

**CHARTER TOWNSHIP OF ORION
REGULAR MEETING AGENDA
TUESDAY, SEPTEMBER 3, 2019 - 7:00 PM
ORION TOWNSHIP HALL
2525 JOSLYN RD.
LAKE ORION, MICHIGAN 48360**

1. CALL TO ORDER	
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In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact Penny S. Shults, Clerk, at (248) 391-0304, ext. 4001, at least seventy-two hours in advance of the meeting to request accommodations.



Charter Township of Orion

Oakland County, Michigan

Proclamation National Recovery Month

By the Supervisor of the Charter Township of Orion

Whereas substance abuse recovery is important for individual well-being and vitality, as well as for families, communities and businesses; and

Whereas an estimated 2.1 million people had an opioid use disorder, which includes 1.7 million people with a prescription pain reliever use disorder and 0.7 million people with a heroin use disorder; and

Whereas, according to SAMHSA (Substance Abuse and Mental Health Services Administrative), in 2017, an estimated 20.7 million people aged 12 or older needed substance use treatment; and

Whereas, we will continue to educate and raise awareness of the risks and potential harm associated with prescription drug misuse; and

Whereas we believe everyone facing substance use disorders deserve the benefit of recovery; and

Whereas Friday, September 20, 2019, has been designated for Oakland County's 12th Annual Substance Use Recovery Celebration and Walk; and

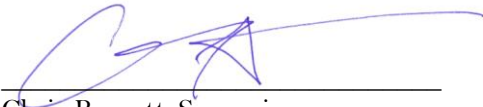
Whereas stigma and stereotypes associated with substance use disorders often keep people from seeking treatment that could improve their quality of life; and

Whereas substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically or functionally significant impairment, such as health problems, disability, and failure to meet major responsibilities at work, school, or home; and

Whereas substance use disorder recovery is a journey of healing and transformation, enabling people to live in a community of his/her choice while striving to achieve his/her full potential; and

Whereas substance use disorder recovery benefits individuals with substance use disorders by focusing on their abilities to live, work, learn, and fully participate and contribute to our society, and also enriches the culture of our community; and

Now therefore I, Chris Barnett, Supervisor of the Charter Township of Orion, along with Oakland County Community Mental Health and the Oakland County Health Division, do hereby proclaim September 2019 as National Recovery Month, and call upon our citizens, government agencies, public and private institutions, businesses and schools to recommit our state to increasing awareness and understanding of substance use, and the need for appropriate and accessible services to promote recovery.


Chris Barnett, Supervisor
Charter Township of Orion

Issued September 3, 2019



Charter Township of Orion

Oakland County, Michigan

Proclamation Patriot Week

By the Supervisor of the Charter Township of Orion


Whereas throughout our Country's history, the people of our great State and Nation have worked together to ensure the preservation of the American ideals of freedom and liberty we enjoy today; and

Whereas American patriotism has endured through times of turmoil and times of peace, carrying our Nation through the darkest days of history and strengthening our commitment to the ideals upon which our Country was founded; and

Whereas a deepening appreciation for those ideals will help guarantee America's spirit of freedom and liberty; and

Whereas in great reverence to the victims of the attacks on September 11, 2001, and recognition of the signing of the Constitution on September 17, 1787, Patriot Week is a time to celebrate the principles set forth by our Founding Fathers as well as the countless Patriots, vital documents, speeches, and flags that helped make America the great Nation it is today.

Now therefore I, Chris Barnett, Supervisor of the Charter Township of Orion, do hereby proclaim that the dates of September 11 to and including September 17 be known and celebrated as Patriot Week, and September 11, 2019 as Patriot Day, in Orion Township and do urge and encourage all residents to join in recognizing and honoring those who have guided our nation, state and township in the past and those, especially our First Responders who willingly carrying on this tradition today.


Chris Barnett, Supervisor
Charter Township of Orion

Issued September 3, 2019



Charter Township of Orion

Oakland County, Michigan

Proclamation

National Suicide Prevention Awareness Month

By the Supervisor of the Charter Township of Orion

Whereas, September is known as National Suicide Prevention Awareness Month and is intended to help promote awareness surrounding each of the suicide prevention resources available to us and our community; and

Whereas, according to the CDC, each year more than 41,000 people die by suicide; and

Whereas, suicide is the 10th leading cause of death among adults in the United State, and the second leading cause of death among people aged 10-24; and

Whereas, suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and

Whereas, the goal is to learn how to help those around us and how to talk about suicide without increasing the risk of harm; and

Whereas, local organizations like Suicide Prevention Services and national organizations like the National Alliance on Mental Illness are on the front lines of a battle that many still refuse to discuss in public, as suicide and mental illness remain too taboo a topic to speak on; and

Whereas, our community is no different than any other community in the country, but chooses to publicly state and place our full support behind local educators, mental health professionals, athletic coaches, pack leaders, police officers, and parents, as partners in supporting our community in simply being available to one another; and

Whereas, every member of our community should understand that throughout life's struggles we all need the occasional reminder that we are all silently fighting our own battles; and

Whereas, we encourage all residents to take the time to inquire as to the wellbeing of their family, friends, and neighbors over the next few days and to genuinely convey their appreciation for their existence by any gesture they deem appropriate – a simple phone call, message, handshake, or hug can go a long way towards helping someone realize that suicide is not the answer; and

Now Therefore, I, Chris Barnett, Supervisor of the Charter Township of Orion, do hereby proclaim the month of **September 2019** as **National Suicide Prevention Awareness Month** and encourage all residents to support one another as partners to support our community and to practice kindness and acceptance for one another.

Chris Barnett, Supervisor
Charter Township of Orion

Issued September 3, 2019

9/3/2019

INVOICES

		Total Checks
Non Board Bills	8/27/2019	\$3,812.91
Non Board Bills	8/28/2019	\$73,983.45
Board Bills	9/3/2019	\$1,112,571.08
Total Invoices		\$1,190,367.44
Void #127366	Due diligence	(\$116.00)

Total Invoice Disbursements	\$1,190,251.44
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PAYROLL

		Total Net ***	Total Gross
Regular	8/21/2019	\$142,707.78	\$201,048.45

***The difference between net and gross payroll is paid out of the Trust & Agency account, not the General account

Total Payroll Disbursements	\$142,707.78	\$201,048.45
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Grand Total Disbursements	\$1,391,299.89
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Due to the conversion to pooled cash, and the need to filter out Trust & Agency checks from the attached totals, the check register format will not only appear different, but will appear to have skipped check numbers.

The credit card summary is no longer available due to the new process of importing directly into BS&A. Each card user purchases can still be seen on the statement provided.

Prepared by Tandem Graves, AP/PA Coordinator

**CHARTER TOWNSHIP OF ORION BOARD OF TRUSTEES
MINUTES, REGULAR MEETING, MONDAY, AUGUST 19, 2019**

1. CALL TO ORDER. The Charter Township of Orion Board of Trustees held a regular meeting on Monday, August 19, 2019 at the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan. Supervisor Barnett called the meeting to order at 7:00 p.m.

BOARD MEMBERS PRESENT: Chris Barnett, Penny Shults, Donni Steele, Brian Birney, Julia Dalrymple, Mike Flood, John Steimel

BOARD MEMBERS ABSENT: None

OTHERS PRESENT:

Dan Dewey	John Klebba	Richard Brown	Kathy Brown
Paul Demeritt	David Wells	David Brennan	Rosalie Ward
Lil Hutchison	Jenn Zielinski	Denise Burns	Sharon Berridge
Gary Roberts	Steve Patterson	Connie Phillips	James Blust
Ian Locke	Ken Svoboda	Bill Pruett	Lesle Cole
Jack Wood	Jack Vanarsdale	Lorie Vanarsdale	Sandy Kiesel
Phil Christi			

2. INVOCATION AND PLEDGE. Trustee Birney gave the Invocation, followed by the Pledge of Allegiance.

3. PUBLIC HEARINGS.

A. Long Lake Water Quality Control SAD #1 – Public Hearing on Special Assessment Roll.

B. Elkhorn Lake Water Quality Control SAD #6 – Public Hearing on Special Assessment Roll.

4. PRESENTATION – Miracle League Field. Supervisor Barnett gave a presentation on the Miracle League Field.

5. APPROVAL OF BILLS. Moved by Treasurer Steele, seconded by Trustee Flood to authorize payment of bills in the amount of \$1,557,798.27 and payrolls in the amount of \$227,798.18, for a total disbursement of funds in the amount of \$1,785,596.45, as presented.

AYES: Dalrymple, Flood, Steimel, Barnett, Shults, Steele, Birney ABSENT: None

NAYS: None MOTION CARRIED

6. BRIEF PUBLIC COMMENT. Public comment was heard.

**CHARTER TOWNSHIP OF ORION BOARD OF TRUSTEES
MINUTES, REGULAR MEETING, MONDAY, AUGUST 19, 2019**

7. APPROVAL OF AGENDA. Treasurer Steele requested the removal of Item M. Update Ordinance 41 Fee Schedule from the Consent Agenda until the next meeting, at the request of the Planning & Zoning Director, Tammy Girling. Treasurer Steele added the Water & Sewer Auto Payment Form to Consent - Item J. Utility Bill – Processing. Trustee Steimel asked to move Consent Item H. Peddler/Solicitor Application – Empire Expanding to Pending, and Consent Item J. Utility Billing – Processing to Pending. Moved by Trustee Flood, seconded by Trustee Birney to approve the Agenda, as amended. MOTION CARRIED

8. CONSENT AGENDA

A. Minutes, Special Meeting: Monday, July 29, 2019. Approve, as presented.

B. Minutes, Regular Meeting: Monday, August 5, 2019. Approve, as presented.

C. Minutes, Public Hearing, Mill Lake Gardens Private Road Maintenance SAD #4: Monday, August 5, 2019. Approve, as presented.

D. Minutes, Public Hearing, Bunny Run Annex #5 (portion of) Private Road Maintenance SAD #1: Monday, August 5, 2019. Approve, as presented.

E. Schedule Truth-in-Budgeting Public Hearing. Schedule Truth-in-Budgeting Public Hearing on the proposed millage rates to be levied for 2019 (in support of the 2020 budget) for 7:00 p.m. on September 16, 2019, and direct the Clerk to publish the proper legal notice for same.

F. Thrive Employee Development Closing Dates. Authorize the Township Supervisor to close Township buildings (except for fire stations) for a half day (12:00 p.m. – 4:30 p.m.) on Friday, September 6, 2019, and for a full day (8:30 a.m. – 4:30 p.m.) on Wednesday, January 8, 2020, and direct the Clerk to post the closings.

G. Whole Life Challenge Participation. Approve the participation and expenditure in the next, and future, Whole Life Challenge for employees who opt-in, with funds coming from Education and Training, and authorize any necessary budget adjustments.

H. OCCCC 2018 Financial Audit. Receive and file the 2018 OCCC Financial Audit.

I. GIS Applications. Approve OHM to develop GIS applications for the Water and Sewer department, at a cost not to exceed \$25,000.

J. Approve Government Relations Contract. Approve the consultant contract and authorize the Township Supervisor to sign and execute the agreement with the Midwest Strategy Group of Michigan, and have the Accounting Controller make the necessary budget adjustments.

**CHARTER TOWNSHIP OF ORION BOARD OF TRUSTEES
MINUTES, REGULAR MEETING, MONDAY, AUGUST 19, 2019**

Moved by Trustee Steimel, seconded by Trustee Flood to approve the Consent Agenda, as amended.

AYES: Barnett, Shults, Steele, Birney, Dalrymple, Flood, Steimel

ABSENT: None

NAYS: None

MOTION CARRIED

9. PENDING BUSINESS

A. Long Lake Water Quality Control SAD #1 – Action after Hearing. Moved by Clerk Shults, seconded by Trustee Flood to adopt the Resolution confirming the Assessment Roll for the Long Lake Water Quality Control SAD #1, as presented.

AYES: Shults, Steele, Birney, Dalrymple, Flood, Steimel, Barnett

ABSENT: None

NAYS: None

MOTION CARRIED

B. Elkhorn Lake Water Quality Control SAD #6 – Action after Hearing. Moved by Clerk Shults, seconded by Trustee Flood to adopt the Resolution #4 confirming the Assessment Roll for the Elkhorn Lake Water Quality Control SAD #6, as presented.

AYES: Steele, Birney, Dalrymple, Flood, Steimel, Barnett, Shults

ABSENT: None

NAYS: None

MOTION CARRIED

C. Second Reading – PC 2019-25 Silver Bell Bio Tech Conditional Rezone Request. Moved by Clerk Shults, seconded by Trustee Flood to declare the second reading of PC-2018-25, Silver Bell Bio Tech, Conditional Rezone Request to have been held on August 8, 2019, and approve the request to conditionally Rezone 8.703 acres of unaddressed parcel at the northwest corner of Lapeer and Silverbell Roads (09-26-300-011) from Office Professional (OP) to Industrial Park (IP) with conditions for the reasons given in the motion to recommend approval at the June 19, 2019 Planning Commission meeting, and authorize the Township Supervisor and Township Clerk to sign the Conditional Rezone Agreement, on behalf of the Township. This approval is conditioned upon: Final approval by the Township Attorney of the Conditional Rezoning Agreement, as presented.

AYES: Birney, Dalrymple, Flood, Steimel, Barnett, Shults, Steele

ABSENT: None

NAYS: None

MOTION CARRIED

D. Second Reading – PC-2019-26 Silver Bell Retail Rezone Request. Moved by Clerk Shults, seconded by Trustee Birney to declare the second reading of PC-2019-26, Silver Bell Retail, Rezone Request, to have been held on August 19, 2019, and approve the request to Rezone 7.75 acres of unaddressed parcel at the northwest corner of Lapeer and Silverbell Roads (09-26-300-011) from Office Professional (OP) to General Business (GB) for the reasons given in the motion to recommend approval at the June 19, 2019 Planning Commission meeting, as presented.

AYES: Dalrymple, Flood, Steimel, Barnett, Shults, Steele, Birney

ABSENT: None

NAYS: None

MOTION CARRIED

**CHARTER TOWNSHIP OF ORION BOARD OF TRUSTEES
MINUTES, REGULAR MEETING, MONDAY, AUGUST 19, 2019**

E. Award Bid – Planning and Zoning Consultant Services. Moved by Trustee Flood, seconded by Treasurer Steele to award the Planning and Zoning Consultant Services to Giffels Webster, effective September 1, 2019 and authorize the Township Supervisor, with the Township Attorney to draft a consultant contract and have the Accounting Controller make any necessary budget adjustments.

AYES: Barnett, Shults, Steele, Birney, Dalrymple, Flood, Steimel

ABSENT: None

NAYS: None

MOTION CARRIED

F. Township Hall/Sheriff Substation Probable Cost Presentation. Moved by Treasurer Steele, seconded by Trustee Flood to receive and file the Presentation of Probable Cost of the Orion Township Hall and the Sheriff Substation, as presented.

MOTION CARRIED

G. Peddler/Solicitor Application – Empire Expanding. Moved by Trustee Steimel, seconded by Clerk Shults to approve Mr. Williams application and issue a peddler's license under Ordinance 95.

MOTION CARRIED

H. Utility Billing - Processing. Moved by Trustee Steimel, seconded by Trustee Flood to approve Doxim to process the water/sewer bills on a monthly basis beginning November 2019 and adjust budget line 592-248-806 Contractual Help.

AYES: Birney, Dalrymple, Flood, Steimel, Barnett, Shults, Steele

ABSENT: None

NAYS: None

MOTION CARRIED

10. REPORTS

A. Police/Fire Reports. Moved by Trustee Birney, seconded by Trustee Steimel to receive and file the Police and Fire Reports, as presented.

MOTION CARRIED

B. MMRMA Second Quarter Financial Report. Moved by Trustee Flood, seconded by Trustee Dalrymple to receive and file the MMRMA Second Quarter Financial Report, as presented.

MOTION CARRIED

C. Financial Reports. Moved by Trustee Flood, seconded by Trustee Dalrymple to receive and file the Financial Reports, as presented.

MOTION CARRIED

11. PUBLIC COMMENT. Public Comment was heard.

12. BOARD MEMBER COMMENTS. Board member comments were heard.

**CHARTER TOWNSHIP OF ORION BOARD OF TRUSTEES
MINUTES, REGULAR MEETING, MONDAY, AUGUST 19, 2019**

13. ADJOURNMENT. Moved by Trustee Flood, seconded by Trustee Birney to adjourn.
MOTION CARRIED The meeting was adjourned at 10:06 p.m.

Penny S. Shults, Clerk

Chris Barnett, Supervisor
Charter Township of Orion

Transcription: K. Comeau

**CHARTER TOWNSHIP OF ORION BOARD OF TRUSTEES
LONG LAKE WATER QUALITY CONTROL SAD #1 – PUBLIC HEARING ON
SPECIAL ASSESSMENT ROLL MINUTES,
MONDAY, AUGUST 19, 2019**

CALL TO ORDER. The Charter Township of Orion Board of Trustees held a Public Hearing on Monday, August 19, 2019 at the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan. The Long Lake Water Quality Control Special Assessment District #1 –Public Hearing on Special Assessment Roll was held to provide an opportunity for members of the public to offer comments related to this.

BOARD MEMBERS PRESENT: Chris Barnett, Penny Shults, Donni Steele, Brian Birney, Julia Dalrymple, Mike Flood, John Steimel

BOARD MEMBERS ABSENT: None

OTHERS PRESENT:

Dan Dewey	John Klebba	Richard Brown	Kathy Brown
Paul Demeritt	David Wells	David Brennan	Rosalie Ward
Lil Hutchison	Jenn Zielinski	Denise Burns	Sharon Berridge
Gary Roberts	Steve Patterson	Connie Phillips	James Blust
Ian Locke	Ken Svoboda	Bill Pruett	Lesle Cole
Jack Wood	Jack Vanarsdale	Lorie Vanarsdale	Sandy Kiesel
Phil Christi			

Supervisor Barnett convened the Public hearing at 7:03 p.m.

Clerk Shults gave an overview regarding the Special Assessment District.

Clerk Shults stated that written comments were received from Matthew & Victoria Durack, 153 Franklin Wright Blvd., in support of the SAD; Robert Cooney, 769 S. Long Lake Blvd., in support of the SAD; and Rob Mazzola, 1478 Lakeview Dr., sent a letter of support for the SAD.

John Klebba, 939 S. Long Lake, asked what the set-up fee will be on his bill next year, and what the fee would be the following year. Mr. Klebba stated that he is concerned about the quality of the water when the chemicals are put in. Mr. Klebba wanted to know if they would affect the fish in the lake. Mr. Klebba wanted to know when the weeds are cleared, will it take it up to the shoreline, because if it's out in the middle it wouldn't do any good and he doesn't see what he would gain by that. Mr. Klebba asked whether the assessment is done by how much lake frontage each homeowner has. Mr. Klebba wondered about the users of the Bunny Run Lake Club, and asked if the visitors and boat slip owners will be taxed also, and he wonders why they don't have a fee charged to them.

Paul Demeritt, Overlake Dr., stated that he is the President of the Long Lake Property Owners Association, and wanted some clarification on some details in the assessment letter.

Supervisor Barnett responded to the questions posed, and he stated that Special Assessment District fees are for a specific purpose at the request of the homeowners with the cost spread across the parcels that would receive a benefit. On this SAD, there are three different fees which would be \$84.95. \$113.26 and \$141.58 with the total assessment district being \$15,545.00 and

**CHARTER TOWNSHIP OF ORION BOARD OF TRUSTEES
LONG LAKE WATER QUALITY CONTROL SAD #1 – PUBLIC HEARING ON
SPECIAL ASSESSMENT ROLL MINUTES,
MONDAY, AUGUST 19, 2019**

the cost is divided amongst 132 properties. We collect the monies and distribute them to the vendor that the homeowners select, so as far as testing questions, we are not able to answer them.

Julianne Savard, Administrative Assistant to the Supervisor, stated that the set-up fee is for the first year only and it is \$1,492.04 and this is rolled in to the total cost for the first year and divided up amongst the property owners.

Supervisor Barnett stated that after the first year, the total will go down by the amount of the set-up fee.

Julianne Savard stated that the total fee this assessed for next year is \$15,942.04 and the year after that the total fee will be \$14,450.00.

Supervisor Barnett stated that the set-up fee is a one-time fee for all of the mailings we do and the work on the district that happens by Julianne Savard. Also, we are not doing the mandatory ten percent.

Trustee Steimel stated that we rarely have to do the ten percent; however, the more common time we have had to do that is if someone goes to the tax tribunal and convinces them to take them off of the SAD, so that money has to be respread out amongst everyone.

Attorney Dan Kelly stated that the ten percent listed is statutory language that is put into all SAD's to cover if needed.

Attorney Kelly stated that with regards to the lake frontage question, the amount charged does go by the lake frontage.

Supervisor Barnett stated that Bunny Run Club is assessed one parcel.

Seeing and hearing no other citizens were interested in providing comments, or any other written comments were received related to the Long Lake Water Quality Control Special Assessment District #1 –Public Hearing on Special Assessment Roll, Supervisor Barnett adjourned the Public Hearing at 7:10 p.m.

Penny S. Shults, Clerk

Chris Barnett, Supervisor
Charter Township of Orion

Transcription: K. Comeau

**CHARTER TOWNSHIP OF ORION BOARD OF TRUSTEES
ELKHORN LAKE WATER QUALITY CONTROL SAD #6 -
PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL MINUTES,
MONDAY, AUGUST 19, 2019**

CALL TO ORDER. The Charter Township of Orion Board of Trustees held a Public Hearing on Monday, August 19, 2019, at the Orion Township Hall, 2525 Joslyn Road, Lake Orion, Michigan. The Elkhorn Lake Water Quality Control Special Assessment District #6 – Public Hearing on Special Assessment Roll was held to provide an opportunity for members of the public to offer comments related to this.

BOARD MEMBERS PRESENT: Chris Barnett, Penny Shults, Donni Steele, Brian Birney, Julia Dalrymple, Mike Flood, John Steimel

BOARD MEMBERS ABSENT: None

OTHERS PRESENT:

Dan Dewey	John Klebba	Richard Brown	Kathy Brown
Paul Demeritt	David Wells	David Brennan	Rosalie Ward
Lil Hutchison	Jenn Zielinski	Denise Burns	Sharon Berridge
Gary Roberts	Steve Patterson	Connie Phillips	James Blust
Ian Locke	Ken Svoboda	Bill Pruett	Lesle Cole
Jack Wood	Jack Vanarsdale	Lorie Vanarsdale	Sandy Kiesel
Phil Christi			

Supervisor Barnett convened the Public Hearing at 7:10 p.m.

Clerk Shults gave an overview regarding the Special Assessment District. Clerk Shults stated that we did not receive any written comments related to this SAD.

Sharon Berridge, 1210 W. Clarkston Rd., stated that she is concerned about water quality and within the last five years, the swan pair on the lake has had 23 chicks and only 3 have survived. We have lost frogs; we have lost turtles and we have lost beneficial plants. Ms. Berridge stated that she understands that the milfoil and some other plants are noxious and they are invasive species and something does need to be done about them, but not at the cost of the aqua system of the lake. The more sunlight that is introduced into the water, the more the plants grow. As the plants are poisoned and die, the fish and amphibians and everything that needs cover or cooler water loses that ability to hide and protect themselves. Ms. Berridge stated that she has let a buffer grow between the lakefront that she lives on and Clarkston Rd., so that when water rushes down from a storm, the plants will hold the pollution that comes down the driveway from the road. Ms. Berridge stated that she does not fertilize, and a lot of people use lawn fertilizer on the lake and if that was eliminated, the plants wouldn't grow as fast. Ms. Berridge stated she spends a lot of time outside in the summer and she hears fisherman complain about the fish that they catch with deformities, and she wouldn't eat a fish out of the lake if she had to. Ms. Berridge stated that she is hoping that the company that is contracted has some way of treating the lake so that we don't loose it, and we are not drinking poisoned water in twenty or thirty years.

Supervisor Barnett stated that he has noted Ms. Berridge's concerns for the record, but he stated he is not a lake quality expert to be able to speak on the concerns.

**CHARTER TOWNSHIP OF ORION BOARD OF TRUSTEES
ELKHORN LAKE WATER QUALITY CONTROL SAD #6 -
PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL MINUTES,
MONDAY, AUGUST 19, 2019**

Julianne Savard stated that she doesn't recall the name of this company, but they do a couple of lakes. The company and the work that they do is chosen by the residents, not the Township.

Seeing and hearing no other citizens were interested in providing comments or any other written comments were received related to the Elkhorn Lake Water Quality Control Special Assessment District #6 –Public Hearing on Special Assessment Roll, Supervisor Barnett adjourned the Public Hearing at 7:14 p.m.

Penny S. Shults, Clerk

Chris Barnett, Supervisor
Charter Township of Orion

Transcription: K. Comeau



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Orion Township Board of Trustees

From: Penny S. Shults, Clerk

Meeting Date: September 3, 2019

Memo Date: August 27, 2019

Subject: Public Access Management Agreement

☐ Pending ☒ Consent

REQUEST

Attached is a copy of the Public access management agreement between Orion Community Cable Communications Commission and Orion Neighborhood Television Corporation.

PROCESS

Receive and file the Public Access Management Agreement.

BUDGET - Financial Item? ☐ Yes ☒ No If yes, fill out information below:

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

Board action would be to receive and file the Public Access Management Agreement.

PUBLIC ACCESS MANAGEMENT AGREEMENT

THIS PUBLIC ACCESS MANAGEMENT AGREEMENT ("Agreement") is made this 8th day of August, 2019 by and between ORION COMMUNITY CABLE COMMUNICATIONS COMMISSION, an intergovernmental body, the ("Commission"), and ORION NEIGHBORHOOD TELEVISION CORPORATION, a Michigan nonprofit corporation ("ONTV").

RECITALS

A. The Charter Township of Orion (the "Township") and the Village of Lake Orion (the "Village"), Michigan (the Township and Village together being referred to as the "Municipalities") entered into franchise agreements with cable providers whereby the Municipalities granted each cable provider a franchise to operate a cable television system within their respective municipal boundaries.

B. The franchise agreements provide that certain channel capacity be set aside for public, educational, and governmental ("PEG") access.

C. The franchise agreement with each cable provider further provides that certain initial and ongoing payments shall be made to support the operations of the PEG access facilities, equipment and channels.

D. The Municipalities have provided that the Commission receives funding from the cable providers and represents the Municipalities in matters pertaining to cable television operations within the Township and the Village.

E. The Commission desires to contract with ONTV to provide certain management services with respect to the PEG access cable channels within the Community.

F. ONTV is willing to provide those management services, in exchange for payments by the Commission.

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the parties agree as follows:

AGREEMENT

1. **Scope of Services.** In consideration of the payments to be provided by the Commission pursuant to this Agreement, ONTV shall provide the following services:

- (a) Staff, operate and manage the PEG access channel(s) and all access facilities and resources provided by the Commission for noncommercial, public/community access programming purposes;
- (b) Staff and manage a video production facility and related equipment, as well as field production and editing equipment, to be made available primarily for Community use by those who have satisfactorily completed such training classes or other standards as ONTV may from time to time establish;
- (c) Develop and maintain appropriate policies and procedures for the use and operation of the PEG access equipment, facilities and channel(s);
- (d) Train and educate interested residents of the Municipalities in the techniques of video production, sponsor video production workshops, and provide technical advice and assistance in the execution of video production;
- (e) Provide for the playback and/or cablecasting of programs on the PEG access channel(s);
- (f) Provide character-generator (i.e., text-type) announcements on the PEG access channel(s) at such times when programming or promotional announcements are not being carried;
- (g) Serve as a resource center for information, material and equipment relating to the use of video as a communication medium;
- (h) Provide regular maintenance and repair of all video equipment and facilities provided by the Commission for use by ONTV in the performance of its obligations under this Agreement;
- (i) Increase public awareness and actively promote the use and benefits of the PEG access channels and facilities to cable subscribers, Community residents and property owners and other members of the general public;
- (j) Maintain generally accepted accounting, budgeting, and business systems and practices for the operation, protection, investment, oversight and management of the resources provided by the Commission to ONTV under this Agreement; (see Addendum A, attached)

(k) Administer the PEG access channels and facilities in compliance with all applicable laws, rules, regulations, ordinances, agreements, and resolutions, and consistent with the franchise agreements between the Municipalities and the cable providers.

2. **Nature of Access.** ONTV seeks to provide a form of media access that promotes a sense of community for the Orion Area, thus making the Orion PEG Channels different from local commercial television and/or television that is commonly referred to as Cable Channels. ONTV agrees to keep the public access channel (s) open for a diverse point of view on Orion Area issues and/or issues from outside the Community that may impact the Orion Area, and to render all of its services and programming in a way that constitutionally benefits and promotes a standard of entertainment and education that is not obscene or in conflict with Township and Village Community standards and is consistent with common decency and good morals within the Community. In the event ONTV experiences capacity constraints, whether in staffing, facilities or otherwise, ONTV may in its discretion prioritize the availability of its services and facilities as follows: first, to Township and Village residents located within the franchise area; second, to households within the Lake Orion Community Schools district; third, to those who work or are employed in Oakland County, Michigan; and fourth, to other members of the general public. ONTV may establish appropriate fees and charges for its services, provided such fees and services are reasonable and do not have the effect of censoring a user who seeks to produce public access programming. ONTV shall promulgate and enforce policies and procedures that are designed to promote local use of the public and governmental access channels and make the programming accessible to the viewing public, subject to such time, manner and place regulations as ONTV may deem appropriate and are constitutionally permissible. Notwithstanding the foregoing, ONTV may refuse to transmit programming which it has determined would infringe on a copyright or which has been deemed unprotected speech by a court of competent jurisdiction. ONTV shall not transmit programming that the Commission has determined does not comply with the required standard.

3. **Indemnification.** ONTV shall indemnify, defend and hold harmless the Commission, Township, Village, and their directors, officers, agents, employees and volunteers from and against any and all claims, suits, actions, causes of action, losses, damage, or liabilities of any kind, nature or description, including without limitation payment of litigation costs and attorneys' fees, asserted against or sustained by them, which arise or result from any acts or omissions or alleged acts or omissions of ONTV, its directors, officers, employees, agents or subcontractors (i) relating to ONTV's performance of or failure to perform this Agreement, (ii) arising out of ONTV's failure to comply with any applicable laws, rules, regulations or other requirements of local, state or federal authorities, (iii) for claims of libel, slander, invasions of privacy, or infringement of common law or statutory copyright, or (iv) for breach of contract or other injury or

damage in law or at equity which arise, directly or indirectly, from ONTV's management of the PEG access channels under this Agreement.

4. **Copyright Clearance.** Before cablecasting video transmissions, ONTV shall require all users to confirm in writing that they have made all appropriate arrangements to obtain all rights to all material cablecast and clearances from broadcast stations, networks, sponsors, music licensing organizations representatives, and any and all other persons as may be necessary to transmit their program material over the PEG access channels that are operated and managed by ONTV under this Agreement. ONTV shall maintain copies of all such user agreements and make the same available for the Commission's inspection upon reasonable notice.

5. **Copyright and Ownership.** ONTV shall own the copyright of any programs which it may from time to time elect to produce. Copyright of programming produced by the public shall be held by such person(s) who produce said programming.

6. **Equipment and Facilities.** ONTV shall be responsible for the use, maintenance, and repair of all equipment and facilities provided by the Commission. ONTV shall have the right, with prior approval of the Commission, to dispose of rather than continue to maintain and repair equipment that is obsolete or the repairs to which would not be fiscally prudent.

7. **Insurance.** ONTV shall, at its cost, maintain in full force and effect at all times during the term of this Agreement the following insurance coverages:

(a) Comprehensive general liability insurance, including protective, completed operations and broad form contractual liability, property damage and personal injury coverage, together with comprehensive automobile liability insurance, including owned, hired and non-owned automobile coverage, with the following limits:

Bodily injury (including death):	\$1,000,000 for each person, each occurrence and aggregate
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Property damage:	\$1,000,000 for each occurrence and aggregate
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(b) Equipment insurance, with coverage to replacement cost, on all equipment, and fixtures, on and off site, including without limitation insurance against loss or damage beyond the user's control or arising from theft, fire, or natural catastrophe;

(c) Full worker's compensation insurance and employer's liability coverage with limits as required under Michigan law;

(d) Cablecasters' errors and omissions insurance to cover the content of productions which are cablecast on the public or government access channels, including without limitation coverage for libel and slander, copyright or trademark infringement, infliction of emotional distress, invasion of privacy, plagiarism, and misuse of musical or literary materials.

8. **Additional Insured.** The Commission, Township and Village shall be named as additional insureds on all of the insurance policies referenced in Section 7 of this Agreement. Each policy shall provide that no cancellation, major change in coverage or expiration may be effected by the insurance company or ONTV without first giving the Commission thirty (30) days written notice prior to the effective date of such cancellation or change in coverage. Any insurance held by the Commission, its officers, agents, employees or volunteers shall not contribute toward the ONTV insurance. ONTV shall provide the Commission with certificates or other proof of the required insurance coverages upon request.

9. **Nondiscrimination.** ONTV shall not unlawfully discriminate against any person, employee or applicant for employment, or in its delivery of services, and shall have the affirmative obligation to know and comply with all applicable Federal, State, and Community laws only.

10. **Independent Contractor.** It is understood and agreed that ONTV is an independent contractor and that no relationship of partnership, joint venture, principal/agent or employer/employee exists between the Commission and ONTV. If in the performance of this Agreement any persons are employed by ONTV, such persons shall be entirely and exclusively under the control, direction and supervision of ONTV. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging, or any other term of employment, shall be determined by ONTV and the Commission shall have no right or authority over such persons or terms of employment.

11. **Assignment.** Neither this Agreement nor any interest, rights or obligations herein shall be assigned or transferred by ONTV, except as expressly authorized in writing by the Commission.

12. **Agendas and Minutes.** ONTV shall, to the extent possible, provide agendas of its Board of Directors meetings at least three (3) days prior to the date of each regular meeting and as soon as practicable prior to any special meeting. ONTV shall also promptly deliver copies of the minutes of its regular and its special Board of Directors' meetings to the Commission following each such meeting.

13. **Annual Reports.** Prior to August 1 of each year, ONTV shall submit to the Commission (i) an annual financial report for the preceding fiscal year (January 1—December 31) which shall contain year-end financial statements audited or reviewed by an independent certified public accountant, and (ii) a written report of its operational activities for the preceding fiscal year, including programming highlights, numbers and types of programs produced, fundraising activities, documentation of the use of the channel(s) by the community, an accounting of actual hours of cablecast programming, a list of users, a summary of public comments (both positive and negative) received in writing by the board of directors or staff, and a full schedule of current rates and fees charged for public access related activities. In addition to the information provided in its annual reports, ONTV shall promptly provide the Commission with such other information on ONTV's programs and services as the Commission may from time to time reasonably request.

14. **Recordkeeping.** ONTV shall at all times maintain appropriate books and records, in accordance with generally accepted accounting principles consistently applied. ONTV shall make available to the Commission for inspection and photocopying, during normal business hours, such books and records as the Commission may reasonably request.

15. **Channel Capacity.** The Commission hereby grants to ONTV the exclusive right and permission to use and manage the channel capacity dedicated for PEG access purposes under the franchise agreements between the Township, the Village, and the cable providers, and ONTV hereby agrees to use and manage that channel capacity exclusively for PEG access programming purposes in accordance with the terms of this Agreement.

