

Tonasket City Council Agenda
Tuesday, August 27, 2019
7:00 pm

Public Comment will be held at the end of the meeting. Those wishing to speak must sign in prior to the beginning of the meeting. No sign ups allowed after the meeting has started. There will be 15 minutes dedicated to public comment allowing up to 5 people, 3 minutes each.

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Jean Notson—Tonasket Gerhard Cemetery
- 4) Unfinished Business
 - a) Approve agreement with Municode for the City's website
 - b) Youth Center
 - c) Code Enforcement
 - d) Black Dodge Police Car
- 5) Mayor/Council/Committee Reports
- 6) Department Head Reports
- 7) New Business
 - a) Approve costs for Civil Service Commission to attend Civil Service Conference Sept 9 and 10.
 - b) Authorize an interfund loan from Sewer Reserve to Current Expense for payment of the roof on the city hall until the loan documents are complete.
- 8) Miscellaneous and Correspondence
- 9) Public Comment
- 10) Adjournment

Council Memo
For Tuesday, August 27, 2019

TO: Mayor and City Councilmembers

FROM: City Clerk-Treasurer

Jean Notson has asked to be on the agenda to discuss the cemetery.

I understand there is some concern regarding the agreement with MuniCode for the website. Hopefully I will be able to answer your questions at the meeting. I would like to get going with the new website soon! This will require action.

According to the minutes of the previous meeting, the Youth Center is to be discussed.

Code Enforcement is also on the agenda again. The Finance Committee has made a recommendation to delay/postpone the hiring of a Code Enforcement Person at this time. This will require action. I think it is in the best interest of the City to delay this hiring and readdress it during Budget time.

The status of the black Dodge Police Car is on the agenda. If the Council wants me to advertise the vehicle I can do that anytime----Will require action.

There are funds in the budget to send one of the Civil Service Commissioners to the Civil Service Conference. I am able to receive a grant for the registration through our insurance company. The hotel, the mileage and meals would be covered with funds in the Current Expense Fund. Requires action.

As we did previously I am requesting an interfund loan from the Sewer Reserve Fund to the Current Expense fund to pay the amount due to Mallett Sheet Metal for the cost of the roof. The fund will be reimbursed when the loan is complete. Requires action.

I will have a report from the Library as requested at the last Council meeting.

****DRAFT****

Minutes of the Regular City Council Meeting Tuesday, August 13, 2019

Present: Mayor Brown and Councilmembers Kriner, Levine, Moreno, and Sackman.

Staff: D. Johnson and Miller

The meeting was called to order at 7:00 pm and the pledge of allegiance was given by all.

Cindy Benitez was in attendance to inform the Council about the Garlic Festival. It will be on August 23 from noon until 8:00 pm and on August 24 from 10:00 am to 8:00 pm. She requested the water in History Park be shut off on Thursday evening so vendors can start setting up. The gates will be locked at sunset each day and someone will be staying there all night to keep an eye on things.

Kurt Danison was present to update the Mayor and City Council on several issues.

- He updated on the Park Plan.
- The survey results are finished. The pool rated well this year and parking was the least liked. There were 8 to 10 zip codes for people responding to the survey which shows people from places are enjoying the parks.
- North Star Opportunity zone is looking for projects. They want to bring development to rural areas.
- He will attend an EED meeting tomorrow in Chelan.
- Perfect Passage hasn't met for a while. Jeff Moran with Varela & Associates will be putting together a report for the Council and then they can decide how to move forward.

Unfinished Business

Discussion on the agreement with Municode for the City's website. Levine questioned statement 1 on the Services Agreement. She would like more clarity on the agreement being automatically renewed annually. Moreno would like to know what the fee is if the agreement is cancelled. The Council would like to see all the pages to the proposal before making a decision so they would like the discussion to continue to the next meeting.

Department Head Reports

Johnson:

- Installed a new water service.
- Fixed a sewer problem at the park.
- Asked where things are at concerning fixing the Youth Center. After discussion it was decided to put the Youth Center on the agenda for the next meeting.

