flint Water situation.

EGLE has informed Chestnut Development that the Township Board needs to take formal action at a public meeting on this. My emailed or verbal rejection was not sufficient for EGLE's consideration.

Draft Motion:

I, _____, move, seconded by _____, to refuse the establishment and maintenance of a municipal water system for parcels B-02-19-100-005 & b-02-19-100-006.



Chestnut Development, LLC
Chestnut Home Builders & Real Estate
6253 Grand River, Brighton, MI 48114

August 14th, 2020

Dear Northfield Township Board Members,

Chestnut Development, LLC would like to formally request the Township Board vote on the matter of having interest in being the water authority for parcel ID's 02-19-100-005 and 02-19-100-006 at their next board meeting on August 25th, 2020. We were given an informal response previously that the Township does not have any interest in establishing or maintaining a water system on these parcels. EGLE Engineer Sean Brown has recently brought to our attention that in order to go forward with exploratory measures necessary to establishing if there is water available on site to even sustain a future development, we must have a more formal "Proof of Refusal" from Northfield Township Board in the form of a vote and public record of the matter. If anyone on the board would like to reach out to Sean Brown directly for questions or clarity his contact information is browns70@michigan.gov, phone 517-937-6799.

We thank you for your cooperation and look forward to continuing to work with Northfield Township.

Sincerely,

Steven Gronow, Owner
Chestnut Development, LLC

To: Township Board
From: Steve Aynes, Northfield Township Manager
RE: Proposal for Township Website Upgrade
Date: August 20, 2020

We transferred the township's website server from Washtenaw County to Revize in 2014. Since that time, no upgrades have been done. In June of last year, Jennifer and I met with our representative from Revize to discuss upgrading the township's website to offer more features to better serve our citizens. Of most interest we believe is a more concise document search feature, mobile device compatibility and fillable web forms.

As requested by the board, we received proposals from three municipal website companies. Attached is a comparison of the costs for each of the proposals.

At this time, Jennifer and I continue to recommend using Revize as our website provider. While Revize has a slightly higher annual support fee, we feel that the ease of transition will make up for this. Currently, five employees update the website. The minimal training required to accomplish and use this upgrade would be a huge benefit to our staff. The procedures for administration of the website would remain the same and would require no additional training.

Revize offers two upgrade packages. With the WebGen upgrade, the township would have four templates available for our web design with limited ability to customize. With the Customized upgrade, we could take a basic design and customize the township's page to our liking. Which features the board would like to see on the township's website will dictate which upgrade we choose.

We also recommend including the Documents on Demand add-on with our upgrade. We have much more information on the website now than we did in 2014. Its advanced search features will make searching for documents easier for our users. Since we are currently with Revize, there would be no additional charges for migrating the township's website and documents into the new format.

The estimated timeframe to go live with the Revize upgrade is 16-21 weeks.

The board will need to decide whether to go with the WebGen (template-based) upgrade, or the Customized upgrade.

Draft Motion for **WebGen** upgrade: I, _____, seconded by _____, move to allow the Township Manager to move forward with the WebGen upgrade proposed by Revize including the Documents on Demand feature of a cost not to exceed \$4000 and to allow the Township Manager to sign any necessary paperwork pending legal review.

Draft Motion for **Customized** upgrade: I, _____, seconded by _____, move to allow the Township Manager to move forward with the Customized upgrade proposed by Revize including the Documents on Demand feature of a cost not to exceed \$7000 and to allow the Township Manager to sign any necessary paperwork pending legal review.

Website Upgrade Proposals

	Design Options	Set-up fee	Maintenance Options	Annual Maintenance Fee	Add-Ons	Add-on Fee	Total for year 1	Annual fees after year 1
Shumaker Technology Group	Silver Package	\$ 3,495.00	Supported Maintenance	\$ 675.00	Document Manager	\$75/month = \$900/year	\$ 5,070.00	\$ 1,575.00
	Gold Package	\$ 4,495.00	Supported Maintenance	\$ 675.00	Document Manager	\$75/month = \$900/year	\$ 6,070.00	\$ 1,575.00
	Platinum Package	\$ 5,495.00	Supported Maintenance	\$ 675.00	Document Manager	\$75/month = \$900/year	\$ 7,070.00	\$ 1,575.00
Revize	Customized	\$ 5,000.00	Annual Maintenance	\$ 1,000.00	Documents on Demand	\$1000/year	\$ 7,000.00	\$ 2,000.00
	WebGen (basic)	\$ 2,000.00	Annual Maintenance	\$ 1,000.00	Documents on Demand	\$1000/year	\$ 4,000.00	\$ 2,000.00
Civic Plus	Website Redesign	\$ 9,250.00	Annual Maintenance	\$ 2,250.00	--	--	\$ 11,500.00	\$ 2,250.00

Northfield Township
August 3, 2020
Website Development

PROPOSAL

Website Development





TABLE OF CONTENTS

INTRODUCTION

Project Summary	3
-----------------------	---

SHUMAKER TECHNOLOGY GROUP

Company Profile	6
-----------------------	---

Core Values	7
-------------------	---

Company Leadership	8
--------------------------	---

Company Structure	9
-------------------------	---

SERVICE CAPABILITIES

Website Portfolio Sample	10
--------------------------------	----

Municipal Focus	11
-----------------------	----

Municipal Clients Map	12
-----------------------------	----

Testimonials	13
--------------------	----

PRICING

Pricing	15
---------------	----

Payment Structure	19
-------------------------	----

PROJECT INFORMATION

Project Timeline: Overview	20
----------------------------------	----

Project Timeline	21
------------------------	----

Terms and Conditions	22
----------------------------	----



PROJECT SUMMARY

On behalf of everyone at the Shumaker Technology Group, we thank you for considering us in your Website redesign efforts. We are pleased to submit a proposal for Northfield Township's new Website.

A Website serves as the face of your township. It is our goal to design a new Website that is as unique as your community and engages residents as well as directs them with ease to the information they seek. This project proposal will highlight our vision for how to best rebuild the Northfield Township Website from the ground up.

SCOPE OF WORK

The Shumaker Technology Group (STG) will work with Northfield Township to develop a custom Website that reflects the factors that makes Northfield unique.

Lack of Document Management capabilities within the current Northfield Township site is one of the pain points with the current Website. Currently, search results contain advertisements, there is no way to search by date, and there is no way to track the number of times a document is accessed. To address this issue, we propose the client's choice of STG Web Document Manager or Content Central Enterprise Edition Document Management System. See pg. 17–18 for more information.

The Website will be developed in the client's choice of STG EasyWeb (a content management system we have developed for our clients) or the widely popular WordPress Content Management System (CRM).

During the initial site setup, STG will create the various pages and populate them with content according to the chosen package. After the initial setup, more pages may be added using the CRM.

All relevant content will be migrated over from the current Northfield Township Website, and new content provided by Northfield Township shall be inserted into the Website by STG.

The Website will be developed using responsive (mobile-friendly) techniques.

While the Americans with Disabilities Act (ADA) doesn't specifically reference Website accessibility, numerous recent court cases overwhelmingly suggest that Website accessibility is required under the law. At Shumaker Group, we strive to abide by these guidelines without sacrificing Website quality.



PROJECT SUMMARY

MEETINGS

STG offers clients a pre-development meeting to make sure we fully understand your needs and desires, as well as a post-development meeting to make sure we have accomplished your goals. These meetings will either take place on-site or via webinar conference, depending on your chosen package and current safety guidelines.

We understand that building an amazing Website is really just the first step on your successful Website journey. What's more important is to make sure that the Website stays up-to-date, relevant, and useful. In order to do that, it's our job to make sure you have the tools, the knowledge, and the training to successfully maintain your Website. For some of our clients, that may mean a full maintenance package so that we can worry about the Website while you do what you do best. For others, it may mean an ongoing support package so that you can do the majority of the maintenance but also ensure help is available if and when you need it. And, last but not least, for some of our most tech savvy clients, that may just mean hosting, backing up, and securing the site.

Regardless of which option you choose, all STG Websites come with an initial training session to make sure you are comfortable with your new Website. This is usually conducted via Webinar which offers a number of advantages including the fact that not all participants have to be in the same location and both the screen and the audio can easily be recorded either to share with someone who couldn't make the training, or to have to refer back to in the future. Our clients who learn better in person are welcome to come to our office for training. Or, for a modest fee, we can come to your location and train you.

Even with the initial training, we understand that questions are likely to arise after you start working on the site. We also include 2-hours of remote support with all STG Websites. If you encounter any issues, a qualified Web Developer will connect to your computer via a remote meeting tool and guide you through the process.



PROJECT SUMMARY

DELIVERABLES

Upon acceptance of our proposal, STG's graphic design team will consult with Northfield on township branding guidelines and design preferences. We will be happy to revise the design to ensure that you are perfectly happy with your new Website.

Once a design has been approved by the township, STG will begin programming the Website and migrating/adding content to it.

Depending on how quickly we receive the information and approvals needed from the township, it generally takes anywhere from 6-12 weeks to complete a typical township Website.

COMPANY PROFILE

30+

years of combined
Website
development
experience

100+

clients around the
country from a
diverse range of
sizes and industries

15+

years of continuous
business serving a
diverse and growing
client base

HISTORY AND BACKGROUND

In 2001, when Kyle Shumaker was still in high school, he built his first client Website. From there, Kyle continued to take on more projects, and the projects continued to grow. The Shumaker Technology Group was officially founded in 2007 and has grown to house a whole team of programmers, designers, and marketers.

Our range of specialties and services (now including Website development, document management, mobile app development, graphic design, and more) allow us to provide clients from Lansing, Michigan to Anchorage, Alaska with comprehensive technology solutions. For more information, visit us online at www.shumakergroup.com.

CONTACT

ADDRESS



3721 W. Michigan Ave., Suite 103
Lansing, Michigan 48917

EMAIL



info@shumakergroup.com

PHONE



(517) 325-3121

WEBSITE



www.shumakergroup.com



CORE VALUES

PROFESSIONALISM

Creating a spectacular Website requires various skill sets. The process generally starts with a good graphic designer putting together the look and feel of your Website and having a good marketing professional review your content. Once that's complete the front-end developer takes the design and makes it into an actual Website while the back-end developer makes sure that any necessary functionality is implemented and works well. In the end, everything needs to be tested to make sure that it works. At STG, we hire people with each of these skill sets in order to make sure all of these specialties are available to every client. Further, while there is little to no licensing regulation in the Web Development field, STG hires highly qualified individuals that not only have degrees in their respective fields, but also recognize the value of continuing education and industry certifications.

FLEXIBILITY

Whether you need a full service firm to manage every aspect of your Website, or only want a little bit of help getting started, STG is always here for you. Some of our clients prefer to engage us to design or re-design their site and will then want to maintain and update it themselves. Other clients prefer to let us handle all aspects of their Website so that they can focus on what they do best. We're happy with whatever arrangement works best for you.

RELIABILITY

At STG, we understand that your Website needs to be up and it needs to work correctly and we are committed to doing everything humanly possible to make sure that happens. We have been around and serving clients since 2002. In fact, we're still working with many of our original clients. We also invest significantly into our hosting and monitoring infrastructure to ensure that if problems do arise, we are alerted to them right away and hopefully able to fix them before you or your client's even notice. If you're in the greater Lansing area, we invite you to visit our offices and meet with the team that is developing your Website.

AFFORDABILITY

We at STG believe that everyone deserves an extraordinary Website. As a small business ourselves, we also understand that not everyone has an extraordinary Web or Marketing budget. The volume of sites that we do, combined with the fact that we have in-house project managers, developers, and graphic designers helps us to keep our prices affordable while still providing each client with a great custom Website.



COMPANY LEADERSHIP



KYLE SHUMAKER | PRESIDENT

Certifications and Skills: Certified Internet Webmaster (CIW), Certified Web Designer Apprentice (CWDSA), CompTIA A+ (A+), CompTIA I-Net+ (I-Net+), CompTIA Network+ (Network+), Cisco Certified Network Associate (CCNA). **Degrees & Awards:** Bachelor of Science Degree, Computer Science, Michigan State University, Winner of the Prodigy Award for Best Overall Solution (NexTech Summit, Austin TX, 2001)



ZACH SLATER | DIRECTOR OF WEB DEVELOPMENT

As Director of Web Development, Zach handles a multitude of different tasks utilizing his degree in Media and Information with a specialization in I.T. from Michigan State University. Starting with extensive knowledge of HTML, CSS and Javascript languages, his skills have grown to include JQuery, AJAX, PHP, Java, and Swift. Using these skills, Zach primarily works on creating Website designs and developing new Websites that meet our clients' needs, while also maintaining and implementing new features to current Websites.

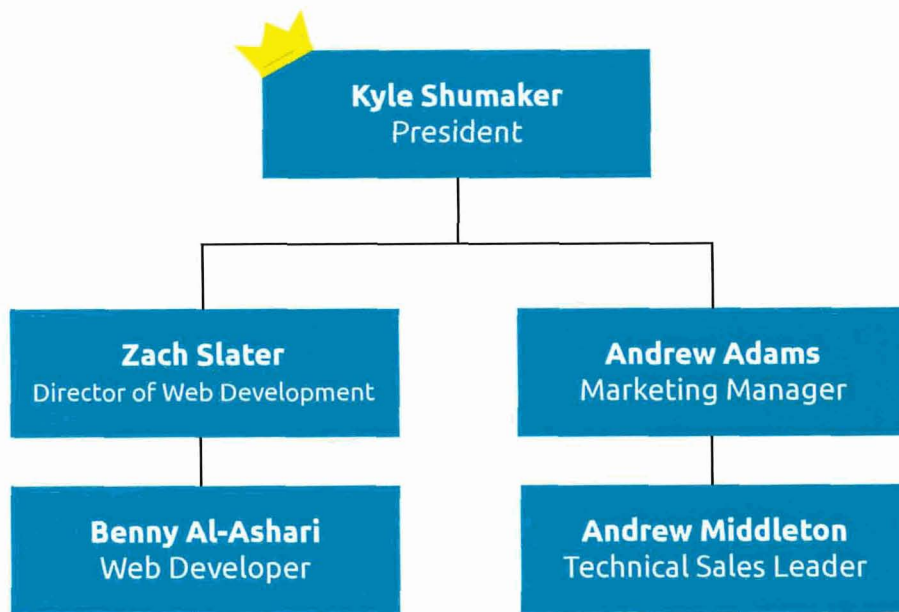


ANDREW MIDDLETON | TECHNICAL SALES LEADER

Student-Athlete graduate of Michigan State University with a Bachelor's Degree in Psychology. Andrew competed for MSU on the Track and Cross Country team and was a two-time Academic All-Big Ten recipient. He has carried his competitive disposition and goal-attaining persona to Shumaker Technology Group which he partly attributes his quick success to as the Technical Sales Leader. Andrew uses his degree in Psychology to both recognize and empathize the apprehensions Business owners and Township committees may have when considering an investment into a new Website or document management software. Andrew's primary responsibilities include creating partnerships with businesses and municipalities who lack up-to-date, easily navigable Websites and providing a quick-fix solution to paper-cluttered offices.



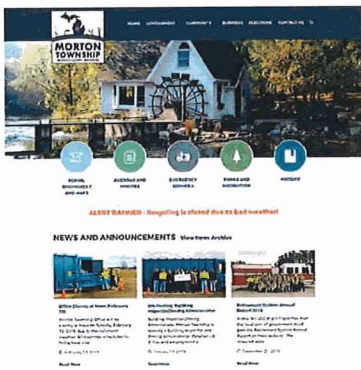
COMPANY STRUCTURE



We're a small team, but we're a team of experts. Each member of the Shumaker Technology Group team is trained and experienced in their own field, ensuring that each aspect of your Website is designed with utmost care and skill.

Working with a small team also means we're easy to communicate with. No account manager keeping you from talking to management, no middleman shielding the graphic designer. We keep our team small and transparent to ensure the highest possible level of customer service.

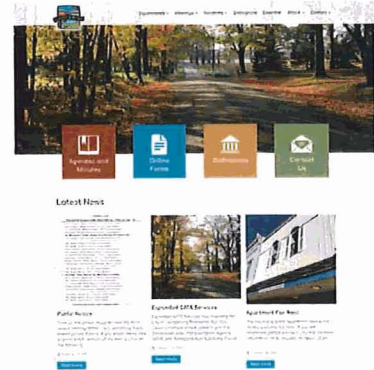
WEBSITE PORTFOLIO SAMPLE



Morton Township
www.mortontownship.org



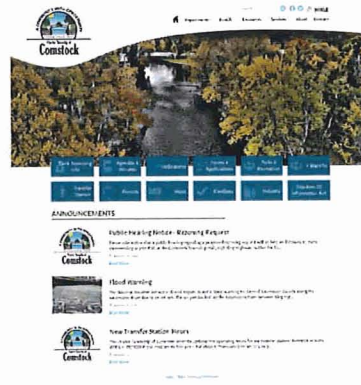
Edenville Township
www.edenvilletwp.org



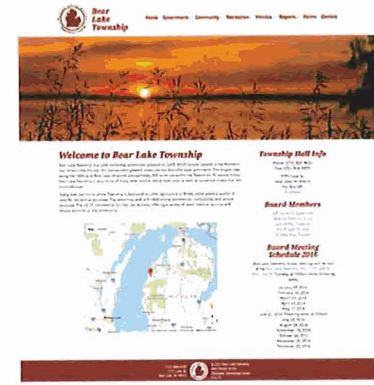
City of Laingsburg
www.laingsburg.us



Williamstown Township
www.williamstowntownship.com



Comstock Charter Township
www.comstockmi.gov



Bear Lake Township
www.bearlaketwp.com



MUNICIPAL FOCUS

The Shumaker Technology Group has extensive experience helping municipalities with their Website Development and Document Management needs. We are a Business Partner of the Michigan Association of Township Supervisors (MATS). We are a vendor/attendee at most Michigan Township Association (MTA) and Michigan Association of Municipal Clerks (MAMC) events.