16. **Funding.** Commencing January 1, 2019, the Commission agrees to pay ONTV, on a quarterly basis (January 1, April 1, July 1, and October 1, of each year), one quarter of the total Commission approved budgeted amount for ONTV. ONTV agrees to utilize such payments exclusively for purposes of supporting PEG access programming and the performance of its other related obligations under this Agreement. The Commission's obligation to forward such funds on to ONTV is expressly contingent upon, and limited to the extent of, its receipt of those funds from the cable providers. In the event the Commission's funding is significantly reduced or eliminated, the Commission reserves the right to immediately suspend or terminate any activity or incur any further financial obligation and by notice to the ONTV Board of Directors request the immediate dissolution of all assets, real and personal, and payment of all debts and liabilities as set forth in paragraph 18 herein. ONTV is not required to expend all of the funds it receives from the Commission but may carry over excess funds from year to year as it deems appropriate. Assets will be disbursed as provided in paragraph 18. ONTV shall implement such fiscal control and accounting procedures as are necessary to assure proper disbursement and accounting of funds it receives from the Commission pursuant to this Agreement. Nothing in this Agreement is intended to prohibit or limit the right of ONTV to solicit and receive supplemental funds

from other sources, including without limitation funds derived through fundraising activities.

17. **Term of Agreement.** This Agreement shall be for a period of three (3) years commencing on January 1, 2019, and ending on December 31, 2021, unless terminated early in accordance with this Agreement.

18. **Termination of Agreement.** In the event of a breach of this Agreement by a party, the other party may terminate this Agreement upon thirty (30) days written notice to the breaching party; provided, however, that the non-breaching party shall not terminate this Agreement if the breach is cured to the satisfaction of the non-breaching party within thirty (30) days of written notification. Upon termination of this Agreement, or the dissolution of ONTV as a nonprofit corporation, ONTV shall return or surrender all Commission provided facilities and equipment to the Commission and promptly pay or make satisfaction for all of its debts and liabilities, dispose of fixed assets and disburse the money received, along with any funds remaining in ONTV's name, to a Orion Township non-profit organization(s) selected by the ONTV Board of Directors.

19. **Time.** Time is of the essence in this Agreement and for the performance of all covenants and conditions herein.

20. **Cooperation.** Each of the parties agrees to execute all documents and do all things necessary and appropriate to carry out the provisions and intent of this Agreement.

21. **Nonwaiver.** Waiver by either party of strict performance of any provision of this Agreement shall not be a waiver of or prejudice the party's right to require strict performance of the same provision or any other provision of this Agreement in the future.

22. **Applicable Law.** This Agreement shall be interpreted and enforced under the laws of the State of Michigan.

23. **Notices.** All notices and other communications to be given by either party shall be given to the other in writing, by depositing the same in the United States mail, postage prepaid and addressed as follows:

If to the Commission:

Orion Community Cable Communications Commission
1349 Joslyn Road
Lake Orion, Michigan 48360

If to ONTV:

Orion Neighborhood Television
1349 Joslyn Road
Lake Orion, Michigan 48360

Either party may change its address for notice by written notice to the other party at any time.

24. **Entire Agreement.** This Agreement is the entire agreement of the parties and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral. This Agreement may be amended only by written agreement and no purported oral amendment to this Agreement shall be valid.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

WITNESSES:

Joseph P. Belanger

ORION COMMUNITY CABLE
COMMUNICATIONS COMMISSION

By: Sarah Paine
Sarah Paine
Its: Vice-Chairperson

Diane Griffiths

ORION NEIGHBORHOOD
TELEVISION CORPORATION

By: Ralph Painter
Ralph Painter
Its: President

My Documents/OCCCC.ONTV
4/5/01
revised 1/04
revised 2/07
revised 4/10
revised 12/12
revised 7/16
revised 10/18
revised 08/19

Public Access Management Agreement

Addendum A

For Informational Purposes Only

1. Beginning in 2020, all capital equipment for the use and benefit of the community access facilities and channels will be purchased and owned by the Commission
2. Current ONTV assets, including those fully depreciated, will be purchased from ONTV by the Commission effective January 1, 2020 for the amount of the book value of the equipment being purchased.
3. Beginning in 2020, ONTV will have no capital purchases in their budget, only operating expenses.
4. The amount budgeted for contractual payments to ONTV in the 2020 Commission's budget will be divided by four, and the value of ONTV assets as determined by the 2018 ONTV financial review will be divided by four, and then added together for the amount of the contractual quarterly payments from the Commission to ONTV in 2020. If there is a discrepancy in the value of the equipment found in the 2019 ONTV financial review, the amount will be either added to or subtracted from the final payment in 2020, or rolled over into 2021 if needed.

August 8, 2019



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Charter Township Of Orion Board of Trustees

From: Tammy Girling, Planning & Zoning Director

Meeting Date: September 3, 2019

Memo Date: August 28, 2019

Subject: Approve Planning & Zoning Services Contract

☐ Pending ☒ Consent

REQUEST

The request is for the Board of Trustees to approve the consultant contract for Planning & Zoning services with Giffels Webster.

REASON

On May 21, 2019, the Township issued a previously authorized Request for Proposal (RFP) for Planning & Zoning Services; responses were due June 21, 2019.

At the August 19, 2019 Board of Trustees Meeting, the Board awarded the above-mentioned bid to Giffels Webster and authorized the Township Supervisor and Township Attorney to draft a consultant contract.

The proposed contract contains fees that are a combination of a \$1,100 monthly retainer, hourly rate schedule, and development review, planning, and traffic review fees. The term of the agreement is for three years with a clause to renew for two additional years, consistent with the RFP response.

PROCESS

The Board of Trustees approves the contract for Planning & Zoning Services and authorizes the Supervisor to sign the contract.

BUDGET - Financial Item? ☒ Yes ☐ No If yes, fill out information below:

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget
Planning Consultant	101-248-804.000			\$13,200	

RECOMMENDATION (Motion)

Approve the consultant contract for Planning & Zoning Services and authorize the Township Supervisor to sign and execute the agreement with Giffels Webster, and direct the Accounting Controller to make any necessary budget adjustments.

giffels webster **AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement is effective as of this 1st of September 2019, between Giffels Webster located at 28 W. Adams Street, Suite 1200, Detroit, MI 48226 and the following person or entity ("Client"):

Client name and address: Charter Township of Orion
2525 Joslyn Road
Orion Township, MI 48360

Client contact and phone no: Tammy Girling, Planning & Zoning Director
248-391-0304 ext 5000
tgirling@oriontownship.org

Project Name: **Orion Township Planning Services**

Project No.: _____

The Client and Giffels Webster enter into this Agreement for certain professional consulting and related services to be provided by Giffels Webster in relation to the above Project ("Project"). The parties agree as follows:

I. PROJECT DESCRIPTION

Professional Planning Services as outlined in Attachment A | Scope of Services.

II. BASE SCOPE OF SERVICES

Giffels Webster will provide consulting services for the Project, as summarized in Exhibit A | Scope of Services. Only those services summarized Exhibit A | Scope of Services are included in this Agreement. Giffels Webster and the Client agree that services not identified in Exhibit A | Scope of Services are not the responsibility of Giffels Webster unless provided for under a separate Agreement or addendum to this Agreement.

III. COMPENSATION

See Exhibit B, Schedule of Fees and Billing Rates for related fees and hourly rates that are included in this Agreement. This fee schedule is for a three year period, and shall remain in effect through December 31, 2022, or until this agreement is terminated by either party or the agreement is amended by mutual agreement of Giffels Webster and the Client. This Agreement is renewable at the option of the Client for a term of two (2) additional years.

IV. REIMBURSABLE EXPENSES

Giffels Webster's fees, as outlined in Section III and Exhibit B, do not include certain reimbursable expenses, which include shipping, handling, postage and delivery fees or out of town travel not identified as included above. This also includes outside reproduction of drawings, reports or other deliverables not being used internally by Giffels Webster for the completion of our effort. Subconsultant costs, if not expressly included in the scope of work outlined above, are also considered reimbursable expenses. The Client agrees to reimburse Giffels Webster for said fees at cost plus 15%. Giffels Webster will inform the Client prior to use of any subconsultants.

V. INVOICING

Flat fee and retainer portions of this Agreement will be invoiced in accordance with Exhibit B | Schedule of Fees and Billing Rate Table. Time and materials portions will be invoiced on a completion-to-date basis.

Progress invoices for all work will be submitted to the Client monthly and a final bill will be submitted upon completion of the invoices will be reviewed with any requests for amendments or clarifications forwarded in writing to Giffels Webster within 30 days of the date of the invoice. It is further agreed that all invoices 30 days past due cannot be contested. Payment not received within 60 days of the date of the invoice is subject to a 5% penalty fee. Giffels Webster reserves the right to suspend and terminate work under this Agreement upon failure of the Client to pay invoices as due.

VI. STANDARD OF CARE

All services performed by Giffels Webster will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar circumstances at the same time and in the same locality. No warranty, express or implied, is made or intended by this proposal to provide consulting services.

VII. LIABILITY

Giffels Webster and its agents, staff and contracted consultants are protected by worker's compensation insurance. Giffels Webster has coverage under public liability, professional liability and property damage insurance policies which it agrees will be maintained consistent with the then existing minimum limits required by the Township. Giffels Webster shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance.

The means, methods and selection of technologies used in the collection of field data is at the sole discretion of Giffels Webster. The Client understands that some technologies automatically collect data that may not be required by Giffels Webster to complete the services included in this Agreement. The Client further understands that Giffels Webster does not review data that is not directly related to the scope of services including in this Agreement, and Client agrees that Giffels Webster has no responsibility to do so and that Giffels Webster has no responsibility to advise Client of any deficiencies that might be found if that data were reviewed.

VIII. INSTRUMENTS OF SERVICE

The Client acknowledges that Giffels Webster's drawings, plans, specifications, and other similar documents, whether in written, graphic, or electronic form, are instruments of professional service (the "Instruments") and not products. Giffels Webster and its contracted consultants shall be deemed the authors and owners of their respective Instruments and shall retain all common law, statutory and other reserved rights, including copyrights and trademarks. Upon full payment of Giffels Webster's compensation for this Project, ownership of the following shall be transferred to the Client: Reports and Plans prepared for the Charter Township of Orion. Giffels Webster reserves the right to copyright sketches, concepts, and similar items or ideas that it creates as intellectual property and may also share examples of the Instruments on social media, its website, at conferences, in professional and promotional publications. Giffels Webster shall not be deprived of the right to retain reproducible copies of the Instruments and the right to reuse information contained in them in the normal course of Giffels Webster's practice.

IX. ASSIGNMENT

Neither the Client nor Giffels Webster may delegate or assign its duties or rights under this Agreement without the written consent of the other party, such consent not to be unreasonably withheld.

X. DELAYS

If Giffels Webster is delayed at any time in the progress of the services by any reason beyond its control, including any act or omission of the Client, by any act or omission of a contractor or by adverse weather or other conditions not reasonably anticipated, the time for completion of the services shall be extended by a time equal to the time of such delay and an equitable adjustment in Giffels Webster's fee shall be made as may be reasonable under the circumstances.

XI. CHANGES TO THE AGREEMENT

The Client and Giffels Webster agree that the discovery of unanticipated or changed conditions may require a renegotiation of the Scope of Work, or termination of the Agreement. Furthermore, changes in the scope of the project or to any of the assumptions used in the preparation of the Agreement may also require a renegotiation of the Scope of Work. In the event that the Agreement is changed, Giffels Webster and the Client shall negotiate an appropriate adjustment in schedule and compensation. If renegotiated terms cannot be agreed to, either party may terminate this Agreement subject to the provisions of this Agreement.

XII. TERMINATION

This Agreement may be terminated by either the Client or Giffels Webster, individually or jointly, upon thirty (30) days written notice to the Client and/or Giffels Webster. Compensation during the notice period will be paid by the Client to Giffels Webster if services are faithfully rendered to the Client during that time.

XIII. ACCEPTANCE AND AUTHORIZATION TO PROCEED

The Client certifies that the person executing this Agreement is authorized to sign on behalf of the Client's organization. The Client understands that this Agreement includes Exhibit A | Scope of Services, Exhibit B | Schedule of Fees and Billing Rates and all issued change orders and amendments. The Client also certifies that, if it is a business entity, it is registered with the State of Michigan and is authorized to conduct business in Michigan. If Client agrees with the terms of this Agreement, Client should sign both copies of the Agreement and return one copy to Giffels Webster. Giffels Webster's receipt of the signed Agreement from the Client will constitute a written notice to proceed unless otherwise indicated in writing by the Client.

GIFFELS WEBSTER

CHARTER TOWNSHIP OF ORION

BY:



Rodney L. Arroyo
Partner

BY:

Name:
Title:

EXHIBIT A

SCOPE OF SERVICES

Giffels Webster, for its part, hereby agrees to provide the following professional Scope of Services in association with the Agreement for Professional Services:

1. Attendance at the two (2) regularly scheduled Planning Commission meetings at 7:00 p.m. on the first and third Wednesday of each month.
2. Attendance at special Planning Commission meetings as may be requested from time to time (separate fee for extra meetings).
3. Attendance at pre-application meetings scheduled for the afternoons on which Planning Commission meetings are scheduled, to meet with prospective applicant(s) and/or their consultant team to present Code requirements and discuss initial insights to viability of the proposed project(s). Viability issues will include, but not be limited to, code compliance, site constraints, access, Master Land Use Plan designation, and density. Two pre-application sessions per month are included in the retainer. Additional time subject to approved hourly rates.
4. Attendance at Township Board meetings and Zoning Board of Appeals meetings as requested by the Board of Trustees, Township Supervisor, or Planning and Zoning Director (subject to separate meeting fee).
5. Advising, assisting, and coordinating with Township officials and staff, especially the Planning and Zoning Director, in matters dealing with State laws and Township ordinances relating to zoning, subdivision development, commercial/ industrial/multiple development, and planned unit developments (PUDs). Routine phone calls and emails from Township staff are included in the retainer.
6. Reviewing and making written recommendations on all site plans, subdivision plats, site condos, PUDs, rezoning requests, special land uses, and other related matters submitted for technical compliance review prior to action by the Planning Commission and/or the Board of Trustees. Review and findings shall be based on the Township's current Codes, guidelines, and other standards as they may apply. Response time for preparation and submittal to the Planning and Zoning Department of summary reports will be due within two weeks, this timeframe to only be deviated from under extreme circumstances and with prior approval from the Township. This work will be subject to a separate development review fee schedule.
7. Analyzing any existing or proposed Ordinances and proposing and preparing text amendments that ensure the Township is at the forefront of current planning and zoning advances and that foster the development trajectory, Master Plan, and Future Land Use of Orion Township; to be initiated independently, but also at the request of the Planning Commission and Township staff. This work will be done on an hourly basis.
8. Assisting the Planning Commission with the five-year review and updating of the Township Master Plan, as necessary. This will be done on an hourly or flat fee basis.
9. Coordinating with county and state agencies regarding the Township's plans for zoning and development.
10. Conducting and identifying training workshops, as appropriate, for Township staff, including but not limited to, the Board of Trustees, Planning Commission, Zoning Board of Appeals, and related Planning and Zoning Department staff. One training session per year is included in the retainer.
11. Providing other services of a planning nature as may be requested by the Township. This will be done on a flat fee or hourly basis.

Additionally, the Giffels Webster is available for other services not included in the above Work Program, at the municipality's request, based on the attached hourly rates (Exhibit B). We can also develop flat fee proposals for larger projects.

EXHIBIT B SCHEDULE OF FEES AND BILLING RATES

Monthly Planning Retainer \$1,100.00

All work outside the scope of the retainer or flat fee projects will be billed according to the following minimum rate schedule unless specific agreement is made in writing with an officer of Giffels Webster for another basis of charges. Time and material agreements will be invoiced in accordance with the rates identified below while lump sum portions of Agreements will be invoiced on a percentage completion-to-date basis.

Clerical	\$40.00 per hour
Construction Administrator	\$80.00 per hour
Construction Inspector	\$80.00 per hour
Senior Construction Inspector	\$90.00 per hour
Survey Crew	\$160.00 per hour
Instrument Crew	\$130.00 per hour
Intern	\$55.00 per hour
Staff Technician	\$75.00 per hour
Project Technician	\$85.00 per hour
Senior Technician	\$95.00 per hour
<u>GIS/IT Specialist</u>	\$95.00 per hour
Staff Engineer/Surveyor/Landscape Architect/ <u>Staff Planner</u>	\$90.00 per hour
Project Engineer/Surveyor/Landscape Architect/ <u>Associate Planner</u>	\$115.00 per hour
Senior Engineer/Surveyor/Landscape Architect/ <u>Senior Planner</u>	\$120.00 per hour
Lead Engineer/Surveyor/Landscape Architect	\$125.00 per hour
Survey/GIS Manager/ <u>Principal Planner</u>	\$130.00 per hour
Project Manager	\$125.00 per hour
Senior Project Manager	\$140.00 per hour
<u>Partner</u>	\$150.00 per hour
Expert Witness Work	\$225 per hour

Planning Rates are highlighted above

Notes to the Billing Rate Schedule:

1. The assignment of personnel is solely the responsibility Giffels Webster.
2. These rates include charges for computer equipment, local travel, staff benefits, internal printing costs, telephone, fax and other overhead costs and profit.
3. Outside services not normally provided by Giffels Webster, and other reimbursable expenses (special equipment, printing, reproduction, printing and reproduction, out-of-town travel, shipping and subcontracted services) used for this project will be billed at cost plus 15% and are not included in the above hourly charge rates.

Development Review Fees:	Planning Review
Rezoning Request Review (plus site plan fee if a site plan is submitted as part of a conditional zoning request)	\$1,000 plus \$50/acre or fraction thereof
Site Plan	
Residential(multi-family)	\$1,200 + \$50 per acre or fraction thereof
Non-Residential (Commercial and Industrial)	\$1,200 + \$75/acre or fraction thereof
Non-Residential (Public / Semi Public)	\$1,100 + \$50/acre or fraction thereof
Condominium (site or general) Plan	\$900 + \$40/acre for residential and \$75/acre for non-residential plus \$325 to review Master Deed for planning issues
Subdivision Plat	
Tentative Preliminary	\$800 + \$40/acre or fraction thereof
Final Preliminary	\$750 + \$20/acre or fraction thereof
Final Plat	\$350 + \$20/acre or fraction thereof
Special Land Use Review	\$800 + siteplan fee
Draft Special LandUse Permit following approval (if requested)	\$350
Planned Unit Development Concept Plan Review	\$1,500 + \$75/acre or fraction thereof
Planned Unit Development Final Plan Review	\$1,500 + \$50/acre or fraction thereof
Planned Unit Development Major Amendment Review	\$1,500 + \$50/acre or fraction thereof
Planned Unit Development Minor Amendment Review	\$750 + \$25/acre or fraction thereof
Planning Unit Development Agreement Review	\$350 to review agreement for planning issues
Mobile Home Park Plan	\$700 + \$20/acre or fraction thereof
Land Division	\$250 per resulting split
Land Division with Internal Road	\$750 + \$50/lot
Landscape Review	\$250.00 plus \$15 per acre
Landscape Inspection	\$350
Review Text Amendment by Others	\$400
Review of Woodlands or Natural Resource Buffer	\$350
Administrative Site Plan Review	\$400
Variance Review (Residential)	\$250/variance, \$175 each for additional variances
Determination of Use Fee	\$200
Variance Review (Non-Residential)	\$450/variance, \$300 each for additional variances
Parking Study Review	\$500
Sign Application Review	\$150 each wall or freestanding sign
<i>Review of Application After First Two Reviews</i>	<i>50% the original fee for each additional review after 2</i>
<i>Expedited Review (to process a review in 5 working days (subject to availability))</i>	<i>150% of standard fee</i>
Project-related meetings with applicant (at applicant's request) for meetings outside the time covered by the retainer	\$300 at Planners' Office or \$325 at Township offices for 1-hour appointment (for meetings outside the time covered by the retainer). Includes summary memo to Township. \$250 each at Township offices if two or more scheduled back-to-back on the same day.

Development Review Fees Include Up to Two Reviews

Additional Evening Meeting Fee (for meetings not covered by retainer): \$ Hourly (\$300 minimum)

Routine copies for memos, brief reports, and reviews are included in the retainer and or review fees, as applicable, and are not charged as expenses.



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Charter Township Of Orion Board of Trustees

From: Tammy Girling, Planning & Zoning Director

Meeting Date: September 3, 2019

Memo Date: August 28, 2019

Subject: Modify Fee Schedule - Ordinance 41

☐ Pending ☒ Consent

REQUEST

The current proposed contract with Giffels Webster contains pass-through charges different than Ordinance 41 currently contains. The request is for the Board of Trustees to approve the modifications to Ordinance 41 - Review Fees, to reflect the pass-through fees contained within the proposed contract with Giffels Webster.

REASON

At the August 19, 2019 Board of Trustees Meeting, the Board awarded the Planning & Zoning Services bid to Giffels Webster. Within the Board of Trustees agenda on 9/3/19 is an item to approve the contract. Within the contract are pass-through charges that do not match Ordinance 41 - Review Fees.

PROCESS

The Board of Trustees approves the modifications to Ordinance 41 - Review Fees.

BUDGET - Financial Item? ☐ Yes ☒ No If yes, fill out information below:

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

Approve the modifications to Ordinance 41, Review Fees.

Schedule of Fees & Escrow Charges

PLANNING COMMISSION FEES (~~effective 6/8/10~~) **effective 9/1/19**

Site Plan Review - Non-Residential (Commercial & Industrial) + Landscape Review Fees

Filing Fees	\$ 400.00
Site Review Committee.....	\$ 100.00
Planning Review	\$1,500.00 plus \$50.00 per acre \$1,200.00 + \$75 per acre or fraction thereof
Engineering Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Traffic Impact Study Review (If Required)	
a) \$1,000 (less than 50 acres, 150 units or 200,000 bldg sq ft)	
b) Greater than any of the above to be determined prior to submittal.	

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Site Plan Review for Attached or Multi-Family Housing + Landscape Review Fees

Filing Fee.....	\$ 400.00
Site Review Committee.....	\$ 100.00
Planning Review	\$1,500.00 plus \$50.00 per acre \$1,200.00 plus \$50 per acre or fraction thereof
Engineering Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Traffic Impact Study Review (If Required)	
a) \$1,000 (less than 50 acres, 150 residential units or 200,000 bldg sq ft)	
b) Greater than any of the above to be determined prior to submittal.	

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Single –Family Subdivision Plat or Detached Site Condominium + Landscape Review Fees

<i>Tentative Preliminary Plat</i>	
Filing Fee.....	\$ 400.00
Site Review Committee.....	\$ 100.00
Publication Fee	\$ 250.00
Planning Review	\$ 8700.00 plus \$40.00 per acre or fraction thereof
Engineering Review	\$ 700.00 plus \$40.00 per acre or fraction thereof
Traffic Impact Study Review (If Required)	
a) \$1,000 (less than 50 acres, 150 residential units or 200,000 bldg sq ft)	
b) Greater than any of the above to be determined prior to submittal.	

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Preliminary Plat Review

Filing Fee.....	\$ 400.00
Planning Review	\$ 7500.00 plus \$240.00 per acre or fraction thereof
Engineering Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Final Plat Review

Filing Fee.....	\$ 400.00
Planning Review	\$ 35700.00 plus \$20.00 per acre or fraction thereof
Engineering Review	\$ 700.00 plus \$40.00 per acre or fraction thereof

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Single Family Condominium (site or general)+ Landscape Review Fees

Filing Fee.....	\$ 400.00
Site Review Committee.....	\$ 100.00
Planning Review	\$ 9700.00 plus \$40.00 per acre
Engineering Review	\$ 700.00 plus \$40.00 per acre or fraction thereof

*Revised ~~01/21/14~~ **9/1/19***

Ordinances of the Charter Township of Orion

Ord. 41 Fees - 1

Schedule of Fees & Escrow Charges

Condominium Document Review (if submitted with site plan)

Planner	\$ 325.00
Engineer	\$ 325.00
Attorney	\$ 420.00

Traffic Impact Study Review (If Required)

- a) \$1,000 (less than 50 acres, 150 residential units or 200,000 bldg sq ft)
- b) Greater than any of the above to be determined prior to submittal.

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Non-Residential Condominium (site or general)+Landscape Review Fees

Filing Fee.....	\$ 400.00
Site Review Committee.....	\$ 100.00
Planning Review	\$ 9700.00 plus \$75.00 per acre
Engineering Review	\$ 700.00 plus \$40.00 per acre or fraction thereof
Condominium Document Review (if submitted with site plan)	
Planner	\$ 325.00
Engineer	\$ 325.00
Attorney	\$ 420.00

Traffic Impact Study Review (If Required)

- a) \$1,000 (less than 50 acres, 150 residential units or 200,000 bldg sq ft)
- b) Greater than any of the above to be determined prior to submittal.

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Site Plan Review - Non-Residential (Public / Semi Public)+Landscape Review Fees

Filing Fees	\$ 400.00
Site Review Committee.....	\$ 100.00
Planning Review	\$ 1,100.00 + \$50 per acre or fraction thereof
Engineering Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Traffic Impact Study Review (If Required)	

- a) \$1,000 (less than 50 acres, 150 units or 200,000 bldg sq ft)
- b) Greater than any of the above to be determined prior to submittal.

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Administrative Review of site plan

Filing Fee.....	\$ 200.00
Township Review Fee.....	\$ 300.00
Planning Consultant Review Fee (If Required)	\$ 4500.00
Engineering Consultant Review Fee (If Required)	To Be Determined Prior to Submittal

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Planned Unit Development-Concept Plan

Filing Fee.....	\$ 400.00
Site Review Committee.....	\$ 100.00
Publication Fee	\$ 250.00
Planning Review	\$ 1,500.00 plus \$7550.00 per acre or fraction thereof
Engineering Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof

Traffic Impact Study Review (If Required)

- a) \$1,000 (less than 50 acres, 150 residential units or 200,000 bldg sq ft)
- b) Greater than any of the above to be determined prior to submittal.

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Revised 01/21/14 9/1/19

Ordinances of the Charter Township of Orion

Ord. 41 Fees - 2

Schedule of Fees & Escrow Charges

Planned Unit Development –Final Plan + Landscape Review Fees

Filing Fee.....	\$ 400.00
Planning Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Engineering Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Legal Review (PUD Agreement, Master Deed & Bylaws, Exhibit B)	\$ 420.00
Planner Review of PUD Agreement	\$ 350.00
Condo document review Planner & Engineer.....	\$ 325.00 (each)

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Planned Unit Development Amendment

Major

Filing Fee.....	\$ 400.00
Publication Fee	\$ 250.00
Planning Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Engineering Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Legal Review (PUD Agreement, Master Deed & Bylaws, Exhibit B)	\$ 420.00

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Minor

Filing Fee.....	\$ 400.00
Planning Review	\$ 750.00 plus \$25.00 per acre or fraction thereof
Engineering Review (If Required)	\$ 750.00 plus \$25.00 per acre or fraction thereof
Legal Review (PUD Agreement, Master Deed & Bylaws, Exhibit B)	\$ 420.00

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Signage Review for PUD

Filing Fee.....	\$ 200.00
Planning Review	
a) Ground Sign.....	\$ 1500.00 each
b) Wall Sign	\$ 1500.00 each
c) Directional Signs.....	No Charge
Legal Review of the PUD Agreement (If Required).....	\$ 420.00

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Master Deed/Deed Restrictions (if submitted separate from site plan)

Filing Fee.....	\$ 200.00
Review Fee Engineer	\$ 750.00
Planner.....	\$ 325.00
Attorney.....	\$ 750.00

Signs

Township Review Fee	\$ 100.00 plus \$20.00 per sign
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*Includes two reviews. Each additional review will be charged at half the initial review fee.

Special Land Use**

Filing Fee.....	\$ 400.00
Site Review Committee.....	\$ 100.00
Publication Fee	\$ 250.00
Special Land Use Review	\$ 800.00

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Revised 01/21/14 9/1/19

Schedule of Fees & Escrow Charges

**Site Plan review may also be required along with the Special Land Use review. In that event, the fees for Site Plan review would also apply.

Rezoning Applications

Filing Fee.....	\$ 400.00
Publication Fee.....	\$ 250.00
Planning Review	\$ 1,000.00 plus \$520 per acre or fraction thereof

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Conditional Rezoning Applications

Filing Fee.....	\$ 400.00
Publication Fee.....	\$ 250.00
Planning Review	\$ 1,000.00 plus \$520 per acre or fraction thereof
Legal Review.....	\$ 300.00

*Site Plan and Special Land Use reviews may also be required along with the conditional rezoning application. In that event, the fees for Site Plan and the Special Land Use reviews would also apply.

**Includes two reviews. Each additional review will be charged at half the initial review fee.

Zoning Text Amendments

Filing Fee.....	\$ 400.00
Publication Fee.....	\$ 250.00
Planning Review	\$ 400.00

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Landscape Review Fee Plan (submitted at time of site plan application)

Filing Fee.....	\$ 400.00
Landscape Review.....	\$ 25500.00 plus \$1530.00 per acre

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Landscape Review Fee Plan (if submitted without site plan application)

Filing Fee.....	\$ 400.00
Landscape Review.....	\$ 25500.00 plus \$1530.00 per acre

Landscape Inspection

Planning Consultant	\$ 3500.00
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Determination of Use

Filing Fee.....	\$ 400.00
Planning Review	\$ 200.00

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Parking Study Review (Planner).....\$ 500.00

Wetland/Woodlands Review/Natural Resource Buffer

Filing Fee.....	\$ 400.00
Planning Review	\$ 35400.00
Engineering Review	\$ 1,000.00

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Mobile Home Park Plan

Filing Fee.....	\$ 400.00
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Revised 01/21/14 9/1/19

Ordinances of the Charter Township of Orion

Ord. 41 Fees - 4

Schedule of Fees & Escrow Charges

Planning Review	\$ 700.00 + \$20 per acre or fraction thereof
Engineering	\$ 1,500.00 plus \$50/acre or fraction thereof

Final Engineering Review

Filing Fee.....	\$ 400.00
Engineering Review	1.75% of site improvement costs (\$1,000 minimum)

*Includes two reviews. Each additional review will be charged at 1/3 initial review fee.

Personal Wireless Communication Technical Consultant

If requested by the Planning Commission.....	\$ 1,000.00
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Special Meeting of the Planning Commission..... \$ 1,500.00

If there are two or more applicants for a special meeting on the same date, the fee will be \$1,000.00 each.

Planner Expedited Review (review in 5 working days subject to availability)150% of standard fee

ZONING BOARD OF APPEALS (effective 6/8/40 9/1/19)

Regular Meeting

Single family residential.....	\$ 200.00
All Other Uses	\$ 500.00
Re-hearing of appeal (Section 29.03 G).....	\$ 50.00
Legal & Planning Consultant Review (If Required)	\$ 300.00
Planner Review – Residential (If Required).....	\$ 250.00 for 1st variance, \$175.00 each add'l
Planner Review – Non Residential (If Required).....	\$ 450.00 for 1st variance, \$300.00 each add'l

Special Requested Meeting..... \$ 500.00

If there are 2 or more applicants for a special meeting on the same date, the fee will be \$350.00 each.

<u>Ordinance 99 Application</u>	\$ 500.00 or pro-rated
Engineering Escrow	\$ 1,000.00
Bond	\$ 2,500.00
Re-inspection due to non-conformance*.....	\$ 125.00 per inspection
Re-inspection due to non-conformance**.....	\$ 250.00 per inspection
* site fifty (50) acres or less	
** site in excess of fifty (50) acres	

<u>Open Air Business/Temporary Use Permit</u>	\$ 500.00
Escrow (drawn upon for re-inspection, calls for service, clean-up, etc.) ..	\$ 1,000.00

Outdoor Display and Sales – Administrative Review..... \$ 150.00

Construction Board of Appeals..... \$ 500.00

Land Divisions/Combinations

Combining Residential Lots of Record	\$ 150.00
All other combinations	\$ 200.00
1 parcel into 2, 3 or 4 new parcels.....	\$ 300.00
1 parcel into more than 4 new parcels	\$ 75.00 per new parcel

Boundary Adjustment Without Creating a New Parcel

Single Family Residential	\$ 150.00
All Other Uses	\$ 250.00

Private Road Construction Plan Review

Revised 01/21/14 9/1/19

Ordinances of the Charter Township of Orion

Ord. 41 Fees - 5

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Schedule of Fees & Escrow Charges

Engineering Escrow* \$ 1,000.00
* One half (1/2) the original escrow fee will be charged each time a revised plan is submitted.

Request to Alter a Residential Structure
in a Non-Residential District \$ 150.00

Special Assessment District Creation
Initial Application \$ 50.00 plus \$1.00 per Sidwell
Renewal of District..... \$ 1.00 per Sidwell

Special Meeting of Township Board..... \$ 1,000.00
If there are 2 or more applicants for a special meeting on the same date,
the fee will be \$750.00 each.

Revised ~~01/21/14~~ 9/1/19

Ordinances of the Charter Township of Orion

Ord. 41 Fees - 6

Schedule of Fees & Escrow Charges

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Revised ~~01/21/14~~ 9/1/19

Ordinances of the Charter Township of Orion

Ord. 41 Fees - 7

Schedule of Fees & Escrow Charges

PLANNING COMMISSION FEES (effective 9/1/19)

Site Plan Review - Non-Residential (Commercial & Industrial) + Landscape Review Fees

Filing Fees	\$ 400.00
Site Review Committee.....	\$ 100.00
Planning Review	\$ 1,200.00 + \$75.00 per acre or fraction thereof
Engineering Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Traffic Impact Study Review (If Required)	
a) \$1,000 (less than 50 acres, 150 units or 200,000 bldg sq ft)	
b) Greater than any of the above to be determined prior to submittal.	

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Site Plan Review for Attached or Multi-Family Housing + Landscape Review Fees

Filing Fee.....	\$ 400.00
Site Review Committee.....	\$ 100.00
Planning Review	\$ 1,200.00 plus \$50.00 per acre or fraction thereof
Engineering Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Traffic Impact Study Review (If Required)	
a) \$1,000 (less than 50 acres, 150 residential. units or 200,000 bldg sq ft)	
b) Greater than any of the above to be determined prior to submittal.	

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Single –Family Subdivision Plat+ Landscape Review Fees

<i>Tentative Preliminary Plat</i>	
Filing Fee.....	\$ 400.00
Site Review Committee.....	\$ 100.00
Publication Fee.....	\$ 250.00
Planning Review	\$ 800.00 plus \$40.00 per acre or fraction thereof
Engineering Review	\$ 700.00 plus \$40.00 per acre or fraction thereof
Traffic Impact Study Review (If Required)	
a) \$1,000 (less than 50 acres, 150 residential. units or 200,000 bldg sq ft)	
b) Greater than any of the above to be determined prior to submittal.	

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Preliminary Plat Review

Filing Fee.....	\$ 400.00
Planning Review	\$ 750.00 plus \$20.00 per acre or fraction thereof
Engineering Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Final Plat Review

Filing Fee.....	\$ 400.00
Planning Review	\$ 350.00 plus \$20.00 per acre or fraction thereof
Engineering Review	\$ 700.00 plus \$40.00 per acre or fraction thereof

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Single Family Condominium (site or general)+ Landscape Review Fees

Filing Fee.....	\$ 400.00
Site Review Committee.....	\$ 100.00
Planning Review	\$ 900.00 plus \$40.00 per acre
Engineering Review	\$ 700.00 plus \$40.00 per acre or fraction thereof
Condominium Document Review (if submitted with site plan)	
Planner	\$ 325.00

Revised 9/1/19

Ordinances of the Charter Township of Orion

Ord. 41 Fees - I

Schedule of Fees & Escrow Charges

Engineer	\$ 325.00
Attorney	\$ 420.00
Traffic Impact Study Review (If Required)	
a) \$1,000 (less than 50 acres, 150 residential. units or 200,000 bldg sq ft)	
b) Greater than any of the above to be determined prior to submittal.	