Mayor/Council/Committee Reports

Levine:

- Would like someone from the Library to attend the next meeting and give a report.
- Has received many questions about the trees in the park and realizes there is a lot of history with them.
- Would like to have another letter sent to the County Commissioners concerning a 40' easement at the south end access to the park.
- Elections went great and congratulated everyone.
- Rep. Dan Newhouse is hosting a Vietnam-era Veteran pinning ceremony in Okanogan on Thursday, August 22.

Kriner:

- Asked Council to rescind the motion made at the July 9th meeting to accept Lorz & Lorz disposing of the trees in History Park until the arborist has looked at all the trees in the park.

Motion to rescind the approval of Lorz and Lorz to remove the trees from History Park.
M/Kriner, S/Levine. 4:0.

DRAFT

- Met with Rick Massie and Alisa Weddle concerning the BMX bike park.
- Met with Councilmember Ritter concerning the Code Enforcement position and reported they feel the position needs to be postponed for now and request that letters be sent to all applicants informing them their applications will be looked at again in the future. Councilmember Levine asked that the discussion be put on the next agenda.
- Reported there is a motorhome in the park that needs removed. Councilmember Sackman reported the Sheriffs have tagged it.
- Questioned what is happening with the black dodge. After discussion it was decided to put it on the next agenda under Unfinished Business.
- Reported Superintendent Johnson is getting prices for the Splash Park bathrooms.

Moreno:

- Reported on the quarterly meeting with the Sherriff's office. The first officer will be done with training on Sept. 13th and then start field training. The second officer will be done in December. The next meeting will be on Oct. 8th at 4:30 pm.
- Moreno stated that her personal life is not public but wanted all those that have questioned her residency that she is still a city resident. When and if she ever moves she will submit her resignation to the Council.

Sackman:

- Reported she and Councilmember Moreno met with Sheriff's and they want everyone to know that they are available for any questions.
- Met with George Elliott, Councillor for Princeton, BC. They are trying to rekindle the partnership between us and our sister city.

Mayor:

- Attended the OCOG meeting.
- Last storm didn't do much damage except tipping over the Porta Potties.

Superintendent Johnson asked when the Council would like the Splash Park closed. After discussion it was decided on Sept. 29th unless it gets cold and needs to be done earlier.

New Business

The Council decided they would like the Finance Committee to meet the first part of next week to discuss the loan for the City Hall Complex roof and for the subject to be put on the next Council meeting agenda.

Motion to authorize the Mayor and City Clerk to proceed with the loan for the City Hall Complex roof and authorize signature of applicable documents. M/Sackman, S/Levine. Carried 4:0.

There was discussion concerning the Civil Service members attending a Civil Service Conference in September. It was determined that the only member likely to attend would be Patti Hill. Council would like the finance committee to look into where the funds could come from the pay for lodging, food and mileage and ask Clerk Attwood to inquire about a scholarship for the registration. They would like the discussion to be added to the next meeting.

Motion for the Finance Committee to meet prior to the next meeting to look into budget funds for the Civil Service to attend the Civil Service Conference on Sept. 9 and 10. M/Moreno, S/Sackman. Carried 3:1.

Motion to excuse Councilmember Ritter from the meeting. M/Sackman, S/Moreno. Carried 4:0.

Subway will be paying for a free swim day at the pool. Alisa Weddle reported that she has heard from people that would also like to donate for a free swim on the last two days. She will meet with Clerk Attwood concerning this.

Miscellaneous and Correspondence

Deputy Clerk/Treasurer presented a letter from Jessica McNamara concerning the trees in History Park and a report from Building Administrator Christian Johnson on his activity.

Public Comment

DRAFT

Jeff McMillan

- Asked what the plan was for the Police Department.
- Is opposed to moving the Library to the Youth Center. It is more convenient for people being in the core of the City.

Steve Lorz

- Thanked the Council for doing the right thing.

Jerry Anderson-None

Motion to approve the consent agenda, the minutes of the previous meeting, the Workshop meeting minutes, the July Payroll (9312-9335 & Direct Deposit run 7/26/2019) \$58,441.39 and the August bills (9311, 9336-9384 & 3 EFT Payments 8/13/2019) \$68,966.36. M/Kriner, S/Sackman. Carried 4:0.