We also believe in being active in our community. We are a Lansing, Michigan based company and are members of the Lansing Regional Chamber of Commerce, Mason Chamber of Commerce, Holt Business Alliance, and more. STG President Kyle Shumaker currently serves as the Vice President of Local First Mid-Michigan and is on the leadership team for the Business Networking International Okemos Networkers Chapter.



We pride ourselves on our diversity of in-house talent, with back-end programmers and database engineers, front-end web designers, graphic designers, and marketing professionals. For over half of our 10+ years in business we have been serving municipalities, and we look forward to the opportunity to serve yours!

REFERENCES

Charter Township of Comstock

Scott Hess, Superintendent
superintendent@comstockmi.gov

Williamstown Township

Wanda Bloomquist, Supervisor
bloomquistw@williamstowntownship.com

Leslie Township

Sherry Feazel, Clerk
SFeazel@leslietownship.org

Morton Township

Yulanda "Yo" Bellingar, Trustee
trustee3@mortontownship.org

Lincoln Charter Township

Stacy Loar-Porter, Clerk
sloar-porter@lctberrien.org

Eureka Charter Township

Linda Ruwersma, Clerk
eureka.clerk@yahoo.com

MUNICIPAL CLIENTS MAP



- A** Leslie Township
- B** Williamstown Township
- C** Metamora Township
- D** Armada Township
- E** Maple Valley Township
- F** Eureka Charter Township
- G** Fulton Township
- H** Fraser Township
- I** Clement Township
- J** Bear Lake Township
- K** Garfield Township
- L** Aetna Township
- M** Austin Township
- N** Salem Township
- O** City of Hudsonville
- P** Grayling Township
- Q** Buchanan Township
- R** Saline Township
- S** Tri-County Regional Planning Commission
- T** City of Laingsburg
- U** Eagle Township
- V** Blendon Township
- W** Traverse City
- X** Moran Township
- Y** Golden Township
- Z** Morton Township
- a** Gerrish Township
- b** Lima Township
- c** Vergennes Township
- d** Augusta Charter Township
- e** Lincoln Charter Township
- f** Roscommon Township
- g** Comstock Charter Township
- h** Brooks Township
- i** Edenville Township
- j** Porter Township
- k** Martiny Township
- l** Hanover Township
- m** Village of Perrinton
- n** Flynn Township
- o** Brandon Township
- p** Mikado Township
- q** Kearney Township
- r** Springdale Township
- s** Flint Township
- t** Roscommon County Economic Development Co
- u** Sherman Township

TESTIMONIALS



I personally wanted to thank you for a WONDERFUL job on the Morton Township Website. It looks terrific, and I have heard many rave reviews of how nice looking it is and its ease of navigation. We are all proud of the work that you have done for us. Great job.

It has been a real pleasure working with your team. Thank you so much for making us stress free and successful!

Ann McFeggan, PMP *Morton Township*

www.mortontownship.org



I really appreciate all your help. Thank you for adding all the dates to the calendar also. You make my job much easier and go beyond what we expected. We are so happy we have your company and you supporting the Website.

Karon Hoffman, Supervisor *Clement Township*

www.clementtp.org



It is folks like you who make being in business for the past 40 years such a pleasure! You have enabled us to grow and encouraged us to be the best printer in town and for that we are deeply grateful.

Missey Trudell *Paper Image*

www.paperimage.com



TESTIMONIALS



Thank you for your hard work on our Website! You make a powerful difference/ impact on our community and our agency!

Demphna Krikorian *Child and Family Charities*

www.childandfamily.org



Kyle Shumaker has been a tremendous help in many aspects of putting a good face on our medical practice. He has been a creative force not only in launching the attractive Website for our Patient Central, but also helped maintain the Website of our Same Day HeartCare operation with attention to details. He has done such marvelous work for us, and most importantly, Kyle takes the initiative on his own to correct errors, provides creative ideas, and looks after our practice image on the world wide web with genuine care. Kyle is a real deal, sincere and trustworthy to the extreme! I strongly recommend this good-hearted and talented fellow and his company to anyone serious about launching a successful business.

Eugene Choo, MD *Patient Central*

www.mypatientcentral.com



Working with the entire STG team on our entire Website over haul was amazing! Great attention to detail, timely service and top-notch communication. Kyle took the time to help us set up the most efficient hosting and email system and then knocked it out of the park with the Website design and function.

Sara Reedy *Hoffman Photography*

www.1picturelady.com



PRICING

SETUP & DESIGN ONE-TIME COST

TOWNSHIP SILVER PACKAGE \$ 3,495

- Fully custom, mobile-friendly Website with content management system
- Pre-development and post-development meetings and training sessions
- Up to 50 pages and 300 linked documents (PDF, DOC, etc.) of migrated or inserted content
- Enhanced security including SSL encryption and CAPTCHA anti-spam feature
- Remote webinar meetings and trainings
- Examples: Moran Township (www.morantownship.com), Eureka Charter Township (www.eurekatownship.org), Golden Township (www.goldentownship.org)

TOWNSHIP GOLD PACKAGE ★ \$ 4,495

- Fully custom, mobile-friendly Website with content management system
- Pre-development and post-development meetings and training sessions
- Unlimited pages and linked documents of migrated or inserted content
- Enhanced security including SSL encryption and CAPTCHA anti-spam feature
- On-site meetings and trainings
- Google Analytics and Google Search Console integration
- Fillable PDFs
- Search feature
- Website designed with attention to ADA compliance guidelines
- Examples: City of Laingsburg (www.laingsburg.us), Saline Township (www.salinetownship.org)



PRICING

TOWNSHIP PLATINUM PACKAGE\$ 5,495

- Fully custom, mobile-friendly Website with content management system
- Pre-development and post-development meetings and training sessions
- Unlimited pages and linked documents of migrated or inserted content
- Enhanced security including SSL encryption and CAPTCHA anti-spam feature
- On-site meetings and trainings
- Google Analytics and Google Search Console integration
- Fillable PDFs and digitally-submittable electronic forms
- Search feature
- Website designed with attention to ADA compliance guidelines
- Drone video or 360 tour of a township park or amenity
- Email newsletter template setup
- Design refresh/modernization any time after the Website reaches 3 years old
- Examples: Morton Township (www.mortontownship.org), Comstock Charter Township (www.https://comstockmi.gov/)

HOSTING & MAINTENANCE OPTIONS YEARLY COST

OPTION A: SELF-MANAGED\$ 375

STG will host and back up the site, and it will be your responsibility to update/maintain it.

OPTION B: SUPPORTED ★\$ 675

STG will host and back up the site as well as provide ongoing technical support and training.

OPTION C: FULLY MANAGED\$ 1,275

★ Recommended for Northfield Township



PRICING

When you go with a Fully Managed Website from STG, we'll handle all the day-to-day upkeep of your Website for a fixed annual rate, so you don't have to worry about doing it yourself or having varying costs for updates and support.

With the Fully Managed plan, STG will be responsible for:

- Adding, updating, or removing content from your site based on your requests. For example, adding meeting minutes or updating the calendar of events.
- Creating new pages with content that you provide
- Installing updates to the Website platform / content management system
- Restoring site backups should anything go wrong
- Providing you with on-going support and training in case you wish to make any changes yourself

In order to keep our prices reasonable, there are a few items that are not included in the cost of a Fully Managed Website plan. These include, but are not limited to:

- Full or major site redesigns
- Implementation of major new features (for example, if your site wasn't designed to take online payments and you want to add that functionality)
- Recreating or retyping documents not provided in editable format

OPTIONAL ADD-ONS

STG WEB DOCUMENT MANAGER

- Upload electronic documents from your Web Browser.
- Classify documents by type (Meeting Minutes, Ordinance, etc.)
- Associate Title, Keywords, and Date with documents for enhanced searchability.
- Search common document formats (PDF, DOCX, etc.) by any electronic text that appears within them.



PRICING

- Search by date range
- Track number of views per document
- Cloud Hosted
- Best for less than 10,000 documents
- \$25/month for 1GB of storage
- \$50/month for 10GB storage
- \$75/month for 25GB storage

Recommended For: Clients wishing to add basic document management capabilities to their Website.

CONTENT CENTRAL ENTERPRISE EDITION DOCUMENT MANAGEMENT SYSTEM

- Advanced capture methods including scan, network folder, electronic upload, email capture, Microsoft Office Integration, etc.
- Optical Character Recognition for enhanced searchability of scanned documents
- Custom Keyword Fields (Index Fields) Per Document Type
- Advanced permissions per user and per Document Type
- Digital Approval Processes
- Digital Workflow
- Advanced Reporting Modules
- Cloud Hosted or Local Server Hosted
- Easily supports hundreds of thousands of documents (based on plan purchased)
- Starting at \$175/month (includes 2 concurrent users and 100GB storage)

Recommended For: Clients wishing to truly go paperless in their day-to-day operations.



PAYMENT STRUCTURE

YEAR 1

- Upon signing contract N/A
- Upon site launch N/A
- Within 30 days of site launch..... FULL AMOUNT

YEAR 2 AND BEYOND

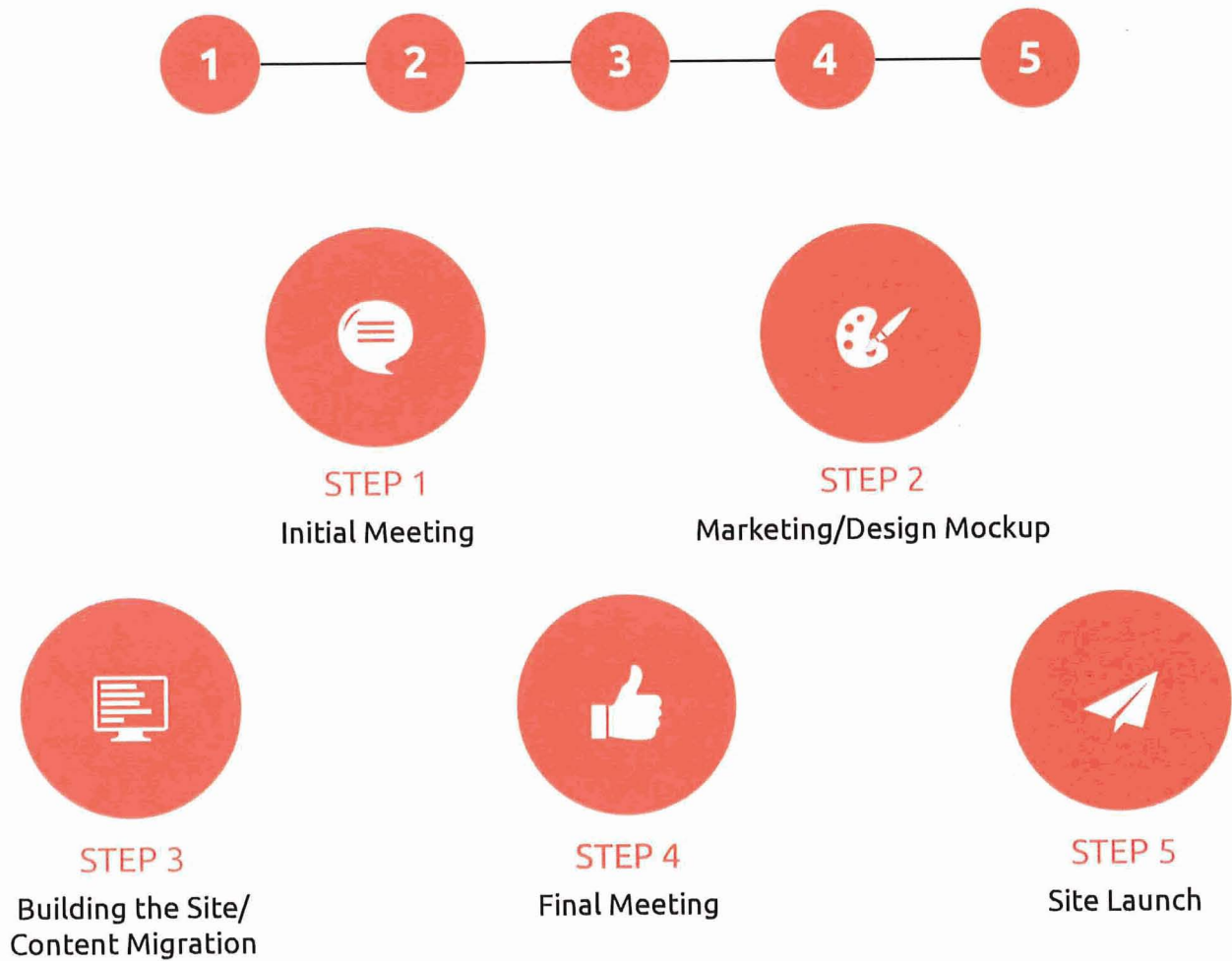
- Within 30 days of anniversary of site launch..... FULL YEARLY AMOUNT

CHANGE VS. CORRECTION

At STG we do our best to be completely transparent about pricing, because you, the client, come first. However, there is an instance where a change in pricing will occur, and for the sake of transparency, we would like to highlight this instance. We refer to it as the principle of change vs. correction; a correction meaning when we fix something that STG got wrong, versus a change which encompasses a client changing their mind in a major way. For example, if a client approves a mockup, layout, and design of a site, and then changes their mind halfway through the process, this would be considered a change. If STG miscodes the Website, or uses the wrong content, this would be considered a correction. A change is not minor design and presentation issues; it is a significant change post-final approval on an aspect of the site.

STG would charge extra for a change, and here is why: when the initial decision is made by the client on approval for a design, our developers jump into the project feet first. There are numerous hours spent on labor and intricacies of the project that cannot be recouped, and in essence, that time is wasted. This is not to say minor changes will not occur; this is not meant to nickel and dime our clients, but rather as a protection for us as a company if a major design overhaul has to occur within the middle of a project. Minor changes and corrections will of course be made at no extra charge to the client during the design phase or while your site is under a maintenance agreement. In the unlikely event that an increase in cost occurs, it will be brought to you for approval in advance.

PROJECT TIMELINE: OVERVIEW





PROJECT TIMELINE



PROJECT TIMELINE

Generally 6–12 weeks depending on client responsiveness and input

STEP 1: INITIAL MEETING

- Project Goals
- Project Timeline/Deadlines
- Design Preferences

STEP 2: MARKETING/DESIGN MOCKUP

- STG Marketing and Design team crafts a personalized vision of the site for your approval

STEP 3: BUILDING THE SITE/CONTENT MIGRATION

- STG development team begins to program custom Website tailored to your goals and design preferences

STEP 4: FINAL MEETING

- STG meets with you to preview and test the custom Website prior to launch

STEP 5: SITE LAUNCH

- New site becomes available to the general public
- Post-launch testing done by you and STG



TERMS AND CONDITIONS

- Payment in full is expected within 30 days of the final site launch. Depending on the size of the project and credit-worthiness of the client, a down payment may be required.
- We guarantee your complete satisfaction. If at any point (prior to 30 days after the launch of the site) you aren't happy with our work, you can cancel and owe nothing.
- In order to meet our delivery milestones, it is important that the client be engaged in the process and provide timely feedback when requested. While we understand that everyone gets busy, *if significant delays occur while waiting for client feedback, the delivery dates may be pushed back.*

THANK YOU to our municipal clients throughout Michigan!



- A** Leslie Township
- B** Williamstown Township
- C** Metamora Township
- D** Armada Township
- E** Maple Valley Township
- F** Eureka Charter Township
- G** Fulton Township
- H** Fraser Township
- I** Clement Township
- J** Bear Lake Township
- K** Garfield Township
- L** Aetna Township
- M** Austin Township
- N** Salem Township
- O** City of Hudsonville
- P** Grayling Township
- Q** Buchanan Township
- R** Saline Township
- S** Tri-County Regional Planning Commission
- T** City of Laingsburg
- U** Eagle Township
- V** Blendon Township
- W** Traverse City
- X** Moran Township
- Y** Golden Township
- Z** Morton Township
- a** Gerrish Township
- b** Lima Township
- c** Vergennes Township
- d** Augusta Charter Township
- e** Lincoln Charter Township
- f** Roscommon Township
- g** Comstock Charter Township
- h** Brooks Township
- i** Edenville Township
- j** Porter Township
- k** Martiny Township
- l** Hanover Township
- m** Village of Perrinton
- n** Flynn Township
- o** Brandon Township
- p** Mikado Township
- q** Kearney Township

From: dylan@revize.com
Sent: Wednesday, June 10, 2020 2:53 PM
To: Jennifer Carlisle
Subject: RE: Website

Hi Jennifer,

Glad everyone is getting back to a (somewhat) normal state. I can certainly stand behind pricing for both options.

I can also bring down your Revize annual fee to around \$1,000 for both options as well - but that's without the Documents on Demand feature, that would add another \$1,000 whichever way you go...

Let me know if you have any questions or would like to talk through these options a little more (it's been a while).

Best way to reach me is still by mobile -248-894-9297.

Thanks,

Dylan Johnston
Account Manager - Revize
Office: +1 248-928-8045
Mobile: +1 248-894-9297
Fax: +1 866-346-8880
email: dylan@revize.com
revize.com
Facebook | Twitter | LinkedIn

-----Original Message-----
From: "Jennifer Carlisle" <carlislej@Northfieldmi.gov>
Sent: Wednesday, June 10, 2020 12:00pm
To: "dylan@revize.com" <dylan@revize.com>
Subject: Website

Hi Dylan,
Now that we are starting to get back to normal, I think we can look at the website revisions again. 1) is the amount you provided for me previously still accurate? 2) You had said you could work with us on the annual fee. Could you send me something with a new fee?

Thanks,
Jennifer Carlisle
Assistant to Township Manager
734-449-2880 ext. 18
carlislej@northfieldmi.gov

revize.