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Non-Residential Condominium (site or general)+Landscape Review Fees

Filing Fee.....	\$ 400.00
Site Review Committee.....	\$ 100.00
Planning Review	\$ 900.00 plus \$75.00 per acre
Engineering Review	\$ 700.00 plus \$40.00 per acre or fraction thereof
Condominium Document Review (if submitted with site plan)	
Planner	\$ 325.00
Engineer	\$ 325.00
Attorney	\$ 420.00
Traffic Impact Study Review (If Required)	
a) \$1,000 (less than 50 acres, 150 residential. units or 200,000 bldg sq ft)	
b) Greater than any of the above to be determined prior to submittal.	

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Site Plan Review - Non-Residential (Public / Semi Public)+Landscape Review Fees

Filing Fees	\$ 400.00
Site Review Committee.....	\$ 100.00
Planning Review	\$ 1,100.00 + \$50 per acre or fraction thereof
Engineering Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Traffic Impact Study Review (If Required)	
a) \$1,000 (less than 50 acres, 150 units or 200,000 bldg sq ft)	
b) Greater than any of the above to be determined prior to submittal.	

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Administrative Review of site plan

Filing Fee.....	\$ 200.00
Township Review Fee	\$ 300.00
Planning Consultant Review Fee (If Required)	\$ 400.00
Engineering Consultant Review Fee (If Required)	To Be Determined Prior to Submittal

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Planned Unit Development-Concept Plan

Filing Fee.....	\$ 400.00
Site Review Committee.....	\$ 100.00
Publication Fee	\$ 250.00
Planning Review	\$ 1,500.00 plus \$75.00 per acre or fraction thereof
Engineering Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Traffic Impact Study Review (If Required)	
a) \$1,000 (less than 50 acres, 150 residential. units or 200, 000 bldg sq ft)	
b) Greater than any of the above to be determined prior to submittal.	

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Planned Unit Development –Final Plan + Landscape Review Fees

Filing Fee.....	\$ 400.00
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Revised 9/1/19

Ordinances of the Charter Township of Orion

Ord. 41 Fees - 2

Schedule of Fees & Escrow Charges

Planning Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Engineering Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Legal Review (PUD Agreement, Master Deed & Bylaws, Exhibit B)	\$ 420.00
Planner Review of PUD Agreement	\$ 350.00
Condo document review Planner & Engineer.....	\$ 325.00 (each)

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Planned Unit Development Amendment

Major

Filing Fee.....	\$ 400.00
Publication Fee	\$ 250.00
Planning Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Engineering Review	\$ 1,500.00 plus \$50.00 per acre or fraction thereof
Legal Review (PUD Agreement, Master Deed & Bylaws, Exhibit B)	\$ 420.00

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Minor

Filing Fee.....	\$ 400.00
Planning Review	\$ 750.00 plus \$25.00 per acre or fraction thereof
Engineering Review (If Required)	\$ 750.00 plus \$25.00 per acre or fraction thereof
Legal Review (PUD Agreement, Master Deed & Bylaws, Exhibit B)	\$ 420.00

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Signage Review for PUD

Filing Fee.....	\$ 200.00
Planning Review	
a) Ground Sign.....	\$ 150.00 each
b) Wall Sign	\$ 150.00 each
c) Directional Signs.....	No Charge
Legal Review of the PUD Agreement (If Required).....	\$ 420.00

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Master Deed/Deed Restrictions (if submitted separate from site plan)

Filing Fee.....	\$ 200.00
Review Fee Engineer	\$ 750.00
Planner.....	\$ 325.00
Attorney.....	\$ 750.00

Signs

Township Review Fee	\$ 100.00 plus \$20.00 per sign
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*Includes two reviews. Each additional review will be charged at half the initial review fee.

Special Land Use**

Filing Fee.....	\$ 400.00
Site Review Committee.....	\$ 100.00
Publication Fee	\$ 250.00
Special Land Use Review	\$ 800.00

*Includes two reviews. Each additional review will be charged at half the initial review fee.

**Site Plan review may also be required along with the Special Land Use review. In that event, the fees for Site Plan review would also apply.

Revised 9/1/19

Ordinances of the Charter Township of Orion

Ord. 41 Fees - 3

Schedule of Fees & Escrow Charges

Rezoning Applications

Filing Fee.....	\$ 400.00
Publication Fee.....	\$ 250.00
Planning Review	\$ 1,000.00 plus \$50 per acre or fraction thereof

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Conditional Rezoning Applications

Filing Fee.....	\$ 400.00
Publication Fee.....	\$ 250.00
Planning Review	\$ 1,000.00 plus \$50 per acre or fraction thereof
Legal Review.....	\$ 300.00

*Site Plan and Special Land Use reviews may also be required along with the conditional rezoning application. In that event, the fees for Site Plan and the Special Land Use reviews would also apply.

**Includes two reviews. Each additional review will be charged at half the initial review fee.

Zoning Text Amendments

Filing Fee.....	\$ 400.00
Publication Fee.....	\$ 250.00
Planning Review	\$ 400.00

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Landscape Review Fee-(submitted at time of site plan application)

Landscape Review.....	\$ 250.00 plus \$15.00 per acre
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*Includes two reviews. Each additional review will be charged at half the initial review fee.

Landscape Review Fee-(if submitted without site plan application)

Filing Fee.....	\$ 400.00
Landscape Review.....	\$ 250.00 plus \$15.00 per acre

Landscape Inspection

Planning Consultant	\$ 350.00
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Determination of Use

Filing Fee.....	\$ 400.00
Planning Review	\$ 200.00

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Parking Study Review (Planner).....

\$ 500.00

Wetland/Woodlands Review/Natural Resource Buffer

Filing Fee.....	\$ 400.00
Planning Review	\$ 350.00
Engineering Review	\$ 1,000.00

*Includes two reviews. Each additional review will be charged at half the initial review fee.

Mobile Home Park Plan

Filing Fee.....	\$ 400.00
Planning Review.....	\$ 700.00 + \$20 per acre or fraction thereof
Engineering	\$ 1,500.00 plus \$50.00 per acre or fraction thereof

Final Engineering Review

Revised 9/1/19

Ordinances of the Charter Township of Orion

Ord. 41 Fees - 4

Schedule of Fees & Escrow Charges

Filing Fee.....	\$ 400.00
Engineering Review	1.75% of site improvement costs (\$1,000 minimum)

*Includes two reviews. Each additional review will be charged at 1/3 initial review fee.

Personal Wireless Communication Technical Consultant

If requested by the Planning Commission..... \$ 1,000.00

Special Meeting of the Planning Commission..... \$ 1,500.00

If there are two or more applicants for a special meeting on the same date, the fee will be \$1,000.00 each.

Planner Expedited Review (review in 5 working days subject to availability)150% of standard fee

ZONING BOARD OF APPEALS (effective 9/1/19)

Regular Meeting

Single family residential.....	\$ 200.00
All Other Uses	\$ 500.00
Re-hearing of appeal (Section 29.03 G).....	\$ 50.00
Legal Review (If Required).....	\$ 300.00
Planner Review Residential (if required).....	\$ 250.00 for 1st variance \$175.00 each add'l
Planner Review Non-Residential (if required).....	\$ 450.00 for 1st variance \$300.00 each add'l

Special Requested Meeting..... \$ 500.00

If there are 2 or more applicants for a special meeting on the same date,
the fee will be \$350.00 each.

<u>Ordinance 99 Application</u>	\$ 500.00 or pro-rated
Engineering Escrow	\$ 1,000.00
Bond	\$ 2,500.00
Re-inspection due to non-conformance*.....	\$ 125.00 per inspection
Re-inspection due to non-conformance**.....	\$ 250.00 per inspection
* site fifty (50) acres or less	
** site in excess of fifty (50) acres	

Open Air Business/Temporary Use Permit..... \$ 500.00

Escrow (drawn upon for re-inspection, calls for service, clean-up, etc.)..... \$ 1,000.00

Outdoor Display and Sales – Administrative Review..... \$ 150.00

Construction Board of Appeals..... \$ 500.00

Land Divisions/Combinations

Combining Residential Lots of Record	\$ 150.00
All other combinations	\$ 200.00
1 parcel into 2, 3 or 4 new parcels.....	\$ 300.00
1 parcel into more than 4 new parcels.....	\$ 75.00 per new parcel

Boundary Adjustment Without Creating a New Parcel

Single Family Residential	\$ 150.00
All Other Uses.....	\$ 250.00

Private Road Construction Plan Review

Engineering Escrow*	\$ 1,000.00
* One half (1/2) the original escrow fee will be charged each time a revised plan is submitted.	

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Revised 9/1/19

Ordinances of the Charter Township of Orion

Ord. 41 Fees - 5

Schedule of Fees & Escrow Charges

Request to Alter a Residential Structure

in a Non-Residential District \$ 150.00

Special Assessment District Creation

Initial Application \$ 50.00 plus \$1.00 per Sidwell
Renewal of District..... \$ 1.00 per Sidwell

Special Meeting of Township Board..... \$ 1,000.00

If there are 2 or more applicants for a special meeting on the same date,
the fee will be \$750.00 each.

Revised 9/1/19

Ordinances of the Charter Township of Orion

Ord. 41 Fees - 6

Schedule of Fees & Escrow Charges

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Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Chris Barnett

From: Jeff Stout

Meeting Date: September 3, 2019

Memo Date: August 27, 2019

Subject: Heights Road Sewer Rehabilitation

☐ Pending ☒ Consent

REQUEST

Change Order to contract Liquiforce Granite Inliner to complete the Heights Road Sewer Rehabilitation.

REASON

It will be more cost effective to contract with Liquiforce Granite inliner to line the 300 feet of sanitary sewer to complete the Heights Road Sanitary Sewer Rehabilitation.

PROCESS

To contract with Liquiforce/Granite-Inliner to complete the Heights Road Sewer Rehabilitation in the amount not to exceed \$ 22,150. The costs for this contract will be secured from the change order deduct in the amount of \$ 66,145 from Superior Excavating contract.

BUDGET - Financial Item? ☒ Yes ☐ No If yes, fill out information below:

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget
Capital Outlay - Sewer	592-548-976	Sewer Main Lining		\$ 22,150	

RECOMMENDATION (Motion)

To approve the contract with Liquiforce Granite Inliner

August 26, 2019

Jeff Stout
Director of Public Services
Charter Township of Orion
2525 Joslyn Road
Lake Orion, MI 48360

RE: Heights Road Sewer Rehabilitation
Recommendation of As-needed Sewer Rehabilitation Services

Dear Mr. Stout:

On May 20, 2019 the board authorized Superior Excavating, Inc. to undertake repairs for the emergency sanitary sewer project on Heights Road for work in the amount of \$637,335.00. The project called for 600 linear feet of sewer replacement by open-cut methods and 300 linear feet to be rehabilitated with trenchless methods by Cured-in-Place Pipe (CIPP) lining. To date, Superior has completed the open cut installation of the 600 linear feet of sewer at the downstream end of the project area. The 300 linear feet of sewer to be rehabilitated by trenchless methods is still outstanding.

Due to the low quantity of sewer lining and workloads, Superior had difficulty finding a sub-contractor to perform the work in a timely manner. After several discussions with Superior and other lining contractors, it was determined that this work could be performed in a more cost-effective and timely manner by the township contracting directly with a company who specializes in trenchless sewer repair. LiquiForce/Granite-Inliner has reviewed the documents and submitted pricing to perform the required work for \$22,150. This pricing is based on their recent submittal for an as-needed lining contract in Dearborn Heights in which LiquiForce was selected as the lowest qualified bidder. They have also offered to extend their unit pricing for future as-needed sewer repairs that may arise in the township for a period of three (3) years. LiquiForce specializes in no-dig pipeline rehabilitation for the clean water, waste water and other pipeline systems and was acquired by Granite-Inliner in 2018. Granite-Inliner is a large, national firm that offers a wide range of construction services and resources to complete this work.

Based upon discussions with these companies, we recommend the township proceed with entering into an as-needed sewer lining contract with Granite-Inliner, Inc. to complete the lining work on Heights Road. In addition, we ask the township to approve a change order to Superior Excavating to remove these items of work from their contract.



If you have any questions, please do not hesitate to give me a call at (248) 751-3111.

Sincerely,
OHM Advisors

Steve Siklich, PE
Project Manager

Encl: *Contractor Quote*
Change Order No. 2, dated 08.22.19
cc: Chris Barnett, Township Supervisor
William Basigkow, Water and Sewer Superintendent
Jessica Katers, PE, OHM

File: P:\0101_0125\0121180110_Heights_Sewer_Rehab\PM\Correspondence\ICOR Granite_Twp.docx

CHANGE ORDER



Project: Orion Township - Indianwood Road Safety path Phase III

Owner: Orion Township
2525 Joslyn Road
Lake Orion, MI 48360

Contractor: Superior Excavating Inc.
2791 Auburn Road
Auburn Hills, MI 48321
(248) 853-7075

Job Number: 0121-14-0050

Change Order Number: 2

Date: 8/22/2019

Print Date: 8/23/2019

Note:

TO THE CONTRACTOR:

You are hereby directed to comply with the changes to the contract documents. This change order reflects work completed or anticipated.

OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
(734) 522-6711

CURRENT PROJECT PLANS AND SPECIFICATIONS WILL BE ADHERED TO UNLESS SPECIFICALLY CHANGED BY THIS CHANGE ORDER DOCUMENT.

THE CONTRACT AMOUNT WILL BE CHANGED BY THE SUM OF:	(\$66,145.00)
Original Contract Amount:	\$597,905.00
Contract Amount Including Previous Change Orders:	\$1,235,240.00
Amount of this Change Order:	(\$66,145.00)
REVISED CONTRACT AMOUNT:	\$1,169,095.00

Accepted By

Superior Excavating Inc. _____ Date _____

Approved By

Chris Barnett - Supervisor - Orion Township _____ Date _____

Prepared By

Jerry Ashburn, Client Representative _____ Date _____

Recommended By

Jeff Stout - Director of Public Services - Orion Township _____ Date _____

Reviewed By

Jessica Katers, PE, Project Manager _____ Date _____

30	T-Liner, 6"x3'-foot, Min	Lft	\$ 6,000.00	0	\$	-
31	Cleaning Sewer, 8" to 24"	Lft	\$ 5.00	300	\$	1,500.00
32	Calcium Deposit Removal, 8" to 24", less than 5% of cross section	Lft	\$ 2.00	300	\$	600.00
33	Calcium Deposit Removal, 8" to 24", 5% to 20% of cross section	Lft	\$ 2.00	0	\$	-
34	Calcium Deposit Removal, 8" to 24", 20% or greater of cross section	Lft	\$ 5.00	0	\$	-
35	Grease Deposit Removal, 8" to 24", less than 5% of cross section	Lft	\$ 2.00	0	\$	-
36	Grease Deposit Removal, 8" to 24", 5% to 20% of cross section	Lft	\$ 2.00	0	\$	-
37	Grease Deposit Removal, 8" to 24", 20% or greater of cross section	Lft	\$ 5.00	0	\$	-
38	Root Removal, 8" to 24", less than 5% of cross section	Lft	\$ 3.00	0	\$	-
39	Root Removal, 8" to 24", 5% to 20% of cross section	Lft	\$ 4.00	0	\$	-
40	Root Removal, 8" to 24", 20% or greater of cross section	Lft	\$ 5.00	0	\$	-
41	Television Inspection of Sewer, 8" to 24" w/PACP Coding	Lft	\$ 2.50	300	\$	750.00

Lateral Grouting (7) \$ **7,000.00**
Heavy Traffic Control \$ **1,500.00**
Estimated Project Total \$ **22,150.00**



August 14, 2019

Orion Township
2525 Joslyn Rd.
Lake Orion, MI 48360

Attn: Mrs. Jessica Katers
Re: Offer to Honor Agreement

We would like to take this opportunity to thank you and the Township staff. It was a pleasure to work with such a professional, highly organized and friendly group. As a result of our positive experiences we purpose to honor the terms and conditions of our recently awarded Agreement with the City of Dearborn Heights, MI for sewer infrastructure maintenance and rehabilitation services. This As Needed Agreement would afford the Township to address the rehabilitation needs on Heights Rd and any similar future work Orion Township may need for a period of up to three (3) years ending Dec 31, 2021. This will include maintaining the current unit prices listed (which are attached) for the full duration of the three (3) year period. We will continue to offer the same level of professionalism as well as the high quality products and services we have delivered in the past.

We hope this offer is accpetable to you and the Township and look forward to continuing to work together.

If you have any questions please feel free to contact me directly.

Sincerely,

John Thompson

Technical Representative

City of Dearborn Heights
Sewer Infrastructure Maintenance
Price Page
Heights Rd.

ITEM	DESCRIPTION	UNIT	UNIT PRICE	EST QTY	ITEM TOTAL
1	CIPP Liner, 8 inch, Full Length	Lft	\$ 36.00	300	\$ 10,800.00
2	CIPP Liner, 10 inch, Full Length	Lft	\$ 38.00	0	\$ -
3	CIPP Liner, 12 inch, Full Length	Lft	\$ 42.00	0	\$ -
4	CIPP Liner, 15 inch, Full Length	Lft	\$ 63.00	0	\$ -
5	CIPP Liner, 18 inch, Full Length	Lft	\$ 74.00	0	\$ -
6	CIPP Liner, 21 inch, Full Length	Lft	\$ 90.00	0	\$ -
7	CIPP Liner, 24 inch, Full Length	Lft	\$ 115.00	0	\$ -
8	CIPP Liner, 8 inch, 3' to 10' Length, Spot Repair	Ea	\$ 2,500.00	0	\$ -
9	CIPP Liner, 10 inch, 3' to 10' Length, Spot Repair	Ea	\$ 2,700.00	0	\$ -
10	CIPP Liner, 12 inch, 3' to 10' Length, Spot Repair	Ea	\$ 3,000.00	0	\$ -
11	CIPP Liner, 15 inch, 3' to 10' Length, Spot Repair	Ea	\$ 3,200.00	0	\$ -
12	CIPP Liner, 18 inch, 3' to 10' Length, Spot Repair	Ea	\$ 3,500.00	0	\$ -
13	CIPP Liner, 21 inch, 3' to 10' Length, Spot Repair	Ea	\$ 3,700.00	0	\$ -
14	CIPP Liner, 24 inch, 3' to 10' Length, Spot Repair	Ea	\$ 4,500.00	0	\$ -
15	CIPP Liner, 8 inch, 10 to 20' Length, Spot Repair	Ea	\$ 3,000.00	0	\$ -
16	CIPP Liner, 10 inch, 10 to 20' Length, Spot Repair	Ea	\$ 3,200.00	0	\$ -
17	CIPP Liner, 12 inch, 10 to 20' Length, Spot Repair	Ea	\$ 4,000.00	0	\$ -
18	CIPP Liner, 15 inch, 10 to 20' Length, Spot Repair	Ea	\$ 3,700.00	0	\$ -
19	CIPP Liner, 18 inch, 10 to 20' Length, Spot Repair	Ea	\$ 4,200.00	0	\$ -
20	CIPP Liner, 21 inch, 10 to 20' Length, Spot Repair	Ea	\$ 4,500.00	0	\$ -
21	CIPP Liner, 24 inch, 10 to 20' Length, Spot Repair	Ea	\$ 5,500.00	0	\$ -
22	CIPP Liner, 8 inch, 20' to 30' Length, Spot Repair	Ea	\$ 3,500.00	0	\$ -
23	CIPP Liner, 10 inch, 20' to 30' Length, Spot Repair	Ea	\$ 3,700.00	0	\$ -
24	CIPP Liner, 12 inch, 20' to 30' Length, Spot Repair	Ea	\$ 4,000.00	0	\$ -
25	CIPP Liner, 15 inch, 20' to 30' Length, Spot Repair	Ea	\$ 4,500.00	0	\$ -
26	CIPP Liner, 18 inch, 20' to 30' Length, Spot Repair	Ea	\$ 5,000.00	0	\$ -
27	CIPP Liner, 21 inch, 20' to 30' Length, Spot Repair	Ea	\$ 5,500.00	0	\$ -
28	CIPP Liner, 24 inch, 20' to 30' Length, Spot Repair	Ea	\$ 6,500.00	0	\$ -
29	Trim Protruding Service	Lft	\$ 500.00	0	\$ -



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Supervisor

Meeting Date: September 3, 2019

Memo Date: August 28, 2019

Subject: Environmental Resources Committee Appointment

☐ Pending ☒ Consent

REQUEST

There are currently two openings on the Environmental Resources Committee – non-voting member (student), and alternate.

Michele Arquette-Palermo, who has served on Township Committees in the past, is interested in serving again.

REASON

PROCESS

BUDGET - Financial Item? ☐ Yes ☒ No If yes, fill out information below:

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

Appoint Michele Arquette-Palermo to the Environmental Resources Committee to fill the vacant Alternate member position for a term expiring 12-31-20.



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Supervisor

Meeting Date: September 3, 2019

Memo Date: August 28, 2019

Subject: Schedule Town Hall Meeting re: New Township Hall & Sheriff Substation

☐ Pending ☒ Consent

REQUEST

To schedule a Town Hall meeting regarding the new Township Hall and Sheriff Substation for Thursday, September 5, 2019, at 7:00 p.m. It will be held in the lower level Board room.

REASON

PROCESS

BUDGET - Financial Item? ☐ Yes ☒ No If yes, fill out information below:

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

Approve scheduling a Town Hall Meeting regarding the new Township Hall and Sheriff Substation for Thursday, September 5, 2019, at 7:00 p.m., in the lower level Board room, and direct the Clerk to post the meeting.



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Chris Barnett, Supervisor

From: Jeff Stout, Director of Public Services

Meeting Date: September 3, 2019

Memo Date: August 29, 2019

Subject: Orion Township Construction Projects Furniture Supplier Recommendation

☐ Pending ☒ Consent

REQUEST

Board approval to approve Interior Environments as the furniture supplier for our current Township construction projects.

REASON

Furniture selection for the Fire Administration and DPW Garage projects, due to the normal lead time of approximately 6 weeks, needs to occur within the next week to ensure the job completion schedule is met.

PROCESS

The public opening of the Furniture Consulting RFQ happened this week. The information was reviewed by our Architect, Construction Manager and Township Officials, and it was agreed that Interior Environments fit our needs the best. We had a presentation by one of their representatives during the planning process and have visited their site in Novi as well. Additionally, they belong to the Statewide Purchasing organization, OMNIA, which will provide us the lowest priced furniture for our needs. This process is for selection of a qualified supplier. The Fire Administration and DPW Garage projects already have dollars budgeted for furniture, the actual furniture order will happen at a later date.

BUDGET - Financial Item? ☐ Yes ☒ No If yes, fill out information below:

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget

RECOMMENDATION (Motion)

Motion to approve Interior Environments as the Furniture Supplier for Township Construction projects and to enter into a contract for the purposes of furniture purchasing as approved by the Township Attorney.



Orion Township RFQ
Furniture Consulting Summary

August 28, 2019

Furniture Companies	Identified Firm's Approach to the Project	Partners with Cooperative Purchasing Organization for Public Sector Procurement	Work Experience in Municipal Buildings	References	Will Provide Mock-Up's	Meet Warranty Requirements	Identify Team Members and Qualifications	Delivery and Install Inhouse or Subcontracted	Quality Assurance	Storage Capability	Key Supplier Relationship	Insurance Certificate
Interior Environments	YES (see RFQ response for details)	OMNIA	City of Detroit / Wayne, Oakland and Macomb County / Beverly Hills / City of Warren / Southfield / Royal Oak	Macomb County: Jeff Derowski (586) 469-6742 City of Detroit: Tryrone Clifton tclifton@detroitmi.gov Troy Michigan: Marybeth Murz (248) 680-7291	YES	YES	YES	Delivery and Install is Inhouse	Yes (see RFQ response for details)	Yes (Inhouse)	Allsteel	YES
NBS	YES (see RFQ response for details)	Sourcewell	TACOM / 43rd District Court / Bloomfield Township Public Library / Lyon Township	TACOM: Traci Wentzel (248) 282-9508 43rd District Court: Diana Nimmoor (248) 547-3034 Bloomfield Township Library: Carol Mueller (248) 642-5800 ext 114 Lyon Township: Lannie Young (248) 437-2240	Not Provided in the FRQ response	YES	YES	Delivery and Install is Subcontracted to Rose Moving & Storage	Yes (see RFQ response for details)	Yes (Thru Rose Moving & Storage)	Steelcase	Not Provided in the FRQ response
Partnr Haus	YES (see RFQ response for details)	GSA / Vizient	City of Birmingham / Warren Public Library / Transwestern / Laurencelle Construction	City of Birmingham: Cherilynn Mynsberge (248) 530-1802 Z Modular: Sara Thompson (734) 738-5684 Energy Sciences: Jennifer Shafer (248) 792-9287 D&S Contracting: Dave Przygoda (248) 584-4848	YES	Not Provided in the FRQ response	YES	Delivery and Install is Inhouse	Yes (see RFQ response for details)	Yes (Thru REDI)	Kimball Select	Not Provided in the FRQ response
Interior Image	YES (see RFQ response for details)	OMNIA / TCPN	City of Farmington Hills / City of Brighton / City of Birmingham	City of Farmington Hills: Kelly Manico (248) 871-2435 City of Brighton: Nate Geinzer (248) 227-1911 Doug Brown Packaging: Laura Melton (248) 549-2550 Carhart: Christine Scott (703) 969-1361	YES	YES	YES	Delivery and Install is Subcontracted to Synergy Installation Solutions	Yes (see RFQ response for details)	Yes (Thru Synergy Installation Solutions)	See RFQ response for List	YES
ISCG	YES (see RFQ response for details)	MiDeal / OMNIA / GSA / Vizient	City of Novi (DPW Building) / Oakland University (Hillcrest Hall) / Washtenaw County / Levin Court / University of Michigan	Oakland University: Steve Zmich (248) 514-5200 City of Novi: Brandon McCullough (248) 347-0532 University of Michigan: John Muckler (734) 936-3501	YES	YES	YES	Delivery and Install is Subcontracted to Workspace Installations	Yes (see RFQ response for details)	Yes (Inhouse)	Haworth / OFS / National	YES



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Township Board Members

From: Chris Barnett, Township Supervisor

Meeting Date: September 3, 2019

Memo Date: August 27, 2019

Subject: Agreement - Website Redesign and Annual Hosting

☒ Pending ☐ Consent

REQUEST

The request is to authorize the Township Supervisor to sign an agreement with Revize Software Systems for website redesign services, annual software subscription, tech support, unlimited users to the content management system, and website hosting and security for the Orion Township and Parks and Recreation websites. The agreement is for five years, and includes a free website redesign beginning in year five of service if a new five-year agreement is signed.

REASON

The Orion Township website (www.oriontownship.org) was last updated in 2013, and is hosted and serviced by IT Right. The Parks and Recreation website (orionparks.com) is hosted by RecPro. There are functionality, design, security, and user issues with the current website system.

Quotes for website redesign and hosting services were received by four companies specialized in municipal website design and hosting (attached). Demos from three of the companies were provided to department directors and staff. Based on the overall cost, quality of look, and service package, it is recommended the Township enter into an agreement with Revize Software Systems.

Revize is a local company, based in Troy, Michigan. Current Michigan municipalities that work with Revize for their website design and hosting include the City of Auburn Hills, Independence Township, City of Troy, Springfield Township, and Grand Blanc Township. More information on Revize, and to view example websites, you may visit www.revize.com. Attached to this memo are a *Municipal Website Proposal* from Revize and Revize Web Services Sales Agreements for both the Township and Parks and Recreation websites, which include more information on the level of service to be received.

The five-year payment schedule is as follows:

	Orion Township (w/o Parks and Recreation)	Orion Township (w/ Parks and Recreation)	Parks and Recreation (w/ Orion Township)
Year 1	\$5,000	\$4,533.33	\$9,400
Year 2	\$5,000	\$4,533.33	\$2,100
Year 3	\$5,000	\$4,533.33	\$2,100
Year 4	\$2,200	\$2,100	\$2,100
Year 5	\$2,200	\$2,100	\$2,100
Total	19,400	17,800	17,800
Free redesign beginning in year five.			

BUDGET - Financial Item? ☒ X Yes ☐ No If yes, fill out information below:

Fund Name	Account No.	Description	Budget Amount	Cost	Remaining Budget
General Fund	101-248-807.001	Website/internet	\$5,000	\$4,533.33	\$466.67
Parks and Recreation	208-751-807.001	Website/internet		\$9,400.00	\$2,197.80

RECOMMENDATIONS (Motions)

To approve the agreement between Revize and the Township:

"I move to Approve the Revize Web Services Sales Agreement with the Charter Township of Orion, with any modifications recommended by the Board or Township Attorney, and authorize the Township Supervisor and Clerk to execute same."

To approve the agreement between Revize and Orion Township's Parks and Recreation Department:

"I move to Approve the Revize Web Services Sales Agreement with the Charter Township of Orion's Parks & Recreation Department, with any modifications recommended by the Board or Township Attorney, and authorize the Township Supervisor and Clerk to execute same."



Daniel J. Kelly
Ralph (Skip) Maccarone III
Brittney K. Ellis
2825 University Drive
Auburn Hills, Michigan 48326
Office: (248) 655-7025
Dan@kellyfirmpc.com

August 28, 2019

**PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION
SUBJECT TO PRIVILEGE**

Board of Trustees
Charter Township of Orion
2525 Joslyn Road
Lake Orion, MI 48360

RE: Revize Web Services Sales Agreement

Dear Orion Charter Township Board of Trustees,

Attached for your review are two Agreements with Revize Web Services (“Revize”). The first is with Orion Township (Exhibit “A”), and the second with Orion Township’s Parks & Recreation Department (Exhibit “B”).

Under the Agreements, Revize will provide the following services: project planning, website design, template development, module integration, quality assurance testing, site map development (up to 118 webpages and 36 documents), content editing/administrator training, annual software subscription, tech support, updates, website hosting, security certificate installation, and unlimited users, and unlimited website storage. Other features provided under the Agreement include citizen communication center apps, citizen engagement center apps, staff productivity apps, site administration and security features, and mobile device and accessibility features.

The cost for services is broken down into two categories: one-time fees and an annual fee. The one-time fee is 7, 300 and the annual fee is \$2,100 for each entity (Township and Parks & Rec). This equals a total of \$13,600.00 (7, 300 + 6,300 (annual fee for 3 years)), to be paid over a 3-year period. After the one-time fees are paid, only the annual fee of \$2,100 per year is due for the last two years of the contract. The Parks and Recreation Department would pay their one time costs up front (\$9,400) and the annual fee only for years 2-5. Should the Parks & Recreation Department decide against entering into an Agreement with Revize, the Township’s price will go up to \$15,000 (the annual rate will increase to \$2,200 and the year one cost will be \$10,600) to be paid over the first 3 years. The Township may terminate this agreement for any reason upon 30 days written notice.

Our office was asked to review the Agreements. We have no objections, additions, or deletions to the Agreement. It is our understanding that the Supervisor's office solicited bids which will be included in the Board packet. If the Board is in agreement, the appropriate motion to approve the Agreement between Revize and the Township would be:

"I move to Approve the Revize Web Services Sales Agreement with the Charter Township of Orion, with any modifications recommended by the Board or Township Attorney, and authorize the Township Supervisor and Clerk to execute same."

If the Board is in agreement to approve the Agreement between Revize and Orion Township's Parks & Recreation Department, the appropriate motion would be:

"I move to Approve the Revize Web Services Sales Agreement with the Charter Township of Orion's Parks & Recreation Department, with any modifications recommended by the Board or Township Attorney, and authorize the Township Supervisor and Clerk to execute same."

If you have any questions with regard to the above, please do not hesitate to contact me.

Very truly yours,
THE KELLY FIRM, PLC

Daniel J. Kelly
Daniel J. Kelly

EXHIBIT A

Revize Web Services Sales Agreement

This Sales Agreement is between Orion Township, Michigan ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179

Date: 09/03/2019

CLIENT INFORMATION:

Company Name: Orion Township, Michigan
 Company Address: 2525 Joslyn Rd
 Company City/State/Zip: Lake Orion, MI 48360
 Contact Name: Samantha Timko stimko@oriontownship.org
 Client Website Address: www.oriontownship.org

REVIZE LLC:

Revize Software Systems
 1890 Crooks, Suite 340
 248-269-9263

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description</u> <u>(One Time</u> <u>Fee)</u>	<u>Price</u>
1	Phase 1 – Project Planning and Analysis, onetime fee:	1,100.00
1	Phase 2 – Website Design, 2 concepts, 3 rounds of changes, onetime fee:	1,800.00
1	Phase 3 & 4 – Revize Template Development, CMS module Integration, onetime fee:	2,600.00
1	Phase 5 – Quality Assurance Testing, onetime fee:	550.00
1	Phase 6 – Site Map Development and Content Migration up to 118 webpages and 36 documents	1,000.00
1	Phase 7 – Content Editing/Administrator Training, one-day session, onetime fee:	250.00
1	Phase 8 – Go Live, onetime fee:	Included
Grand Total	This payment is for all "onetime fees" and will be made over a period of three years per the payment schedule below.	\$7, 300

<u>Quantity</u>	<u>Description (Annual Fee)</u>	<u>Price</u>
1	Revize Annual Software Subscription, Tech Support, CMS Updates, and Website Hosting, pre-paid annual fee, Unlimited Users, Unlimited GB Website Storage, Includes SSL Security Certificate Installation:	\$2,100/year
Total to be Paid	This amount shall be paid over a 3-year period and includes the total cost of services for one-time fees and for the annual fee over three (3) years.	\$7,300 (total one-time fees) + 6,300 (total annual fees over 3 years) = \$13,600.00. See payment schedule below.
Payment Schedule (Years 1-3)	The total amount of \$13,600.00 shall be paid over a three-year period.	4,533/year.
Payment Schedule (Years 4-5)	This shall be the annual payment due after the one-time fees have been paid off over a 3-year period.	\$2,100/year.

The term of this agreement shall be for Five (5) years. The term shall begin upon the date of approval. Free website redesign shall be provided in year five. The Township shall pay \$4,533.33 by check, prior to Revize beginning any work. Annual payments to-be-paid according to payment plan detailed below. All annual payments after year one are due by the anniversary of the date of approval every year of this service agreement.

Terms:

1. **Payments:** All Invoices are due upon receipt. Work begins upon receiving initial payment.
2. Additional content migration, if requested, is available for \$3 per web page or document.
3. This Sales Agreement is the only legal document governing this sale.
4. Both parties must agree in writing to any changes or additions to this Sales Agreement.
5. This Sales Agreement is subject to the laws of the State of Michigan.
6. Pricing expires in 30 days.
7. The Township may terminate this agreement upon 30 days written notice. In the event of termination, the Township shall pay any outstanding fees to Revise upon receiving the final invoice. Revise shall pro-rate the final invoice to reflect the services provided up to the date of termination.

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Robert Suchomel

Title of Authorized Person

Account Manager

Date:

Please sign and return to:

Robert@revize.com

Fax 1-866-346-8880

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 government. 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

- Home Page Alert & Announcement Center
- E-Notify (Email & Text Notifications)
- Searchable Document Center
- Searchable How Do I? (FAQs)
- News Center with Facebook/Twitter Integration
- Online Web Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Fly-out App
- Sliding Feature Bar
- Language Translator

Citizen's Engagement CENTER Apps

- Citizen Request Center with re-Captcha
- Online Bill Pay
- RSS Feed

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Bid Posting Management System via Vendor Registry
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

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

Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- ADA Compliant Website According to WCAG 2.1 AA Level
- Responsive Website Design (RWD) for mobile friendly viewing and navigation on smart phones and tablets

Service Level Agreement

Maximum Response Times via Severity Level

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

Crisis issues are defined as when a website error renders the CMS program or website completely unusable or nearly unusable or introduces a high degree of operational risk and no workaround is available. Till this every error is resolved, the website is essentially halted. A large number of users and or core program functionality a severely impacted.

Critical issues are defined as website errors that are an inconvenience or causes an consistent behavior of the website, which does not impede the normal functioning of the website. It could be an error that occurs consistently and affects non-essential functions and is an inconvenience which impacts a small number of users. May also contain visual errors for the graphical display of the website that is not ideal but still functioning correctly.