There being no further business the meeting was declared adjourned at 8:28 pm.

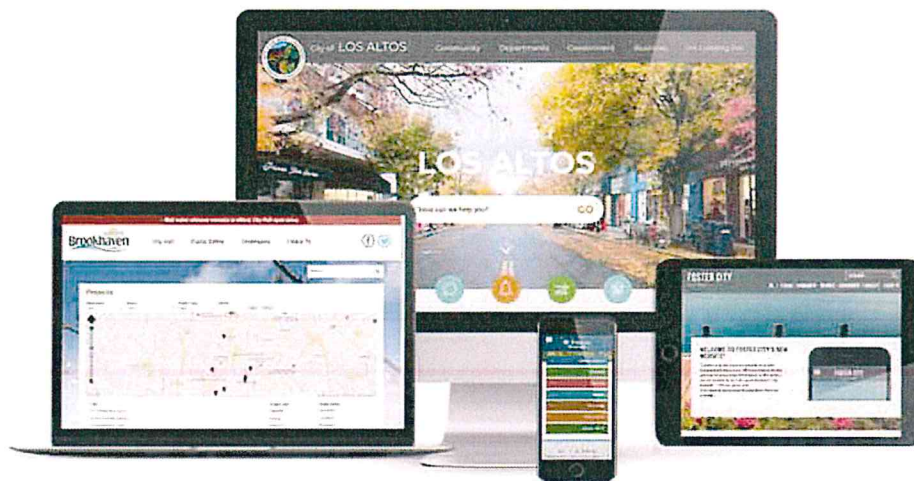
Deniece Miller, Deputy Clerk-Treasurer



Response

Scope of Work for Website Design

Quote for Tonasket, Washington



Bob Geiger

PO Box 2235 Tallahassee, FL 32316
850-692-7132 bgeiger@municode.com



LETTER OF INTEREST

05.17.19

Dear Website Selection Team:

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

Our team has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties and other local government agencies for over sixty-five years continually striving to make your job easier. When it comes to posting content on the web, our solution is simple and straight-forward.

Our websites make it easier for your community to find content by providing multiple navigation paths to each page. Our designs reinforce self-service to enable 24x7 online access to your organization's services.

We create your website using Drupal, an industry-leading content management system. Since Drupal is open-source, your website is truly yours unlike those of many other government redesign companies that use their own proprietary software.

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

Sincerely,



Brian Gilday
President, Website Division



GovTech Top 100 Innovators in
2016, 2017, 2018 & 2019

municode
CONNECTING YOU & YOUR COMMUNITY

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COMPANY PROFILE

History, Mission, and Team

With over 65 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, online payment portals, the legal codification process, and our robust suite of online legislative search tools.

Municode has been in business for over sixty-five years and partners with more than 4,500 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound with no debt. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced and stable workforce.

Municode is home to over 230 employees (most of whom enjoy a 10+ year tenure). Our

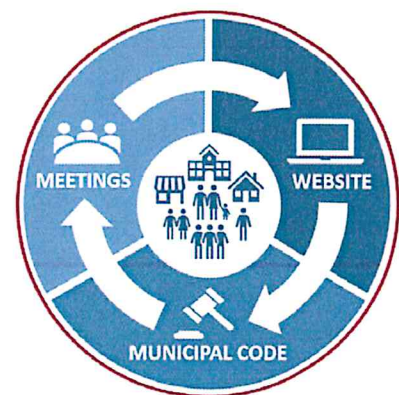
headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is in Portland, Oregon. We also have individual team members working in several states across the country.

Our Vision: Simple, Seamless Integration

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

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

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



Project Team

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



Jarrod - Project Sponsorship / Project Management / Customer Service

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



Dave - Project Management / User Experience

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



Mary Joy – Project Management / User Experience

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



Paul – Development / Systems Architecture / QA

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



Drago - Graphic Design

Drago's work speaks for itself. He has the unique ability to capture the essence of your branding and communication requirements and transform them to stunning web designs.