The Government Website Experts

MUNICIPAL WEBSITE REDESIGN PROPOSAL
FOR

Northfield Township, Michigan

Prepared by Dylan Johnston

1890 Crooks Rd, Troy, MI 48084

Ph: +1 248-269-9263 x24 Fax: +1 866-346-8880

www.revize.com June 24, 2019



Dear Steven Aynes, Jennifer Carlisle and Northfield Township Board of Trustees,

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. Located in Troy, Michigan we have launched hundreds of government websites nationwide, including nearly 200 right here in Michigan, 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.

Some of our great clients in include:

- The City of Logan, UT www.loganutah.org
- The City of Seguin, TX www.seguintexas.gov
- South Burlington, VT www.southburlingtonvt.gov
- The City of St. Petersburg, FL www.stpete.org
- The City of Cedar Rapids, IA www.cedar-rapids.org
- And Many More!

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

Government clients select Revize because we can help them

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

“Revize Websites build engagement with your constituents.”

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

Please contact me if you have any questions at all.

Sincerely,

Dylan Johnston

Dylan Johnston
Senior Sales Executive
248-269-9263 x24
dylan@revize.com

Some of our great clients here in Michigan include:

- Barry County, MI www.barrycounty.org
- City of Berkley, MI www.berkleymich.org
- City of Birmingham, MI www.bhamgov.org
- City of Howell, MI www.cityofhowell.org
- Kalkaska County, MI www.kalkaskacounty.net
- City of Kentwood, MI www.kentwood.us
- Montcalm County, MI www.montcalm.us
- City of South Lyon, MI www.southlyonmi.org
- City of Troy, MI www.troymi.gov
- City of Auburn Hills, MI www.auburnhills.org
- City of Clawson, MI www.cityofclawson.com
- And Nearly 200 More!

Table of Contents

Table of Contents	5
Executive Summary	6
Government Project Experience	10
Government Account References	17
Project Planning and Setup	23
Timeline	25
Phase 1: Initial Meeting, Communication Strategy, SOW	26
Phase 2: Discovery & Design	26
Phase 3: Template Development, CMS Integration	32
Phase 4: CMS Modules Setup	32
Phase 5: Custom Functionality Development	32
Phase 6: Quality Assurance Testing	32
Phase 7: Content Development / Content Migration	33
Phase 8: Training Your Staff (in-person or web based training)	33
Final Phase: You Go Live!	37
Marketing & Ongoing Consultation	37
Search Engine Registration and Marketing	37
Security	37
Security Controls, SSL, and Active Directory (LDAP)	38
Application Security Authentication	38
Revize Quote	47
Website Features Included:	48
Revize WebGen Quote	50

Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly. In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

Having launched nearly 1,400 government clients nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 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 desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as

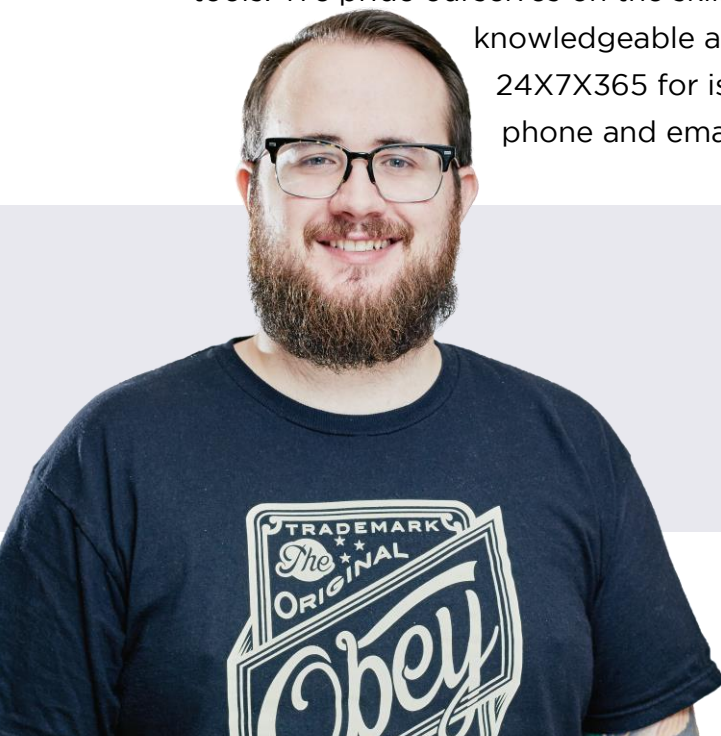
- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records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

Our Award-Winning Government CMS

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

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.



Did you know?

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

Company Profile

FOUNDED	HEADQUARTERS	PHONE	WEB SITE
1995	1890 Crooks Road, 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 1400 clients in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

"The empowerment of
people through simplified
information management
technologies."

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many

municipalities choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information - ensuring that the right people always have the right information at the right time.

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



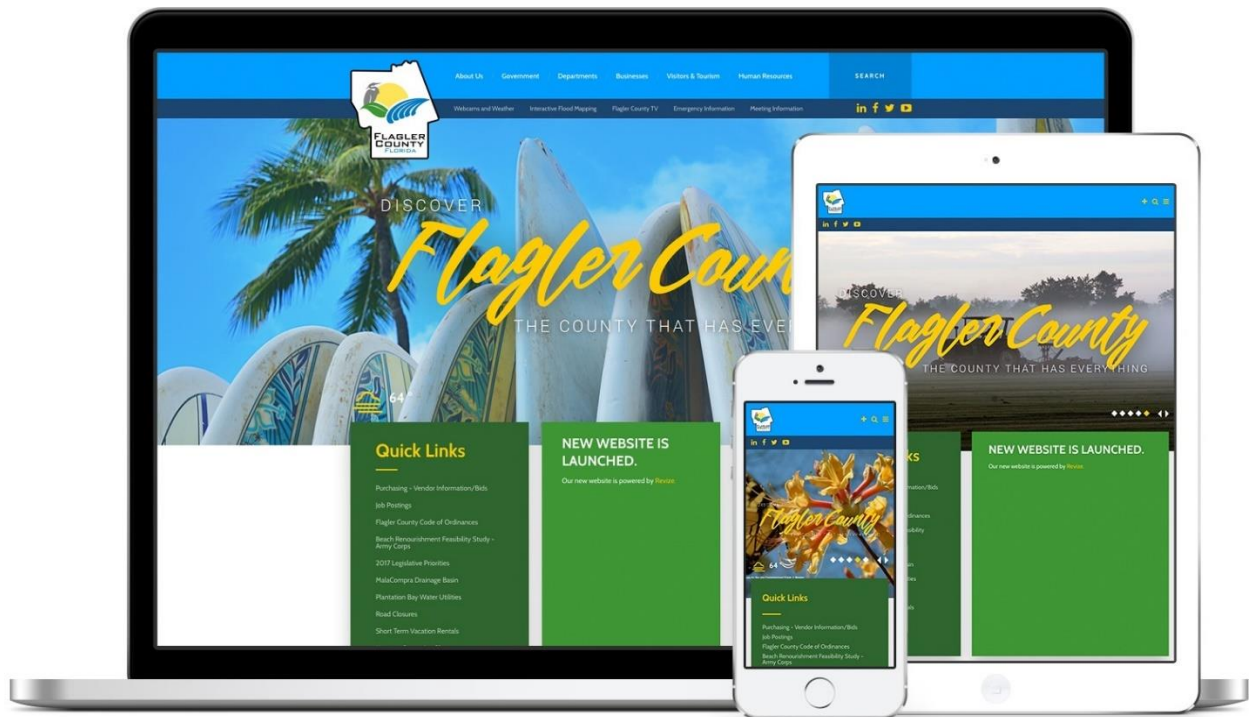
Did you know?

Revize has won national awards for our websites!

Government Project Experience

Flagler County, Florida

www.FlaglerCounty.org

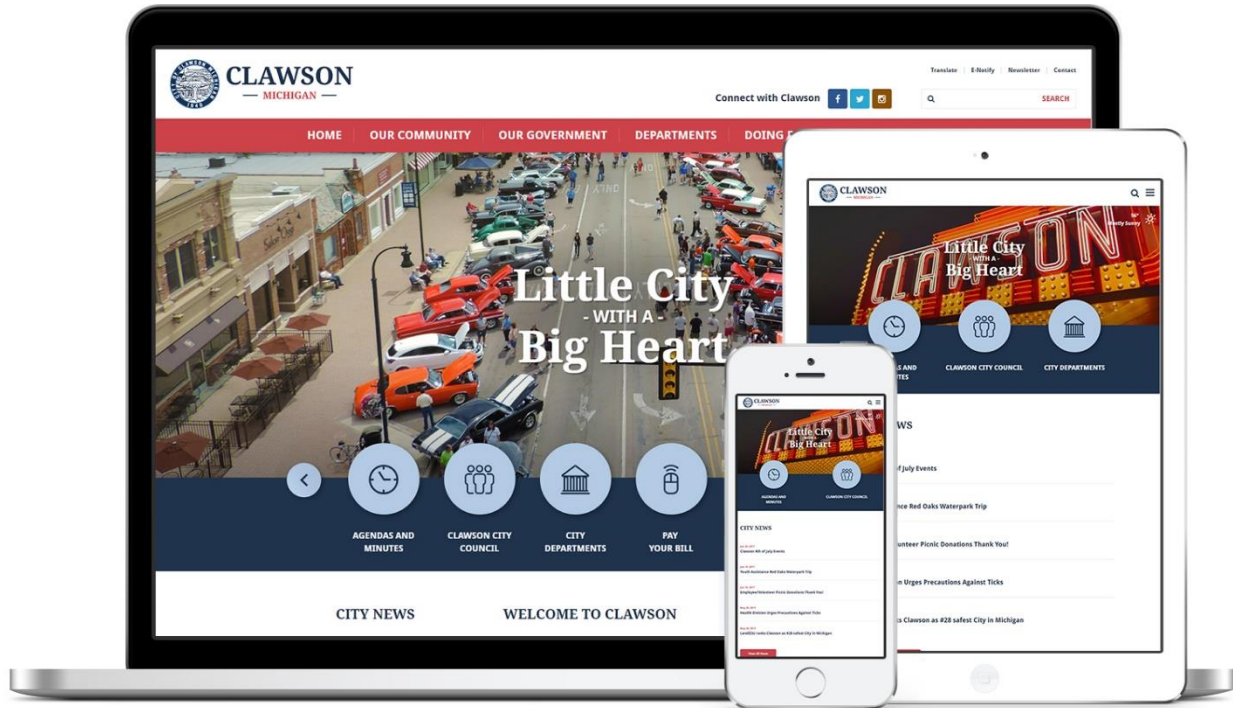


Details:

Flagler County is a County of over 100,000 residents about 24 miles north of Daytona Beach. Flagler has many departments with varying levels of needs on the website. The success of any county or large city website relies on balancing these departmental needs, whilst showcasing a unified vision. In this website, we did just that. While respecting the County'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. Also, the Revize HR application was added into this website for a seamless hiring process. All 3rd party applications are integrated in a way that was right for each particular department. This website is the perfect mix of functionality and design!

Clawson, Michigan

www.cityofclawson.com

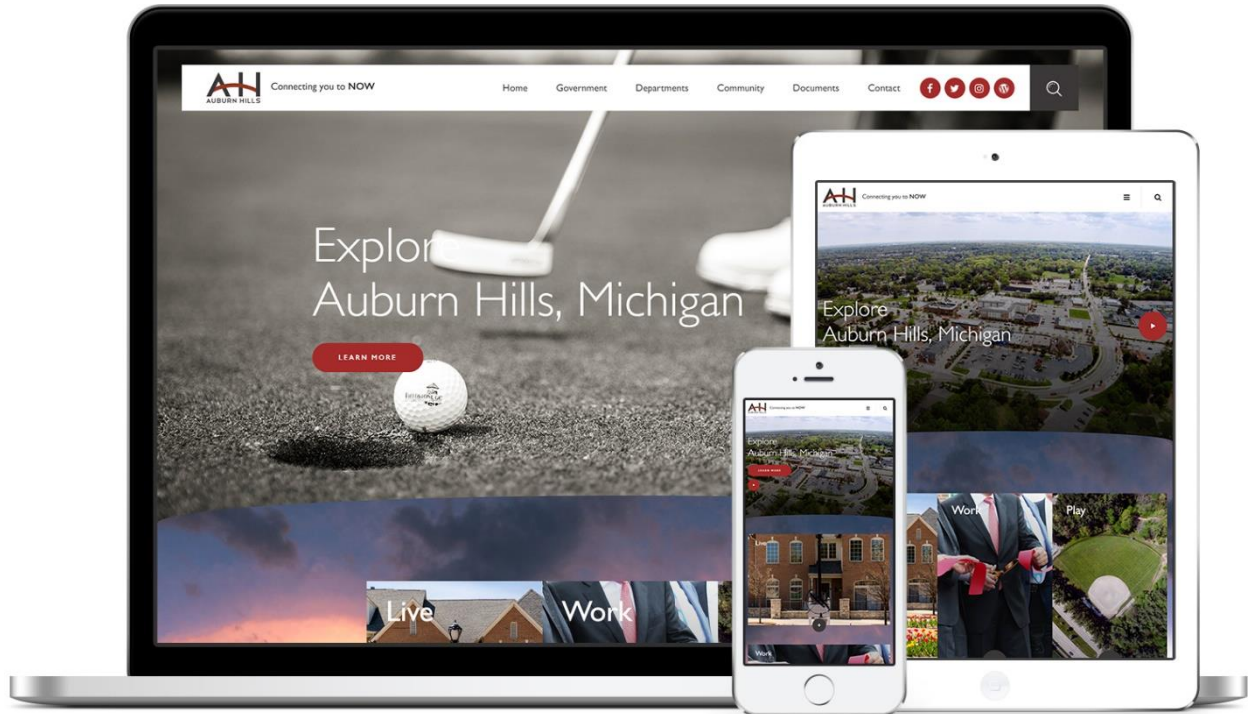


Details:

The City of Clawson is a longtime Revize client. This website was recently redesigned in 2017 to highlight all of what Clawson 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

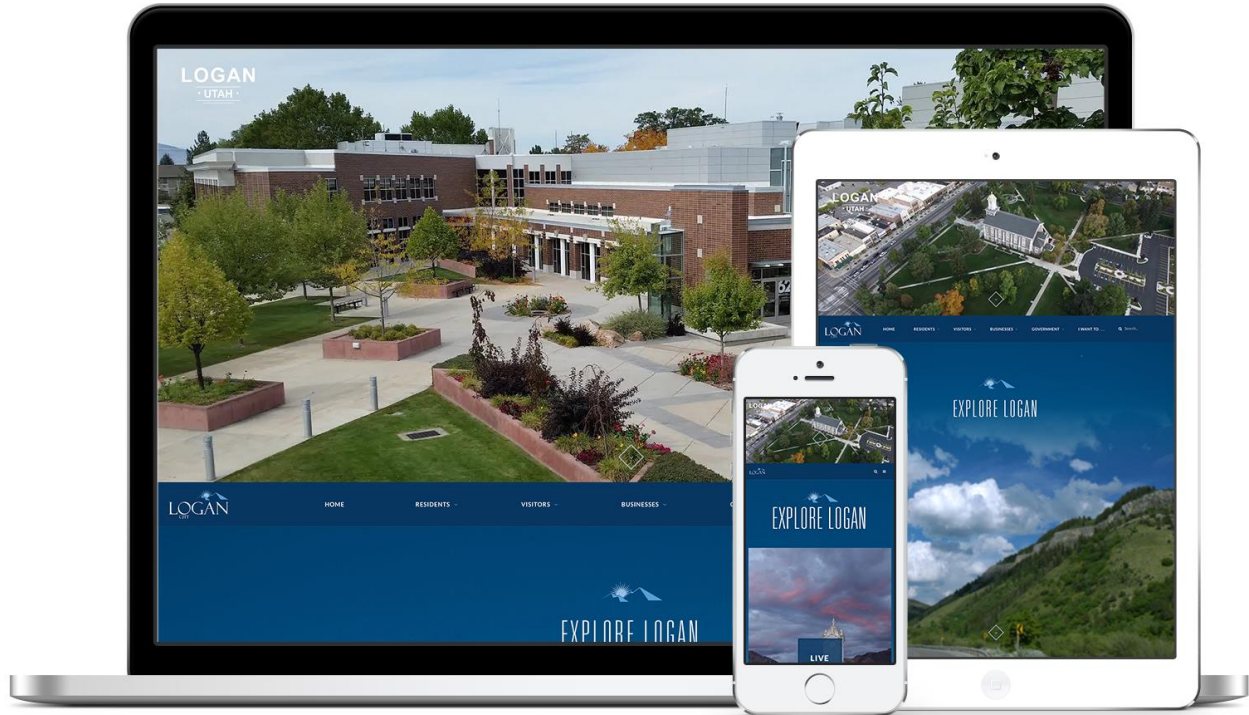


Details:

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 City of Logan, Utah

www.loganutah.org

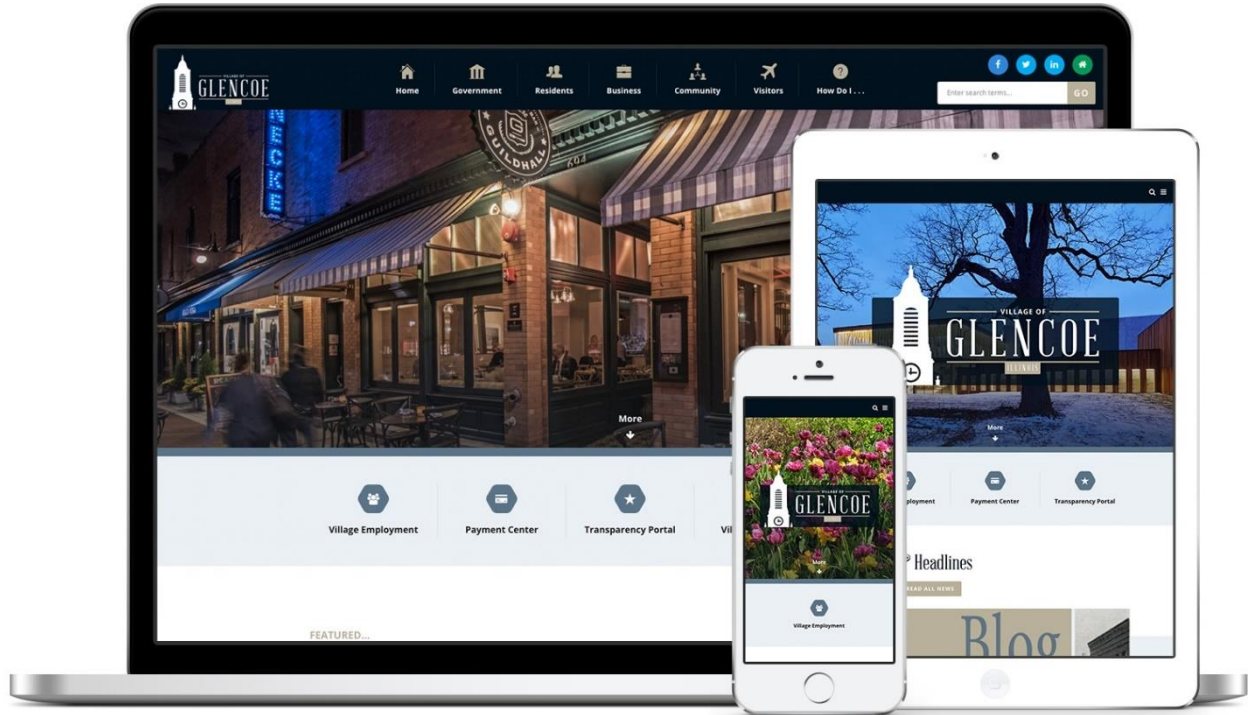


Details:

Logan, Utah wanted a design unlike any City out there. With this design we pushed the limit of what people think when they see a City website. We integrated a video that plays on the full width homepage. **Using video in this manner increases resident return visits by 59% and 93% of first time visitors watch the entire video.** In addition, this site features more scrolling than you may notice on more traditional websites. That is a good thing! Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information, without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the City's brand in a way that is unmatched in the industry!