Normal issues are defined as an error that has a small degree of significance or is a minor cosmetic issue, or is a one-off case. A one-off case occurs when the error occurs and cannot be reproduced easily. These are errors that do not impact the daily use of the website. A low error is something that does not affect normal use, and can be accepted for a period of time, but user would eventually want changed.

Technical Support Escalation:

If an issue cannot be remedied by the Tech Support technician within 3 days, it will be escalated to the CTO, Ray Akshaya. If the problem is not resolved within 3 business days, then the Business Development Director, Joseph Nigrant, will assemble a team to work on the issue and have a conference call with the client explaining the resolution path the company will take to resolve the issue. If additional time is needed, the Business Development Director will contact the client and notify the client with an explanation and a follow up date as agreed by both the client and Revize.

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
- Training refreshers
- Video tutorials and online training manual

EXHIBIT B

Revize Web Services Sales Agreement

This Sales Agreement is between Orion Township Parks & Recreation, Michigan ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 09/03/2019

CLIENT INFORMATION:		REVIZE LLC:
Company Name:	<u>Orion Township, Michigan Parks & Recreation</u>	Revize Software Systems
Company Address:	<u>2525 Joslyn Rd</u>	1890 Crooks, Suite 340
Company City/State/Zip:	<u>Lake Orion, MI 48360</u>	248-269-9263
Contact Name:	<u>Samantha Timko stimko@oriontownship.org</u> <u>248-391-0304</u>	
Client Website Address:	<u>www.oriontownship.org</u>	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description (One Time Fee)</u>	<u>Price</u>
1	Phase 1 – Project Planning and Analysis, onetime fee:	1,100.00
1	Phase 2 – Website Design, 2 concepts, 3 rounds of changes, onetime fee:	1,800.00
1	Phase 3 & 4 – Revize Template Development, CMS module Integration, onetime fee:	2,600.00
1	Phase 5 – Quality Assurance Testing, onetime fee:	550.00
1	Phase 6 – Site Map Development and Content Migration up to 118 webpages and 36 documents	1,000.00
1	Phase 7 – Content Editing/Administrator Training, one-day session, onetime fee:	250.00
1	Phase 8 – Go Live, onetime fee:	Included
Grand Total	This payment is for all "onetime fees" and will be made in the first year only.	\$7, 300

<u>Quantity</u>	<u>Description (Annual Fee)</u>	<u>Price</u>
1	Revize Annual Software Subscription, Tech Support, CMS Updates, and Website Hosting, pre-paid annual fee, Unlimited Users, Unlimited GB Website Storage, Includes SSL Security Certificate Installation:	\$2,100
Payment Schedule (Year 1)	The total amount of \$9,400 shall be paid in the first year. (the one-time fee plus the annual fee)	\$9,400
Payment Schedule (Years 2-5)	This shall be the annual payment due after the one-time fees have been paid off over a 3-year period.	\$2,100/year.

The term of this agreement shall be for Five (5) years. The term shall begin upon the date of approval. Free website redesign shall be provided in year five. The Township' Parks & Recreation Department shall pay \$9,400 by check prior to Revize beginning any work. Annual payments to-be-paid according to payment plan detailed below. All annual payments after year one are due by the anniversary of the date of approval every year of this service agreement.



The Government Website Experts

Terms:

1. **Payments:** All Invoices are due upon receipt. Work begins upon receiving initial payment.
2. Additional content migration, if requested, is available for \$3 per web page or document.
3. This Sales Agreement is the only legal document governing this sale.
4. Both parties must agree in writing to any changes or additions to this Sales Agreement.
5. This Sales Agreement is subject to the laws of the State of Michigan.
6. Pricing expires in 30 days.
7. The Orion Township Parks & Recreation Department may terminate this agreement upon 30 days written notice. In the event of termination, the Parks & Recreation Department shall pay any outstanding fees to Revise upon receiving the final invoice. Revise shall pro-rate the final invoice to reflect the services provided up to the date of termination.

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Robert Suchomel

Title of Authorized Person

Account Manager

Date:

Please sign and return to:

Robert@revize.com

Fax 1-866-346-8880

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 government. 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

- Home Page Alert & Announcement Center
- E-Notify (Email & Text Notifications)
- Searchable Document Center
- Searchable How Do I? (FAQs)
- News Center with Facebook/Twitter Integration
- Online Web Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Fly-out App
- Sliding Feature Bar
- Language Translator

Citizen's Engagement CENTER Apps

- Citizen Request Center with re-Captcha
- Online Bill Pay
- RSS Feed

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Bid Posting Management System via Vendor Registry
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

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

Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- ADA Compliant Website According to WCAG 2.1 AA Level
- Responsive Website Design (RWD) for mobile friendly viewing and navigation on smart phones and tablets

Service Level Agreement

Maximum Response Times via Severity Level

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

Crisis issues are defined as when a website error renders the CMS program or website completely unusable or nearly unusable or introduces a high degree of operational risk and no workaround is available. Till this every error is resolved, the website is essentially halted. A large number of users and or core program functionality a severely impacted.

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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
- Training refreshers
- Video tutorials and online training manual

MUNICIPAL WEBSITE PROPOSAL FOR

Orion Township, Michigan

Prepared by Robert J. Suchomel
1890 Crooks Rd, Troy, MI 48084
Ph: 248-269-9263 x40 Fax: +1 866-346-8880
www.revize.com May 29, 2019



Dear Samantha Timko & Orion Township Board Members,

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:

- Grand Blanc Township, MI www.twp.grand-blanc.mi.us
- Springfield Township, MI www.springfield-twp.us
- Plainfield Township, MI www.plainfieldmi.org
- The City of Logan, UT www.loganutah.org
- The City of St. Petersburg, FL www.stpete.org
- The City of Cedar Rapids, IA www.cedar-rapids.org
- The City of Des Moines, IA www.dsm.city
- And Many More!

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

Government clients select Revize because we can help them

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

“Revize Websites build engagement with your constituents.”

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

Please contact me if you have any questions at all.

Sincerely,

Robert J. Suchomel
Account & Project Manager
Office: 248-269-9263 x40
Cell: 248-961-2193
Robert@revize.com

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Executive Summary

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

About Us

Having launched nearly 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

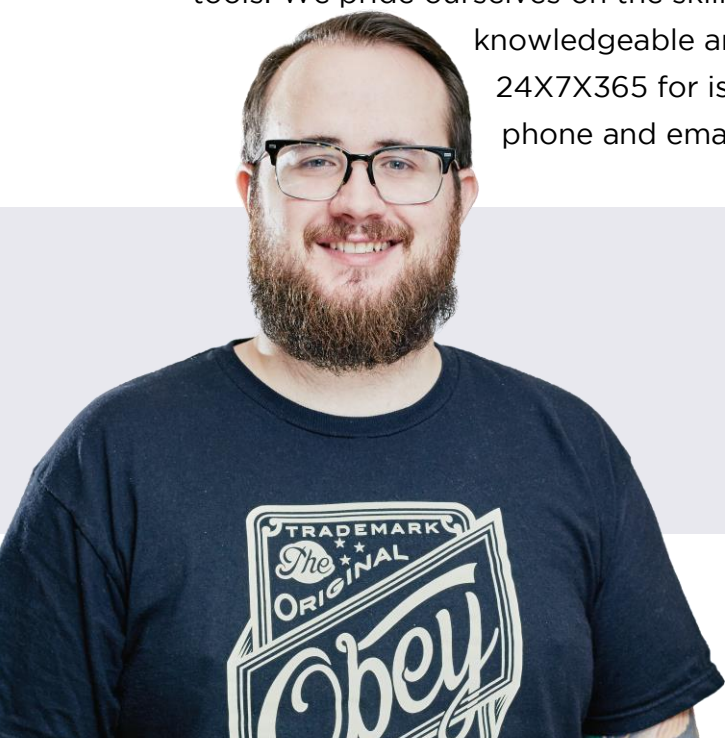
- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records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



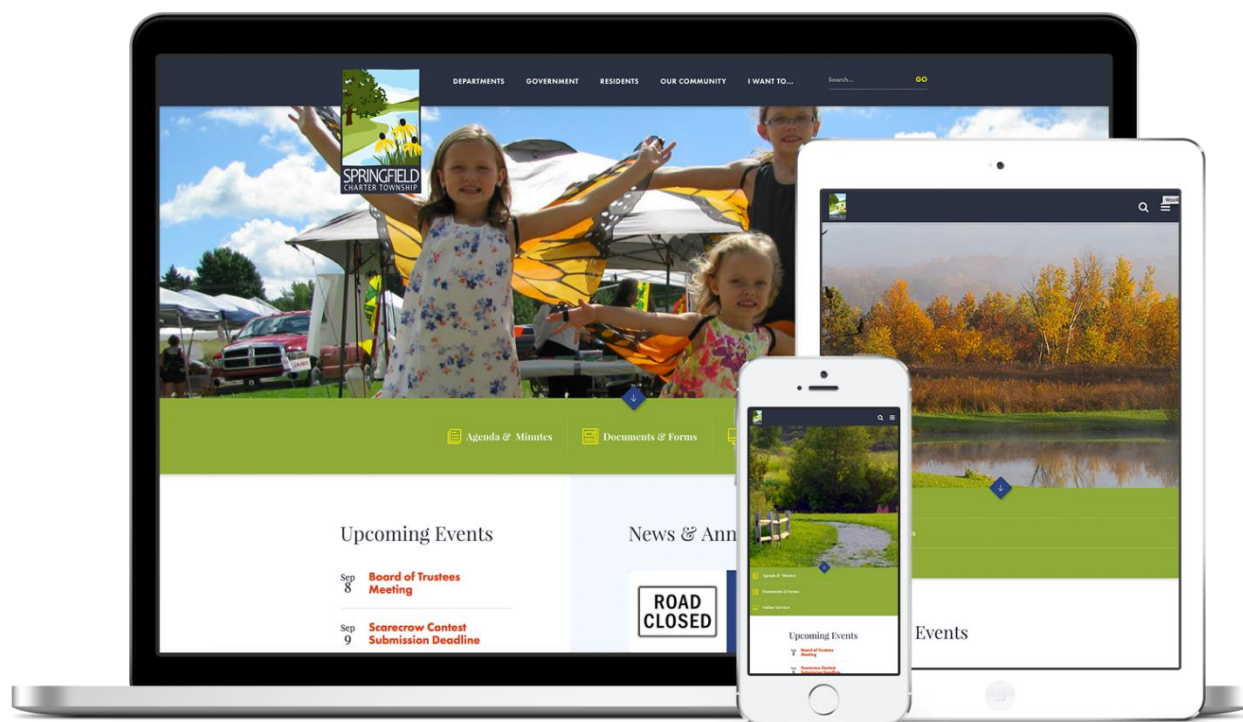
Did you know?

Revize has won national awards for our websites!

Government Project Experience

Springfield Township, MI

www.springfield-twp.us

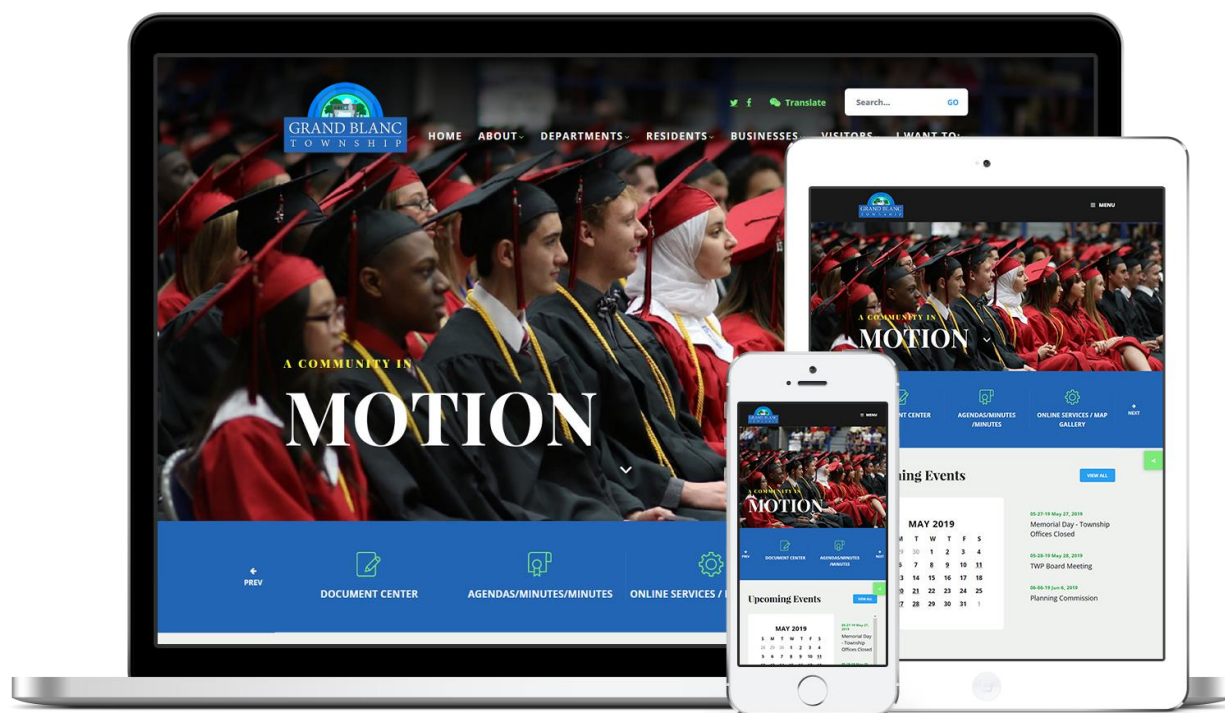


Details:

Springfield Township is a municipality of over 15,000 residents roughly 46 miles northwest of Detroit. Springfield has many departments with varying levels of needs on the website. The success of any municipal website relies on balancing these departmental needs, whilst showcasing a unified vision. In this website, we did just that. While respecting the Township's history, we also designed the site 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!

Grand Blanc Township, Michigan

www.twp.grand-blanc.mi.us

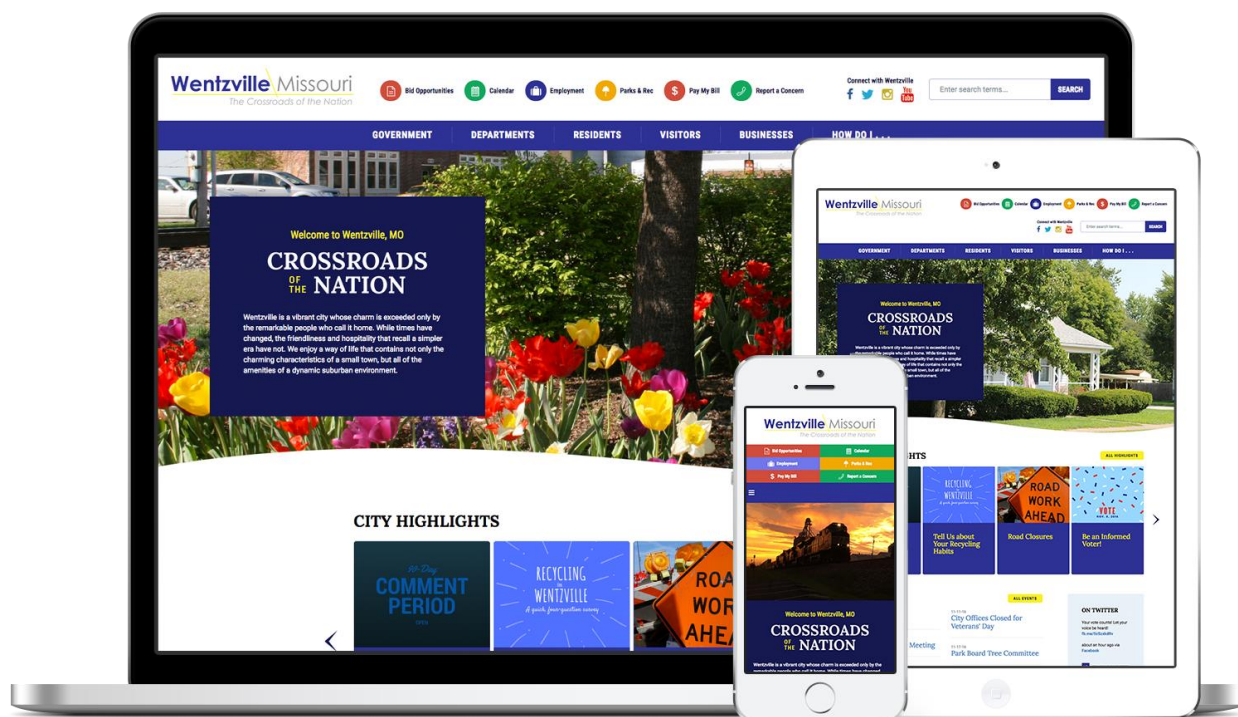


Details:

Grand Blanc Township, MI is a longtime Revize client. This website was redesigned in 2014 to highlight all of what the Township 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 Township is able to quickly and easily update the website in just a few clicks! And even better yet, they are currently in the middle of a brand new FREE redesign as well! We give all of our clients that sign on with Revize for five years a free website redesign in year five!

The City of Wentzville, Missouri

www.wentzvillemo.org

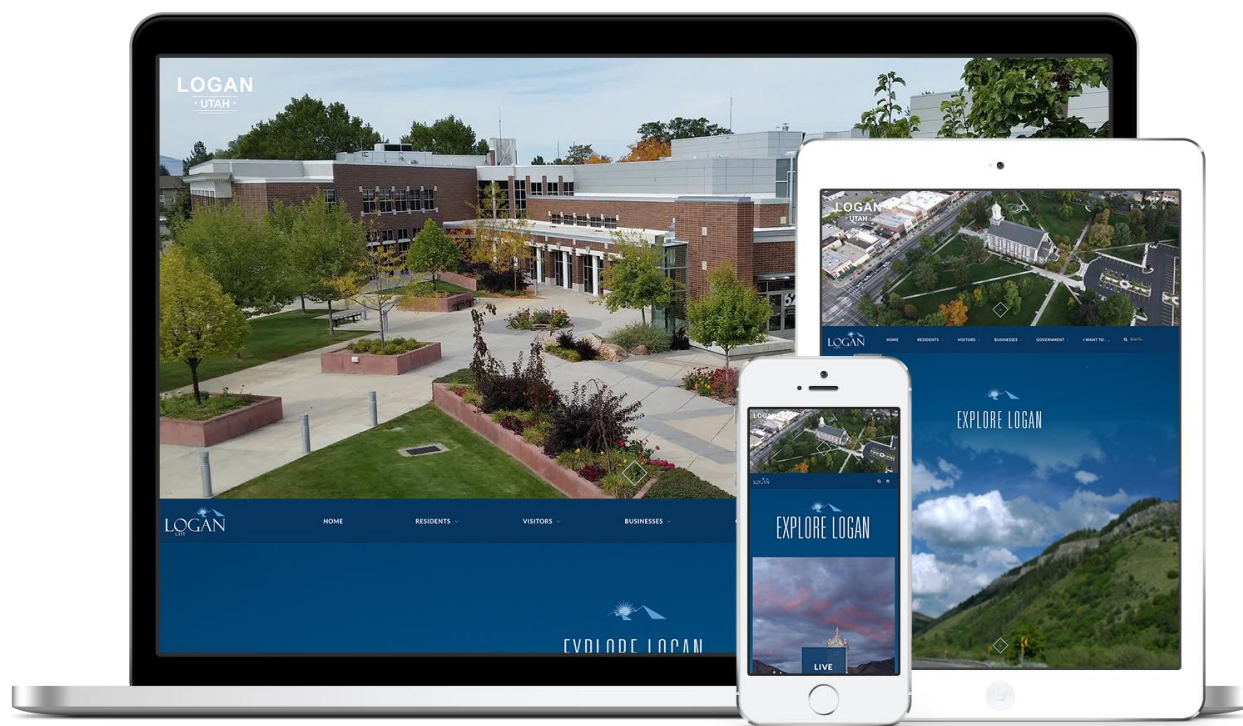


Details:

Another longtime Revize client, Wentzville, MO is now up and live with their newly redesigned site. They have many departments with varying levels of needs on the website. The success of any 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

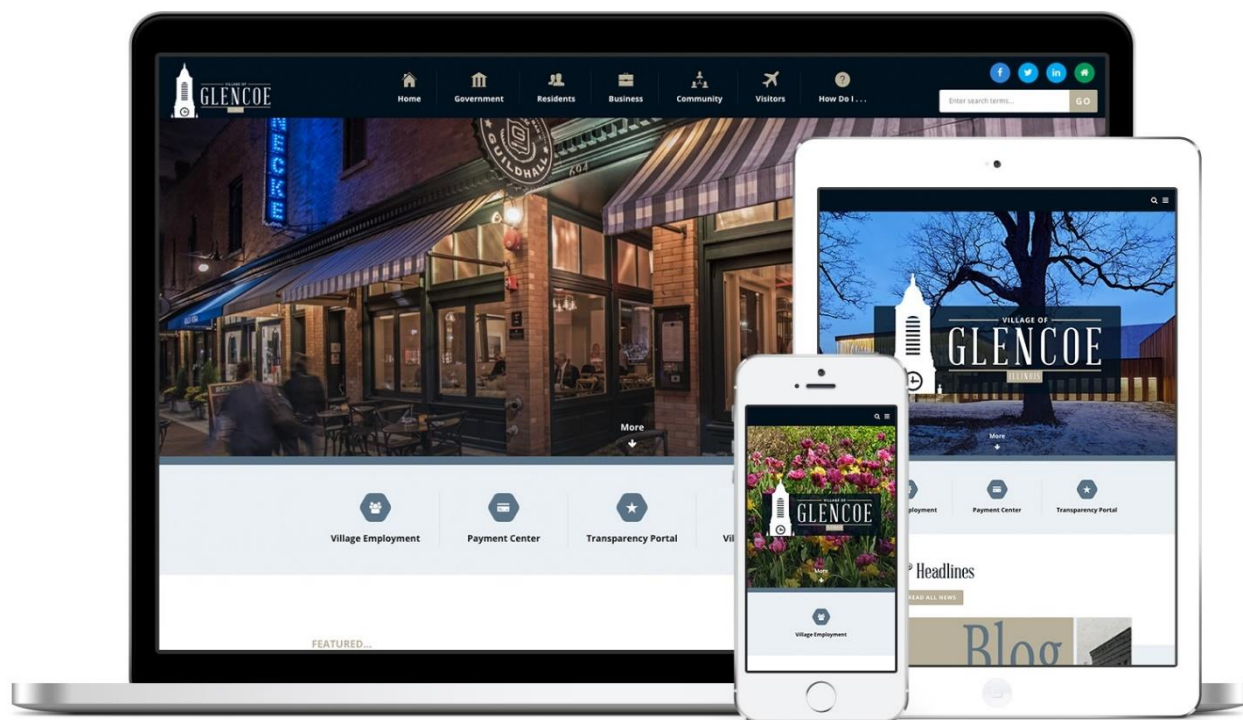


Details:

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

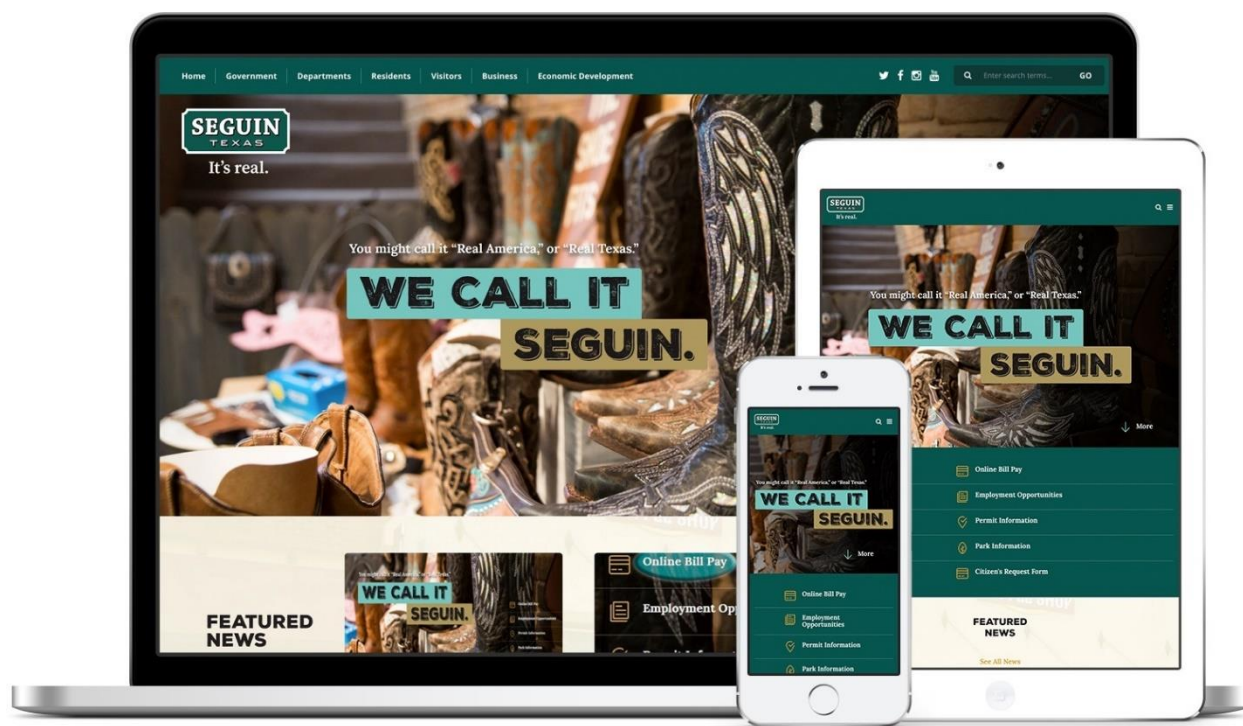


Details:

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: Independence Township, MI

Leanna Cole, Deputy Township Supervisor
Office: (248) 625-5111 x7
Email: lcoble@indetwp.com
Website: www.indetwp.com

Client: York Township, MI

Charles Tellas, Township Supervisor
Office: (248) 734-439-8842 x1
Email: ctellas@twp-york.org
Website: www.twp-york.com

Client: City of Auburn Hills, MI

Stephanie Carroll, Manager of Business Development and Community Relations
Office: (248) 364-6802
Email: scarroll@auburnhills.org
Website: www.auburnhills.org

Client: Grand Blanc Township, MI

Robbie Beller, GIS Coordinator
Office: (810) 424-2658
Email: beller@twp.grand-blanc.mi.us
Website: www.twp.grand-blanc.mi.us

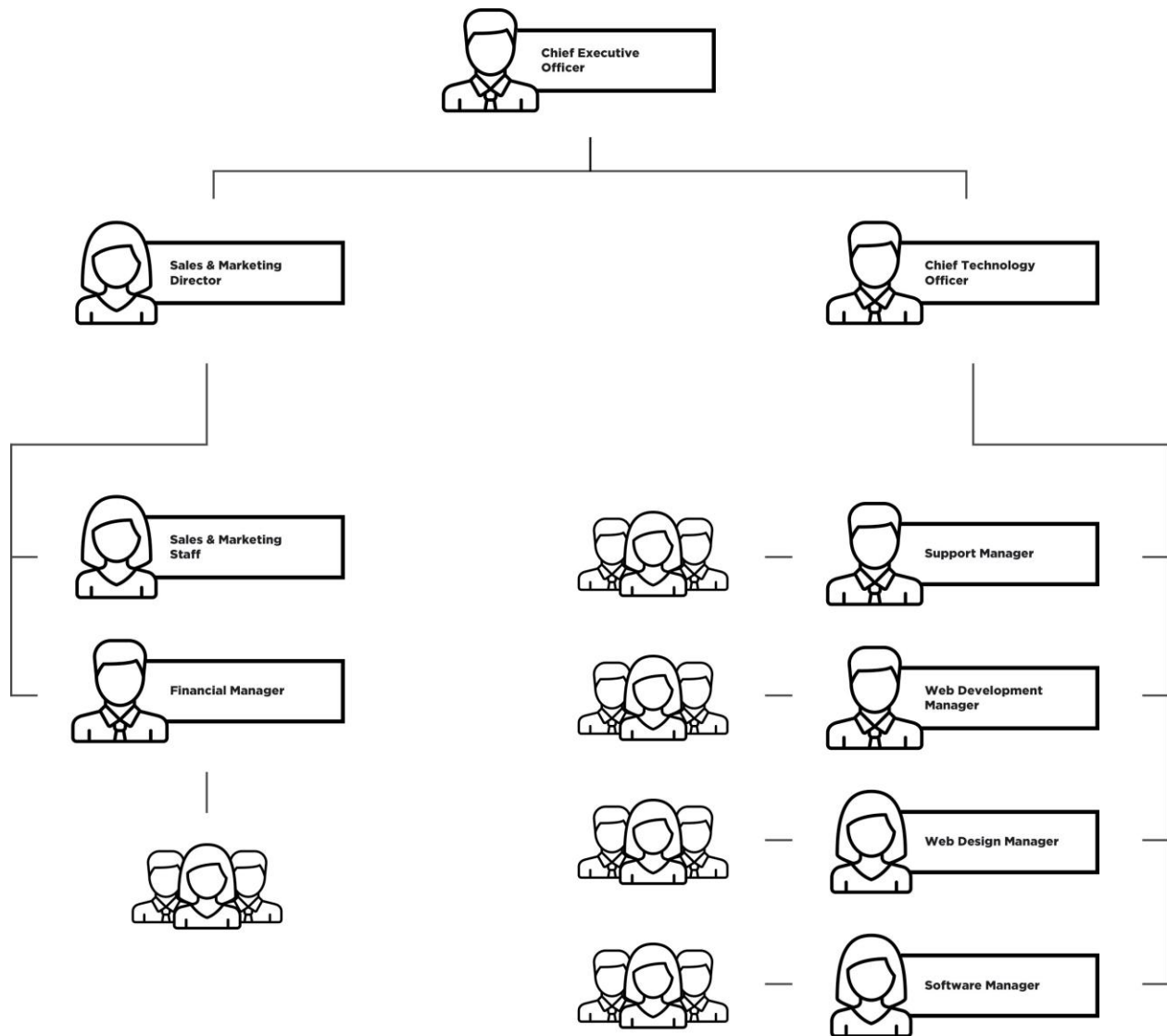
Client: Pittsfield, MA

Scott Connors, IT Administrator
Phone: (413) 499-9405
Email: sconnors@pittsfieldch.com
Website: www.cityofpittsfield.org

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

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!

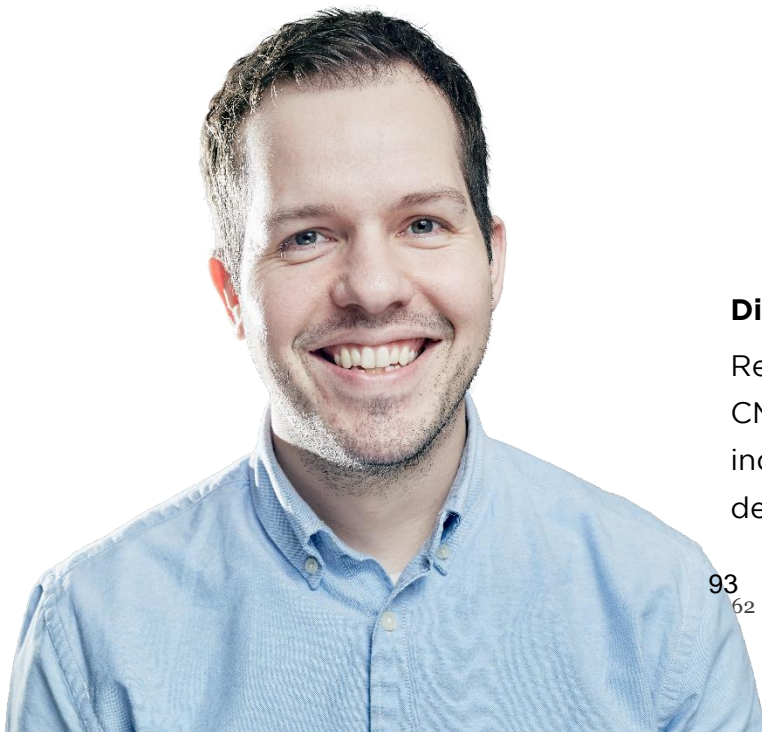
We often hear the question: “What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?” The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come 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?

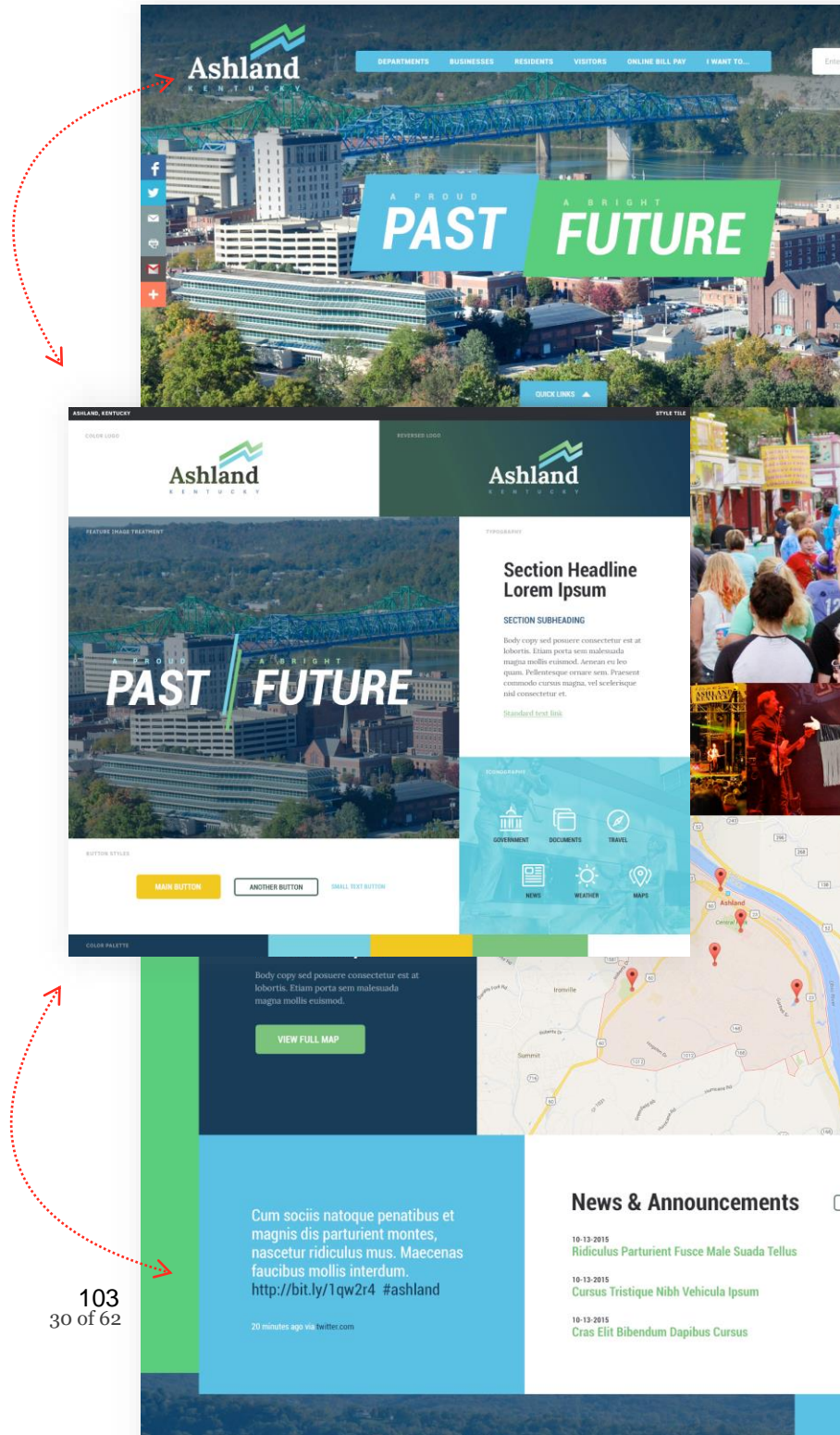
Revize will provide a 100% from scratch design with a satisfaction guarantee!