REFERENCES AND DESIGN EXAMPLES

Standard Designs

Our standard designs come as part of our base price and are a great option for those who want a professional, mobile friendly design without the added expense of custom graphic design work. You choose from one of our standard layouts and still get to customize the color palette and background photos.

Apple Valley Utah

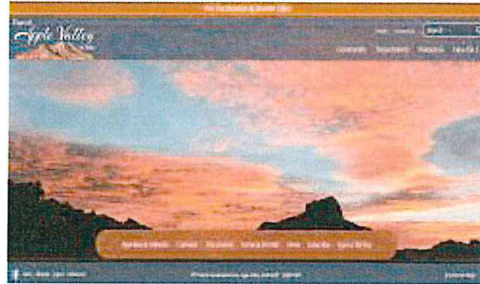
<https://www.applevalleyut.gov>

Population: 701

Marty Lisonbee, Mayor

435-680-2629

mlisonbee@applevalleyut.gov



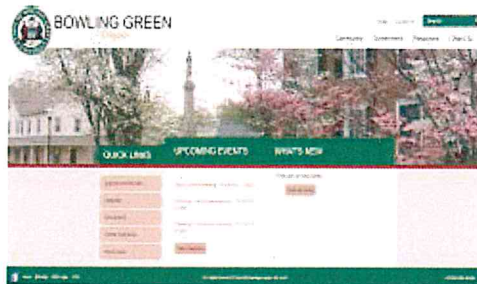
Bowling Green Virginia

<https://www.townofbowlinggreen.com/>

Population: 1,111

Melissa Lewis, Clerk/Treasurer
804-633-6212

towntreasurer@townofbowlinggreen.com



San Augustine Texas

<https://www.cityofsanaugustinetx.gov>

Population: 2,108

John Camp, City Manager
936-275-2121

John.Camp@cosatx.com



Craig Alaska

<http://www.craigak.com>

Population: 1,201

Brian Templin, Planner
(907) 826-3275

planner@craigak.com



Custom Designs

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

Brownsville Oregon

<http://www.ci.brownsville.or.us>

Population: 1,668

Scott McDowell, City Administrator

541-466-5880

admin@ci.brownsville.or.us



Skagway Alaska

<http://www.skagway.org/>

Population: 1,057

Emily Deach, Municipal Clerk

907-983-9706, 9079832297

e.deach@skagway.org



Harlem Georgia

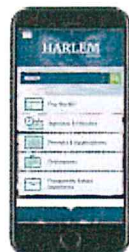
<https://harlemga.org>

Population: 2,666

Debbie Moore, Clerk

706-556-3448

dmoore@harlemga.org



Freeport Florida

<http://freeportflorida.gov>

Population: 1,787

Becky Podraza, City Clerk

850-835-1978

cityclerk@freeportflorida.gov



Chehalis Washington

<http://ci.chehalis.wa.us/>

Population: 7,259

Judy Schave, HR / Risk Manager

360-345-1042

jschave@ci.chehalis.wa.us



Coburg Oregon

<http://www.coburgoregon.org/>

Population: 1,035

Anne Heath, Finance Director

541-682-7870

anne.heath@ci.coburg.or.us



Vancouver Washington

<http://www.cityofvancouver.us/>

Population: 161,791

Jim Reed, Web Content Manager

360-487-8710

jim.reed@cityofvancouver.us



Estacada Oregon

<http://www.cityofestacada.org/>

Population: 2,695

Matt Lorenzen, Economic Development Manager

503-630-8275 x206

lorenzen@cityofestacada.org



Cannon Beach Oregon

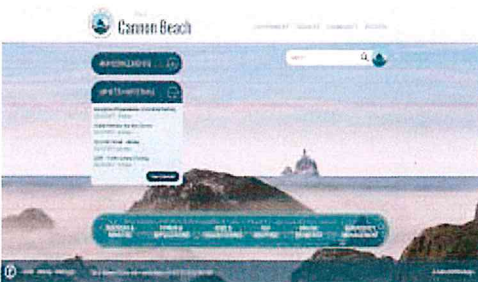
<http://www.ci.cannon-beach.or.us/>

Population: 1,690

Rusty Barrett, IT Director

503-436-8093

rbarrett@ci.cannon-beach.or.us



Washougal Washington

<http://www.cityofwashougal.us/>
Population: 14,095

Theo Gomez,
360-835-8501 x508
theo.gomez@cityofwashougal.us



Cottage Grove Oregon

<http://www.cottagegrove.org/>
Population: 9,686

Richard Meyers, City Manager
541-942-5501
citymanager@cottagegrove.org



Yacolt Washington

<http://www.townofyacolt.com/>
Population: 1,566

Cindy Marbut, Town Clerk
360-686-3922
cindy.marbut@townofyacolt.com



Stanwood Washington

<http://www.ci.stanwood.wa.us/>
Population: 6,231

Amanda Slattery, Administrative
Assistant
360-629-2181 x4505
amanda.slattery@ci.stanwood.wa.us