The Village of Glencoe, Illinois

www.villageofglencoe.org



Details:

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

The City of St. Petersburg, Florida

www.stpete.org

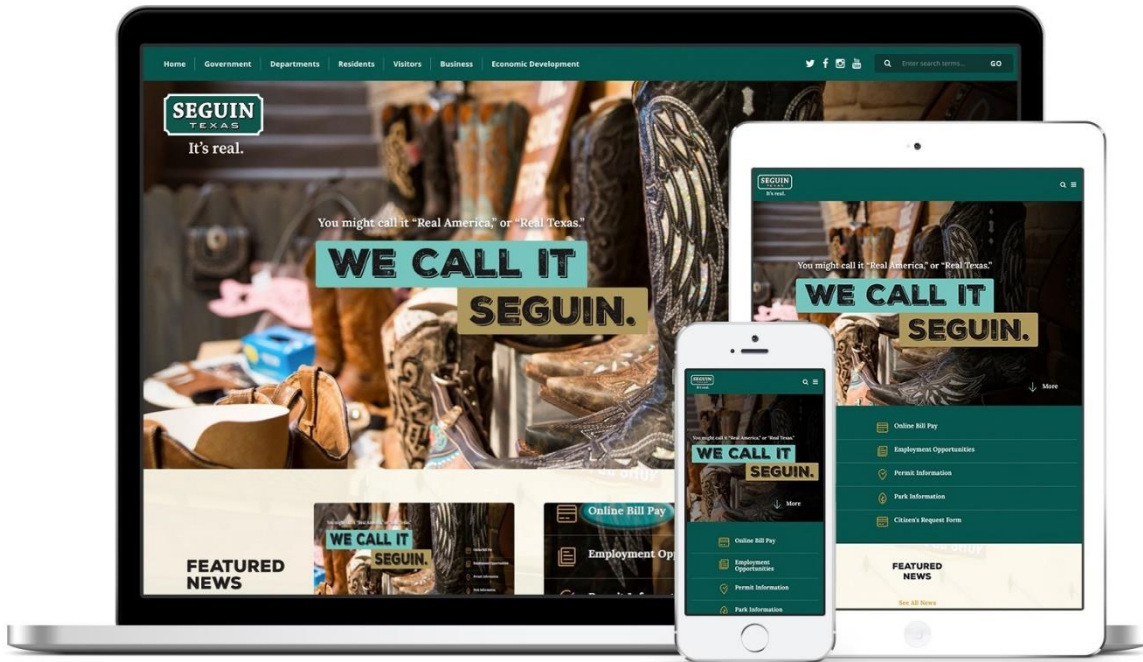


Details:

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

The City of Seguin, Texas

www.seguintexas.gov



Details:

The City of Seguin, Texas is a clear example of how we adapt to our clients' needs and custom tailor our process. During our on-site discovery meeting in Seguin, we determined that, in addition to the city website, there were some overarching goals of economic development and increasing the library's presence online. Therefore, instead of "shoehorning" those departments in the main City website, we built a new City website, EDC website, Visitors website, and Library website, all with a similar brand but a unique design. Our focus is to help achieve the goals of our clients. While we cannot guarantee this type of addition, we are always looking for ways to deliver more than our clients expect!

- www.seguintexas.gov
- www.seguinedc.com
- library.seguintexas.gov
- www.visitseguin.com

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: Tipton County, TN

Shawn Anderson, GIS Director

Phone: (901) 476-0234

Email: sanderson@tiptonco.com

Website: www.tiptonco.com

Client: Flagler County, FL

Julie Murphy, Public Information Officer

Phone: (386) 313-4039

Email: JMurphy@FlaglerCounty.org

Website: www.FlaglerCounty.org

Client: Robbinsville Township, NJ

John Nalbone, PIO

Office: (609) 918-0002 x129

Email: jnalbone@robbinsville-twp.org

Website: www.robbinsville-twp.org

Client: City of Seguin, TX

Morgan Ash, Public Information Officer

Office: (830) 386-2590

Email: mash@seguintexas.gov

Website: www.seguintexas.gov

Client: Denville Township, NJ

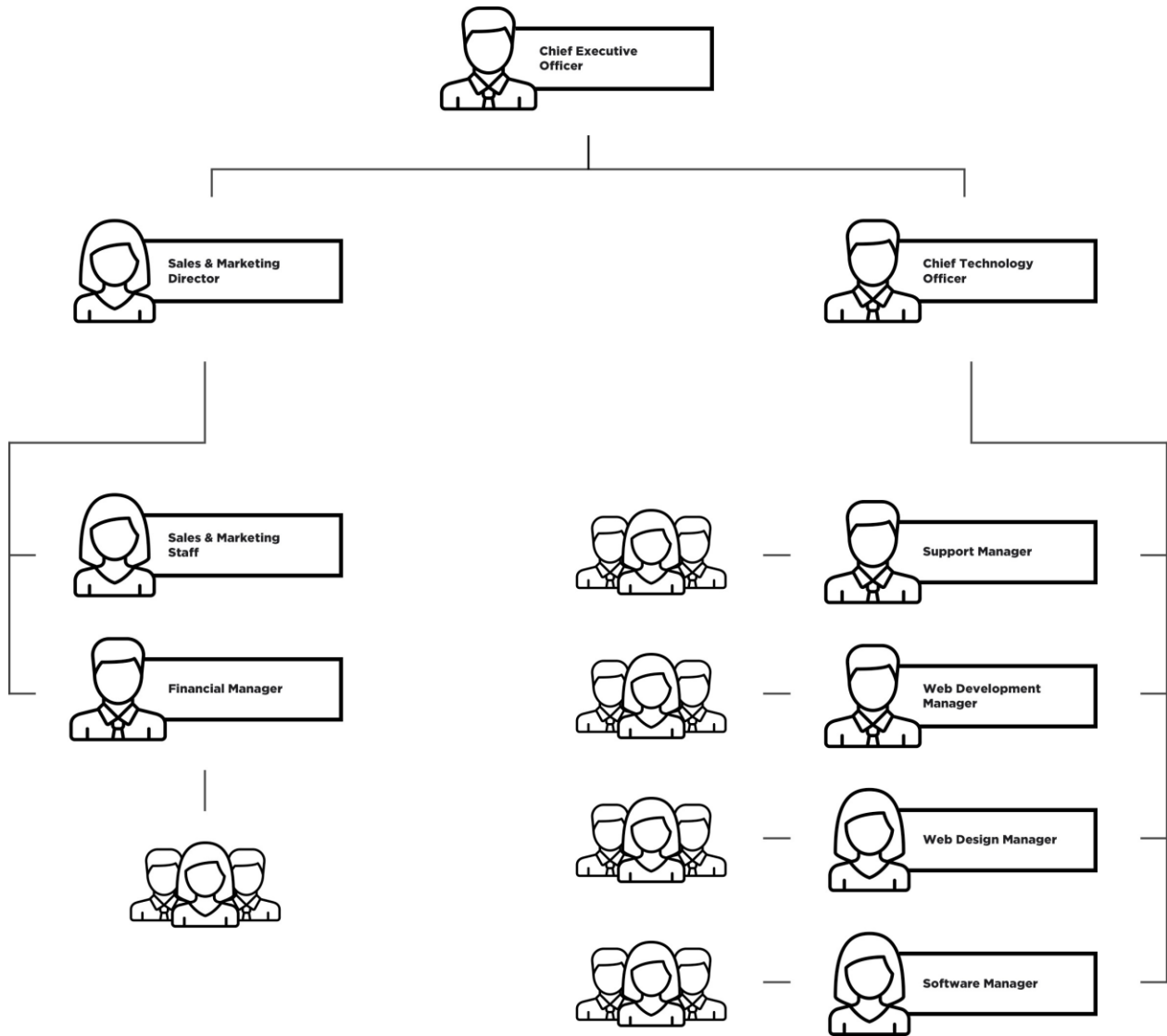
John Ciardi, Facilities Manager

Phone: (973) 296-3946

Email: john@denvillenj.com

Website: www.denvillenj.com

Revize Organization Chart



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

"We Always Provide Knowledgeable,
Friendly and Responsive Service!"

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

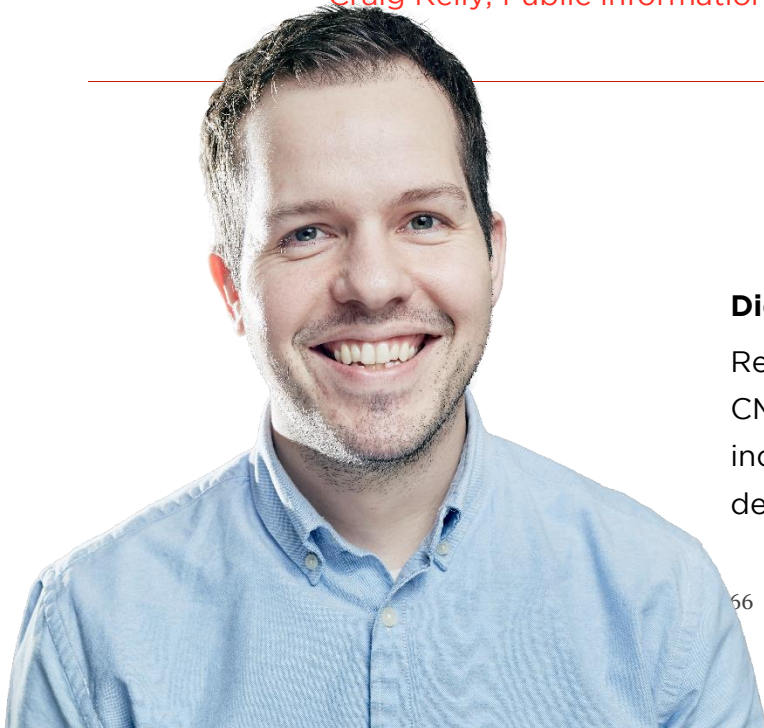
We often hear the question: "What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?" The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come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

Top Ten Reasons Why Revize gives you the Greatest Value!

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

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

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



Did you know?

Revize CMS is one of the most advanced CMS in the government web design industry with over 15 years of development.

Awards & Accolades

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

- Stephanie Teoli Kuhls,
Township Manager,
Middletown Township



The Revize Solution

Project Planning and Setup

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

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

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

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

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

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as 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 will provide a project portal that allows you to check in on the status of your project at any time!.

Timeline

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



Did you know?

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

Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, establish a timeline, and devise a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of the new site, any new content that needs to be written and how to fit the existing content into the new site, Additionally, as an optional item, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval. Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

The questionnaire addresses various issues such as:

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

Phase 2: Discovery & Design

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

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

Revize Design Principles

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

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

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

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

Revize Design Trends

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

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

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

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

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

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

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

“Over the past 20 years,
Revize has mastered the
art of designing
government websites.”

Key Phase Objectives & Deliverables:

The following steps are followed while designing new sites

- **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience’s needs. The Revize designer will also conduct his own research in order to capture the character and “feel” of your area, which will inspire ideas for the overall

design direction of the website.

- **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.
- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

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



Did you know?

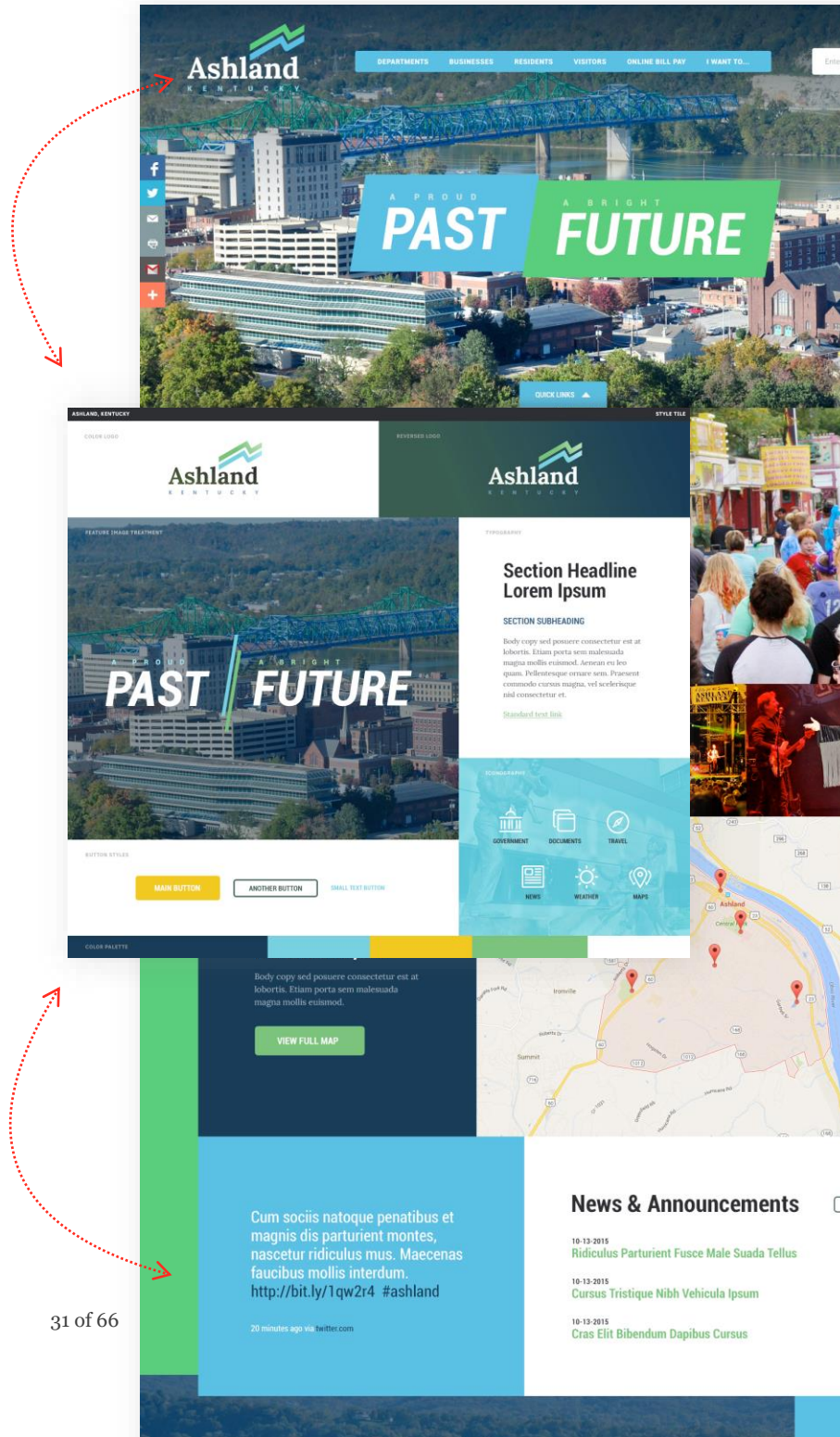
Revize will provide a 100% from scratch design with a satisfaction guarantee!

Wire Frame to Concept

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

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

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



Phase 3: Template Development, CMS Integration

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

Phase 4: CMS Modules Setup

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

Phase 5: Custom Functionality Development

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

Phase 6: Quality Assurance Testing

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

Phase 7: Content Development / Content Migration

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

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

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

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

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

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

support staff is always here to answer questions and provide training refreshers as needed.

Standard Training Agendas

Basic Administrator Training (How to)

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

Content Editor Training (How to)

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

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Training on use of specific Modules included, such as

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

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

Revize Maintenance Covers

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



Did you know?

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

Hosting Service

Revize has four state-of-the-art physical data centers located in Chicago, Detroit, San Diego and Houston with around-the-clock (24/7/365) monitoring of all server activities. Remote data backups are scheduled nightly with Carbonite data 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 services on redundant (1TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance, as well as accurate security and data restoration for your website. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy. 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 the several hours or days timeframe our competitors offer).