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.

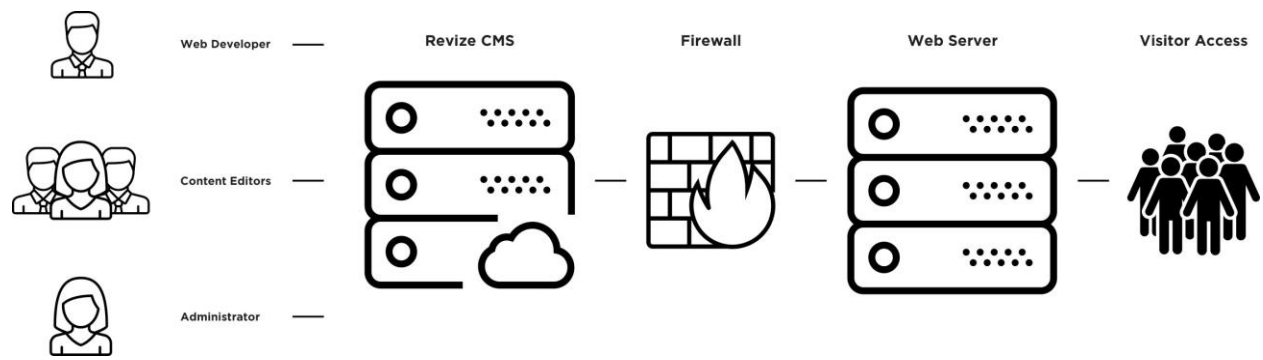
“As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.”



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:

Robert Suchomel

Account & Project Manager

Robert is a proven and experienced website design and IT services consultant with over 10 years of account management experience. His attention to detail, assertive personality and general desire to help his clients make him a great asset to have and is someone you can truly trust to manage your website project. He has worked with hundreds of municipalities across the US and has extensive knowledge on the current trends, industry standards, and advanced applications that help make Revize Government Websites a leader in municipal government web design.

- **Philosophy:** “The most important thing any municipality can do for it’s residents is provide a clear line of communication from the resident to the administration.”
- **Education:** BS in Health Sciences Oakland University 2014. Current MBA candidate at Walsh College of Business class of 2020.
- **Expertise:** 10+ years of experience in account management, project management, sales and marketing with a focus in consultative web design sales, digital marketing strategies including SEO, Google Adwords, and other digital solutions.
- **Role on your website project:** Account & Project Manager

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 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

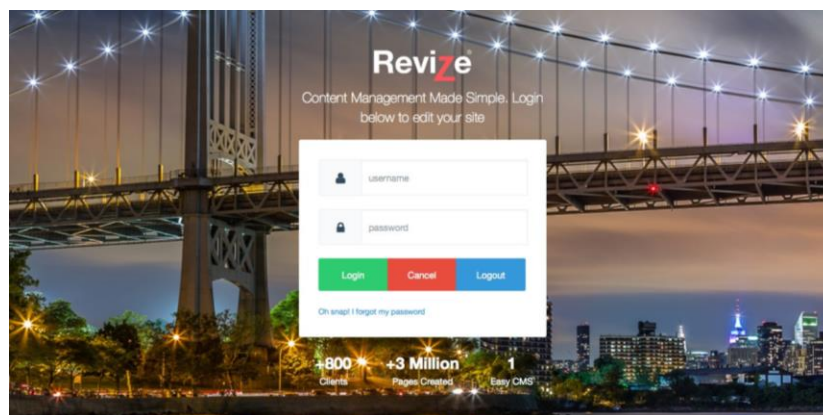


Did you know?

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

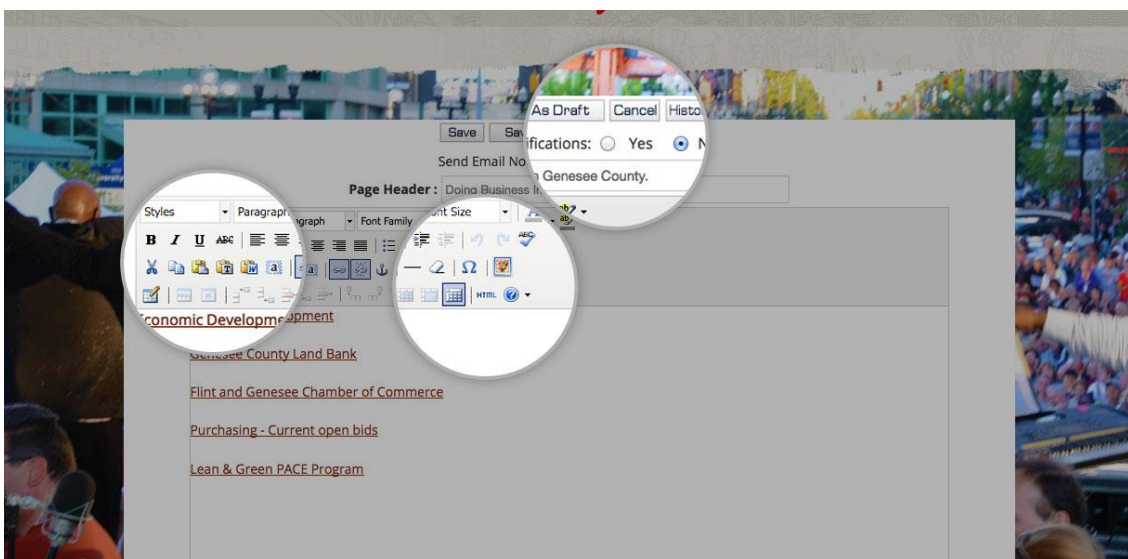


2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

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	\$1,100
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page template and inner page design and layout, includes Responsive Web Design. Includes one unique departmental "microsite" design in addition to the homepage design.	\$1,800
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	\$2,600
Phase 5: QA Testing	\$900
Phase 6: Site map development/content reorganization and migration from old website into new website including spell checking and style corrections - up to 500 webpages and documents (approximate amount on your website today)	\$1,500
Phase 7: Content editing and site administration training (one day session)	\$500
Phase 8: Go live!	Included
Annual Unlimited Tech Support, CMS software updates (Unlimited Users), security software updates, and website health checks. Website hosting Included free of charge (Unlimited GB storage space) with SSL Security Certificate:	\$2,200
Grand Total (1st year) Second year and onward investment Optional Payment Plan: Years 1-3 @ \$5,000 per year Years 4-5 @ \$2,200 per year	\$10,600 \$2,200/year

Flexible Payment Options Available

Revize provides a free website redesign after year four of service if client signs a 5 year agreement

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 government. 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

- Home Page Alert & Announcement Center
- E-Notify (Email & Text Notifications)
- Searchable Document Center
- Searchable How Do I? (FAQs)
- News Center with Facebook/Twitter Integration
- Online Web Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator

Citizen's Engagement CENTER Apps

- Citizen Request Center with re-Captcha
- Online Bill Pay
- RSS Feed

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Bid Posting Management System via Vendor Registry
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

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

Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- ADA Compliant Website According to WCAG 2.1 AA Level
- Responsive Website Design (RWD) for mobile friendly viewing and navigation on smart phones and tablets

Revize Support Includes

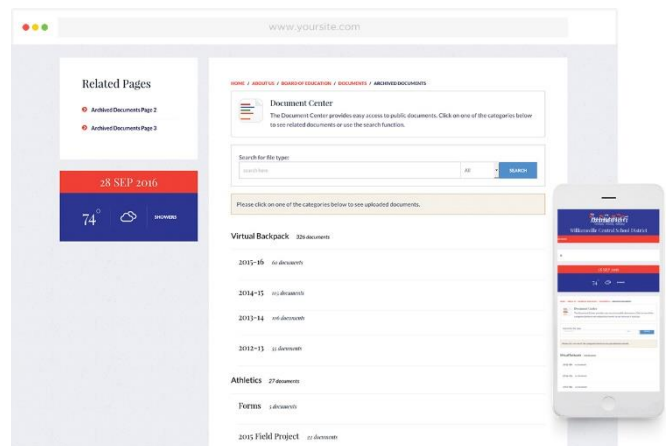
- 8 AM – 8PM EST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- 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

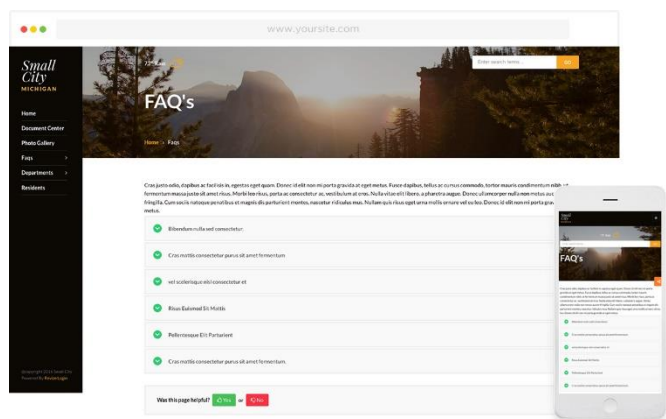
DOCUMENT CENTER APP

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.



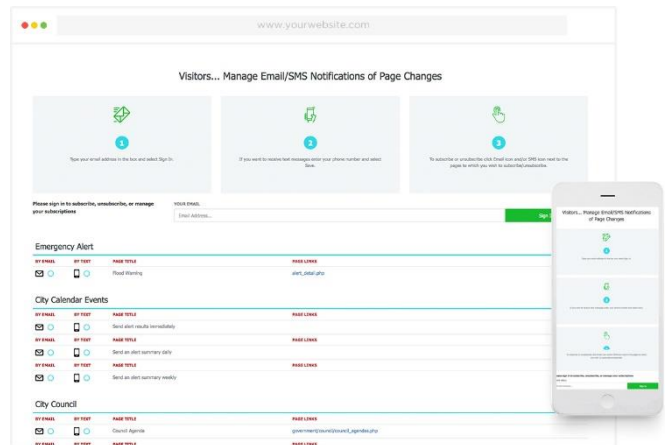
FAQ

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%!



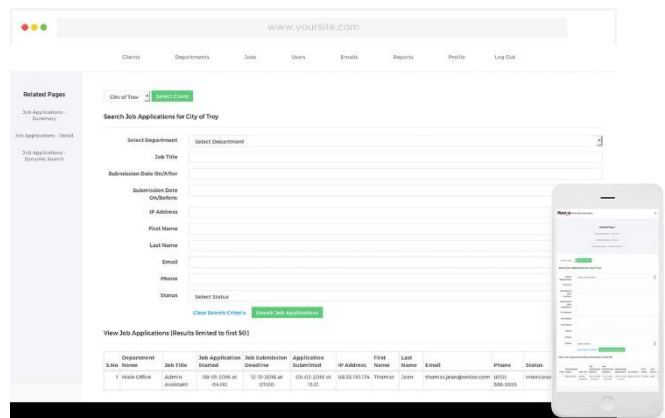
E-NOTIFY

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.



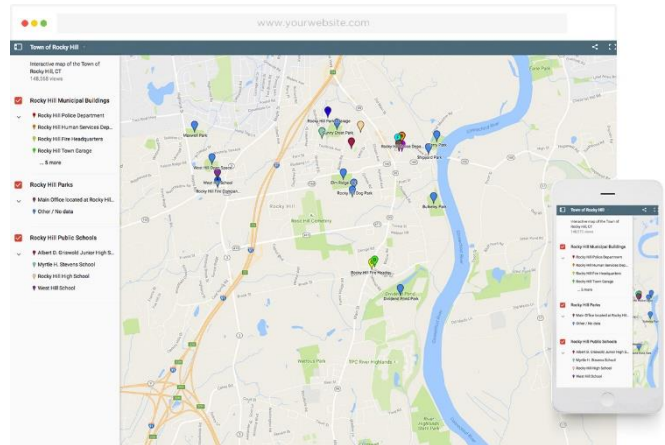
JOB POSTING

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.



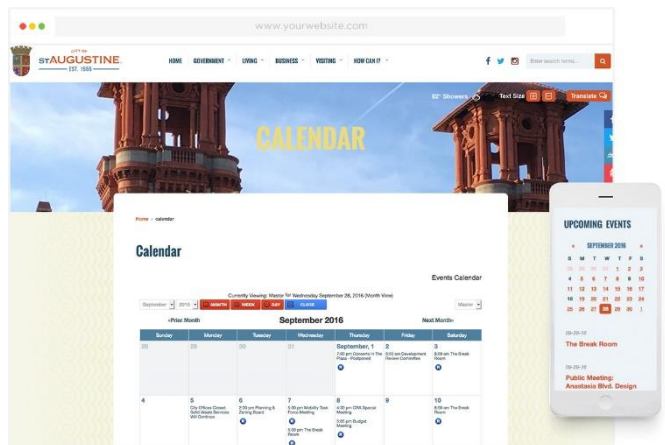
INTERACTIVE MAP

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

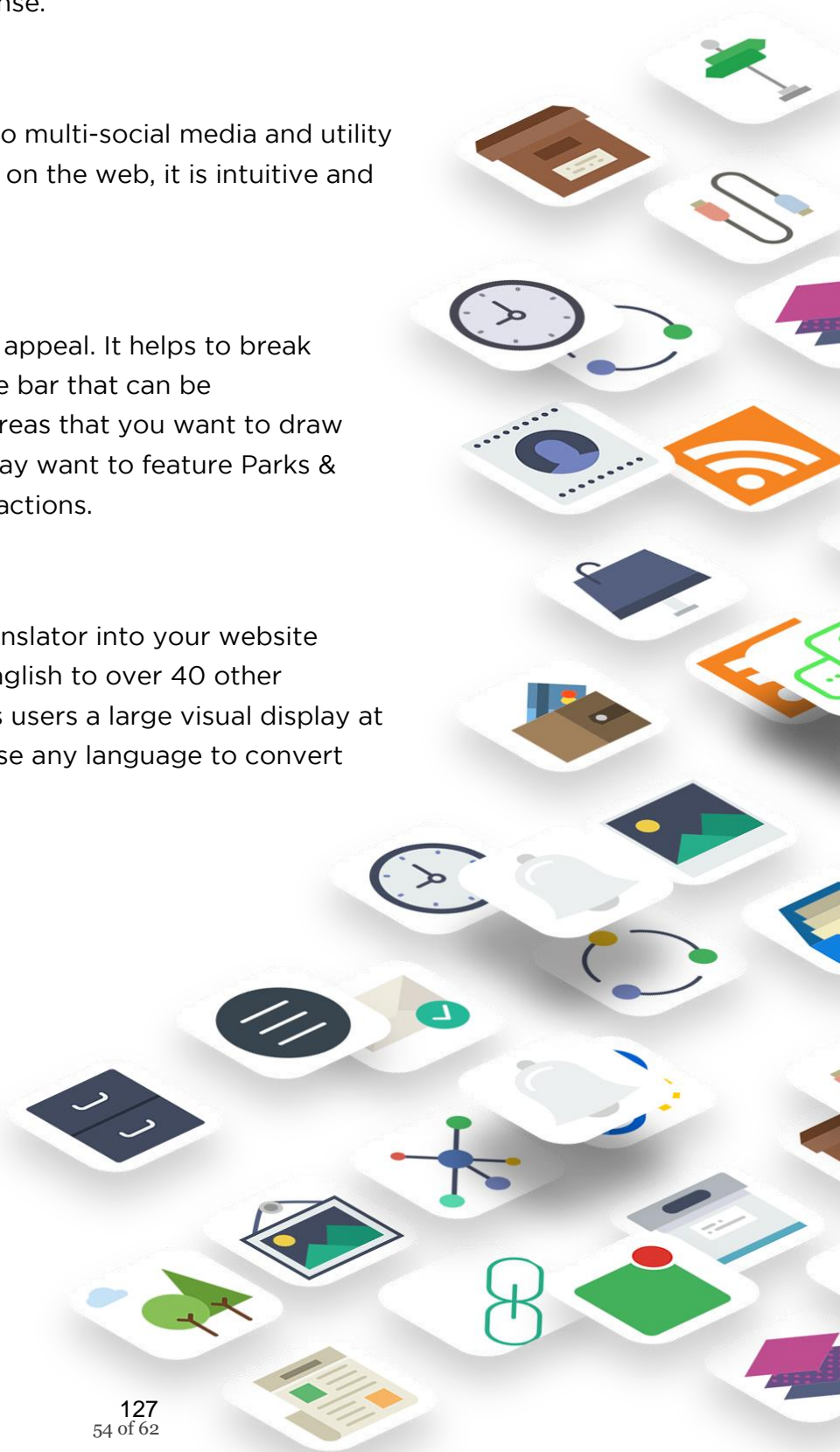
Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.

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.



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!

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.

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.

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).



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.

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.

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

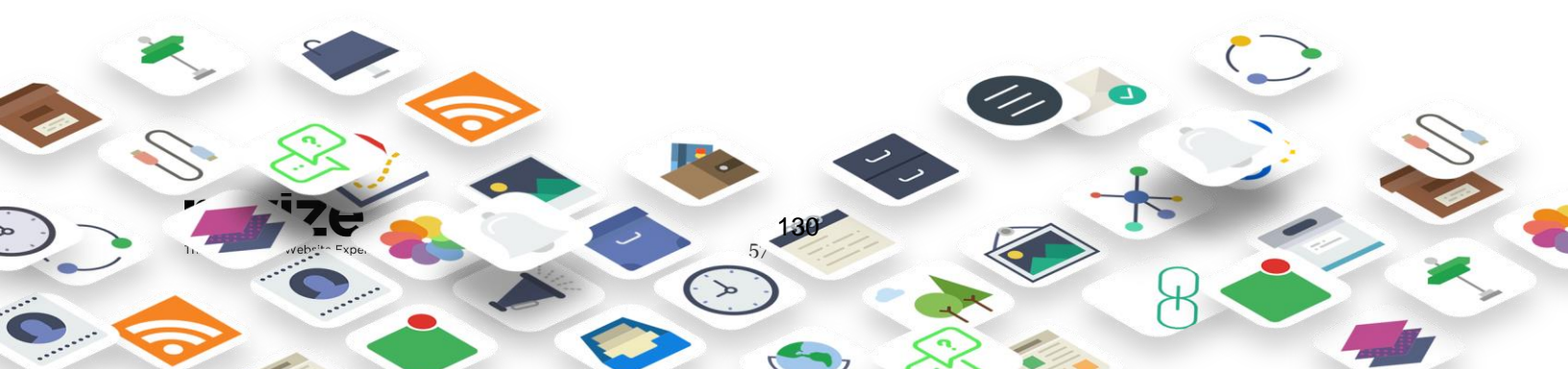
Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can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



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.

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.

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.

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.

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

AUDIT TRAIL

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

AUTO SITEMAP TOOL

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

HISTORY LOG

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

ROLES/PERMISSION SETUP

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

SECURE SITE GATEWAY

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

WEBSITE STATISTICS

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

WORKFLOWS BY DEPARTMENT

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

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



Did you know?

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

ALT-TAGS

FONT SIZE ADJUSTMENT

RESPONSIVE WEB DESIGN

Revize 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 Robert J. Suchomel
1890 Crooks Rd, Troy, MI 48084
Ph: 248-269-9263 x40 Fax: 866-346-8880
www.revize.com

Revize Web Services Sales Agreement

This Sales Agreement is between Orion Township, Michigan ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179

Date: 09/03/2019

CLIENT INFORMATION:

Company Name: Orion Township, Michigan
 Company Address: 2525 Joslyn Rd
 Company City/State/Zip: Lake Orion, MI 48360
 Contact Name: Samantha Timko stimko@oriontownship.org
 248-391-0304
 Client Website Address: www.oriontownship.org

REVIZE LLC:

Revize Software Systems
 1890 Crooks, Suite 340
 248-269-9263

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description</u> <u>(One Time</u> <u>Fee)</u>	<u>Price</u>
1	Phase 1 – Project Planning and Analysis, onetime fee:	1,100.00
1	Phase 2 – Website Design, 2 concepts, 3 rounds of changes, onetime fee:	1,800.00
1	Phase 3 & 4 – Revize Template Development, CMS module Integration, onetime fee:	2,600.00
1	Phase 5 – Quality Assurance Testing, onetime fee:	550.00
1	Phase 6 – Site Map Development and Content Migration up to 118 webpages and 36 documents	1,000.00
1	Phase 7 – Content Editing/Administrator Training, one-day session, onetime fee:	250.00
1	Phase 8 – Go Live, onetime fee:	Included
Grand Total	This payment is for all "onetime fees" and will be made over a period of three years per the payment schedule below.	\$7, 300

<u>Quantity</u>	<u>Description (Annual Fee)</u>	<u>Price</u>
1	Revize Annual Software Subscription, Tech Support, CMS Updates, and Website Hosting, pre-paid annual fee, Unlimited Users, Unlimited GB Website Storage, Includes SSL Security Certificate Installation:	\$2,100/year
Total to be Paid	This amount shall be paid over a 3-year period and includes the total cost of services for one-time fees and for the annual fee over three (3) years.	\$7,300 (total one-time fees) + 6,300 (total annual fees over 3 years) = \$13,600.00. See payment schedule below.
Payment Schedule (Years 1-3)	The total amount of \$13,600.00 shall be paid over a three-year period.	4,533/year.
Payment Schedule (Years 4-5)	This shall be the annual payment due after the one-time fees have been paid off over a 3-year period.	\$2,100/year.

The term of this agreement shall be for Five (5) years. The term shall begin upon the date of approval. Free website redesign shall be provided in year five. The Township shall pay \$4,533.33 by check, prior to Revize beginning any work. Annual payments to-be-paid according to payment plan detailed below. All annual payments after year one are due by the anniversary of the date of approval every year of this service agreement.

Terms:

1. **Payments:** All Invoices are due upon receipt. Work begins upon receiving initial payment.
2. Additional content migration, if requested, is available for \$3 per web page or document.
3. This Sales Agreement is the only legal document governing this sale.
4. Both parties must agree in writing to any changes or additions to this Sales Agreement.
5. This Sales Agreement is subject to the laws of the State of Michigan.
6. Pricing expires in 30 days.
7. The Township may terminate this agreement upon 30 days written notice. In the event of termination, the Township shall pay any outstanding fees to Revise upon receiving the final invoice. Revise shall pro-rate the final invoice to reflect the services provided up to the date of termination.

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Robert Suchomei

Title of Authorized Person

Account Manager

Date:

Please sign and return to:

Robert@revize.com

Fax 1-866-346-8880

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 government. 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

- Home Page Alert & Announcement Center
- E-Notify (Email & Text Notifications)
- Searchable Document Center
- Searchable How Do I? (FAQs)
- News Center with Facebook/Twitter Integration
- Online Web Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Fly-out App
- Sliding Feature Bar
- Language Translator

Citizen's Engagement CENTER Apps

- Citizen Request Center with re-Captcha
- Online Bill Pay
- RSS Feed

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Bid Posting Management System via Vendor Registry
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

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

Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- ADA Compliant Website According to WCAG 2.1 AA Level
- Responsive Website Design (RWD) for mobile friendly viewing and navigation on smart phones and tablets

Service Level Agreement

Maximum Response Times via Severity Level

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

Crisis issues are defined as when a website error renders the CMS program or website completely unusable or nearly unusable or introduces a high degree of operational risk and no workaround is available. Till this every error is resolved, the website is essentially halted. A large number of users and or core program functionality a severely impacted.

Critical issues are defined as website errors that are an inconvenience or causes an consistent behavior of the website, which does not impede the normal functioning of the website. It could be an error that occurs consistently and affects non-essential functions and is an inconvenience which impacts a small number of users. May also contain visual errors for the graphical display of the website that is not ideal but still functioning correctly.

Normal issues are defined as an error that has a small degree of significance or is a minor cosmetic issue, or is a one-off case. A one-off case occurs when the error occurs and cannot be reproduced easily. These are errors that do not impact the daily use of the website. A low error is something that does not affect normal use, and can be accepted for a period of time, but user would eventually want changed.

Technical Support Escalation:

If an issue cannot be remedied by the Tech Support technician within 3 days, it will be escalated to the CTO, Ray Akshaya. If the problem is not resolved within 3 business days, then the Business Development Director, Joseph Nagrant, will assemble a team to work on the issue and have a conference call with the client explaining the resolution path the company will take to resolve the issue. If additional time is needed, the Business Development Director will contact the client and notify the client with an explanation and a follow up date as agreed by both the client and Revize.

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
- Training refreshers
- Video tutorials and online training manual

Revize Web Services Sales Agreement

This Sales Agreement is between Orion Township Parks & Recreation, Michigan ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 09/03/2019

CLIENT INFORMATION:		REVIZE LLC:
Company Name:	<u>Orion Township, Michigan Parks & Recreation</u>	Revize Software Systems
Company Address:	<u>2525 Joslyn Rd</u>	1890 Crooks, Suite 340
Company City/State/Zip:	<u>Lake Orion, MI 48360</u>	248-269-9263
Contact Name:	<u>Samantha Timko stimko@oriontownship.org 248-391-0304</u>	
Client Website Address:	<u>www.oriontownship.org</u>	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description (One Time Fee)</u>	<u>Price</u>
1	Phase 1 – Project Planning and Analysis, onetime fee:	1,100.00
1	Phase 2 – Website Design, 2 concepts, 3 rounds of changes, onetime fee:	1,800.00
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1	Phase 8 – Go Live, onetime fee:	Included
Grand Total	This payment is for all "onetime fees" and will be made in the first year only.	\$7, 300

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1	Revize Annual Software Subscription, Tech Support, CMS Updates, and Website Hosting, pre-paid annual fee, Unlimited Users, Unlimited GB Website Storage, Includes SSL Security Certificate Installation:	\$2,100
Payment Schedule (Year 1)	The total amount of \$9,400 shall be paid in the first year. (the one-time fee plus the annual fee)	\$9,400
Payment Schedule (Years 2-5)	This shall be the annual payment due after the one-time fees have been paid off over a 3-year period.	\$2,100/year.

The term of this agreement shall be for Five (5) years. The term shall begin upon the date of approval. Free website redesign shall be provided in year five. The Township' Parks & Recreation Department shall pay \$9,400 by check prior to Revize beginning any work. Annual payments to-be-paid according to payment plan detailed below. All annual payments after year one are due by the anniversary of the date of approval every year of this service agreement.



The Government Website Experts

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Robert Suchomei

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Date:

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- Training refreshers
- Video tutorials and online training manual

From: [Anthony D'Amico](#)
To: [Samantha Timko](#)
Subject: Granicus product recommendation for Orion Township
Date: Friday, May 24, 2019 11:14:24 AM
Attachments: [image001.png](#)

Samantha,

Thanks again for your time the other day. From our conversation, I feel our solution aligns well with many of your goals for a new website. I'm recommending the Innovator package which is our mid-level package. This is what we see clients roughly your size often choose; it is truly built for the future and gives you those unique custom features we discussed. The base package would be very comparable to what Civic Plus offers.

Ball park pricing - Innovator package \$10-15,000.00 initial cost first year, \$3-4,000.00/per year the next 4 years for hosting/updates, maintenance etc. After 5 years you have a free redesign credit.



[Innovator package](#)

I hope this information was helpful Samantha. I would love to get your thoughts on this information. Are you available to reconvene the second week on June?

Thanks!

Anthony D'Amico

Regional Sales Manager

P: 612.916.6875 | E: anthony.damico@granicus.com



Meet Granicus

Granicus provides technology and services that empowers government organizations to create seamless digital experiences for the people they serve. Offering the industry's leading cloud-based solutions for communications, content management, meeting and agenda management, and digital services to more than 4,000 public sector organizations, Granicus helps turn government missions into quantifiable realities.

Granicus acquired Vision in 2018, the national leader in government website design, development and hosting. Granicus was impressed by the evolution of the Vision CMS to meet the changing needs of government and the people they serve. They were equally impressed by the process the team perfected to design and develop award-winning government websites.

Company Contact Info:

Tricia Lease, Regional Sales Manager
678.634.6374 / 310.656.3103 fax
Tricia.Lease@granicus.com

Full name of legal entity
Granicus, LLC

Years in Business
21 Years (Vision) / 19 Years (Granicus)

Number of Clients
4,000+

Company Website
www.Granicus.com

Office Locations:

Los Angeles
222 N Sepulveda Blvd,
Suite 1500
El Segundo, CA 90245

Denver
707 17th St
Suite 4000
Denver, CO 80202

Washington D.C.
1152 15th Street NW
Suite 800
Washington, DC 20005

St. Paul
408 St. Peter St.
Suite 600
St. Paul, MN 55102

BY THE NUMBERS



1999

FOUNDED



4000+

GOV
CLIENTS



40

OF THE 50
MOST
POPULOUS U.S.
CITIES



2018

VISION
ACQUIRED
BY GRANICUS



WEBSITE DESIGN + IMPLEMENTATION – INNOVATOR

- ✓ UX consultation including
 - Heatmap analysis, web analytics, internal stakeholder survey
 - Website analytics report
- ✓ Customized homepage wireframe
- ✓ Fully responsive design
- ✓ Custom Mobile Homepage or Standard Mobile Responsive Homepage
- ✓ Video Background or Standard Rotating Image carousel (switchable at any time)
- ✓ One (1) specialty alternate homepage – choose from our library including emergencies, election night, special events
- ✓ One (1) customer experience feature – choose from our library including service finder, geo finder, data visualization banner
- ✓ Website Programming + CMS Implementation
- ✓ Migrate up to 200 webpages
- ✓ Five (5) forms converted into the new CMS
- ✓ One (1) day of remote Web-based Training (typically used for “Writing for the Web” Training, Accessibility Training, and CMS Training).



KEY CMS FEATURES

- ✓ Ongoing software updates (quarterly)
- ✓ Role-based dashboard for easy content updates, approvals + ability to lock down user permissions
- ✓ Mobile management to analyze mobile traffic and customize display on mobile device
- ✓ Interior page builder with drag-and-drop page building, 100+ widgets, save and reuse layouts + more
- ✓ Social media management with ability to schedule + preview posts to multiple social media accounts
- ✓ Form and survey builder with ready-to-use templates for the most common use cases, conditional logic, payment processing, and legally binding digital signatures
- ✓ Flexible search with the ability to define search synonyms, promote page + more
- ✓ Universal API + a vast number of commonly used apps integrated out-of-the-box



SUPPORT + MAINTENANCE

- ✓ 24/7 support
- ✓ Online help, including an extensive library of on-demand training videos
- ✓ Hosting infrastructure with 99.9% uptime
- ✓ Disaster recovery w/ 90 min failover (RTO), data replication every 15 mins (RPO), failover testing every 2 wks.
- ✓ Enterprise grade DDoS mitigation
- ✓ Industry leading data security (advanced threat detection and penetration)

Everything a Government CMS Requires to Succeed

Granicus has served government clients for more than 20 years, developing our CMS to meet the unique needs of these agencies. Decentralized authorship across many different departments leads to ranges in skill levels and requirements around approvals. Our government CMS solution delivers everything you need and more.

Embedded Training & Support

- Quick links (button designer)
- Inline (live) editing
- Live chat support
- LMS curriculum & help articles
- Tool tips and instructional text
- Video training materials
- WYSIWYG or HTML editing
- Wizard interfaces
- Custom dashboards
- Custom quick links
- "My Favorite" pages
- User account settings

Webmaster Tools

- Mega menu designer
- Mobile editor (Mobile Designer)
- Custom Content
- Custom Fields
- Google Analytics dashboard blocks
- Page layout designer

Integrations

- Active Directory LDAP*
- Active Directory Federation Services*
- Granicus "Agenda Management"
- Granicus "Communications Cloud"
- Import / export functionality
- Laserfiche
- Maps (multiple)
- Open APIs and custom programming
- PageFreezer
- Payment Gateways (multiple)
- Siteimprove

(ask for other integration examples)

Digital Asset Management

- Image Library (centralized)
- Image rotation and cropping
- Image Meta Tagging
- Document Central (centralized)
- Document meta tagging
- "In-Use" logic
- Analytics and reporting

Administrative Management

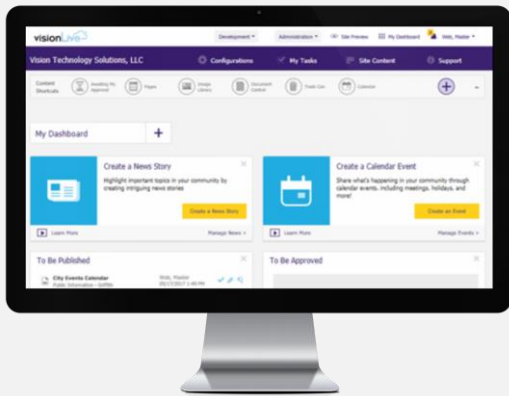
- Approval Cycle and workflows
- Audit trail history
- CAPTCHA security
- Two-factor authentication
- Centralized Subsite Management
- Content permissions and security roles
- Content Review
- Content Scheduling
- Content Versioning (CMS Archives)
- Emergency alert banner
- External Archives (via PageFreezer)
- Extranet (Password protected content)
- Awaiting Approval Reports
- Expiring Content Reports
- "My Tasks" management
- Page template controls
- Accessibility (WCAG 2.1 / ADA) tools

Reports & Analytics

- Administrative analytics
- Asset inventory report
- Broken link reporting
- Dashboard blocks
- Edited content reporting
- Expiring & expired content reports
- Global site analytics
- Page performance analytics

Did you know?

60% of CMS users login less than twice per month.



With Granicus govAccess, the casual user can easily update the website with fresh content and visuals, while the power user can monitor, manage, analyze and optimize the website over time.

Easy Authoring and Administrative Control

At Granicus, we understand the complexities of managing the many departments and content editors contributing to your website. To give you time back in your day, we have simplified the experience for the casual user, while offering governance and administrative tools to ensure a consistent experience for website visitors.

Granicus govAccess is a CMS built for government. With our solution you will have everything you need to manage content, including, but not limited to:

- **Live Chat & Embedded Training** – Connect with our technical support team or teach yourself with self-service curriculums and training videos.
- **Wizard Interface** – Walk through a guided content creation process with helpful tips along the way in a single, intuitive workflow.
- **Drag-and-drop Simplicity** – Add content or customize your experience within seconds by configuring settings or leveraging inline editing mode.
- **Personal Dashboards** – Tailor your workspace with dashboard blocks including content quick-adds, content approvals, reporting, analytics and more.
- **Social Media Management** – Promote new content through multiple social accounts, customize and preview posts, and schedule a social campaign with a cadence of publish dates across channels.
- **Multi-channel Publishing** – Promote custom content directly to Facebook, Twitter, email messages, and the website with a single click of a button.
- **Subsite Management** – Consolidate sites into one single CMS instance to share user permissions, leverage common assets, and improve content transparency.

Mobile Management for A Modern World

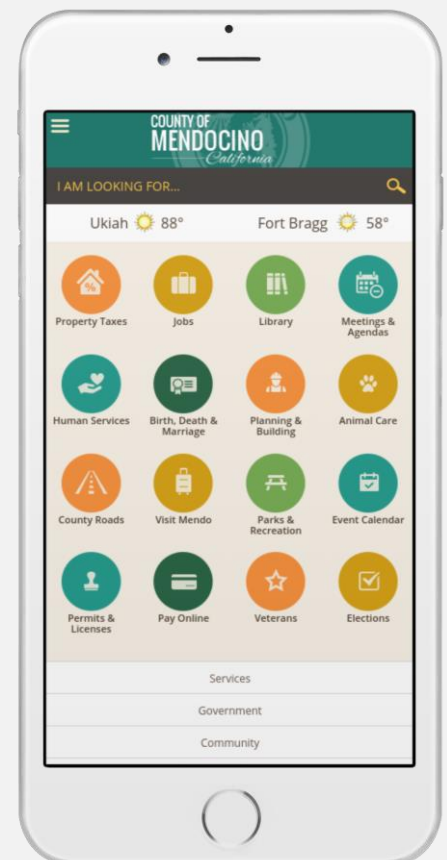
Mobile responsive design is no longer a luxury; it is a requirement.