Specialty Sub-Site Graphic Designs

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

Economic Development

www.choosewoodstock.com
<https://www.fluvannacounty.org/ced>



Parks & Recreation

www.cprdnewberg.org
www.cityofvancouver.us/parksrec



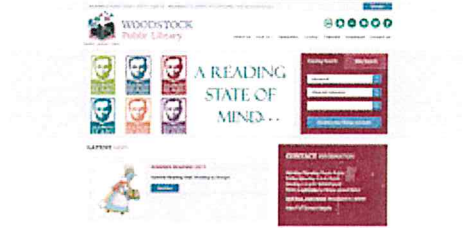
Festivals

www.wintermusicfestival.org



Libraries

www.woodstockpubliclibrary.org



Police and Fire

www.mvfpd.org
www.quincypd.org
www.co.benton.or.us/sheriff



Event Centers / Cultural Centers

www.eventcenter.org
www.woodstockoperahouse.com
www.sherwoodcenterforthearts.org



Golf Courses

www.meadowlakesgc.com



Tourism

www.gofruita.com



WEBSITE CONTENT MANAGEMENT SYSTEM (CMS) FEATURES

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

Key Project Deliverables

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

Standard Features

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

Optional Features/Services

- ⊙ Email Subscriptions / Notifications
- ⊙ Projects Directory
- ⊙ Parks and Trails Directory
- ⊙ Property Directory (Commercial/Industrial)
- ⊙ Business Directory
- ⊙ Facility Reservations
- ⊙ Specialty Sub-site Graphic Designs
- ⊙ Custom Feature Development

MEETING AND AGENDA MANAGEMENT (OPTIONAL)

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

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

Key Project Deliverables

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

Standard Features

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

Service and Support

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

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

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

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

POLICIES AND PROCEDURES MANAGEMENT (OPTIONAL)

Municode Web includes a standard feature to post policy and procedure documents. Many organizations seek the additional features of a policy and procedures management solution, such as approval workflow, automated PDF generation, and historical tracking. Examples of policy and procedure manuals include fire codes, general plans, financial reports, and proclamations. Municode's Self-Publishing Software facilitates these needs.

Key Project Deliverable

- ★ SOFTWARE LICENSE – Annually, includes up to five (5) authorized users
- ★ CONVERSION – Convert your current Word/Folio manuals to our software database for in-house publication, updates and maintenance
- ★ WORKFLOW – Provides organized, systematic execution of updates, corrections, new clauses, new codes, etc.
- ★ ONLINE BOOK HOSTING – Published in HTML format
- ★ SERVICE LEVEL - 99.95% up-time guarantee, data backups, disaster recovery
- ★ SUPPORT - 8AM to 8PM Eastern phone and email support; 24x7x365 emergency support

Standard Features

- ⦿ Policy/Amendment drafting tool
- ⦿ Automated code, policy and publication updates
- ⦿ Automated approval and signature workflow
- ⦿ Automated PDF generation for backup/printing
- ⦿ Historical tracking tool
- ⦿ Online training and customer service