“Revize provides 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, SSL, and Active Directory (LDAP)

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

Application Security Authentication

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



Did you know?

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

Maximum Response Times

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

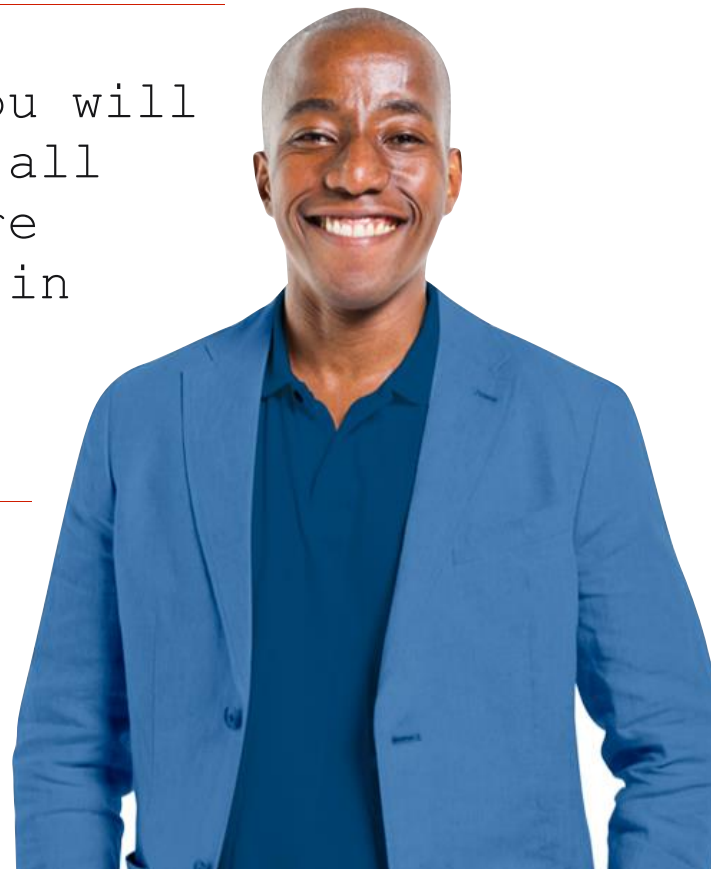
Revize Support

- 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.

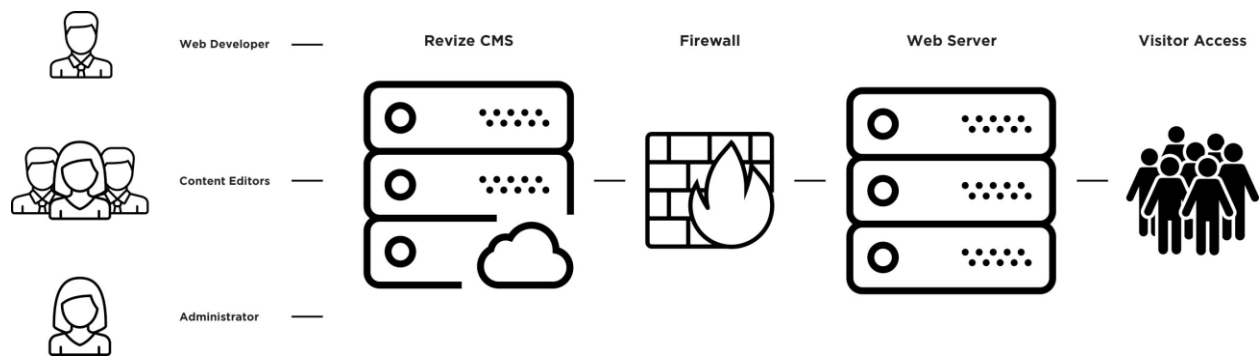
"As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge."



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:

Thomas Jean

Project Manager

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

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

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 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:** "Put yourself in the client's shoes and do what is best for them."
- **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- **Expertise:** 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- **Role on your website project:** Supervisor of account management between client and project team.

Ray Akshaya

Technical Director

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

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

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

Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 360+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

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

Tom Gooden

Website Developer / Graphic Designer, Illustrator

Tom is a senior front-end developer and designer with Revize with more than 10 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent 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.
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:** Graphic design 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

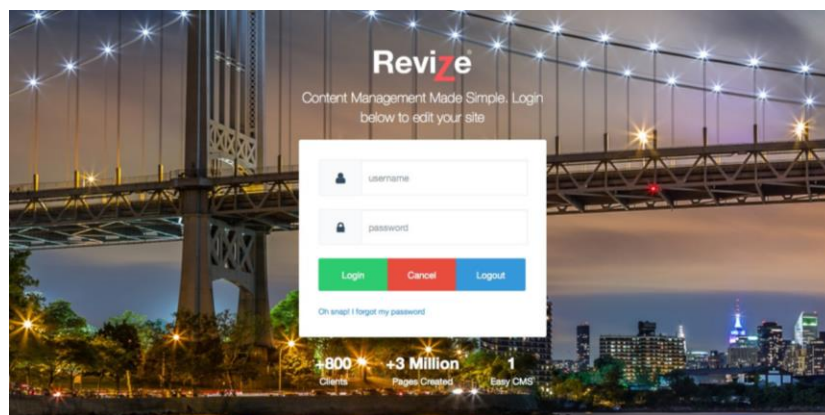


Did you know?

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

Revize Government CMS User Interface

1. Revize CMS User Interface Home Page

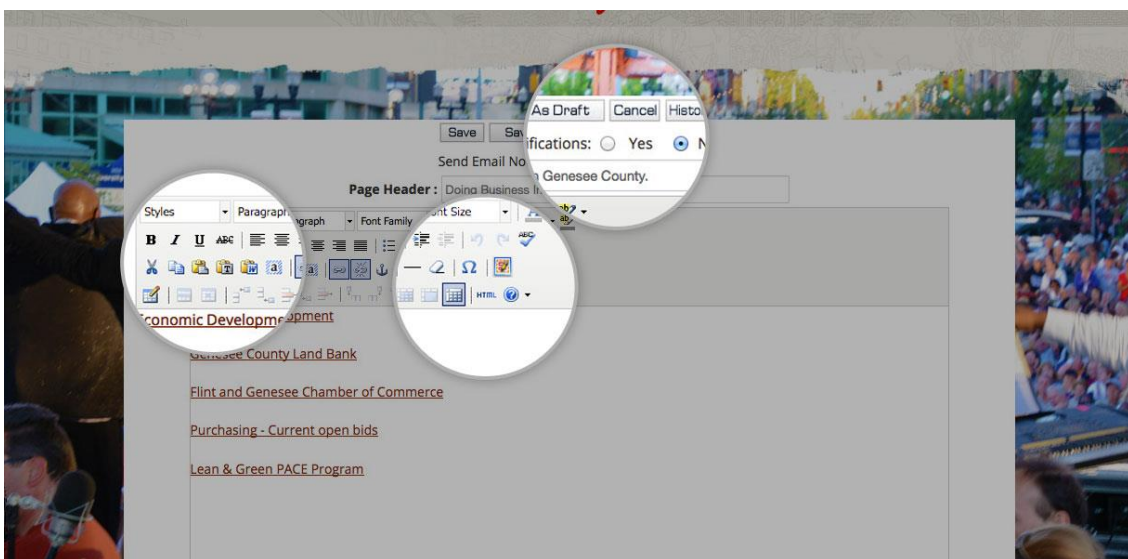


2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

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



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



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

Revize Quote

Phase 1: Project Planning and Analysis, SOW	Included
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page template, Library subsite and inner page design and layout Responsive Web Design, PSR integration and Mobile Development. Includes departmental designs	\$2,000
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	\$3,000
Phase 5: QA Testing	Included
Phase 6: Migration from old website into new website including spell checking and style corrections and using current site map - up to 663 webpages and 1365 documents (approximate number on your Website today)	Included
Phase 8: Go live!	included
Annual unlimited tech support, CMS software updates (2 users), security software updates, and website health checks. Website hosting Included free of charge (30 GB storage space) with security certificate and forms builder app:	\$1,975 \$1,000 ← See email attached
Documents on Demand Service*	\$1,000/year
Grand Total (1st year)	\$7,000 \$7,975
Second year and onward investment	\$2,975/year \$2,000/year

*optional Service

Website Features Included:

The Following Applications & Features will be integrated into Your Website:
In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

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

Citizen's Communication Center Apps

- Document Center
- Email Notify
- FAQs
- News Center with Facebook/Twitter Integration
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator
- Web Forms
- Front Page Video
- Business Directory with Google mapping and navigation, Example:
[http://cms6.revize.com/revize/collingswoodnj/business_directory_\(dev\)/index.php](http://cms6.revize.com/revize/collingswoodnj/business_directory_(dev)/index.php)

Citizen's Engagement CENTER Apps

- Citizen Request Center with Captcha
- Online Bill Pay
- RSS Feed
- Public Service Request
- Mobile Application

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Bid Posting Management System via Vendor Registry
- Online Web Form Builder
- Website Content Archiving
- Website Content Scheduling
- Staff Intranet

Site Administration and Security Features

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

Mobile Device and Accessibility Features

- WCAG 2.1 AA ADA Compliant
- ADA Accessibility Button
- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD)

Revize WebGen Pricing

Revize WEBGEN "Ready to Use" Website Design - includes Color Scheme and Banner customization, Revize CMS integration, Social Media Toolbar and Content Editor training, onetime fee	\$2,000
Revize CMS Annual Software Subscription (2 Users), Tech Support, Software Updates, and Website Hosting, security certificate and up to 20 GB storage - annual fee	\$1,675 \$1,000/year
Documents on Demand	\$1,000/year
Grand Total (1st year) Second year and onwards investment	\$4,000 \$4,675 \$2,675/year \$2,000/year

see email attached

Website delivery: approximately 4-6 weeks

- ✓ Revize WEBGEN "Ready to Use" Website Design - pick from one of four designs*. 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 2 Content Editors/Administrative Users
- ✓ Revize Web Calendar Module, Document Center, and other modules as indicated on the next page
 - ✓ Migration from old website into new website including spell checking and style corrections and using current site map - up to 663 webpages and 1365 documents (approximate number on your Website today)
 - ✓ 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

***Please Visit <http://cms4.revize.com/revize/webgens/> to preview designs**

Following Applications & Features will be integrated into Your Website Project

Revize provides applications and features specifically designed for municipalities. 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
- ✓ News Center
- ✓ Online Forms
- ✓ Photo Gallery/YouTube Video Upload
- ✓ Quick Link Buttons
- ✓ Revize Web Calendar - Unlimited Calendars

CITIZEN'S ENGAGEMENT CENTER APPS:

- ✓ Online Bill Pay

STAFF PRODUCTIVITY APPS:

- ✓ Vendor Registration/Management System via Vendor Registry
- ✓ Image Manager
- ✓ Link Checker
- ✓ Menu Manager
- ✓ Online Form Builder
- ✓ 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

- ✓ Alt-Tags
- ✓ Responsive Website Design (RWD) -Latest Government Design Technology to accommodate better viewing of text and graphics for any size screen, i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

Revize Support Includes

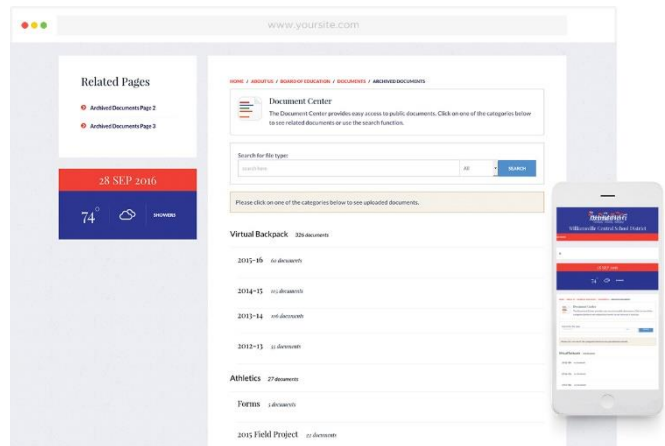
- 8 AM - 8PM EST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage



Citizen's Communication Center Apps

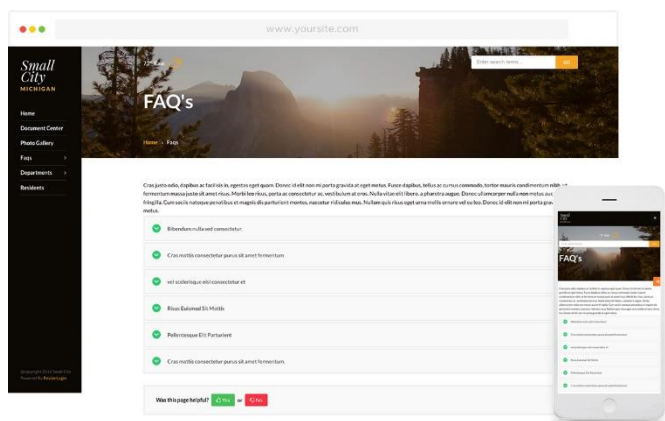
DOCUMENT CENTER APP

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



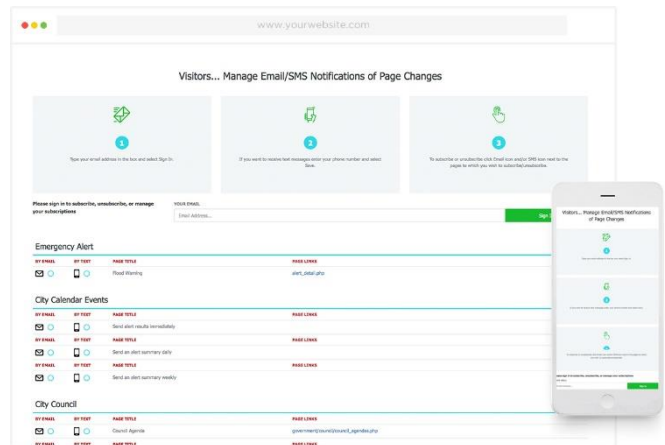
FAQ

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



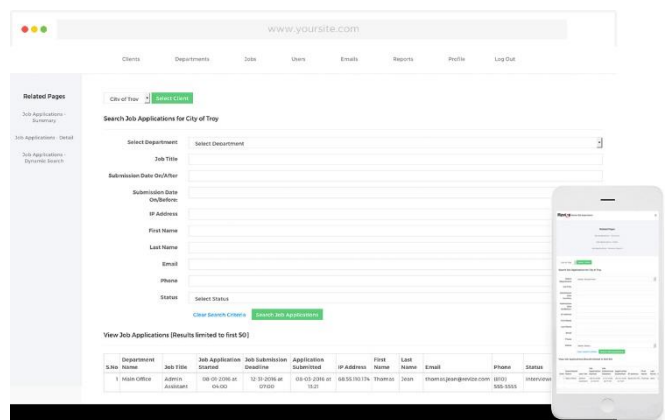
E-NOTIFY

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



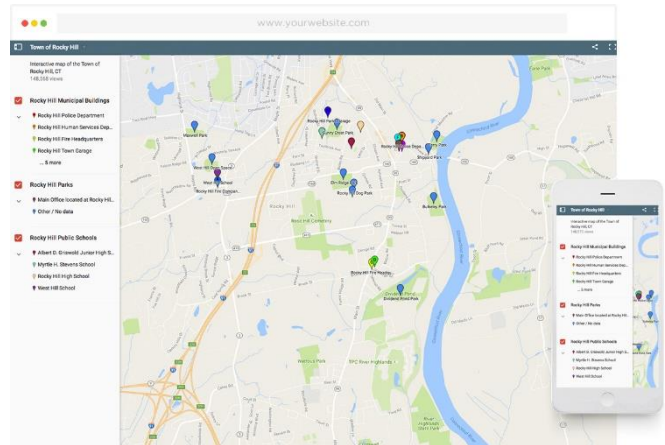
JOB POSTING

Revize's job postings app allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as much detail as you like and link to or upload any number of files that fully describe the job position. Best of all, with the form fill interface, new openings can be posted in minutes by non-technical staff.