With Granicus, you'll benefit from progressive mobile web design and a CMS solution that ensures your focus on creating a mobile-first experiences does not stop at your launch date. Granicus govAccess delivers all the necessary tools required for an increasingly mobile world.

- **Responsive Design** – Deliver responsive websites across any device at any time out-of-the-box. This means it will look great on a desktop monitor, a tablet such as an iPad, or any number of mobile devices – small or large.
- **Analytics and Reports** – Review data supplied by Google right on your personalized dashboard. Track most visited mobile pages to better understand where you can begin to start optimizing mobile content.
- **Mobile Designer** – Optimize content for site visitors visiting from a mobile device; reorder or hide specific content for complete control over the experience..
- **App-like Mobile Homepages** – Include an app-like experience in your project at no additional cost to you. Streamline the resident experience on mobile devices with our intuitive app-like mobile-specific homepages.
- **Native Mobile Apps** – Offer super tech savvy citizens the ability to download a 100% native mobile app – no fake apps with HTML wrappers – to further transform your organization. (*inquire for pricing*)

Did you know?

Approximately 49% of traffic to a government website comes from a mobile device!



Top tasks change by device type.

More complex tasks like applying for a building permit are done on a desk top, whereas looking up quick info about parks and rec or paying a parking ticket are more often done from a mobile device.

Federal-grade Hosting & Security Within Budget

Granicus serves some of the most secure agencies, such as the Department of Homeland Security, Department of Defense, and Veterans Affairs, as well as cities, counties, and states. These agencies all share a #1 priority - the security of citizen and government data.

We have successfully completed several Certifications and Accreditations (as seen right). Granicus is one of only a few government technology vendors authorized by FedRAMP.

We are also one of a handful of elite organizations that are ISO27001 certified, and have been awarded the United Kingdom's G-Cloud IL2 accreditation.

Our data centers adhere to top certification requirements and assure that your data and citizen data is safe and kept private.

- **Encryption** – At rest encryption of all data, always
- **Security Scanning** – Weekly automated scanning at the application, host, and network level by a dedicated team of security experts
- **Physical Security** – Facility protected by five concentric security rings and constant monitoring of common and restricted areas
- **Archiving** – High performant Cache and SSD storage for archiving of video and other large files
- **Virtualized Servers** – Facilitates minimal downtime for application improvements and superior failover protection

(technical specifications available upon request)

CERTS & ACCREDITATIONS



EXAMPLE CLIENTS

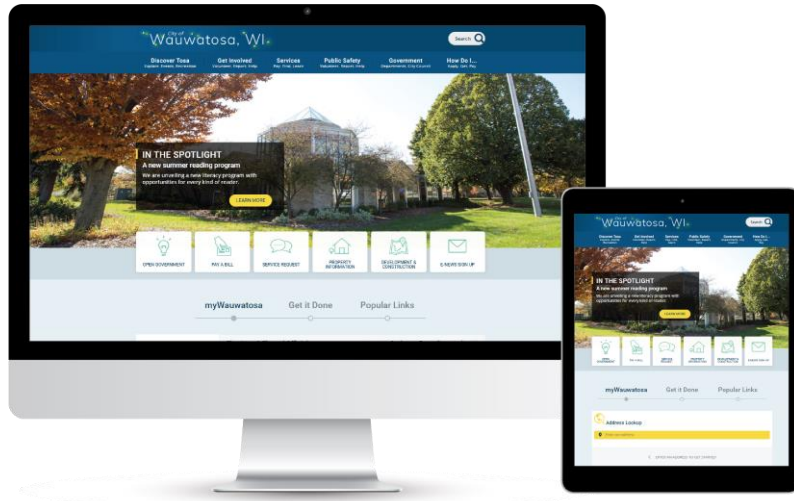


PROJECT EXPERIENCE

City of Wauwatosa, WI

Population: 46,000
www.wauwatosa.net

Launch: 2018



The City of Wauwatosa wanted to create a one-stop portal for its residents and businesses. Partnered with Granicus, the city went through an extensive user experience (UX) process to identify features and tasks the community looked for the most.

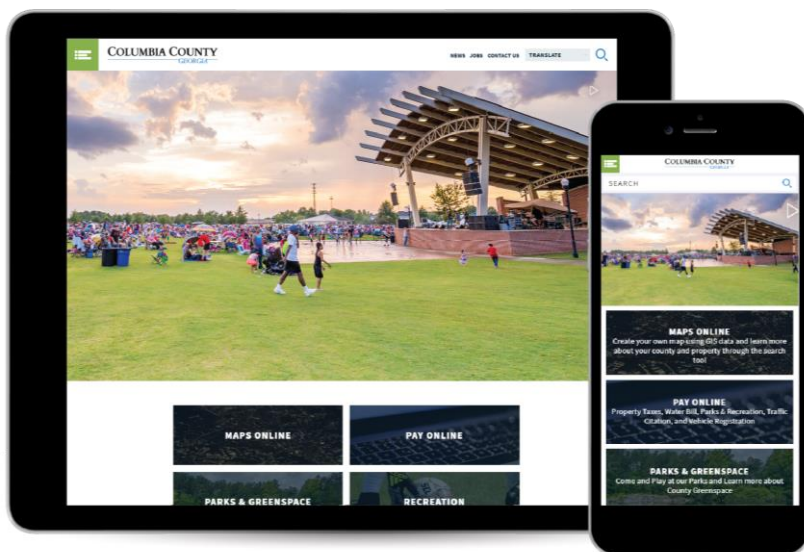
The new site features:

- **Service-oriented navigation** to make it easier for citizens to find popular information and services
- **myWauwatosa portal** to help residents find information personalized to their home address such as garbage collection dates, polling locations and more
- **A service request portal** to allow customers to submit service inquiries

Columbia County, GA

Population: 140,000
www.columbiacountyga.gov

Launch: 2018



Columbia County wanted to create a website that's not only visually stunning and modern but also informative and easy to navigate.

The new site features:

- Homepage images that reflect the county's unique brand, culture, and community
- **Intuitive navigation** from the homepage to frequently requested information and services
- **Columbia County customer journey guides** and resources that solve for unique customer journeys like starting a business and moving to the county
- **A facility directory that features a map of all facilities** as well as a graphical list of each, helping residents locate facilities near them

PROJECT EXPERIENCE

City of Millbrae, CA

Population: 21,000
www.ci.Millbrae.ca.us

Launch: 2016



Because of its proximity to San Francisco and Silicon Valley, the **City of Millbrae** is a desirable home for young professionals and families in the area. The city underwent a complete overhaul of its website in order to make it a more interactive source of information to appeal to it's tech-savvy community.

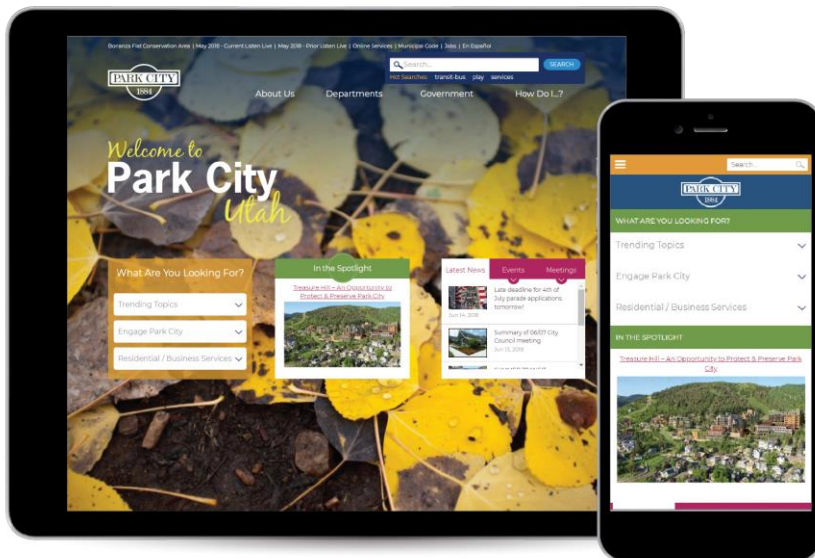
The new site features:

- **Prominent search** allowing users to search for exactly what they are looking for quickly
- **Unique news and event widget** that is prominently featured in the main banner connecting users to topical content quickly
- **A single-screen desktop view** with several navigational paths including popular services, an "I want to..." menu and more

City of Park City, UT

Population: 9,000
www.parkcity.org

Launch: 2015



World-renowned as a skiers' paradise, Olympic venue and home of the Sundance Film Festival, **Park City, UT** boasts many natural and cultural attractions. When considering their redesign, Park City wanted to modernize their design to showcase their community's year-round beauty, while still making it easy to find important information.

The new site features:

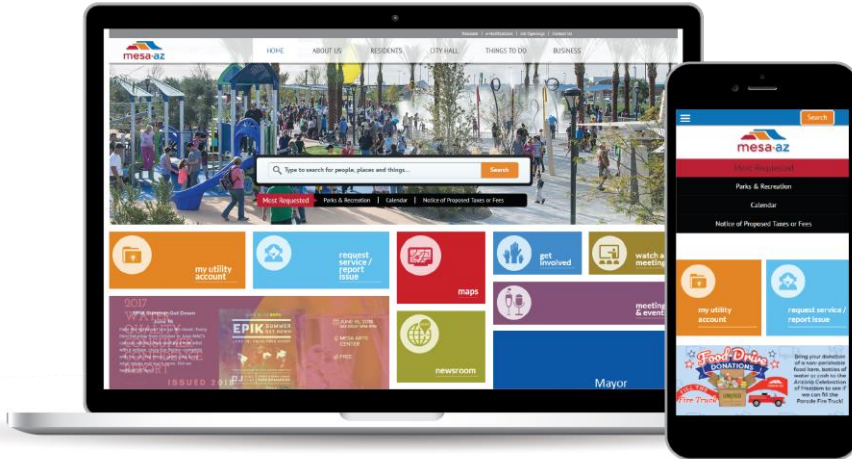
- **A single-screen desktop view** that gives users all the information they need without having to scroll
- **A service finder**, allowing users to access trending topics and popular resident and business services
- **News, Meetings and Events** widget, providing visitors with up-to-date community information

PROJECT EXPERIENCE

City of Mesa, AZ

Population: 450,000
www.mesaaz.gov

Launch: 2015



When the **City of Mesa** partnered with Granicus, they knew their old website had grown overloaded with content. Mesa is the third largest city in Arizona, with a population of more than 450,000. To serve their community, they sought to streamline their content and design the experience with a focus on the user, rather than their internal organization.

The new site features:

- **A unique homepage layout** that features bold tiles that the user can drill into for more information
- **Prominent search** with the most requested searches highlighted for easy access
- **High-contrast buttons** provide accessibility
- **Strong mobile responsive design** with tile layout creating an app-like mobile interface.

City of San Marcos, CA

Population: 90,000
www.san-marcos.net

Launch: 2016



As part of its most recent redesign, the goal was to provide an easy way for residents to conduct business with the **City of San Marcos**, while reflecting the character of the area.

The new site features:

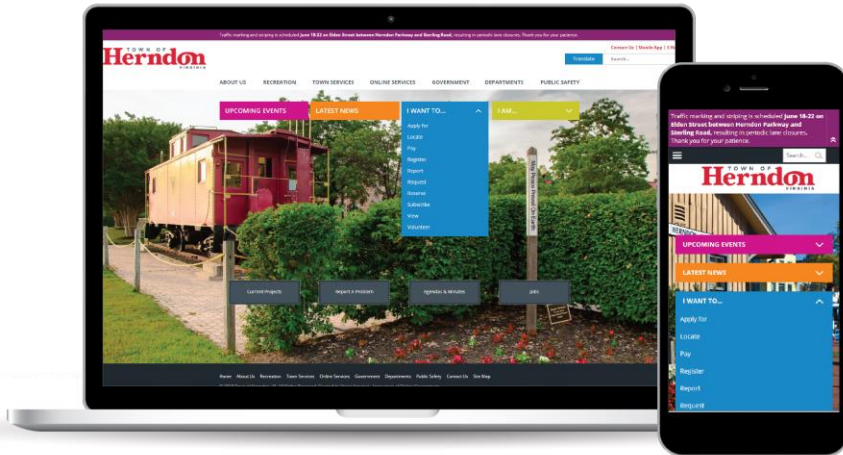
- **Reduced website content**, resulting in a 370% increase in page views
- **Beautiful community images** that reflect the city's changing population and demographics
- **Multiple navigation paths** to services and information with homepage buttons, mega menus and search

PROJECT EXPERIENCE

Town of Herndon, VA

Population: 23,000
www.herndon-va.gov

Launch: 2016



Described as a "Next Generation Small Town" in the DC Metropolitan area, the **Town of Herndon** is home to 23,000 residents. While there were several goals for the website redesign project, ensuring the creation of a design that reflected the community as focused, open and caring was a top priority.

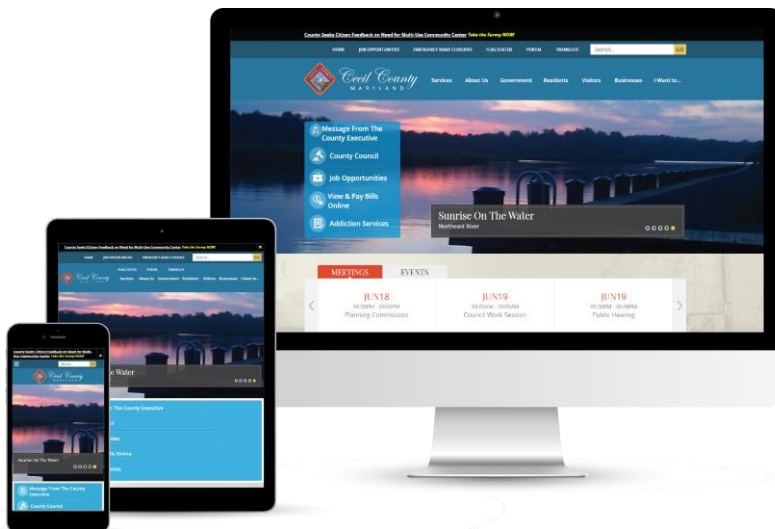
The new site features:

- **Large, colorful navigation menus** that guide visitors to the site's top content
- **Action-oriented menus** (I Want To... and I Am...) help to make key information easy to find
- **Large homepage background** that depicts the community's unique brand

Cecil County, MD

Population: 101,000
www.ccgov.org

Launch: 2016



Cecil County is located on the Upper Chesapeake Bay, midway between Philadelphia and Baltimore, and features charming small towns, parks, antique shops, restaurants and inns. Cecil County's old website was disorganized and didn't show off the area's attractions.

The new site features:

- **Easily to access navigational menus** to popular services and information right on the image collage
- **Meeting and event widget** so residents can easily navigate to the latest city activities
- **Prominent homepage collage**, featuring the county's charming small towns, parks, shops and restaurants



CIVICENGAGE[®]

Orion Township, Michigan

Website Redesign Services

Presented by | Theresa Thomas, CivicEngage Account Executive



June 27, 2019

302 South 4th Street, Suite 500
Manhattan, Kansas 66502
888-228-2233



Samantha Timko
Chief Assistant
Orion Township, Michigan

RE: Website Redesign Services

Dear Samantha:

Today's society expects instant access to news, answers, and communication and making your government work better can be a challenge when you don't have the tools and resources to get the job done right. As your partner, that's where CivicPlus can help. We are passionate about our mission to help make local government better. You won't simply be getting a website, you'll also obtain the tools to build a trusted and long-term relationship between you and your citizens.

Orion Township is unique, and your website should be too! We will help you implement a website that represents your values and meets your specific needs and goals. By partnering with CivicPlus, you'll receive:

- Responsive design that is available to your citizens from anywhere on any device
- 40+ modules with all of the features and functionality you need
- Guaranteed redesign after four years of service to keep your website fresh and innovative
- Hands-on migration of existing content by our team of experts
- 24/7/365 support with secure hosting and maintenance
- 100% satisfaction with your new website

Your new site will be developed on the most robust and flexible content management system (CMS) available. Our CivicEngage CMS is an easy-to-use suite of cloud-based tools built specifically for local government. You'll be able to inform and empower your citizens and staff in more efficient ways. Easier for you, easier for them.

An Orion Township and CivicPlus partnership will save you time and money with a website for your community to find what they need, when they need it.

Sincerely,

A handwritten signature in blue ink that reads "Theresa Thomas".



Theresa Thomas
CivicEngage Account Executive
thomas@civicplus.com
Direct Line 262-497-9333

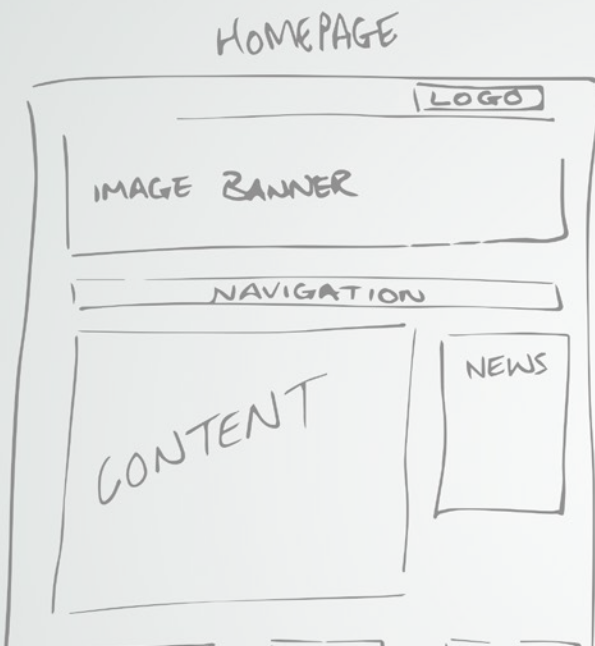


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3	CivicPlus Company Overview
4	Project Team
5	CivicEngage CMS
10	Design
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17	Continuing Services
19	Investment Proposal

Executive Summary



We propose the following approach to help you meet your goals:

Product Solution

Easy-to-Use CMS	Our CivicEngage Content Management System (CMS) is developed specifically for local government and includes modules and tools offering unique functionality to streamline your processes, self-service options to reduce call volume and walk-ins for common requests, and permission-based access for website management.
Responsive Website Display	We will use a mobile-first design approach to ensure your website is fully responsive, using design that is optimized for any device, screen size, and orientation. We also implement a mobile-friendly menu configuration for easy page navigation. A responsive design also provides centralized website maintenance, eliminating the need to update both a desktop and mobile version of your website.
Accessibility	During system development and website implementation process, our first focus is to ensure we provide you with a website compliant with accessibility standards outlined within Section 508 and WCAG Level A & AA.

Implementation Solution

Dedicated Project Team	A specialized team of experts will assist you throughout the implementation process to website launch, including a Project Manager, Art Director, and Trainer.
Design Creation	Your Art Director will collaborate with you to develop a design that best represents your community while taking advantage of the CivicEngage functionality to meet your needs.
Content Development	Our Content Development team will migrate content (including their text, documents, and images) from your current website to your new, CivicEngage website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.
Search Engine Optimization (SEO)	To make your site easier to find, we will provide SEO services during content migration, such as creating searchable keywords and descriptive content, and will submit this information on your behalf. During training, we will also train your staff on best practices for SEO including searchable terms and descriptors to do the same for future pages.
CivicTraining® Plan	During your training engagement, a CivicPlus Trainer will conduct customized sessions to ensure your staff can confidently keep your website updated long after launch.

Guaranteed Redesign	Too keep your website looking fresh, you will be eligible to receive a new website design with no further out-of-pocket expense after four years of continuous service with CivicPlus.
Hosting, Support, & Security Solution	
Secure Hosting, Cloud-Based Access	Our solution is supported by an enterprise-level hosting environment with vigilant 24/7/365 monitoring and continual system updating. We guarantee a 99.9% website uptime, excluding maintenance periods. With our cloud-based solution, you can access your website from anywhere on nearly any device – no need to log into a network.
Technical Support	Our helpful in-house support team is available to ensure your complete and ongoing satisfaction with our products and services. You can contact live support via chat, phone, and email or utilize our self-service CivicPlus Help Center for tutorials and user guides. You will also receive 24/7/365 emergency support assistance.
DNS & SSL Certificate	We will aid in the setup up your current domain for your new website. Also included is one SSL Certificate to protect your new website and information through encryption of sensitive data and identify verification.
System Updates	We set high standards for government websites with our services. With CivicPlus, your content management system will be upgraded to keep pace with industry improvements and your visitors' changing needs.
Continuing Partnership	Your Client Success Manager will help find solutions for your changing needs by creating an ongoing strategy to better engage your citizens using the tools and products CivicPlus offers.



After partnering with CivicPlus, Portland, Michigan was able to connect and engage their community better through their innovative, mobile, secure and interactive site.

CivicPlus Company Overview



20+

years of experience
with a focus to help
local governments

300+

employees, many with
experience in local
government

3,500+

local government clients
across the United States
and Canada



[8-time Inc. 5000 Honoree](#)



www.govtech.com/100

CivicPlus is the integrated technology platform for local government, delivering superior local government web technology, including website design & content management, human resources efficiency, mass notification communication tools, parks & recreation management functionality, and agenda & meeting management solutions.

CivicPlus began in 1994 when our founder Ward Morgan decided to focus on helping local governments work better and engage their citizens through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients. Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a world leader in government web technology. We consider it a privilege to partner with our clients and provide them with solutions that will serve their needs today and well into the future.

Company & Contact Information

Contact Information

Theresa Thomas
CivicEngage Account Executive
thomas@civicplus.com
Direct Line 262-497-9333

Company Website

www.CivicPlus.com

Legal Name

CivicPlus, LLC

Primary Office

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888-228-2233
Fax: 785-587-8951

Legal Information

Converted in State of Kansas,
January 2019
f/k/a CivicPlus, Inc. Incorporated
State of Kansas, June 1998

Project Team



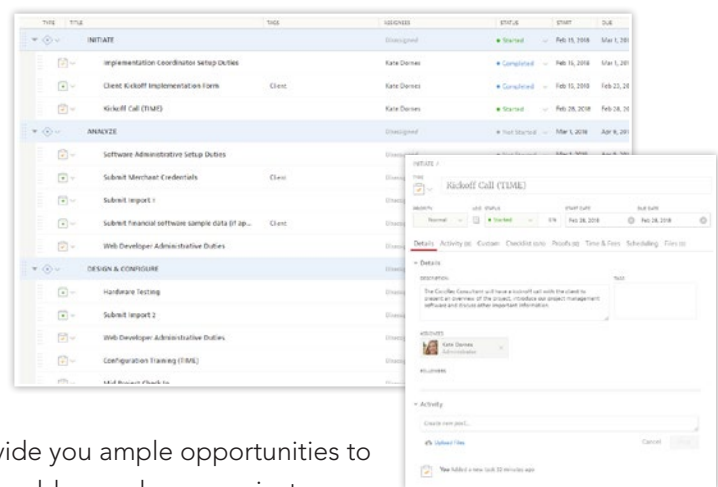
From project management to design and development to training and support, a dedicated project team will assist you throughout the development process to ensure your project's success and your complete satisfaction. Your individual, dedicated team members will be determined just prior to kickoff so we can be sure they will be available to begin your project immediately and work directly with you throughout the entire process. This ensures we deliver the attention and effort you need and deserve to create a website that achieves your vision of success.

- **Project Manager** – Provides communication, establishes project plan, schedules project resources, facilitates project tasks, ensures requirements are met according to scope
- **Art Director** – Establishes vision for website design, collaborates with graphic design team to create website design to meet your needs, coordinates design application to functioning website
- **Web Content Specialist** – Guides content development process, ensuring application of best practices for usability and accessibility
- **Trainer** – Educates your team to use the CivicEngage content management system, demonstrates effective use of tools and functionality

Communication Venues

Communication between you and your CivicEngage team will be mostly through email and Mavenlink, with some phone calls and virtual meetings to enhance your experience. Mavenlink is our project management software, which offers task management with a multi-level work breakdown structure, Gantt Chart-based project plan, and a focused communication channel.

- Centralized project communication and task management tools are located in a cloud-based project workspace.
- Conversations are linked to files and tasks for easy reference.
- Tasks, deliverables and milestones are aligned to your specific scope of work.



The tools available through Mavenlink combined with regular check-ins with your Project Manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate any positive feedback or concerns.

CivicEngage CMS



The CivicEngage CMS is robust and flexible with all the features and functionality you need today and in the future. Developed for organizations that need to update their site frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to easily update any portion of your website with ease.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

User Interface

CivicEngage's intuitive interface empowers your staff in more efficient ways. Based on client input and extensive testing, the CivicPlus team has created a clean, crisp, updated look and feel for the administrative side of CivicEngage. It's sleek, streamlined, and designed specifically to make your job easier.

All CivicPlus Trainers and Consultants are UI/UX certified to ensure they deliver the best experience for our clients and their end users.

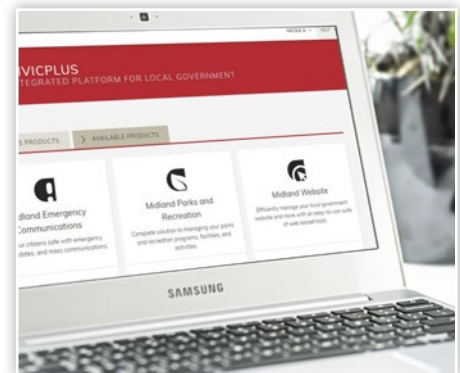


The CivicPlus Platform

The CivicPlus Platform helps municipalities streamline their processes while also enabling robust solutions and integrations. We continually add new functionality and features to the platform to further connect your solutions.

Features

- Single Sign-On (SSO) to all your CivicPlus products
- Easily access all your CivicPlus products and integrated solutions from one dashboard or toolbar
- Strengthened password and user security
- Access to a continually growing set of APIs in order to better connect your organization's processes



Features and Functionality

Modules & Tools

Activities – Create activities and accept registrations while integrating with other CMS modules.

Agenda Center – Create and display agendas and minutes for various civic organizations.

Alert Center – Post emergency or important information on your website to notify citizens via email and SMS.

Archive Center – Store and retrieve agendas, minutes, newsletters and other data-driven documents.

Bid Postings – Post your bids with this easy-to-use tool.

Blog – Post opinions/information about various community topics and allow citizen comments and subscriptions.

Business/Resource Directory – List municipal contact information and community resources.

Calendar – Create multiple calendars and events to inform citizens of upcoming activities.

Carousel Widget – Present more impactful information with easier navigation in a single page element that can hold up to 10 clickable rotating groups of 1-3 widgets.

Citizen Request Tracker™ (CRT) – Allow users to report a problem and provide follow-up communication with the point of contact. (Includes 3 User Licenses)

Community Voice™ – Interact with citizens about projects in your community.

Document Center – Organize and house documents in one central location.

ePayment Center – Create a secure, PCI-compliant payment gateway for your online services with our opt-in service, CP Pay. Additional fees apply.

Facilities & Reservations – Showcase community facilities and allow reservations online.

Form Center – Create custom online forms that can be completed and submitted online.

Frequently Asked Questions (FAQs) – Answer the most frequently asked questions from your visitors.

Job Postings – Post available jobs online and accept online applications.

My Dashboard – Allow users to personalize their dashboard to stay updated on news, events, and information they care about.

Notify Me® – Send out mass emails and SMS messages to subscribers of specific lists. (Includes 50,000 messages annually)

News Flash – Post organizational news items that are important to your citizens.

Opinion Poll – Interact with your site visitors by posting various questions and polls.

Photo Gallery – Store and display photos.

Quick Links – Place links on any page using your WYSIWYG editor that let your visitors find what they need quickly.

Spotlight (Advanced widget) – Highlight important text or widgets in a compact, easy-to-update tool.

Staff Directory – Share detailed contact information for your staff and offices.

Social Networking

CivicPlus understands the importance of Gov 2.0 and how social networking sites like Facebook and Twitter help governments connect with their residents in unique and innovative ways. Many CivicEngage modules can be integrated into your Facebook and/or Twitter profile to automatically post information like news items, calendar events, and more. CivicEngage can also incorporate available, compatible social media feeds and widgets into the design of your new website to create a social media hub.

Administrative Features

Automatic Alt Tags – Built-in features allow ongoing ADA compliance of your site.

Browser Based – No installation of software needed. Update the site from an internet connection and any platform (Mac or PC).

Content Creation – Easily add new content, edit old content, and keep page layout consistent through use of our What You See Is What You Get (WYSIWYG) editor.

Content Scheduling – Any material in the system can auto-publish and auto-expire.

Content Versioning – An archive of all published content to access and review previous versions.

Design Essentials – Design tools that allow your staff to build, modify, and manage your website's look and feel within the design and structure parameters of your website.

Dynamic Breadcrumbs and Site Map – Dynamic breadcrumbs are automatically generated and used to show a visitor's location within the site. The site map is dynamically generated and automatically updates to reflect new navigation if changes are made.

Dynamic Page Components – Events Calendar, FAQs, Opinion Poll, News Flash, and other new features may be included as dynamic page components and may be placed on any page.

History Log – Track changes made to your website including items in your Page Menu, Archive Center, Document Center, and more. History Log information is searchable, sortable, and exportable.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Link Redirects – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>.

Live Edit – Quickly edit directly on the front-end with point-click-edit access to information. See where your information will be posted before you commit to any changes.

Maps – Maps can be developed by using our native Image Map Editor to create different link areas. Easily embed maps from Google, ESRI, and more using the HTML widget.

Mega Menu – A main navigation menu makes it easy to get to any page on your site quickly.

Pending Approval Items – Administrators have direct access to a queue of pending items to be published or reviewed upon login.

Predictive Site Search and Search Log – Powerful site search automatically indexes all content making it easy for visitors to find information. All search words are kept in a log, allowing you to update highly searched information and feature key items.

Printer Friendly – Separates critical content from the site template to provide a clean print without menu structure and banner information included.

RSS Feeds – Real Simple Syndication (RSS) allows patrons to sign up to receive email notifications.

Supported Browsers – CivicPlus websites are viewable in all common browsers. We optimize them for administrative use with Windows 2000+ and in the two most recent versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Translation – Integration with Google Translate translates web pages into over 100 languages.

Website Statistics – Matomo or Google Analytics provides web statistics for analysis.

Application Programming Interfaces (APIs)

We know that each municipality has unique needs and develops individualized solutions through software, data integrations, and custom programming to meet those needs. We help you to bring these pieces together in a single location. We continue to improve and evolve our CMS to make integrations with our CivicEngage CMS and disparate applications as straightforward as possible. This open architecture approach allows your IT staff and programmers to spend time creating applications and systems that are specific to your community's needs using the site itself as a sturdy platform on which to build.

- **APIs:** CivicPlus offers integration via SOAP and REST APIs. Our APIs are available within the CivicEngage system, which allow your IT staff and developers to build community-specific applications right from your website. Enabling communication between your CivicPlus software and third-party systems provides the flexibility to leverage the capabilities of both. This information exchange between systems maximizes productivity and efficiency, allowing you to do more with your available resources.
- **Integrations:** CivicPlus routinely integrates with other software to maximize the efficiency and effectiveness of our platform. Most integrations are embedded tools, allowing you to seamlessly leverage the technology with no additional steps. Common integrations that help local government organizations are our data integrations with ESRI and Google Maps within our emergency management, facilities management, and activities software. Additionally, our clients utilize analytics tracking offered through Matomo or Google Analytics. CivicPlus also utilizes the robust functionality and options available through Zapier to assist with client integrations.

Credit Card Processing with CP Pay™

Opt-in to use CP Pay, our secure, PCI-compliant, standalone payment gateway that is integrated within the CivicPlus Platform. Local governments can use CP Pay within any CivicPlus solution or third-party product. Providing flexible payment solutions, CP Pay offers integrations with commonly used payment gateways in addition to our recommended merchant account gateway partnership, CP Pay Merchant.

Our recommended payment gateway, CP Pay Merchant, available through our partnership with OpenEdge, will relieve your finance and IT teams of the risk of maintaining and monitoring merchant processing responsibilities and vendor relationships. Take advantage of having all your payment transaction information in a consolidated area, while having the peace of mind that all digital financial compliance requirements are met, and your chargebacks and refund requests are being managed for you. Key benefits of CP Pay Merchant include:

- Next-day funding
- Support for the latest secure digital transaction technology with Europay, MasterCard, and Visa (EMV)
- Smart payment transactions (chip cards)
- Consolidated, real-time CP Pay reporting across products and third-party software



Not only does CP Pay Merchant accept online payments, you will also be able to accept secure payments in your office with the OpenEdge Hardware Program for CivicPlus. Because each device is encrypted specifically for the payment gateway, you'll need to leverage devices directly from OpenEdge available for either a one-time purchase or rent. We are happy to assist in your procurement of such devices.

To utilize our recommended merchant account, CP Pay Merchant, an application and separate agreement will need to be completed directly with OpenEdge. Merchant account and transaction fees apply. Additional information can be provided upon request.

Supported Gateway Providers

Providing flexible payment solutions, CP Pay also has a number of supported gateways that you can leverage for an additional set-up fee.

Functionality Disclosure

As CivicPlus continues to evolve and improve our solution to support our clients' needs and goals, we reserve the right to upgrade, replace, modify, or terminate any of the features and functionality elements listed, at our sole discretion, and when feasible, providing reasonable notice to our clients of any changes. These features and functionality are offered on a gratuitous basis to our clients, with no monetary value per feature, and should any changes be enacted, will not affect any terms in a signed agreement with CivicPlus.

Design



Flexible Layout Design

You will meet with your Art Director to discuss your website vision based on the goals and needs of your users. This process involves selecting the order, placement, and format of your homepage content from a library of over 1,200 vetted layout configurations aimed at achieving your usability goals. This layout wireframe will provide the structural blueprint for the visual design application.

We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one advanced design component– a layout or design element that requires significant time to style and implement. Working with your Art Director, you'll identify the appropriate component to achieve or enhance the usability goals for your site.

One overall design concept will be created incorporating both a homepage layout and an interior page layout. Page layout options are available within the Online Page Editor content creation functionality. Unlimited pages can be created with the CivicEngage CMS following the finalized layout selection and reflecting font sizes and styles associated with the various heading levels and content types.



Home Page



Interior Page – Public Works

Dynamic Page components such as Quick Links, Events Calendar, FAQs, Opinion Poll, News Flash, and others, may be placed on any page and will help dedicated areas of the site appear as its own website.

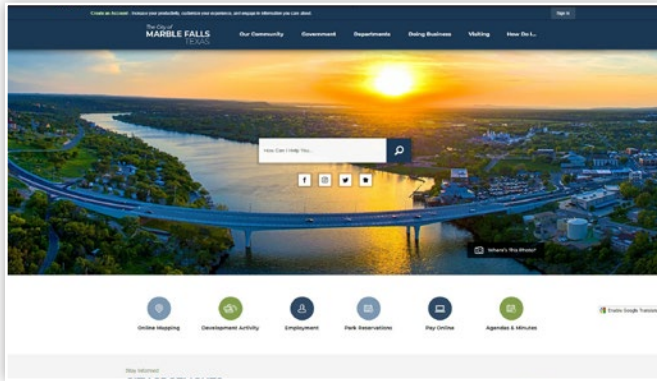
Responsive Design

As part of providing industry-leading technology, responsive design is included with your CivicPlus site. With responsive design, your site adjusts to the screen size regardless of what device is being used. CivicPlus websites are viewable in all common browsers. We optimize them for administrative use with Windows 2000+ and in the two most recent versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome. This flexibility provides a seamless user experience.

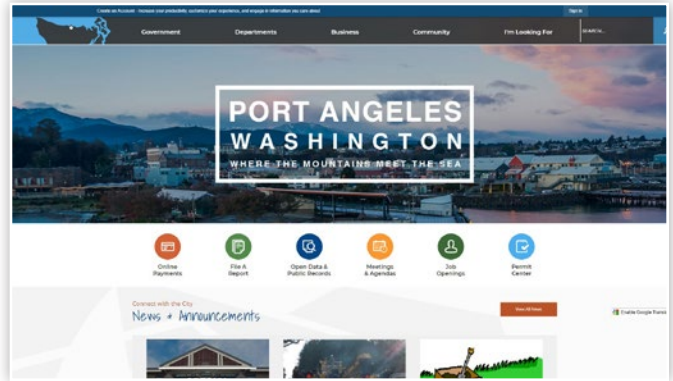


Design Portfolio

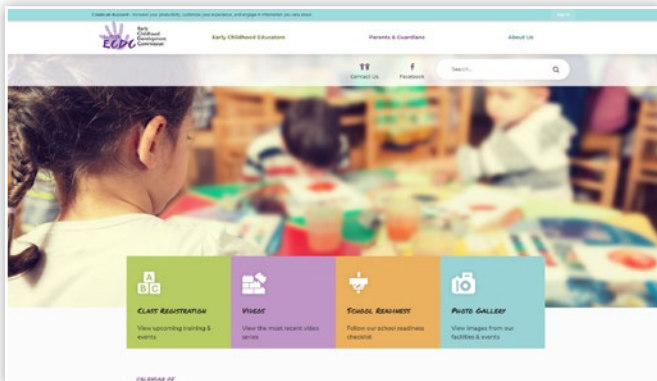
The included design portfolio will provide you with an idea of the different directions we can take your creative design. Please note that not all parties listed have agreed to be contacted for reference.



Marble Falls, Texas
www.marblefallstx.gov



Port Angeles, Washington
www.cityofpa.us



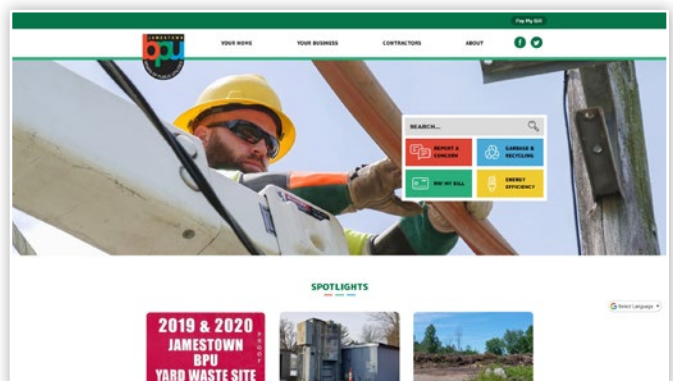
Suffolk ECDC, Virginia
www.suffolkecdc.com



Bloom Township, Illinois
www.bloomtownship.org



Muscatine, Iowa
www.muscatineiowa.gov



Jamestown Board of Public Utilities, New York
www.ny-jamestownbpu.civicplus.com

Accessibility

ADA Section 508 Compliance

We provide highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. Our focus is to provide a high degree of compliance with WCAG 2.0 A and AA, which maximizes accessibility for all users while providing freedom to create a visually rich and appealing site.

Our approach for each website includes the following steps to provide you a compliant and accessible website:

- We will deliver you a site that meets ADA (Section 508) and WCAG 2.0 A and AA levels.
- 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.
- Any new regulations that require code changes are done automatically for you and we perform code changes quarterly with no additional effort required from you.
- 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, blog articles, webinars, and other publications.

We will deliver a compliant website and training to provide you some tools that will help you maintain compliance after launch including:

- **Accessibility Checker** – scans content in the editor widget, NewsFlash, and FAQs for any accessibility issues so you can correct them before publishing.
- **Accessibility Checklist** – assists in reviews of your site's design and content.
- **Best Practices** – helps your team take personal responsibility and accountability for your web pages.
- **Ongoing Scans** – we think it is a best practice to occasionally scan your site to check ongoing compliance.

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our clients. Additional details and a quote can be provided upon request.

Implementation



Project Timeline

Design creation, content development, configuration for usability and accessibility, dedicated training – CivicPlus delivers all of this and more during the development of your new website.

A typical project timeline ranges from 16 – 28 weeks. Orion Township's exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors.

Your project timeline, tasks, due dates, and communication will be managed and available in real-time via Mavenlink project management software.

1	Initiate ~2 – 4 Weeks
2	Analyze ~4 – 6 Weeks
3	Design & Configure ~6 – 10 Weeks
4	Optimize ~1 – 2 Weeks
5	Educate ~1 – 2 Weeks
6	Launch ~2 – 4 Weeks

Phase 1: Initiate

Project Kickoff

During this initial meeting, your Project Manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

Planning & Scheduling

Your Project Manager will create a comprehensive project timeline based on the project scope and your specific needs.

Phase 2: Analyze

Client Deliverables

Orion Township will be responsible for submitting deliverables as outlined:

- Photos for Design
- Logo(s)/Branding Material(s)
- Design Discovery Form
- DNS Form



Design Discovery Meeting

Your Project Manager and Art Director will meet with you to discuss design preferences and establish design structure from flexible layout options.

Content Process Meeting

Meet with your Project Manager and Web Content Specialist to detail our content development process.

Phase 3: Design & Configure

Design Concept Development

You'll have the chance to review a responsive, functioning design concept prototype in an actual production environment. You will have the opportunity to evaluate the presented design concept and collaborate with your Project Team on any feedback and then final approval.

Content Development

Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, CivicEngage website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

Website Completion

Orion Township will receive a completed production website featuring your approved design combined with the finished content.

Phase 4: Optimize

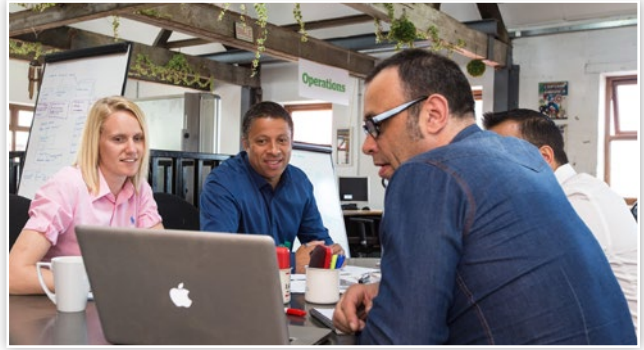
Website Finalization

Both the CivicEngage project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production site, as well as ensure overall satisfaction with your website.

Phase 5: Educate

Training Engagement

Our goal with your CivicTraining plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your Trainer will deliver virtual training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will utilize your production website, so users are familiar with your specific configuration and you get real, hands-on learning opportunities.



Phase 6: Launch

Website Launch

After final confirmation, your website will be made live and available to the public.

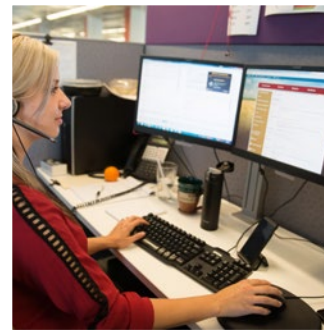


Your Role

We will need your help to create the strongest possible website for your community. We will need you to:

- ✓ Gather photos and logos that will be used in the overall branding and design of your new website
- ✓ Provide website statistics to be utilized in reorganizing your website content, navigation, and design
- ✓ Complete the Design Form to communicate design preferences
- ✓ Provide technical information in the DNS form for the set-up of your website domain name(s)
- ✓ Perform reviews and provide official approvals throughout the project
- ✓ Update the content on your current website and delete any pages you no longer need
- ✓ Track website updates to be completed during your training session
- ✓ Ensure you have the most up-to-date web browsers installed on your organization's computers
- ✓ Compile a list of your website users and desired permission levels
- ✓ Reserve training location and necessary resources (computers, conference phone, etc.)

Continuing Services



Around-the-Clock Service & Support

With technology, unlimited support is crucial. Our live support personnel based in the United States are ready to answer your staff members' questions and ensure their confidence. When you choose CivicPlus, our knowledgeable staff is available from 7 a.m. to 7 p.m. (CST) to field your calls, emails, and live chat. Emergency services are available free of charge after regular hours with our on-call staff 24-hours a day.

CivicPlus is also proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our clients' websites.

Technical Support

- Dedicated support personnel available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- 4-hour response during normal hours
- 24/7 emergency support

Maintenance

- Full backups performed daily
- Regularly scheduled upgrades, including fixes and other enhancements, and OS system patches

In February of 2019, CivicPlus Technical Support was presented with a Bronze Stevie® Award in the Front-Line Customer Service Team of the Year – Technology Industries category in the 13th annual [Stevie Awards for Sales & Customer Service](#).

The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

www.civicplus.help - The CivicPlus Help Center

CivicPlus clients have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. The Help Center also provides our release notes to keep you in the loop on upcoming enhancements and maintenance. The Community Forum allows your staff to interact with each other, send CivicPlus feedback and suggestions for future system enhancements, and view trending topics.

Continuing Partnership

CivicPlus has a dedicated Client Success team to help you implement the tools needed to successfully meet the level of community engagement that you desire. Upon website launch, you will have a dedicated member of this team to provide you with further information on how to utilize the tools in your new website. Your Client Success Manager will keep you informed of new CivicPlus products and ways to optimize your site.

Hosting & Security

CivicPlus protects your investment and takes hosting and security of our client sites seriously. Redundant power sources and internet access ensure consistent and stable connections. We invest over \$1.0M annually to enable us to adapt to the ever-changing security landscape while providing maximum availability.

You'll find that our extensive, industry-leading process and procedures for protecting and hosting your site is unparalleled. From our secure data center facilities to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance). If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are we have an option that will be a fit for your community.

Hosting & Security Features	
Data Center	Bandwidth
<ul style="list-style-type: none"> Highly reliable data center & secure facility Managed network infrastructure On-site power backup & generators Multiple telecom/network providers Fully redundant network System monitoring – 24/7/365 	<ul style="list-style-type: none"> Multiple network providers in place Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack) Burst bandwidth – 55 Gb/s
Hosting	
<ul style="list-style-type: none"> Automated CivicEngage software updates Server management & monitoring Multi-tiered software architecture Server software updates & security patches Database server updates & security patches 	<ul style="list-style-type: none"> Antivirus management & updates Server-class hardware from nationally recognized provider Redundant firewall solutions High performance SAN with N+2 reliability
Disaster Recovery	
<ul style="list-style-type: none"> Emergency after-hours support, live agent (24/7) On-line status monitor by Data Center Event notification emails 8-hour guaranteed recovery TIME objective (RTO) 	<ul style="list-style-type: none"> 24-hour guaranteed recovery POINT objective (RPO) Pre-emptive monitoring for disaster situations Multiple, geographically diverse data centers
DDoS Mitigation	DDoS Advanced Security Coverage
<ul style="list-style-type: none"> Defined DDoS Attack Process Identify attack source and type Monitor attack for threshold* engagement 	<p>Not Included. Additional coverage available at time of event. Additional fees will apply.</p>

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*THRESHOLDS: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack

Investment Proposal



All quotes are priced per project and presented in US dollars. Pricing is valid for 60 days from June 27, 2019.

Website Implementation	
CivicEngage CMS	<ul style="list-style-type: none"> ■ CMS tools, widgets, and features plus: <ul style="list-style-type: none"> ■ Forms Module ■ Notify Me with 50,000 messages annually ■ CRT with 3 user licenses ■ One SSL certificate for URL www.orientownship.org ■ 100 GB of Storage
Design & Content	<ul style="list-style-type: none"> ■ One website layout built using available flexible layout options ■ One custom website design built using approved layout and up to one advanced design component ■ 150 pages Content Development (migration & enhancement) from URL www.orientownship.org ■ Four-year premium website redesign
Professional Training Services	<ul style="list-style-type: none"> ■ Two (2) days virtual CivicTraining (limit eight attendees/session)
Annual Services	
Hosting, Maintenance, & Support	<ul style="list-style-type: none"> ■ Hosting and security ■ Software maintenance including service patches and system enhancements ■ Technical support including 24/7 emergency services and the CivicPlus Help Center ■ Dedicated Client Success Manager ■ Annual Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 and beyond

Total Investment – Year 1 \$19,999
Annual Services (Beginning Year 2) \$5,101

CivicPlus Project Pricing & Invoicing

CivicPlus has endeavored to meet Orion Township's needs and expectations for your newly designed website based on the information provided. This investment proposal is subject to change should additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

CivicPlus prices on a per-project, all-inclusive basis. This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our clients. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality of work, outside of the original project scope, is requested. We understand that local governments must look beyond just functionality and that multiple factors come into play when determining which vendor can meet not only your functional needs, but also your budgetary needs. CivicPlus offers:

- **Standard CivicEngage Invoicing** – 30% of your Total Investment – Year 1 fees (detailed on the previous page) will be due at contract signing and the remaining 70% will be due at completion of implementation or at the six-month mark in the implementation process – whichever date is earlier.
- **CPA Invoicing** – The CivicPlus Advantage (CPA) provides zero interest, level payments that divides the Year 1 expense of your project over the first three years of your contract. Each payment also includes your Annual Hosting/Maintenance Services and any technology fees if applicable. This option may not be available with all products offered by CivicPlus.
- **Customized Billing/Invoicing** – Although not available with all products offered by CivicPlus, we will be happy to discuss other billing options with you prior to contract signing and, if feasible, develop a plan that works for both of us. Please contact your sales representative for details.
- **Annual Services** – The annual fee for your first year is included with your Total Investment – Year 1 fees. Subsequent annual invoicing occurs on the anniversary of the contract signing date, subject to a 5% technology fee uplift each year starting in Year 3 of your contract.
- **CP Pay Merchant Account** – CP Pay Merchant will collect and disburse all credit card monies. CP Pay will assess a percentage + transaction fee (3% + \$0.30 per transaction). In addition, merchant account fees apply and will be paid directly to OpenEdge. These are separate from your Annual Services.

CivicPlus wants our clients to succeed in delivering a viable, sustainable, and flexible web environment for their communities and we will work with you prior to contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

Right to Negotiate

A successful project begins with a contract that meets the needs of both parties. If awarded the project, CivicPlus respectfully reserves the right to negotiate any contractual terms, obligations, and covenants. We look forward to developing a mutually beneficial contract with Orion Township.



Web Development Proposal Orion Township, MI

Revised June 20, 2019

Key Contact

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ross@govoffice.com
www.govoffice.com

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About Us

GovOffice is a national leader in delivering state-of-the-art Web solutions for local governments. Launched in 2001, GovOffice was the centerpiece of a unique public-private partnership to bring website technologies to cities across America. Founding partners included the International City-County Management Association and the League of Minnesota Cities, with an additional 15 state municipal leagues joining our partnership. Today, GovOffice is a leading national provider of websites and content management solutions to local governments, serving over 1500 local governments in 44 states.

Our mission is to develop state of the art web solutions that meet the unique needs of local government, and to leverage scalable technology to deliver at a lower cost to you. Our solutions include a newly developed .NET version of GovOffice CMS (Version 4.0) and also a powerful new Drupal-based platform customized for local governments called GovOffice NextGEN.

GovOffice provides local governments powerful citizen engagement tools, including GovOffice *Connect*, our new communications suite. GovOffice Connect enables you to communicate with citizens with a multi-channel system including email, text and voice.

In addition, our GovOffice ePayment solution can make your job easier while meeting citizen expectations. We provide a secure and compliant ePay solution for mobile, desktop and over-the-counter payments. Implementation is cost-free and includes the widest selection of ePayment options for citizens in the local government market.

GovOffice LLC is based in Minneapolis MN.

Executive Summary

We propose the following solution to meet your goals and requirements:

Responsive Web Design | We work with you to deliver a visually stunning, customized website that includes intuitive navigation with a fully responsive technology that looks great on a desktop, tablet or mobile device. **Our platform supports ADA, W3C standards** and our experts help guide your users in maintaining accessibility compliance.

Easy to Use, Scalable & Fully Supported CMS | GovOffice content management system (CMS) solutions are powerful, robust, flexible and dynamic. Our platforms incorporate over 18 years of local government input and feedback to provide *a unique local government solution on a modern, world class CMS platform*.

GovOffice offers two CMS platforms to suit your unique needs. GovOffice CMS is a state-of-the-art .NET based platform which is fast to deploy and easy to use for staff of all experience levels. It includes the features and modules most requested by local governments. We also provide GovOffice NextGEN CMS, based upon a Drupal platform which has been highly customized to meet the unique needs of local governments. This platform is more suitable to local governments which require a higher degree of workflow management or advanced modules. Drupal is the #1 platform for web content management among global enterprises, governments, higher education institutions, and NGOs. Drupal is the platform for major federal agencies, states and local governments, including cities like Boston, Los Angeles, and San Francisco. NextGEN CMS is flexible and highly scalable with robust tools and features. Both platforms include a WYSIWYG editor with intuitive easy to use tools for your staff.

Workflow Controls | By providing multiple levels of publishing and security settings, we help your administration manage staff and tasks more efficiently while ensuring the quality of published content.

Site Architecture and Content Migration | Our content specialists will work with you to create a modern site architecture and navigation that meets your goals consistent with Web best practices and to migrate content from your existing site while complying with accessibility standards and document retention requirements.

“Worry Free Hosting and Maintenance | Government websites are increasing targets of domestic and international hackers and attacks. We provide a worry-free hosting solution, with data center engineers and our tech team monitoring all of our servers and infrastructure, 24/7/365. We include DDoS attack protection to guard against a growing threat to municipal websites, TLS-SSL website encryption to ensure security, regular backups and disaster recovery methodologies. Our solution is *blazing fast*, and we exceed 99+% up-time!

GOVOFFICE

Responsive Web Design

Your site will be built using our latest Responsive Web Design framework, which has been independently tested by third party ADA/accessible specialists to meet compliance with current standards. Responsive websites automatically resize to fit all screen sizes - from desktop PCs to tablets to smartphones - ensuring a winning user experience on *any* device.



Key benefits of our Responsive Web Design framework include:

- Addresses ADA/accessibility requirements
- Future-proofs your website to work on all devices and screens as technology evolves.
- Improves site speed and performance with highly efficient code.
- Improves Search Engine Optimization (SEO) by avoiding duplicate content which negatively impacts your search ranking. Since 2015, Google has prioritized mobile-friendliness as a key ranking attribute.

Some of our Clients include:

Pennington County, SD. – www.pennco.org



Lino Lakes, MN - www.ci.lino-lakes.mn.us

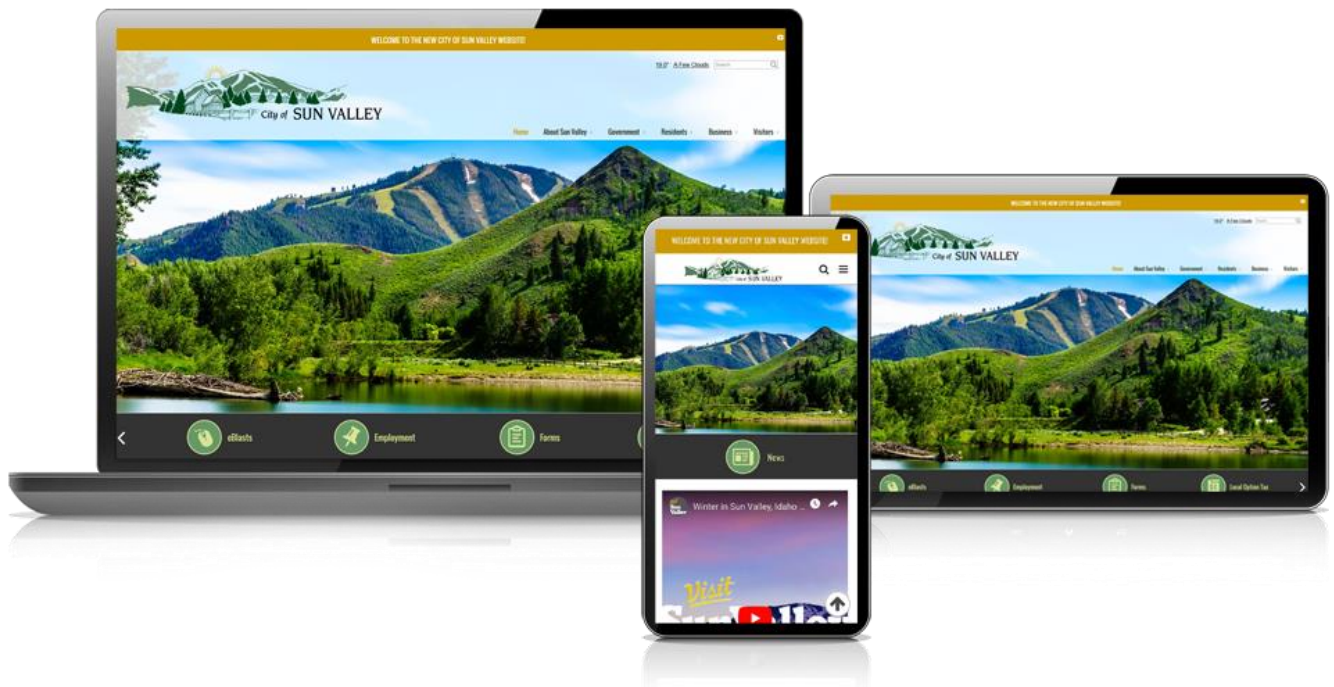
GOVOFFICE

Technology Leaders for Local Government

Mandan, ND – www.cityofmandan.com



Sun Valley, ID - <https://sunvalleyidaho.gov>



Premium Responsive Web Design

Features Include:

THIS IS A NOTIFICATION. IT MAY HAVE SOME MOTION SO THAT IT DRAWS THE EYE TO THIS IMPORTANT INFORMATION.

City of
MANDAN
North Dakota

55.0° Fair and Breezy

Search

Facebook Twitter YouTube Instagram LinkedIn

Home

Our City

Government

Departments

Residents

Visitors

Businesses

A Great Life

MADE IN MANDAN

Town News

Calendar

Business Development

Report a Concern

Bill Payment

Employment

Permits & Forms

Welcome to Mandan

Latest News

Business Updates

Events

City Commission

Public Notices, Bids & RFPs

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Address: 205 Second Avenue NW, Mandan, ND 58554 Phone: 701-667-3215

powered by GOV OFFICE

Notifications Banner

Image Slider

Filmstrip

Carousel

Premium Responsive Design Features

Auto Image Sliders – Homepage and Interior Banners

The Auto Image Slider will be programmed to appear on the homepage and subsections. Clients can change the five images anytime!

Enhanced Film Strip – 10 buttons - Homepage

The Enhanced Film Strip will be graphically styled for color and programmed to appear on the homepage of the Responsive design only. It includes development of up to 10 Quick Links Icons.

Notifications Banner – Homepage and Interior Banners

Post up to 3 notices that will appear above your banner, turn off the notifications banner when not needed. The notifications banner will appear on the homepage and interior sections.

Carousel - Homepage

Up to 10 large boxes can rotate on your homepage or the Carousel Boxes can be static, per Mandan, ND website.

GovOffice CMS Features

GovOffice content management system (CMS) solution is powerful, robust, flexible and dynamic. Our platforms incorporate over 18 years of local government input and feedback to provide *a unique local government solution on a modern, world class CMS platform*.

Every day thousands of GovOffice users efficiently manage their Websites from their office and at home--on any device connected to the Internet.

The system provides a wide range of tools and features, including:

- Dynamic, flexible content management with unlimited departments, sections, subsections and pages
- Security system enabling multiple users with varying levels of editing permissions
- Drag-and-drop sorting of content, including sections, subsections, items and sidebars
- Ability to limit access and administrative permissions to each user on the system
- Preview feature that shows how an unsaved edit would appear if saved and activated on the live site
- Live Site feature allows users to switch between the live and administrative Websites
- Data storage tracker to help manage your load of Web content
- Audit log that shows editing activity of all administrative users
- Flexibility to name and order all navigation menu buttons
- Import, type, and format text
- Create unlimited friendly page titles/URLs
- Create unlimited number of links to internal pages and external Web sites
- Easy tools to upload, resize, position, and caption photos
- *SuperForms* module to create sign-ups, surveys, comment forms, citizen reporting, online services and more
- Meeting agendas and minutes content type to make data easily accessible to the public
- Easy incorporation of audio and video file and sources such as YouTube

- Integration and promotion of social media
- Schedule of events, including recurring events, within a true calendar display
- Calendar system to create multiple calendars for community events & meetings, including recurring events
- Online opinion polls with controlled responses and option to display the results
- Image gallery to create a Community Photo Album; includes slideshow capability
- Controls to add, turn on & off, and remove sidebars from all pages
- Directory, including contact information and photos, of Elected Officials and staff
- Post news stories with a pre-set release date for automatic display on the live Web site
- Display job listings with post & deadline dates and post the employment application
- List Frequently Asked Questions by department or the entire organization
- Related links to associated Web sites without posting long URLs
- Directory for local attractions and links to an online map
- Site Map to assist site visitors in locating desired content
- Last Edit stamp that records the date any Web page was last updated
- Printer-Friendly option and options for placement of the prompt
- Search engine that also searches keywords within uploaded documents
- Option for advanced users to switch to HTML mode for editing
- Intranet capability for staff only areas of the Web site; accessed only by username and password
- Bulk e-mail tool enabling visitors to opt-in/ opt-out of receiving e-mail notifications

The full power and ease of use of GovOffice Content Management solutions are best experienced in a live demo via Webinar.

GovOffice *Connect* – Optional Feature

Annual Fee - \$2,700

Advanced Communications Suite for Local Government

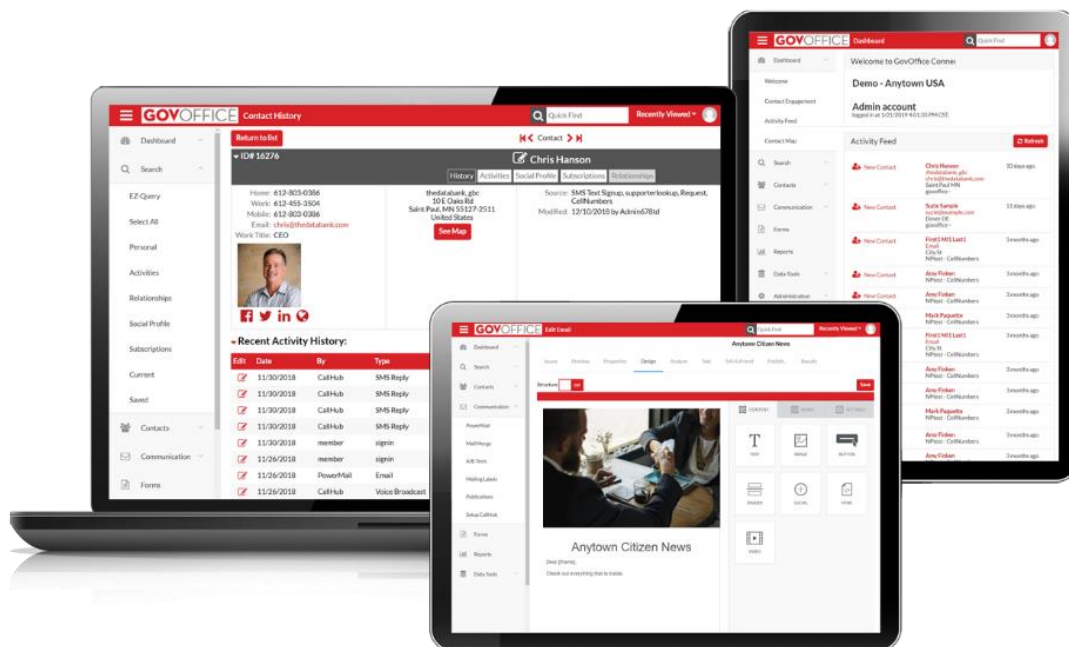
GovOffice Connect is a powerful, flexible citizen engagement platform enabling local governments to provide notices and communications to citizens through multiple channels.

eNotify Center provides a centralized communications center to engage and communicate with citizens via email and text. This feature enables citizens to subscribe to receive multi-channel notification (email and/or text) on topics they select.

eNewsletter Center provides a robust, versatile communication tool built specifically to meet the communication needs of local government. It enables you to:

- Easily create professional, visually rich messages in minutes using a variety of templates
- Reach citizens on any device with mobile-responsive messages, including email, text or social media
- Measure citizen engagement through analytics

GovOffice Connect provides unlimited communication, with no limits or fees for email communications. Text messaging rates apply as noted.



GovOffice *Connect* Features List

- Unlimited email subscribers
- Unlimited bulk emails
- Multiple mobile responsive, editable email templates
- Unlimited email template creation
- Spam and Content/Rendering Analysis
- A/B testing of emails
- Social Media Posting/Sharing (Facebook, Twitter, LinkedIn)
- Web posting and archiving of messages
- Unlimited SMS text subscribers
- Bulk Personalized SMS Text Messaging including:
 - SMS outgoing messaging with auto-replies
 - SMS Sign-up campaigns with automated data collection
 - Text message charges = \$.016 per message sent, \$.012 per incoming message)
- Bulk Voice Broadcasts including:
 - Voice mail detection – Play a different message if a live answer is detected
 - Press 1 Callback – Allow recipient to contact with another number (e.g. Press 1 to be connected with the City Auditor now)
 - Voice broadcast charges = \$.014 outbound call per 30 seconds, \$.012 inbound call per 30 seconds
- Subscription Management (unlimited subscription lists)
- Subscription Form (Allows contact to enter name, address, contact information and subscribe to various publications)
- Contact profile Form (Allows contact to edit personal information and subscriptions)
- Citizen Request form
- Unlimited Form creation
- Enhanced Contact Data:
 - Automatic geocoding of contact's address (can include local political and administrative boundaries)
 - Social Profile Append – Append publicly available social media profiles based on email address
- Mail-merge function for printing personalized letters, envelopes, labels, etc.
- Enhanced Multi-Channel Reporting & Analytics
- API
- Online & Email support
- Personalized training available
- Online group training
- Mapping of contact records
- Department level user access

GovOffice ePayment-*Optional Feature*

GovOffice ePayment provides a secure mobile, desktop and over-the-counter payment solution with cost-free implementation. With GovOffice ePayments, local governments can improve the collection of revenue, enhance cash flow, and exceed constituents' expectation with greater payment flexibility. There are no hidden fees - all transaction cost is paid through a fully disclosed convenience fee.



Features and Benefits

- Secure – PCI DSS* compliant – data is never stored on your systems
- No hidden fees - all transaction cost is paid through a fully disclosed convenience fee
- Accept credit, debit, digital wallet payments, including Visa Checkout and Masterpass
- Comprehensive real-time reporting of daily transaction activity, detail-drill down reports, filter/search options, and easy data export for internal reporting
- Improve bill collection and cash flow with 24/7 online payments
- Streamline back-office to improve operational efficiency and work-load reduction
- Enhance civic engagement and citizen satisfaction with multiple payment channels

Alternatively, your GovOffice website can interface with any 3rd party ePayment provider and service of your choice.

Project Management and Implementation

We use proven effective process methodology for project implementations. However, we don't rigidly adhere to a "one size fits all" approach because we seek the right fit for a range of clients with diverse needs. We recognize the variation in needs of local governments, from small to large, and rural to suburban to urban. The GovOffice project management process seeks to find the perfect fit between implementation and the client's level of engagement preferences.

Your exact project timeline can vary based on project scope, optional modules and services, your availability for meetings, action item return and completion, timeliness of approvals, and other factors. A typical estimated timeline for the successful implementation and launch is below. Based on our experience and with prompt response and cooperation from the County staff, we can meet your June 30th timeline for launch.

KICK-OFF and INITIAL CONSULTATION

During the initial consultation, our team will detail items needed from you (such as high-quality photos of your community) and provide a high-level overview of the implementation process. A new CMS site is deployed on our development platform to be used for training, content migration and eventual programming of your custom responsive design.

DISCOVERY & DESIGN CONSULTATION

Our team will collaborate with you to determine the goals and objectives you would like to achieve with your new website and use that information to develop a strategy for your content and design. Our Graphic Designer will work with your project team to determine how you want your website to look and feel. We'll request any existing branding standards or requirements and logos, and seek your input on color, imagery and style that will set the tone for your design. Your input and requests will be used to develop the design concept for your website.

DESIGN CONCEPT DEVELOPMENT & REVIEW

You'll be presented with responsive design mockups allowing you to review and refine design concepts to achieve your goals and expectations. You will have the opportunity to evaluate the design concept presented and seek wider input within your organization. Up to three sets of design revisions are made based upon your requests until final design approval. Upon design approval, graphic design files handed off to the development team to program into your new site.

CONTENT MIGRATION & OPTIMIZATION

Our content specialists work with you to develop your site architecture and to structure a best practices approach to site navigation. Once approved, our content specialists will then migrate, optimize, and reorganize your content based on best practices for consistency, accessibility, and usability.

USER TRAINING

Our goal is to give your staff the skills and tools they need to quickly and easily keep your website current. GovOffice will provide ongoing online training to equip your staff with the knowledge and comfort level needed to manage and maintain your website and related online tools. Regardless of technical ability, we will help your staff gain the confidence to effectively use and maintain your website. Training sessions will be customized to meet the needs and skill levels of your site users and administrators.

WEBSITE REVIEW

The GovOffice team will present you a completed website featuring your approved design and optimized content. Your new website will be built with all the accessibility features necessary to comply with accessibility standards outlined within Section 508 and WCAG Level A & AA.

LAUNCH

Our team will coordinate with you to complete any updates before your website launch. During this time, you will be able to add, create, and make adjustments to content on your production site, as well as ensure overall satisfaction with your website. After website launch confirmation is received, your domain name is directed to the newly developed website and your stunning new website will be available on the World Wide Web!

Training and Support

GovOffice provides comprehensive training and support to ensure your team can manage and maintain your website and related services. Here's an overview:

- Live 2-hour training session (webinar) provided to all new clients and new site administrators, including new future staff
- No fees for future training sessions
- Live technical support
- Contextual Help Guides, dedicated Help site and Training Videos available 24/7/365

Training Experience

Training sessions are typically completed in under two-hours and new users are off and running! Users with a basic understanding of Word or PowerPoint quickly embrace our Content Management System. We'll schedule a training session that fits your schedule. Sessions are conducted over the Internet and phone.

On-Site Training option

On-site training is typically not necessary but is available when clients prefer group sessions for larger groups of users. This optional service is available for \$1500 per day plus travel costs.

Customer Service

The Customer Service Center is open Monday through Friday, excluding national holidays, from 8:00 AM to 5:00 PM (Central Standard Time), and it provides assistance to customers in the areas of initial online training of the GovOffice tool, additional training (if needed), technical support of Websites, and more.

GovOffice HelpSite

The GovOffice HelpSite is open 24/7/365 to provide detailed assistance and instruction to our clients. It includes links to video instruction, and during regular work hours, includes a Chat system operated by our Customer Service Center.

“Worry-Free” Hosting & Support

OVERVIEW

Government websites at all levels are increasingly targets of both domestic and international hackers and attacks. This ongoing threat requires that local governments utilize web services with high levels of enterprise security and experienced technology professionals who know how to stay ahead of these threats. At GovOffice, our goal is to take these concerns off your worry list. Here’s how we’ve got your back:

Web Monitoring

- With our worry-free hosting solution, data center engineers and our tech team monitor all of our servers and infrastructure, 24/7/365.
- DDoS attack protection to guard against a growing threat to municipal websites
- TLS-SSL website encryption to ensure your website is secure

Up-time and Disaster Recovery

- We provide 99+% up-time.
- We provide daily backups of all site data. Backups are kept for 90 days. The GovOffice technology team can restore website data as needed from backups, typically within hours.