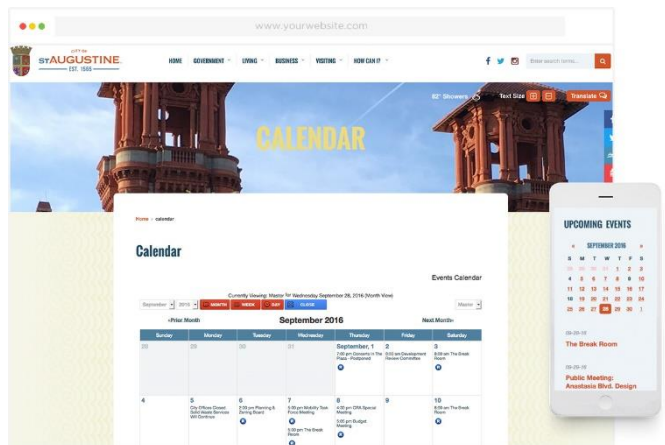
INTERACTIVE MAP

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



CALENDAR APP

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



NOTIFICATION CENTER

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

BID POSTING

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

BUSINESS DIRECTORY

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

NEWS CENTER WITH FACEBOOK INTEGRATION

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

ONLINE FORMS

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

QUICK LINKS

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

SHARING APP

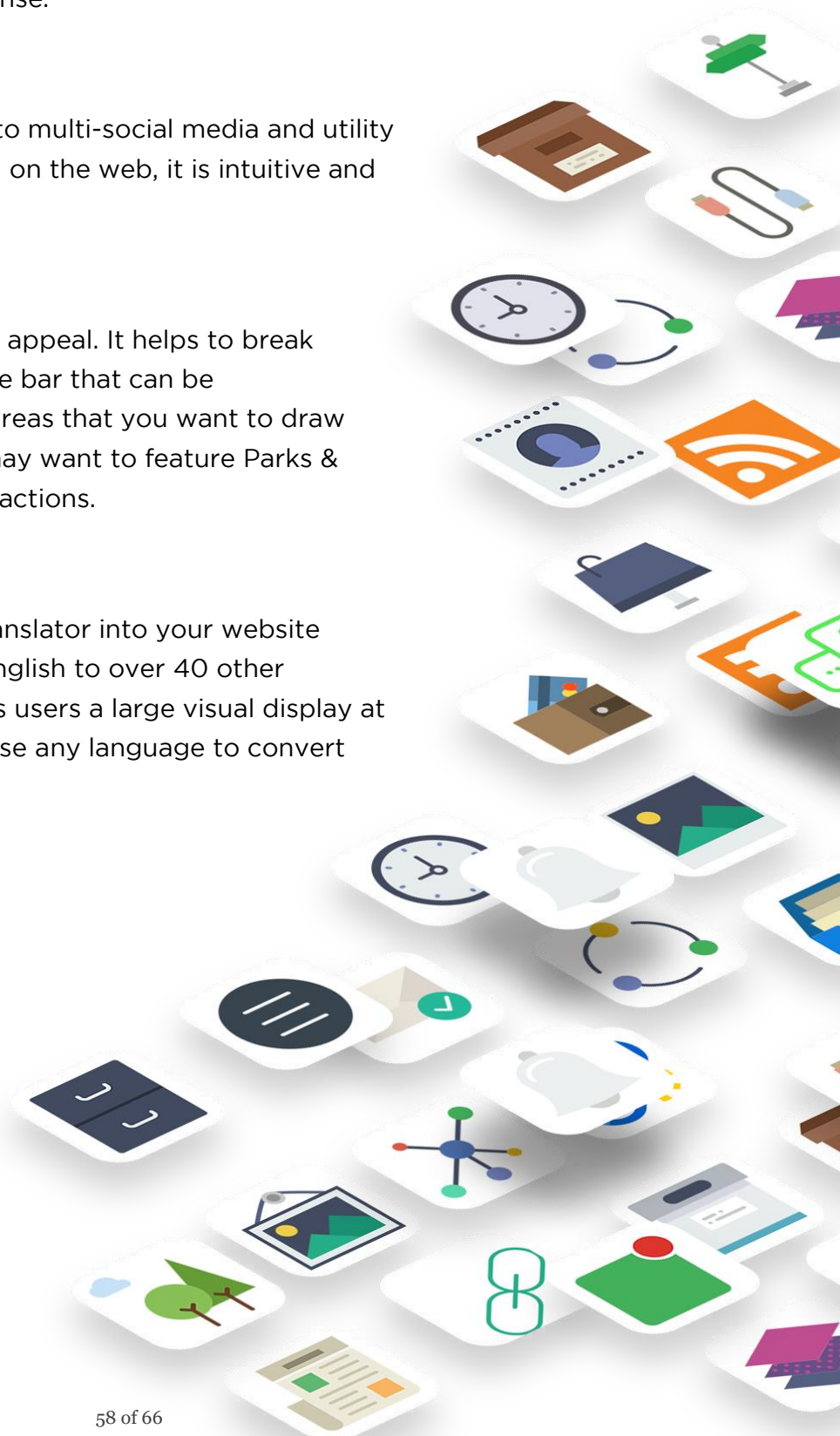
Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.

SLIDING FEATURE BAR

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

TRANSLATOR

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



Citizen's Engagement Center Apps

PUBLIC SERVICE REQUEST APP

This app allows residents to submit requests based on a map view. Each time an issue is submitted, a staff member will receive an email notification. From there they are able to respond directly to the requests. Photo submission, automatic escalation, mobile app integration, and archived reporting make this one of our most powerful features!

CITIZEN REQUEST CENTER

This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop down menu at any time. Captcha is integrated to ensure each request is genuine and not a spam.

PUBLIC RECORDS REQUEST TRACKER

This app allows public to order copies of the public records maintained by a municipality. The request is routed to the record custodian within a department and automated response is generated with a unique tracking number. The system allows the full tracking, correspondence and online handling of all types of public record request. The record request form is very flexible and customizable for every municipality.

CITIZEN CONNECT

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



PARKS RESERVATION

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

ONLINE BILL PAY

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

RSS FEED

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



Staff Productivity Apps

AGENDA POSTING CENTER

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

JOB POSTING APP

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

IMAGE MANAGER

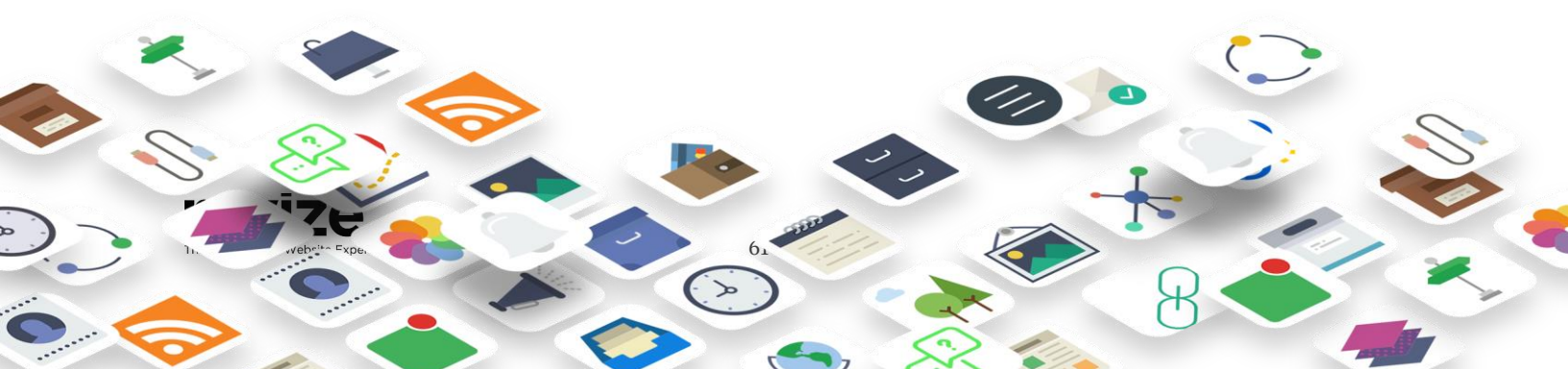
Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can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

INTRANET

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

LINK CHECKER

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



MENU MANAGER

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

NEWS LETTER APP

The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists, upload images, add groups, assign contact lists to groups, as well as export lists.

ONLINE FORM BUILDER

Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

WEB CONTENT ARCHIVE

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

WEB CONTENT SCHEDULE

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



AUDIT TRAIL

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

AUTO SITEMAP TOOL

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

HISTORY LOG

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

ROLES/PERMISSION SETUP

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

SECURE SITE GATEWAY

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

WEBSITE STATISTICS

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

WORKFLOWS BY DEPARTMENT

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

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



Did you know?

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

Mobile Device and Accessibility Apps

ALT-TAGS

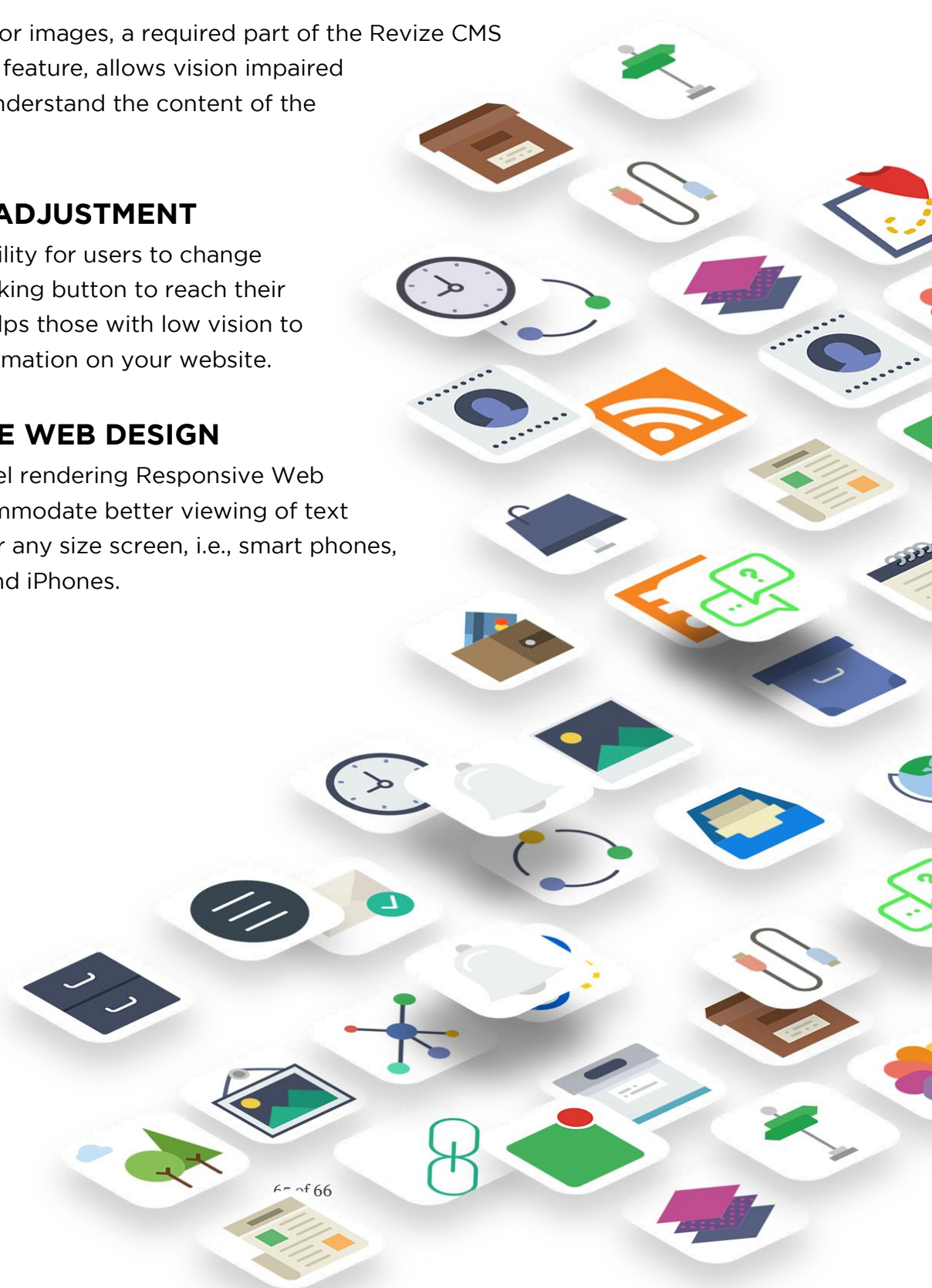
Use of alt tags for images, a required part of the Revize CMS image manager feature, allows vision impaired individuals to understand the content of the image.

FONT SIZE ADJUSTMENT

Provides the ability for users to change font size by clicking button to reach their desired size. Helps those with low vision to easily read information on your website.

RESPONSIVE WEB DESIGN

Revize uses pixel rendering Responsive Web Design to accommodate better viewing of text and graphics for any size screen, i.e., smart phones, tablets, iPads and iPhones.

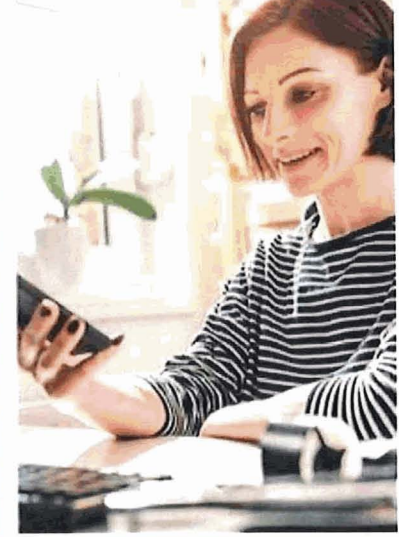
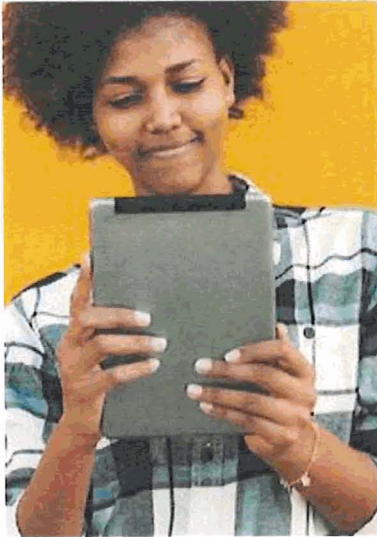
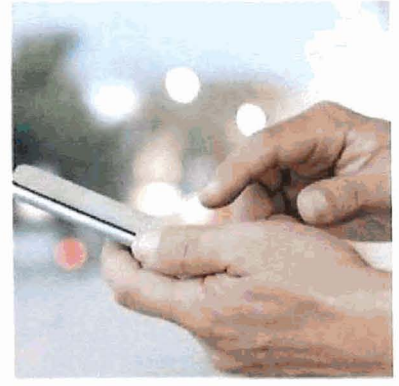
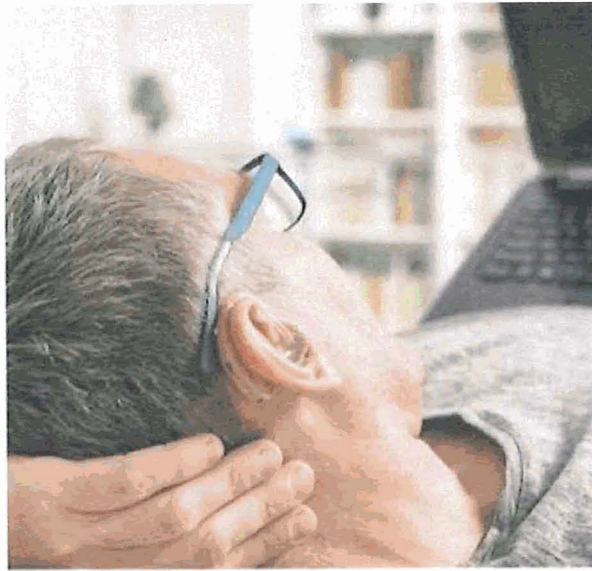


Thank you

For Considering Revize

Prepared by Dylan Johnston
151 Kirts Blvd, Troy, MI 48084
Ph: 248-766-9562 Fax: 866-346-8880

www.revize.com



CIVICCMS[®]

Northfield Township, MI

Website Redesign, Development, and
Implementation Services

Presented by
Richard Jones
rjones@civicplus.com
(785) 323-4713

Letter of Introduction

Jennifer Carlisle
Assistant to Township Manager
Northfield Township
8350 Main St.
Whitmore Lake, MI 48189

June 18th, 2020

Dear Jennifer,

I am delighted to submit this quote for a website redesign for Northfield Township.

CivicPlus is the leading developer of municipal websites in the United States, with over 3,500 clients. Our sole focus is the municipal sector, including counties, cities, townships, villages, boroughs, special districts and municipal related associations.

As you consider your options, I did want to highlight the following:

- We have numerous municipal clients throughout the state of MI
- You will receive a custom new design and layout, built in Responsive Design, to accommodate the various sizes of mobile and tablet devices currently in use.
- This proposal includes full content development, migrating existing pages and building out new content, as provided.
- We offer two-way integration with Social Media.
- Our CMS is very intuitive, and we believe the easiest to use in the industry.
- We can also provide optional software for a variety of online services such as Emergency Notifications and 311 Services.

We are committed to forming a long-term partnership with the township, providing a cost-effective upgrade to your website now while planning for future challenges as your needs evolve. I look forward to having the opportunity to present our services and demo our application.

Sincerely,



Richard Jones
Michigan Sales Representative
rjones@civicplus.com

Executive Summary

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



Created to Meet Your Needs

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



Our Drupal Platform

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



We Build Long-Term Relationships

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



Easiest System for Updating & Adding New Content

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



Custom & Responsive Design

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



Useful & Relevant Modules

CivicCMS is flexible and scalable to grow with your web environment at your speed and need without extra features and functionalities that are not as relevant.



Affordable Cost, Flexible Payments

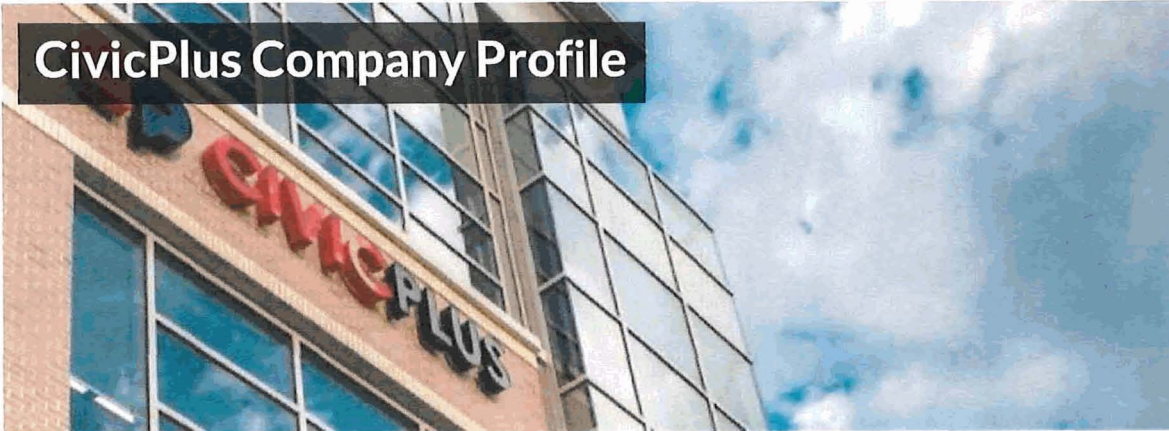
We understand the fiscal challenges municipalities face on a daily basis, so CivicPlus offers payment options to meet your budgeting needs.