MORE DETAILS

Enterprise Class Data Center: GovOffice CMS and websites are hosted in a highly secure, cutting-edge global data center with 24 x 7 monitoring to meet your critical need for robust bandwidth, streamlined data storage, business continuity and heightened levels of security. The data center is specifically designed to provide state-of-the-art hosting for mission-critical websites and enterprise applications, with **99.99% uptime**. The data center is monitored 24/7 by trained technicians with a Network Operations Center (NOC) team. The NOC adheres to a strict escalation procedure to help ensure that GovOffice's applications are available to the public at all times. Our primary data center is located in a former US Federal Reserve System building, constructed to withstand natural disasters, such as earthquakes, tornadoes, and floods. This has brought the utmost value especially to our clients in regions of the country that experience severe weather capable of knocking out telecommunications and utilities.

Security: The safety and security of your data is our highest priority. **Our data center is SAS 70 audited, SOC 2® attested, and SOC 3® certified.** We observe industry best-practice standards including, but not limited to:

- Hand biometric and RFID card controlled access to data center
- Cage door sensors
- Motion activated surveillance cameras
- 24 x 7 Monitoring
- 24 x 7, on premise security guards

DDoS protection: Federal, state and local government sites have become prominent targets for both domestic and foreign originated Distributed Denial of Service attacks (DDoS) designed to impair or shut down websites. All GovOffice websites are protected through a system-wide DDoS solution designed to combat this growing threat. The data center utilizes an enterprise level DDoS solution developed by a leading DDoS security company, Corero. The key benefit of the Corero solution is that it automatically mitigates DDoS attack traffic before it impacts GovOffice clients, enabling us to keep our networks clean of attack traffic.

Redundancy and Disaster Recovery: The GovOffice CMS Platform is completely redundant. Backups of website data are implemented daily. Backups are stored for 90 days to facilitate recovery if needed. The GovOffice technology team can restore website data as needed from backups, typically within hours.

COST PROPOSAL – Orion Township

Standard Quote Option

Premium Responsive Web Design consultation and programming	\$8,700
Content Services: Site Architecture and Navigation consultation and implementation; Site map development/content development for all the top tier department home pages content migration; ADA/accessibility support and implementation	\$2,200
Initial Search Engine Optimization	Included
Training (ongoing)	Included
Website Annual Package - hosting, maintenance, tech support, CMS software updates (unlimited users) 6 GB	\$4,850/yr
Grand Total (1st year)	\$15,750
Second year/Ongoing Hosting	\$4,850/yr

Multi-Year Payment Option

Year 1 – Pay \$15,270 includes annual hosting fee

Year 2 – Pay \$5,090 includes annual hosting fee

Year 3 – Pay \$5,090 includes annual hosting fee

Client receives a design credit after they renew the initial 3-year agreement, rates will be locked for up to six years.

Client/Staff Responsibilities

Design:

- Provide community images to start mockup process
- Provide timely updates/responses to mockup revisions

Content Migration

- Provide special requests prior to the content migration service

Menu Setup

- Review suggested Menu Setup

Homepage Setup

- Review and offer suggestions regarding the homepage setup

Training

- Schedule live training sessions with GovOffice Support Office

URL Redirect

- Manage the URL redirect effort with client's current domain provider, GovOffice will provide instructions

Client Testimonials



"I highly recommend GovOffice and their team of outstanding professionals. We continue to work with them on website redesigns every 3-4 years and they keep outdoing themselves every time!"

Angie Steinbach
Assistant City Manager
Montevideo, Minnesota



"The GovOffice team made our redesign project simple, even for a non-technical government professional, like myself. Everyone loves the updated photographs of the community and the cleaner navigation design. I have heard nothing but high praise for our new website!"

Mary Vandenboom
Assistant to the Village Administrator
South Elgin, Illinois



My experience with GovOffice was very positive and I feel you would be selling your City short if you didn't go to their web site, Govoffice.com, and check out some of the responsive sites they have created. GovOffice allowed us to personalize our web site and with the new features they offered our site has the ability to remain fresh and innovative looking for a few years.

Larry Bowden
Assistant City Manager
City of Twentynine Palms



Written Quotes
Website Redesign and Annual Subscription/Hosting
Quotes Requested: May 22, 2019

	Granicus	GovOffice	Revize	CivicPlus
Date Received:	May 24, 2019	June 20, 2019	May 29, 2019	July 1, 2019
Initial Cost/Year 1	\$10 - \$15,000	\$15,270	\$10,600	\$19,999
Hosting/Updates (remaining years)	\$3 - \$4,000	\$5,090	\$2,200	\$5,101
		(annual rate locked for up to six years)	(offers payment plan)	(annual services are subject to a cumulative 5% technology fee increase beginning Year 3 and beyond)
Term	5 years	3 years	5 years	Annual
Redesign	Free	Free	Free	Free
	(after 5 years)	(after renew of initial 3-year agreement)	(after year 4, if we sign 5-year agreement)	(after 4 years of continuous service)

Quotes Received By:

Samantha Timko
 Chief Assistant to the Supervisor

RESOLUTION NO. 19-_____

SALE OF PROPERTY TO PULTE HOMES OF MICHIGAN, LLC

At a regular meeting of the Township Board of the Charter Township of Orion, Oakland County, Michigan (the "Township"), held on the 3rd day of September 2019.

PRESENT:

ABSENT:

The following Resolution was offered by _____ and seconded by _____:

WHEREAS, the Orion Board of Trustees having reached an agreement to sell certain property commonly known as 313 Brown Road and as fully described in the attached Warranty Deed and attachments;

NOW THEREFORE BE IT RESOLVED, the Charter Township of Orion does hereby approve the sale of certain property to Pulte Homes of Michigan, LLC as fully described in the attached Warranty Deed and attachments, (Parcel No. 09-32-400-023, commonly known as 313 Brown Road), for the purchase amount of Four Hundred Thirty-Five Thousand Dollars (\$435,000.00) plus or minus any and all necessary and appropriate closing costs, and authorize the Township Supervisor to execute any and all necessary documents to effectuate the property transfer and recording of same.

RESOLUTION DECLARED ADOPTED.

YEAS: _____

NAYS: _____

ABSTENTIONS: _____

STATE OF MICHIGAN)
)ss
COUNTY OF OAKLAND)

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Charter Township of Orion, Oakland County, Michigan, on the 3rd day of September 2019, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this _____ day of September 2019.

Clerk Penny Shults
Charter Township of Orion

WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS: That **THE CHARTER TOWNSHIP OF ORION**, a Michigan municipal corporation, the address of which is 2525 Joslyn Road, Lake Orion, Michigan 48360 (the "Grantor"), Conveys and Warrants to **PULTE HOMES OF MICHIGAN LLC**, a Michigan limited liability company, the address of which is 100 Bloomfield Hills Parkway, Suite 150, Bloomfield Hills, Michigan 48304 (the "Grantee"), the following described real property situated in the Township of Orion, County of Oakland, State of Michigan, as more specifically described on attached Exhibit A, together with all rights, easements and interests, water, air and mineral rights, streets, public ways or rights-of-way, privileges, tenements, hereditaments, improvements, licenses, appurtenances and other rights and benefits and belonging or in any way related or appurtenant to the land (collectively, the "Property"),

for the sum of One Dollar (\$1.00) and other good and valuable consideration as described on the Real Estate Transfer Tax Valuation Affidavit filed with this Warranty Deed, the receipt and sufficiency of which are hereby acknowledged by the parties hereto,

subject only to those items set forth on Exhibit B attached hereto.

The Grantor grants to the Grantee the right to make all divisions available under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967, as amended.

The Property may be located within the vicinity of a farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

Dated this ____ day of _____, 2019.

[Signature and notary appear on the following page]

[Signature Page to Warranty Deed]

GRANTOR:

THE CHARTER TOWNSHIP OF ORION,
a Michigan municipal corporation

By: _____
Chris Barnett
Its: Supervisor

STATE OF MICHIGAN)
) SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Chris Barnett, the Supervisor of The Charter Township of Orion, a Michigan municipal corporation, on behalf of the municipal corporation.

_____, Notary Public
State of Michigan, County of _____
My Commission Expires _____
Acting in the County of _____

Drafted by and when recorded return to: Dawda Mann, PLC Dawda Mann Building 39533 Woodward Avenue, Suite 200 Bloomfield Hills, Michigan 48304 Attn: Kylie E. Bergmann	Send Subsequent Tax Bills To: Pulte Homes Of Michigan LLC 100 Bloomfield Hills Parkway, Suite 150 Bloomfield Hills, Michigan 48304	
Tax Parcel Number: O-09-32-400-023	Recording Fee: \$ _____	Revenue Stamps: Real Estate Transfer Tax Valuation Affidavit Filed

EXHIBIT A
LEGAL DESCRIPTION

A parcel of land situated in the South 1/2 of the Southeast 1/4 of Section 32, Town 4 North, Range 10 East, Orion Township, Oakland County, Michigan, further described as follows: the South 400 feet of Lots 29 and 30, "Highland Farms", according to the plat thereof, as recorded in Liber 70, Page 9, of plats, Oakland County Records, Oakland County, Michigan.

Tax Parcel No: O-09-32-400-023

Commonly Known As: 313 Brown Road, Orion, Michigan

EXHIBIT B
PERMITTED EXCEPTIONS

1. The lien, if any, of real estate taxes and assessments for 2019 and subsequent years, not yet due and payable.
2. Matters set forth on the plat of "Highland Farms" recorded in Liber 70, Page 9, of Plats.
3. Easement in favor of The Detroit Edison Company recorded October 6, 1953, in Liber 3056, Page 311.
4. Temporary Easement described in Declaration of Taking recorded March 9, 2017, in Liber 50454, Page 728.
5. Easement in favor of The Detroit Edison Company recorded May 22, 1973, in Liber 6263, Page 160.



Charter Township of Orion

2525 Joslyn Rd., Lake Orion MI 48360
www.oriontownship.org

Phone: (248) 391-0304

Agenda Item Summary

To: Township Board Members

From: Ashley Coyle, Budget & Procurement Director

Meeting Date: September 3, 2019

Memo Date: August 26, 2019

Subject: Budget Amendment

☐ Pending ☒ Consent

REQUEST

Allow the Accounting Controller to make the necessary budget amendments, listed below, by appropriating funds from the Fund Balance.

Additionally, allow the Accounting Controller to move \$5,000 from account 101-270-957 (Human Resource – Education & Training) to 101-248-807.001 (Web Site/Internet) and to move the \$2.5M that is currently in “Fund Balance Assigned” to 401-958-975.001-19GC001 (a new account to track the New Township Hall Project).

REASON

- **212 – Budget Department:** At the time the 2019 Budget was adopted, the Budget & Procurement Department did not exist. A budget was not created at the time the position was approved. A budget adjustment is necessary in order for the Budget & Procurement Department to operate and to keep all general ledger accounts in a positive balance moving forward.
- **228 – Data Processing/Inform Tech:** A new township server was purchased to replace a failed server.
- **446 – Hwy & Streets:** Pine Tree Road: Clarkston Road to Heights Road construction
- **690 – Redevelopment & Housing:** The revenue taken in was not enough to cover the expense of NOTA.
- **262 – Elections:** High Speed Election Tabulator (Clerk will seek Board approval 09/16/2019)

BUDGET – Financial Item? ☒ YES ☐ No If yes, fill out information below:

Fund Name	Account No.	Description	Original Budget Amount	Current Balance	Budget Amendment Requested	Remaining Balance After Amendment
212 – Budget Department						
General Fund	101-212-727	Office Supplies	\$0	(\$36.08)	\$200.00	\$163.92
General Fund	101-212-740	Operating Supplies	\$0	(\$777.12)	\$800.00	\$22.88
General Fund	101-212-807	Data Processing	\$0	(\$3,046.22)	\$3,046.22	\$0.00
General Fund	101-212-851	Telephone	\$0	(\$98.42)	\$425.00	\$326.58
General Fund	101-212-861	Mileage	\$0	(\$185.60)	\$600.00	\$414.40
General Fund	101-212-956	Dues & Misc	\$0	(\$456.03)	\$700.00	\$243.97
General Fund	101-212-957	Education & Training	\$0	(\$741.00)	\$6,000.00	\$5,259.00
General Fund	101-212-977	Capital Outlay - Equipment	\$0	(\$1,088.89)	\$1,088.89	\$0.00

Fund Name	Account No.	Description	Original Budget Amount	Current Balance	Budget Amendment Requested	Remaining Balance After Amendment
228 – Data Processing/Inform Tech						
General Fund	101-228-977	Capital Outlay – Equipment	\$0	(\$3,275.00)	\$3,275.00	\$0.00
446 – Hwy & Streets						
General Fund	101-446-937.0001	Tri Party Roads	\$0	(\$71,409.00)	\$71,409.00	\$0.00
690 – Redevelopment & Housing						
General Fund	101-690-969.024	NOTA – Operational Expense	\$23,000	(\$1,276.00)	\$1,276.00	\$0.00
262 – Elections						
General Fund	101-262-977.000	Capital Outlay – Equipment	\$0	\$0	\$88,155.00	\$88,155.00

RECOMMENDATIONS (Motions)

Allow the Accounting Controller to make the necessary budget amendments listed above by appropriating funds from Fund Balance.

Additionally, allow the Accounting Controller to move \$5,000 from account 101-270-957 (Human Resource – Education & Training) to 101-248-807.001 (Web Site/Internet) and to move the \$2.5M that is currently in “Fund Balance Assigned” to 401-958-975.001.19GC001 (a new account to track the New Township Hall Project).

attachment

DB: Orion Township

PERIOD ENDING 08/31/2019

G/L NUMBER	DESCRIPTION	2019	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL		AMENDED BUDGET	08/31/2019	MONTH 08/31/19	
		BUDGET		NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 101 - GENERAL FUND							
Expenditures							
Dept 212 - BUDGET DEPARTMENT							
101-212-727.000	OFFICE SUPPLIES	0.00	0.00	36.08	0.00	(36.08)	100.00
101-212-740.000	OPERATING SUPPLIES	0.00	0.00	777.12	0.00	(777.12)	100.00
101-212-807.000	DATA PROCESSING	0.00	0.00	3,046.22	796.22	(3,046.22)	100.00
101-212-851.000	TELEPHONE	0.00	0.00	98.42	50.46	(98.42)	100.00
101-212-861.000	MILEAGE	0.00	0.00	185.60	0.00	(185.60)	100.00
101-212-956.000	DUES & MISC	0.00	0.00	456.03	0.00	(456.03)	100.00
101-212-957.000	EDUCATION & TRAINING	0.00	0.00	741.00	0.00	(741.00)	100.00
101-212-977.000	CAPITAL OUTLAY-EQUIPMENT	0.00	0.00	1,088.89	0.00	(1,088.89)	100.00
Total Dept 212 - BUDGET DEPARTMENT		0.00	0.00	6,429.36	846.68	(6,429.36)	100.00
Dept 228 - DATA PROCESSING/INFORM TECH							
101-228-977.000	CAPITAL OUTLAY-EQUIPMENT	0.00	0.00	3,275.00	0.00	(3,275.00)	100.00
Total Dept 228 - DATA PROCESSING/INFORM TECH		0.00	0.00	3,275.00	0.00	(3,275.00)	100.00
Dept 446 - HWY & STREETS							
101-446-937.001	TRI PARTY ROADS	0.00	0.00	71,409.00	0.00	(71,409.00)	100.00
Total Dept 446 - HWY & STREETS		0.00	0.00	71,409.00	0.00	(71,409.00)	100.00
Dept 690 - REDEVELOPMENT & HOUSING							
101-690-969.024	NOTA - OPERATIONAL EXPENSE	23,000.00	23,000.00	24,276.00	24,276.00	(1,276.00)	105.55
Total Dept 690 - REDEVELOPMENT & HOUSING		23,000.00	23,000.00	24,276.00	24,276.00	(1,276.00)	105.55
TOTAL EXPENDITURES		23,000.00	23,000.00	105,389.36	25,122.68	(82,389.36)	458.21

08/27/2019 02:30 PM

REVENUE AND EXPENDITURE REPORT FOR ORION TOWNSHIP

Page: 1/1

User: ACoyle

PERIOD ENDING 08/31/2019

DB: Orion Township

G/L NUMBER	DESCRIPTION	2019	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
Dept 262 - ELECTIONS							
101-262-703.000	NONSUPERVISORY SALARIES	6,300.00	6,300.00	1,716.84	306.93	4,583.16	27.25
101-262-705.000	PER DIEM FEES	16,800.00	16,800.00	0.00	0.00	16,800.00	0.00
101-262-715.000	SOCIAL SECURITY	600.00	600.00	131.34	23.48	468.66	21.89
101-262-728.000	POSTAGE	5,400.00	5,400.00	912.57	0.00	4,487.43	16.90
101-262-730.000	PRINTED FORMS	800.00	800.00	254.54	254.54	545.46	31.82
101-262-740.000	OPERATING SUPPLIES	4,100.00	3,900.00	1,115.74	14.60	2,784.26	28.61
101-262-806.000	CONTRACTUAL HELP	3,100.00	3,300.00	3,243.00	0.00	57.00	98.27
101-262-861.000	MILEAGE	200.00	200.00	0.00	0.00	200.00	0.00
101-262-863.000	TRAVEL ALLOWANCE	60.00	60.00	0.00	0.00	60.00	0.00
101-262-901.000	LEGAL NOTICE	900.00	900.00	0.00	0.00	900.00	0.00
101-262-936.000	REPAIRS & MAINT-EQUIPMENT	7,800.00	7,800.00	(443.58)	56.42	8,243.58	(5.69)
101-262-957.000	EDUCATION & TRAINING	1,000.00	1,000.00	123.35	75.00	876.65	12.34
101-262-977.000	CAPITAL OUTLAY-EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 262 - ELECTIONS		47,060.00	47,060.00	7,053.80	730.97	40,006.20	14.99
TOTAL EXPENDITURES		47,060.00	47,060.00	7,053.80	730.97	40,006.20	14.99
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		47,060.00	47,060.00	7,053.80	730.97	40,006.20	14.99
NET OF REVENUES & EXPENDITURES		(47,060.00)	(47,060.00)	(7,053.80)	(730.97)	(40,006.20)	14.99



Oakland County Sheriff's Office

Orion Township Substation

Weekly "Calls for Service" Summary:

Time period: 8-19-2019 to 8-25-2019

•	Calls for service -	351
•	Felony Arrests -	1
•	Misdemeanor Arrests -	2
•	Accidents -	16

19-164235 8/19/2019 10:40 AM Civil Dispute/Felony Warrant Arrest

Deputies responded to a civil matter at the 100 block of Creekwood Dr. A resident was attempting to fire a contractor he hired for residential work and the situation was escalating. Responding Deputies deescalated the situation and an investigation revealed the contractor had a criminal past that involved the Courts. A Computer LEIN check of the parties involved revealed the 48-year-old male resident of Maybee, MI had a Felony Criminal Bench Warrant for Fraud out of Fruitport, MI. The man was placed under arrest and transported to the Oakland County Jail on the warrant without incident

190162569 08/19/2019 2:42PM Fraud Report

Deputies responded to the 600 block of Beardon Road for a fraud complaint for a 30-year-old Orion resident. The investigation revealed that an unknown suspect opened several bogus accounts under the victim's maiden name. Purchases were made in the City of Lansing and Orion Twp at the Sprint Store. The suspect is unknown at this time. Video is available and the investigation continues.

190164262 08/21/2019 5:08PM Larceny from a building

Deputies responded to the 3000 block of Poplar for a report of stolen camping gear. A 30-year-old male resident of Orion Twp. reported he went to the laundry room to do laundry when he noticed the door to his storage unit had been broken. The owner stated that

someone broke into the unit by ripping the door of its hinges and took his camping tent and a folding chair. The investigation continues.

190164345 08/21/2019 7:00PM Assault Complaint

Deputies responded to the Orion Twp Substation for a walk-in complaint. A 49-year-old residence of Orion Twp. reported she was walking her dog down the Polly Ann Trail, when a male rode past her on his bicycle and slapped her on the behind. The male subject continued to ride down the trail. The victim described the male as a thin white male in his early 20's with a blonde ponytail. The suspect was wearing tan shorts and no shirt. This incident is under investigation.

190164481 08/21/2019 10:06PM Assist Lake Orion Police Department/ Warrant Arrest

Deputies assisted Lake Orion Police Department in the 30 block of Lapeer Rd for neighbor trouble. Deputies arrived with Lake Orion and deescalated the situation. It was determined that the neighbors had been drinking and that they were arguing. A 51-year-old residence of Clarkston was arrested on a felony warrant for Prob Violation out of 3rd Circuit Court. Deputies placed the female under arrest and transported to the Oakland County Jail on the warrant without further incident.

190164545 08/22/2019 12:39AM Damage to Vehicle Investigation

Deputies were dispatched to the 900 Block of Allen Rd for an MDOP to a vehicle. 27-year-old victim from Orion Township stated that she was at the residence with the owner for approximately 1 hour, when she returned to her vehicle, she noticed that the rear window was smashed out. The investigation revealed the damage was intentional and Deputies processed the scene and collected latent evidence. Nothing was missing from the vehicle. This incident is under investigation.

190165542 08/23/2019 12:10PM Credit Card Fraud

Deputies responded to the 2000 block of Lapeer Road for a fraud complaint. An investigation revealed that the victim checked her Chase Bank checking account and noticed about \$5,000.00 was deducted from her account. The investigation revealed an unknown suspect went into the Home Depot in Orion Township and made \$5,000.00 worth of purchases. Suspect is currently unknown at this time. Video is available and the investigation continues. Victim is a 67-year-old resident from Lake Orion.

190166452 08/24/2019 5:32PM Welfare Check / OUIL Arrest

Deputies were dispatched to the area of Indianwood and Joslyn Rds for a subject passed out behind the wheel. Deputies made contact with the driver and determined that the male driver had been drinking. The driver failed to complete the sobriety tests, a PBT was administered with the results .162%. The male driver was placed under arrest and transported to McLaren hospital where the driver gave consent for a blood draw. The male was transported to Oakland County Jail without incident. The driver was a 36-yr. old male resident of Denham Springs IL, with a driver license out Louisiana, while driving a vehicle registered out of Kentucky and he had a deportation warrant through ICE. This case is to be continued.

190166534 08/24/2019 7:47PM Welfare Check / Warrant Arrest

Deputies responded to the 600 block of Kimberly for a welfare check on a suicide subject based on a call from a family member not on-scene. After verifying the 35-year-old residents' welfare, deputies conducted a computer LEIN check and it was determined that she outstanding warrant for Child Support. The female was placed under arrest and safely transported to Oakland County Jail with out incident and where she was provided additional care.

Everyone with information or crime tips regarding these incidents are encouraged to contact the Orion Township Sheriff's Office Substation at 248 393-0090 for tips, or our Dispatch Center at 248 858-4911 for crimes in-progress. Tipsters can remain anonymous



CHARTER TOWNSHIP OF ORION
FIRE DEPARTMENT
FIRE CHIEF ROB DUKE, EFO



Total Response to calls for 2019 – 148
August 7, 2019 to August 20, 2019

Medicals – 88
Personal Injury Accidents – 7
Fires (Structure, Vehicle, Outdoor) - 3
Burning Complaints - 0
Citizen Assists - 12
Good Intent – 10
Other – 28

August 7, 2019

Call Type	Total
Fire	1
Medicals	6
Gas Leak	1
Citizen Assist	3
Grand Total	11

August 8, 2019

Call Type	Total
Vehicle Fire	1
Medicals	5
Personal Injury Accident	1
Power Line Down	1
Citizen Assist	1
Public Service	1
Grand Total	10

August 9, 2019

Call Type	Total
Brush/grass fire	1
Medicals	7
Personal Injury Accident	1
Gas Leak	1
Power Line Down	1
Grand Total	11

August 10, 2019

Call Type	Total
Brush/Grass Fire	2
Medicals	4
Personal Injury Accident	1
Citizen Assist	1
False Alarm	3
Fires in structures other than a building	1
Grand Total	12

August 11, 2019

Call Type	Total
Brush/Grass fire	3
Medicals	9
Power Line Down	2
False Alarm	1
Public Service	1
Grand Total	16

August 12, 2019

Call Type	Total
Medical	7
Personal Injury Accident	1
Smoke Scare	1
Public Service	1
Grand Total	10

August 13, 2019

Call Type	Total
Medical	7
False Alarm	1
CO detector- malfunction	1
Cancelled en route	1
Grand Total	10

August 14, 2019

Call Type	Total
Building Fire	2
Medicals	8
Gas Leak	1
Grand Total	11

August 15, 2019

Call Type	Total
Building Fire	1
Vehicle Fire	1
Medicals	5
Grand Total	7

August 16, 2019

Call Type	Total
Medicals	7
Gas Leak	1
Lift Assist	1
Fire in Mobile Home	1
Gas Spill	1
Grand Total	11

August 17, 2019

Call Type	Total
Medicals	8
Grand Total	8

August 18, 2019

Call Type	Total
Medicals	11
Personal Injury Accident	1
Power Line Down	1
Lift Assist	1
False Alarm	5
Fire in Structures other than a building	1
Grand Total	20

August 19, 2019

Call Type	Total
Medicals	1
Vehicle Accident	1
Lift Assist	1
False Alarm	1
Public Service	1
CO Detector – malfunction	1
Grand Total	6

August 20, 2019

Call Type	Total
Vehicle Fire	1
Medicals	3
Vehicle Accident	1
Grand Total	5



CHARTER TOWNSHIP OF ORION
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FIRE CHIEF ROB DUKE, EFO



Total Response to calls for 2019 – 124
July 24, 2019 to August 6, 2019

Medicals – 81
Personal Injury Accidents – 9
Fires (Structure, Vehicle, Outdoor) - 4
Burning Complaints - 3
Citizen Assists - 8
Good Intent – 9
Other - 10

July 24, 2019

At approximately 5:54 am, the fire department responded to a medical alarm.
At approximately 11:08 am, the fire department responded to a commercial fire alarm.
At approximately 2:19 pm, the fire department responded to a medical alarm.
At approximately 5:19 pm, the fire department responded to a medical alarm.
At approximately 6:06 pm, the fire department responded to a medical alarm.
At approximately 6:09 pm, the fire department responded to a burning complaint.
At approximately 6:44 pm, the fire department responded to a medical alarm.
At approximately 8:25 pm, the fire department responded to a medical alarm.
At approximately 9:34 pm, the fire department responded to a medical alarm.
At approximately 10:35 pm, the fire department responded to a commercial fire alarm.
At approximately 10:51 pm, the fire department responded to a gas leak.
At approximately 11:58 pm, the fire department responded to a medical alarm.

July 25, 2019

At approximately 7:24 am, the fire department responded to a medical alarm.
At approximately 8:24 am, the fire department responded to a medical alarm.
At approximately 9:08 am, the fire department responded to a residential fire alarm.
At approximately 9:25 am, the fire department responded to a medical alarm.
At approximately 9:35 am, the fire department responded to a medical alarm.
At approximately 11:29 am, the fire department responded to a medical alarm.
At approximately 1:23 pm, the fire department responded to a citizen assist.
At approximately 3:12 pm, the fire department responded to a medical alarm.
At approximately 9:03 pm, the fire department responded to a medical alarm.
At approximately 11:58 pm, the fire department responded to a downed wire.

July 26, 2019

At approximately 7:59 am, the fire department responded to a medical alarm.
At approximately 9:57 am, the fire department responded to a citizen assist.
At approximately 10:14 am, the fire department responded to a downed wire.
At approximately 1:30 pm, the fire department responded to a commercial fire alarm.
At approximately 8:43 pm, the fire department responded to a medical alarm.
At approximately 8:54 pm, the fire department responded to a lift assist.

July 27, 2019

At approximately 12:45 am, the fire department responded to a medical alarm.
At approximately 2:16 am, the fire department responded to a medical alarm.
At approximately 10:19 am, the fire department responded to a medical alarm.
At approximately 10:51 am, the fire department responded to a medical alarm.
At approximately 10:54 am, the fire department responded to a lift assist.
At approximately 1:12 pm, the fire department responded to a medical alarm.

At approximately 1:27 pm, the fire department responded to a medical alarm.
At approximately 1:37 pm, the fire department responded to a vehicle accident.
At approximately 2:22 pm, the fire department responded to a residential fire alarm.
At approximately 5:12 pm, the fire department responded to a medical alarm.
At approximately 5:30 pm, the fire department responded to a medical alarm.
At approximately 8:13 pm, the fire department responded to a medical alarm.
At approximately 11:20 pm, the fire department responded to a burning complaint

July 28, 2019

At approximately 1:01 am, the fire department responded to a medical alarm.
At approximately 3:57 am, the fire department responded to a medical alarm.
At approximately 9:59 am, the fire department responded to a medical alarm.
At approximately 10:25 am, the fire department responded to a medical alarm.
At approximately 10:50 am, the fire department responded to a medical alarm.
At approximately 12:26 pm, the fire department responded to a lift assist.
At approximately 12:38 pm, the fire department responded to a medical alarm.
At approximately 12:42 pm, the fire department responded to a medical alarm.

July 29, 2019

At approximately 7:48 am, the fire department responded to a vehicle accident.
At approximately 12:53 pm, the fire department responded to a medical alarm.
At approximately 5:14 pm, the fire department responded to a medical alarm.
At approximately 6:24 pm, the fire department responded to a downed wire.
At approximately 6:35 pm, the fire department responded to a fuel spill.
At approximately 10:05 pm, the fire department responded to a downed tree.
At approximately 10:14 pm, the fire department responded to a medical alarm.
At approximately 11:43 pm, the fire department responded to a citizen assist.

July 30, 2019

At approximately 5:12 am, the fire department responded to a downed wire.
At approximately 8:48 am, the fire department responded to a medical alarm.
At approximately 9:53 am, the fire department responded to a medical alarm.
At approximately 10:23 am, the fire department responded to a medical alarm.
At approximately 7:13 pm, the fire department responded to a vehicle fire.

July 31, 2019

At approximately 12:24 am, the fire department responded to a medical alarm.
At approximately 8:40 am, the fire department responded to a lift assist.
At approximately 3:59 pm, the fire department responded to a medical alarm.
At approximately 4:40 pm, the fire department responded to a CO Investigation
At approximately 5:27 pm, the fire department responded to a medical alarm.

August 1, 2019

At approximately 8:22 am, the fire department responded to a medical alarm.
At approximately 12:25 pm, the fire department responded to a medical alarm.
At approximately 1:08 pm, the fire department responded to a medical alarm.
At approximately 1:42 pm, the fire department responded to a technical rescue.
At approximately 2:59 pm, the fire department responded to a medical alarm.
At approximately 3:13 pm, the fire department responded to a vehicle accident.
At approximately 3:38 pm, the fire department responded to a medical alarm.
At approximately 4:45 pm, the fire department responded to a medical alarm.
At approximately 4:47 pm, the fire department responded to a medical alarm.
At approximately 5:41 pm, the fire department responded to a medical alarm.
At approximately 7:25 pm, the fire department responded to a medical alarm.
At approximately 9:04 pm, the fire department responded to a medical alarm.

August 2, 2019

At approximately 6:23 am, the fire department responded to a medical alarm.

At approximately 11:04 am, the fire department responded to a medical alarm.
At approximately 1:06 pm, the fire department responded to a medical alarm.
At approximately 2:09 pm, the fire department responded to a medical alarm.
At approximately 7:54 pm, the fire department responded to a medical alarm.
At approximately 9:17 pm, the fire department responded to a medical alarm.
At approximately 11:15 pm, the fire department responded to a vehicle accident.

August 3, 2019

At approximately 8:56 am, the fire department responded to a medical alarm.
At approximately 3:08 pm, the fire department responded to a vehicle accident.
At approximately 3:29 pm, the fire department responded to a medical alarm.
At approximately 4:10 pm, the fire department responded to a vehicle accident.
At approximately 4:15 pm, the fire department responded to a medical alarm.
At approximately 10:41 pm, the fire department responded to a smoke scare.
At approximately 10:44 pm, the fire department responded to a smoke scare.

August 4, 2019

At approximately 5:40 am, the fire department responded to a medical alarm.
At approximately 10:14 am, the fire department responded to a medical alarm.
At approximately 11:54 am, the fire department responded to a medical alarm.
At approximately 3:53 pm, the fire department responded to a lift assist.
At approximately 4:00 pm, the fire department responded to a vehicle accident.
At approximately 6:31 pm, the fire department responded to a medical alarm.
At approximately 7:54 pm, the fire department responded to a burning complaint.
At approximately 7:57 pm, the fire department responded to a medical alarm.
At approximately 10:39 pm, the fire department responded to a medical alarm.

August 5, 2019

At approximately 7:51 am, the fire department responded to a medical alarm.
At approximately 8:44 am, the fire department responded to a medical alarm.
At approximately 9:49 am, the fire department responded to a medical alarm.
At approximately 10:41 am, the fire department responded to a medical alarm.
At approximately 12:15 pm, the fire department responded to a medical alarm.
At approximately 12:41 pm, the fire department responded to a lift assist.
At approximately 3:19 pm, the fire department responded to a medical alarm.
At approximately 6:17 pm, the fire department responded to a vehicle accident.
At approximately 9:00 pm, the fire department responded to a gas leak.
At approximately 9:42 pm, the fire department responded to a medical alarm.
At approximately 9:50 pm, the fire department responded to a medical alarm.
At approximately 11:40 pm, the fire department responded to a medical alarm.

August 6, 2019

At approximately 9:45 am, the fire department responded to a vehicle accident.
At approximately 10:27 am, the fire department responded to a downed wire.
At approximately 10:47 am, the fire department responded to a medical alarm.
At approximately 2:51 pm, the fire department responded to a medical alarm.
At approximately 3:24 pm, the fire department responded to a medical alarm.
At approximately 4:04 pm, the fire department responded to a residential fire.
At approximately 4:10 pm, the fire department responded to a medical alarm.
At approximately 5:06 pm, the fire department responded to a medical alarm.
At approximately 7:54 pm, the fire department responded to a citizen assist.



CHARTER TOWNSHIP OF ORION
FIRE DEPARTMENT
FIRE CHIEF ROB DUKE, EFO



Total response to calls for 2019 –
August 21, 2019 to September 3, 2019

Medicals –
Personal Injury Accidents –
Fires (Structure, Vehicle, Outdoor) -
Burning Complaints -
Citizen Assists -
Good Intent –
Other –

August 21, 2019

Call Type	Total
Medical	5
Vehicle Accidents	1
Lift Assist	1
Grand Total	7

August 22, 2019

Call Type	Total
Medical	2
Lift Assist	1
Public Service	1
Grand Total	4

August 23, 2019

Call Type	Total
Medical	3
Lift Assist	2
Alarm system – no fire	1
Sprinkler Activation – no fire	1
Grand Total	7

August 24, 2019

Call Type	Total
Medical	14
Public Service	1
Grand Total	15

August 25, 2019

Call Type	Total
Medical	7
Downed Wires	1
Grand Total	8

August 26, 2019

Call Type	Total
Medical	5
Downed Wires	3
False Alarm	2
Public Service	1
Remove Hazard	1
Grand Total	12

August 27, 2019

Call Type	Total
Medical	9
Personal Injury Accident	1
Cancelled en Route	1
Grand Total	11

August 28, 2019

Call Type	Total
Medical	3
Wires Down	1
Burning Complaint	1
Grand Total	5

August 29, 2019**August 30, 2019****August 31, 2019****September 1, 2019****September 2, 2019****September 3, 2019**