Security and Protection—Priority One!

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

CivicPlus Company Profile



CivicPlus is the leading national provider of local municipal websites—the most innovative, user-friendly and comprehensive source for engaging constituents online. Our clients' solutions are based on the latest in web coding technologies. They function across all major browsers, platforms (including mobile) and incorporate engaging features such as social media integration.

CivicPlus was founded over 20 years ago. Today, we have 350 staff members and continue to implement new technologies and services to maintain the highest standards of excellence and efficiency for our more than 3,500 clients and over 70,000 users. Our commitment to setting the standard in website design, management and government communication has been instrumental in making CivicPlus a leader in web design, communication programming and hosting.

Your new website will convey a sense of place for your community, be visually appealing and utilize the latest technology to provide a convenient source of information to communicate and engage your community so they can find the information they need, when they want it.

Why should Northfield Township choose CivicPlus to achieve its vision?

- We are driven by client service, not billings. Our goal is to become your trusted partner and deliver what you need.
- We set the industry standard and have the reputation to back it up, for helping governments better connect with citizens and constituents and we will bring that same expertise to your project.
- We deliver in-house professional services to provide direction for your vision, alignment, consistency and peace of mind knowing your website will be what you need today and tomorrow.
- We develop highly usable, mobile responsive sites so your website is available anywhere at any time.

- We create a website specific to how you and your citizens will use it and design it to be both end-user and maintenance friendly. We securely host your site in our state-of-the-art facilities – keeping it safe. We exceed industry standards maintaining over 99.9% up time for our clients' websites!
- Our proven step-by-step implementation process has been effective for clients throughout the United States, Canada and Australia.

Since our inception nearly 20 years ago, our focus has been and continues to be, helping local governments work better and that involves knowing what you need to be successful in your procurement process. From the RFP process and finalization interviews to contract negotiation and approval to accounting and billing, CivicPlus brings the experience and familiarity with procurement processes to help keep your project moving forward and moving smoothly.



In the last four years, CivicPlus clients have been honored with more than 290 top website awards. With a concentrated focus on e-government, transparency, usability, functionality, unique design and Web 2.0 technologies, your municipality cannot only receive the rewards that come from a seamless communications platform, but also the honor of industry and peers.

Through the implementation of strategic website solutions CivicPlus clients have won top awards from the nation's premier government associations.

- City-County Communications & Marketing Association (3CMA)
- National Association of Government Webmasters (NAGW)
- National Association of County Information Officers (NACIO)
- California Association of Public Information Officials (CAPIO)
- Center for Digital Government Digital Counties Survey
- Public Technology Institute
- Best of the Web Awards

Here is a link to some of our award winners:

<https://www.civicplus.com/local-government-website-awards>



We Make Government Work Better.

CIVICCMS®

Project Goals & Guidelines

Overall Project Goals

- 1.) Your new CivicCMS website will be a fully custom, modern responsive design utilizing a feature-rich content management system (CMS). We believe our platform is the best value for our customers and is tailor-made for the small government market, in which municipal staff juggle many roles and often lack sufficient technological support. Our websites are easy to use, easy to maintain, and will meet or exceed the townships needs.
- 2.) Our expert designers will guide your team towards the perfect homepage design and consistent user experiences for all departments and subpages. Google Analytics is integrated with the CivicCMS platform to track website performance after launch.
- 3.) We do not limit the number of content administrators you may configure within the system. Our user account system offers many ways to control access to your department pages and allows each group to manager their own material. Advanced, site-wide administrators may support these individuals, as needed, in addition to performing higher level management of the website.
- 4.) Your CivicCMS website is highly ADA compliant upon launch. We have partnered with accessibility services provider AudioEye to offer additional functionality for those clients who prioritize compliance beyond our existing best practices.
- 5.) Our Drupal-based platform enables us to deliver new functionality to our customers over time. Many additional modules or advanced features may be leveraged at a future date, once the township is ready to build upon our base implementation.
- 6.) We proudly meet the rigorous security and infrastructure standards demanded by thousands of government entities for their websites and related applications.

Project Guidelines

- 1.) You will work with our designers to achieve a unique homepage for the township that combines graphical and navigation elements in a refreshing and functional way. We do not restrict you to a certain number of mockup iterations during the ideation process.
- 2.) You will approve department/subpage formatting during the design process. The training process will guide website administrators how to maximize functionality within these general parameters of the page, including how to add photos where desired.

3.) The CivicCMS platform is easily managed by users of all comfort levels. Editing pages is comparable to editing Word Documents. Our team regularly trains municipal staff, and we understand how internal processes can be complemented or streamlined with our platform and, therefore, adapt training to match our customers' needs.

4.) The search module quickly scans all pages AND uploaded files for your keywords, saving time for both residents and township staff members who use or manage website content. Google Analytics is included with every CivicCMS implementation.

5.) We frequently connect residents with 3rd party services. A cursory review of the township's website, CivicCMS will have the ability to expand services as the township grows.

6.) Your new CivicCMS website uses responsive design. The content will adjust itself for any size screen or device. Your administrators can perform edits on mobile devices and tablets, as well.

7.) Our team is prepared to migrate all of your current website material to the new environment. Two general exclusions, however, include audio files and video files (if applicable). These file types must be stored externally. CivicCMS includes a popular integration with YouTube and Vimeo for adding video players on department pages.

8.) Your website will be hosted in a state-of-the-art, Tier 4 facility, with N+2 power, cooling, generators, armed guards and manned 24/7/365. More information is available in the "Support, Maintenance & Hosting" section of this document. Regarding emails, our webform module protects staff and board member addresses from abuse.

9.) The CivicCMS platform is based in Drupal, one of the most popular open-source frameworks used by government entities for their websites.

10.) Your Implementation Consultant can work with you to develop a site map and content organization that meets your preferences and the needs of your residents.

11.) We can create private, staff-only content just as easily as we can build your public-facing department pages. An intranet may be constructed prior to website launch or in the future when you are ready. Admins can be trained to do this without our assistance.

Other Comments

Requirements: This proposal includes all costs necessary to operate your CivicCMS website. Your team must simply use modern devices and updated internet browsers to access and utilize the online content management system's interface.

Training: Training for all staff (no limit on # of administrators)

Implementation Plan & Timeline



Our Project Plan

Phase 1 – Strategy Session & Discovery

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

Phase 2 – Design & Architecture

Responsive Design

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

Navigation and Layout

Visitors to municipal websites are usually not surfing the site but looking for specific information. Generally, they want to find their information within a couple of clicks, or they may lose patience and give up. It is CRUCIAL that a municipal website have multiple ways for visitors to find what they are looking for and for the paths to be easy and obvious.

- A. **Search Engines:** We utilize robust search engines that allow for advanced features and search ability within PDF documents.
- B. **Online Document Center:** Forms, applications, documents and permits are created at the dept/board level and can also appear in an aggregate file center.
- C. **Views & Taxonomy:** Our websites have the ability to auto-link content in multiple places while the content is being created. Visitors gain quick access in multiple locations and changes only need to be done once. These would include modules such as FAQs, Services A-Z, Residents, Businesses, Visitors and Newcomers.
- D. **Home Page Navigation:** We also utilize Cascading Navigation, Mega-Menus, and Help Centers to provide easy access to core information right from the home page.

Phase 3- Site Implementation

Once the design has been finalized and approved, we implement it into our content management system. All landing pages for your departments and boards are also created. The result is a shell of your new site ready for content.

Phase 4 - Content Development

Clients will identify existing content to be moved. New content may be submitted electronically to us anytime during this development phase up until the site goes live. We will also use online surveys to help us identify content. There is no limit to the number of pages we will create during this phase until you go live.

Phase 5 - User Training & Initial Support

CMS Training Plan

Our content management system is very intuitive, and documentation is built into each form. All staff training will be conducted online. Training will be a combination of small group sessions and individual instruction. There will be a separate session for site administrators. We are not limiting the number of hours of training required to get each fully up to speed. We will also supply training manuals for those preferring written documentation.

CivicPlus also offers an online video library and no-cost monthly online webinars for any other employees or board members designated to maintain part of the website. Each webinar session is 30 minutes long and every month includes a basic session for new employees/new users along with some specialized topics. Staff can take the sessions at their workstations and interact with the trainer via phone.

Customer Support

Once the new website is live, staff will be responsible for updating the content. As part of this proposal, CivicPlus will provide unlimited, ongoing support for your core staff members. Each member can contact us via phone or email Mon-Fri, 8:00 a.m. to 5:00 p.m., PST for any type of assistance building or editing content. This is no limit to the amount of assistance we would provide. (Note we are not limiting the number of content editors you may have, just the number of users able to access direct support).

Phase 6 - Website Deployment & GO LIVE

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



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

Felicia B., Aberdeen, MD

Typical Project Timeline

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your CivicCMS new website. Your exact project timeline can vary based on determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, approval dates kept, and other factors.

Based on our experience, the estimated timeline for the successful completion of your CivicCMS project is approximately 12-15 weeks.

Implementation Phase	Timeframe	Deliverables
Phase 1 Strategy Sessions & Discovery	1 Week	<ul style="list-style-type: none"> Define Core Objectives Needs Assessment
Phase 2 Design & Architecture	3-4 Weeks	<ul style="list-style-type: none"> Design Meeting with Client Website Committee Homepage Options & Layout Subpage Design and Layout Finalize Design (once you are completely satisfied)
Phase 3 Site Implementation	2-3 Weeks	<ul style="list-style-type: none"> Identify Global and Cascading Navigation (and related links) Implement Design within CivicCMS
Phase 4 Content Development	4-5 Weeks	<ul style="list-style-type: none"> Migrate Agreed Existing Content
Phase 5 Training & Education	1 Week	<ul style="list-style-type: none"> Sessions for Content Editors and Site Administrators Group and Individual Sessions
Phase 6 Deployment & Go-Live	1 Week	<ul style="list-style-type: none"> Final Quality Check of Website Install and Activate Selected Modules DNS & SEO Activities

Content Management System (CMS)



Our exclusive **CivicCMS** software has been built using the open source Drupal platform and has been customized solely for municipal use. We have created unique content types and modified dozens of modules to conform to the needs of local governments.

Drupal is the most common website platform in use by national, state and local governments all over the world. Many large cities (such as San Francisco, Boston, and Los Angeles), and hundreds of towns have committed to migrating their websites to Drupal. Recently, the state of Massachusetts upgraded all of their websites onto the Drupal platform. Other Drupal websites include the White House, Homeland Security, FEMA, dozens of other Federal Departments, and the States of Georgia and North Carolina.

Please view the next two pages for examples of our features and modules.

Interactivity

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

I. Email Broadcast of New Content

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

II. Social Media Integration

Our CMS is integrated with both Twitter and Facebook. Posting something like a news item or notice to the website could also be sent out as a Twitter feed and/or post to a Facebook page. Conversely, we often use I-Frames to display your Twitter and/or Facebook feeds right into your website page. Our web pages also come equipped with built-in YouTube Video Players.

III. Text Messaging

Our system allows clients to send out text messages for township alerts at no additional cost.

IV. Webforms Module

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

VI. Multiple Pathway Navigation

Our system allows residents to find information easily from anywhere on the website. We focus on putting source information accessible from 3 points.

- Graphic Buttons
- Mega Menu Structure
- Apache Solr Search Appliance – without Ads

We work with you to better understand what residents are looking for. Paired with our award winning, government specific navigation and best practices we will construct a tailored website with smooth site structure and page transition.

A full list of the available apps and modules is provided on the next page.

Available Apps & Modules

Constituent Communication Apps

E-Alert Center	Document Center	Calendar Center	Webforms Center
Notify Me	Bid Postings	FAQs	Interactive Maps
Job Postings	Business Directory	Recyclopedia	Facebook Integration
Service Requests	Twitter Integration	Google Translate	Sharing Widget
RSS Feeds	Agenda Builder	Comment Center	Advanced Search Engine
Surveys & Polling	Trash/Recycling Week	Quick Links	VTS Blog

Design & Graphics Modules

Responsive Design	Bulletin Boards	Photo Gallery	Embedded Video
Mega Menus	Custom Subsites	Help Centers	ADA Compliance
Dynamic Breadcrumbs	Captioning/ALT Tags	Image Library	Printer Friendly

Content Management Features

WYSIWYG Editor	'Review On' Dating	Schedule Publishing	Schedule Expiration
Image Editor	Versioning	Taxonomy	Staff Intranet
Previewing	Auto Cascading	Persistent Navigation	Dynamic Site Map
Forms Builder	Tags/Views	Menu Manager	Font Creator

Administration & Security

Roles & Permissions	Content Workflow	CAPTCHA Secure	Archive Center
Broken Links Report	Audit Trail/History Logs	Domain Management	Google Analytics
Secure Site Gateway	Link Checker	In-Site Documentation	Password Secure

Support, Maintenance & Hosting



Our proposal is to train your staff to maintain the website once it is fully built out and to provide ongoing support to them as needed. Our content management system is very intuitive, and documentation is built into each form. Staff training is conducted online and will be a combination of small group sessions and individual instruction. There will be a separate session for site administrators. CivicPlus will also supply training manuals for those preferring written documentation.

Our proposal also includes the ongoing hosting of the website in a secure environment.

Support & Maintenance

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

We also offer an Online Support Center which includes a variety of short online videos, quick reference guides, webform examples and useful tips. CivicPlus also provides no-cost monthly online webinars for any other employees or board members designated to maintain part of the website. Each webinar session is 30 minutes long and every month includes a basic session for new employees/new users along with some specialized topics. Staff can take the sessions at their workstations and interact with the trainer via phone.

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

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

Our clients do not host their website internally. All of our websites are hosted by us in conjunction with a third-party managed solution, Contegix, a national hosting provider specializing in the Drupal Platform (www.contegix.com). This will allow us to maintain strict control over hacking attempts and DDoS attacks and provide an easy pathway for us to implement feature upgrades and service patches.

Your website would be hosted at their Reston, VA data center. This is a state-of-the-art, Tier 4 facility, with N+2 power, cooling, generators, armed guards and manned 24/7/365. The systems have redundant power supplies and disk arrays with a hardware RAID card. For hosting we utilize an OpenStack based cloud that is fully redundant. The server that would host your site is a dedicated CivicCMS server that utilizes 12 webheads and a load balancer to account for traffic surges as needed. It is a multitenant server, all municipalities utilizing the same CMS. Your website is backed up daily to a Contegix data center in Las Vegas, Nevada.

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

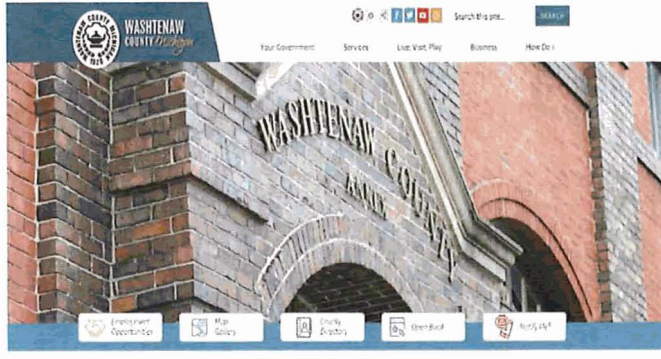
Occasionally our clients encounter natural disasters such as tornadoes or tropical storms, and man-made crises (Newtown, CT, Parkland, FL). In all cases, our staff is committed to take on an active webmaster role as needed at no cost to our clients.

Hosting	Support	CMS Applications & Maintenance
Secure Host in Blackmesh Data Center	Customer Support, 8AM-6PM EST, Monday-Friday	Automatic Upgrades of Enhancements
Shared Web/SQL Server, Load Balancing	24/7 Emergency Support	Install Service Patches, as Applicable
Redundant ISP	Dedicated Support Personnel	Ongoing Module Upgrades
24/7 Monitored Facility	Max 2 Hr. Response for Customer Support	Core Drupal Upgrades, as Applicable
Redundant Power Supplies with Backup Generator	Built in Training Documentation within CMS	Full CMS Licensing
Mirrored Backup Server to Nevada Center	Monthly User Tutorials	New Features Roadmap
99.999% Uptime	Periodic User Group Meetings	Staging Environment for All Testing
Intrusion Detection & Protection	Newsletters & Email Notices	SSL Certificates

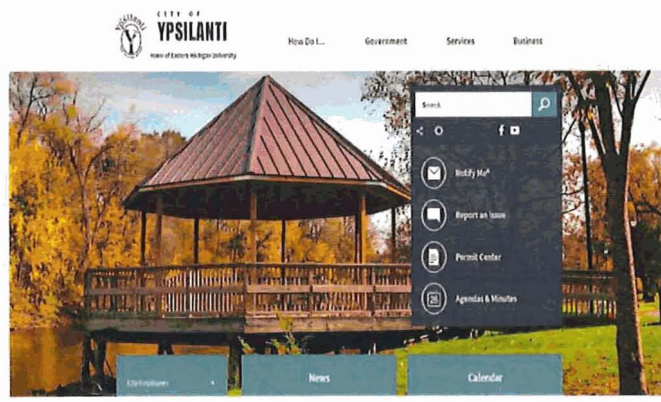
Client References | All Designs Are Custom



Township of Brighton, MI
<https://brightontwp.com>



Washtenaw County, MI
<https://www.washtenaw.org>



City of Ypsilanti, MI
<https://www.cityofypsilanti.com>



Accessibility

ADA Section 508 Compliance

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

Our approach for each website includes the following steps:

- We will deliver you a site that is free of all “Errors” as defined by the standard for industry accessibility checking: <https://wave.webaim.org/>
- Whenever possible we will use text-based fonts to replace graphics for design elements such as icons, links, and buttons.
- Our designs will focus on color schemes that will satisfy required color contrast requirements.
- Our CMS has been built to require “Alt Tags” whenever images are uploaded.
- Our trainers will use CivicPlus best practices to teach your staff to keep your content and design elements accessible and up to date with the latest ADA/WCAG standards.
- PDFs need to be saved in an accessible format. While the responsibility for this lies with our clients, we will provide instructions to your staff for the best way to accomplish this.
- Our product team closely follows changes in regulations and updates our best practices as well as provides regular updates to clients via our CivicPlus website, webinars, and other publications.
- Ongoing Scans – we think it is a best practice to occasionally scan your site to check ongoing compliance. Our customer support team will show you how to scan your site or will run periodic scans upon request.

Clients in Michigan

- Keego Harbor MI
- Leslie MI
- Marine City MI
- Watervliet MI
- Adrian District Library MI
- Battle Creek MI
- Battle Creek Parks & Recreation MI
- Bay City MI
- Berrien County MI
- Bloomfield Hills MI
- Bridgman MI
- Brighton Township MI
- Cadillac MI
- Canton Township MI
- Canton Township Public Safety MI
- Pheasant Run Golf Course MI
- Cass County MI
- Center Line MI
- Charlevoix MI
- Ypsilanti MI
- Chesterfield Township MI
- Clarkston MI
- Clinton County MI
- Coldwater MI
- Davison MI
- Delhi Charter Township MI
- Dundee MI
- East Grand Rapids MI
- East Lansing Downtown MI
- East Lansing MI
- East Lansing Parks and Recreation MI
- Eaton County MI
- Exeter Township MI
- Fraser MI
- Fremont MI
- Garden City MI
- Georgetown Township MI
- Grand Traverse County MI
- Grand Traverse County Road Commission MI
- Gratiot County MI
- Holland MI
- Inkster MI
- Iron Mountain MI
- Jackson County MI
- Jackson County Treasurer MI
- Jackson MI
- Lansing MI
- Lenawee County Health Department MI
- Lenawee County MI
- Lenox Township MI
- Livonia MI
- Ludington MI

Costs & Deliverables

CIVICCMS Website Package

Graphic Design

- Custom Design; Fully Responsive Format (Smart Phones, Tablets)

Content Development

- 250 Pages of Content Migration including Documents
- Full Agendas & Minutes Migration from the Township's website.

Staff Training

- Online Training, as needed; minimum One Day
- Full Access to Library of Videos/Documentation

Supplemental Modules at No Cost

- Bids/RFPS
- Intranet
- Agenda Manager
- Popular Pages
- Recyclopedia
- Business Directory

Secure Hosting

- SSL Certificates
- Tier 4 Data Center
- Nightly Offsite Backups
- Intrusion Detection, DDoS Mitigation

Ongoing Customer Support

- Unlimited Live Support for Up to 4 Users
- Unlimited Number of Content Editors
- Free Monthly Webinars
- 24/7 Technical Support

CIVICCMS Application

- Annual CMS Usage License
- Unlimited Number of Content Editors
- Periodic Module Upgrades
- Full Maintenance & Service Patches
- ADA Compliant

Also Includes

- Apache Solr Search Appliance
- Google Analytics
- Text Messages
- E-Subscriber Mail Lists
- Social Media Integration
- Web Forms Builder
- No Storage Limit on Future Pages & Files

4-Year Budget Expense

\$4,500 / Annually*

Year to Year - No Commitment - No Obligation

Spreading the cost of the project over 4 years

Annual Services

Hosting, Support & Maintenance

Each year of your contract, you'll receive system enhancements, maintenance, optimization, and have full access to our support staff so your site stays up to date with our latest features and functionality

- Secure Hosting and Security Services
- Software maintenance including service patches and system enhancements
- 24/7 technical support and access to the Online Help Center
- Unlimited Live Customer Support for up to 4 Designated Users
- Unlimited Platform Users & Content Editors
- Account Management Team for ongoing support and web environment evolution

Website Project Pricing Breakout

Year to Year Agreement – No Commitment, No Obligation

Highlighting the initial out of pocket expense and budget allocation. The 1st Year Investment includes implementation, training, content development with the first years annual hosting. Year 2 and beyond includes annual hosting, maintenance, platform enhancements, upgrades and unlimited customer support.

1st Year.....	\$11,250	3rd Year	\$2,250
2nd Year... ..	\$2,250	4th Year	\$2,250

Optional Services

CivicClerk Agenda Management System

The fastest, most intuitive way to streamline complex paper-based processes. Automate agenda management, meeting minutes management, and the sharing of meeting content with board members, staff, and your citizens.

CivicReady Mass Notification System

Whether communicating routine or emergency news, we allow you to alert recipients with actionable information within seconds, using a single interface—saving you time, while amplifying the reach of your time-sensitive message. Quickly create and distribute news and information whether it's in response to a local crisis, or simply a routine alert or internal communication to staff.

CivicRec Recreation Management

Whether the public is using the recreation registration software to sign up for programs, rent facilities, or find volunteer opportunities, you can be confident that your parks and recreation department is offering an intuitive citizen self-service solution. Our all-in-one solution also includes team and league memberships, point-of-sale capabilities, even event ticket generation.

CivicHR Employee Management Software

The easiest-to-use local government human resource management solution. Our cloud-based software integrates and organizes data, automates job postings, collects applications, simplifies employee onboarding, and manages performance.

CP Connect Citizen Request Management

Receive and respond to all citizen requests, inquiries, and comments from a single hub. CP Connect™ allows you to convert citizen requests into service requests while benefitting from automated follow-ups and giving citizens the transparency, they expect.

Civic Media Live & On-Demand Streaming

CivicMedia provides our clients with the capability to easily live stream any board or committee meeting. Each meeting can also be archived online for quick on-demand access.

AxisGIS Online Mapping

AxisGIS is a dynamic online mapping application that lets users query, browse, report and visualize location-based content from anywhere, anytime. Ideal for assessment data, abutters list, flood zones, private parcel data, public works mapping, and much more.

To: Board
From: Steve Aynes, Northfield Township Manager
RE: WWTP Equalization Basin Project
Date: August 20, 2020

The Notice of Intent to Bond for the Wastewater Treatment Plant Equalization Basin was re-published in the Ann Arbor News on Sunday, June 21, 2020 as authorized by the Board of Trustees. Wednesday, August 5, 2020 was the deadline for submittal of a referendum petition drive. No petitions were received. This allows the Township to continue with this project if the Board wishes to proceed.

All permits for this project have been approved by Green Oak Township and Michigan Department of Environment, Great Lakes, and Energy (EGLE). The Engineer is prepared to go out to bid for construction. The Board approved proceeding to bid on this project at the August 11, 2020 Board Meeting. The Draft Minutes of that Board Meeting on page 4, item 12 is as follows:

“Motion: Chockley moved, Chick seconded, to authorize Tetra Tech to go out for bid for the Wastewater Treatment Plant equalization basin as soon as is practical.”

Motion carried 4-2 on a Roll Call vote with Zelenock and Dockett opposed.

Per Steve Mann, “If the township issues capital improvement bonds (which would be secured by a pledge of the township’s full faith and credit), then a colored postcard notice must be mailed to all taxpayers and published not more than 30 days nor less than 8 days before the meeting at which the township board will authorize the issuance of the bonds. All that is required under the Public Indebtedness Ordinance is this notice. No special meeting is required and no special (public) hearing is required. Interested persons would simply be given notice and could speak during the meeting as with any other township board meeting.”

The Board agreed that specifics about dates would be approved at the next board meeting. Below is the expected timeline moving forward:

- **August 21, 2020** - Construction Bid Advertised
- **August 25, 2020** - Board Meeting: The Board shall vote to authorize the publication of the Public Indebtedness Notice and distribution of the Public Indebtedness Notice postcards. This includes determining which date the mailing and publication should occur. Per township ordinance, colored postcards are to be mailed to all township taxpayers not more than 30 days nor less than eight days prior to any action taken prior to borrowing, bonding, or creating public indebtedness in an amount exceeding \$250,000.00. We are expecting the board to vote on authorizing the bond at the October 13, 2020 Board meeting, therefore, the postcards should be mailed no earlier than September 13, 2020 and no later than October 5, 2020. The amount to be included on the notice post cards shall indicate the bond is “...in an amount not to exceed \$4,665,000.00”
- **September 3, 2020** - Prebid meeting with contractors
- **September 17, 2020** - Bid Opening. Bids are firm and are not to expire for 90 days after the bid opening. The bids would expire on December 17, 2020.

- **Between September 13 – October 5, 2020:** Colored Post Cards are to be mailed, and notice is to be published in the Ann Arbor News indicating that the board will be considering the Public Indebtedness at their October 13, 2020 Board meeting.
- **October 13, 2020 – Board Meeting:**
 - The Public can voice their comments at Call to the Public or email their comments in advance of the meeting
 - The Board shall receive recommendation from Tetra Tech regarding the award of bids.
 - The Board shall consider accepting the recommended construction bid. If approved, the Board would make a motion to award the bid to the selected contractor and authorize and direct the Township Manager to sign the necessary contract on behalf of Northfield Township upon review and approval by the Township Attorney.
 - If the bid is accepted, the Board shall vote to purchase the required bonds needed for construction. The exact bonding amount needed would be based on the project bids plus a reasonable construction contingency plus bonding costs.

Recommended Action:

The Board shall vote whether to authorize the publication of the Public Indebtedness Notice and distribution of the Public Indebtedness Notice postcards including determining which date the mailing and publication should occur.

To: Board
From: Steve Aynes, Northfield Township Manager
Date: August 20, 2020
RE: Providing for a Lunch Period for Office Staff

The Township staff works very hard day after day. The office is open from 8:00am-4:30pm Monday-Friday. Each staff member is allowed a half hour unpaid lunch period. Currently, staff tries to stagger their lunch times to be sure that there is always coverage at the front desk. However, if one person ends up going to lunch late, it throws off the lunch schedule for everyone else after them. There are also times where staff members have been so involved in a project or has so much to get done that they will work through their lunch period but will report on their time sheet that they took their lunch.

The office staff has discussed this and would like to request that the office close for a half hour daily to allow staff their 30 minute lunch break. Many municipal offices close for a lunch period, and Washtenaw County shuts down daily from 12:00pm to 1:00pm for lunch.

Currently, the office is in one of their busier times with collecting sewer payments and summer tax payments. The staff has been tracking the number of people that came to the counter over the past few weeks, and the data is listed below:

Dates: 8/10/20-8/19/20

12:00pm-12:30pm: 27 people	~3.375 people per day
12:30pm-1:00pm: 16 people	~2 people per day
1:00pm-1:30pm: 9 people	~1.125 people per day

As 1:00pm-1:30pm is the time with the least amount of office traffic and is past the typical lunch time that residents would come into the office to conduct business, the office staff is suggesting a lunch period of 1:00pm-1:30pm where the office would close to allow staff to take their allotted lunch. We would post this change in schedule that the office is closed for lunch from 1:00pm-1:30pm daily on our website and on our phone message.

Action Requested:

Approval to close the township office from 1:00pm-1:30pm daily for lunch.

To: Board
From: Steve Aynes, Northfield Township Manager
Date: August 20, 2020
RE: Building Department Cost

I was asked to prepare a report on the shortfall of revenue in the Building Department to pay for all the Building Department expenses. Attached is a page out of the 8/6/2020 Revenue and Expenditure report for the Township for the period ending 7/31/2020. This was prepared by the Controller and included in the packet at the August 11 Board meeting.

The Amended Budget for FY 20/21 shows a projected Revenue of \$ 83,000 and projected Expenditures of \$ 134,148. The shortfall is \$ 51,148.

The ending revenue for FY19/20 was \$ 104,550.52 and the ending expenditures was \$113,207.26. The actual (unaudited) difference was a \$ 8,656.74 shortfall.

One key factor to look at is why Building Department Income is shown higher in FY 19/20 then the proposed FY 20/21? If the same \$ 104,550.52 income were earned in this year, the difference between the \$ 134,148 expenditures would be \$ 29,59.48.

The Board has the following options in my opinion.

- A. Wait to see if the projected increase in building department activity (especially due to the applications currently before the Planning Commission) is sufficient to bridge the gap between income and Expenditures. The next Board could determine whether building activity is sufficient to cover the gap or if other steps need to be taken.
- B. Increase Building Permit Fees to bridge the projected amount. of a \$ 51,148 FY 20/21 shortfall. A 60% increase would generate about \$ 49,800 or a total revenue of \$132,800.
- C. In some communities the General Fund is used to support activities that don't support themselves. For instance, if the Board was seeking new development and renovations you might decide that a fee increase would discourage this investment. But the increase in property tax revenues and the improvement of the appearance of the community would make this a good policy.
- D. Other options previously discussed in detail. More information is available upon request by the Board.
 1. Contract with the County.

This would decrease the amount of revenue to almost zero since the revenue would be collected by the County. On the expenditure side, it would eliminate the \$ 25,000 for inspectors and the \$ 25,000 for electric, plumbing, and mechanical inspections. The

Township would at the least save this \$ 50,000. But the projection shows that at least the budgeted revenue of \$ 83,000 would go to the County.

2. Contract with Consultant

A consultant can argue that when you need them you pay for them. In a time of recession when the number of inspections goes down, you only pay for the time you need them. A consultant would recommend increasing fees to pay for any costs over the amount of revenue. The Township presently contracts with Pittsfield Township for a Building Official. The Township Board can authorize to increase fees if you so desire.

3. Hire Full Time Building Official/Planner.

This approach has been suggested. One problem with this is finding one person with both skill sets. The second is this is expensive. The Board would have to evaluate whether a full time employee can save the cost of having a Township Building Official, perform the Zoning Administrator functions, and fulfill the tasks currently provided by the Planning Consultant.

I have provided an extensive amount of information on this to the Board over the past three years. Please direct me how to proceed on this.

User: YVETTE
DB: Northfield

PERIOD ENDING 07/31/2020
% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	END BALANCE 06/30/2020	2020-21 AMENDED BUDGET	YTD BALANCE 07/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 287 - BUILDING DEPARTMENT FUND							
Revenues							
Dept 000							
287-000-484.000	BUILDING PLAN REVIEW FEES	5,500.00	4,922.40	5,500.00	455.00	5,045.00	8.27
287-000-485.000	BUILDING PERMIT FEES	35,000.00	46,614.00	35,000.00	3,438.00	31,562.00	9.82
287-000-486.000	CONTRACTOR'S REGISTRATION	2,500.00	2,340.00	2,500.00	180.00	2,320.00	7.20
287-000-488.000	TRADE PERMIT FEES	40,000.00	50,176.20	40,000.00	3,470.00	36,530.00	8.68
287-000-626.000	COPY & FOIA INCOME	0.00	45.20	0.00	13.50	(13.50)	100.00
287-000-665.000	INTEREST INCOME	0.00	452.72	0.00	0.00	0.00	0.00
Total Dept 000		83,000.00	104,550.52	83,000.00	7,556.50	75,443.50	9.10
TOTAL REVENUES		83,000.00	104,550.52	83,000.00	7,556.50	75,443.50	9.10
Expenditures							
Dept 226 - PERSONNEL							
287-226-703.000	BUILDING SALARIES	27,457.00	16,280.00	26,401.00	0.00	26,401.00	0.00
287-226-715.000	SOCIAL SECURITY	2,100.00	2,165.15	2,020.00	0.00	2,020.00	0.00
287-226-716.000	HOSPITALIZATION	17,552.00	12,362.77	18,781.00	797.01	17,983.99	4.24
287-226-717.000	LIFE/DISB. INSURANCE	617.00	425.21	663.00	32.78	630.22	4.94
287-226-718.000	BUILDING PENSION	2,746.00	1,584.00	2,640.00	0.00	2,640.00	0.00
287-226-731.000	WORKERS COMP INSURANCE	480.00	659.00	480.00	0.00	480.00	0.00
287-226-927.000	ALLOCATE TO DEPARTMENTS	18,991.00	18,991.00	18,991.00	0.00	18,991.00	0.00
Total Dept 226 - PERSONNEL		69,943.00	52,467.13	69,976.00	829.79	69,146.21	1.19
Dept 261 - GOVERNMENT SHARED SERVICES							
287-261-725.000	BUILDING INSPECTIONS	25,000.00	13,962.50	25,000.00	405.00	24,595.00	1.62
287-261-737.000	PLAN REVIEW	4,200.00	4,149.12	3,000.00	479.16	2,520.84	15.97
287-261-738.000	MISC BUILDING ADMINISTRATION	500.00	218.95	500.00	0.00	500.00	0.00
Total Dept 261 - GOVERNMENT SHARED SERVICES		29,700.00	18,330.57	28,500.00	884.16	27,615.84	3.10
Dept 270 - LEGAL/PROFESSIONAL							
287-270-722.000	CONTROLLER	2,672.00	2,672.00	2,672.00	0.00	2,672.00	0.00
287-270-802.000	AUDIT FEES	900.00	900.00	900.00	0.00	900.00	0.00
287-270-806.000	ENGINEER	400.00	400.00	0.00	0.00	0.00	0.00
287-270-823.000	ZONING ADMINISTRATION	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
Total Dept 270 - LEGAL/PROFESSIONAL		4,972.00	3,972.00	4,572.00	0.00	4,572.00	0.00
Dept 301 - OPERATING COSTS							
287-301-725.000	ELECTRIC, PLUMB & MECH INSPECTIONS	34,000.00	33,570.00	25,000.00	2,475.00	22,525.00	9.90
287-301-727.000	SUPPLIES	500.00	381.98	500.00	0.00	500.00	0.00
287-301-850.000	COMMUNICATION	500.00	485.58	500.00	53.04	446.96	10.61
287-301-910.000	INSURANCE & BONDS	900.00	0.00	900.00	0.00	900.00	0.00
287-301-927.000	ALLOCATE TO DEPARTMENTS	4,200.00	4,000.00	4,200.00	0.00	4,200.00	0.00
Total Dept 301 - OPERATING COSTS		40,100.00	38,437.56	31,100.00	2,528.04	28,571.96	8.13
TOTAL EXPENDITURES		144,715.00	113,207.26	134,148.00	4,241.99	129,906.01	3.16