Service and Support

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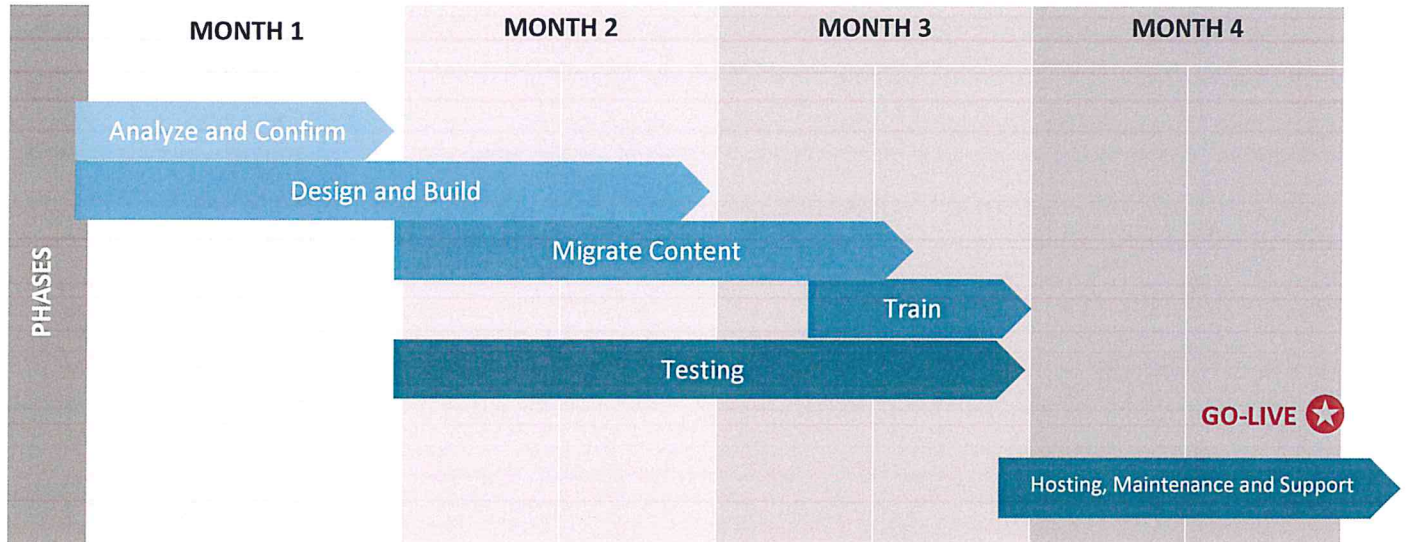
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PROJECT TIMELINE AND APPROACH

The typical project takes from 3 to 7 months. The high-level timeline below is an approximation. We will finalize the schedule once we meet with you:

Project Timeline Sample



Client Responsibilities

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

- The Client will make available to Municode relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort. The Client will create new content copy as needed.
- The Client will assign a single point of contact for Municode to interact with that will be responsible for coordinating the schedules of other project stakeholders.
- The Client will review any deliverables requiring formal approval within 5 business days and return all comments/issues at or before those 5 days have elapsed.
- The Client will assign one person who will act as the "ultimate decision maker" in the case where consensus among the team cannot be reached.
- The Client must agree to applicable terms of services for Google related services such as Google Analytics and Google Maps to access those features. Municode is not responsible for Google's decisions related to discontinuing services or changing current APIs.

Project Phase Descriptions

Phase 1: Analyze and Confirm Requirements

Website Assessment:

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

Organizational Overview Inventory/Survey:

Municode will provide an organizational overview document for you to complete as part of this assessment.

Website Design Meeting:

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

Deliverables

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

Phase 2: Design and Build phase

Design Concept Creation and Approval (Custom Designs):

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

Website Setup, Configure, and Customization:

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

Deliverables

- ⊙ Design concepts
- ⊙ Finalized design (Photoshop PSD)
- ⊙ Functional beta website with approved design
- ⊙ Content migration

Phase 3: Migrate Content

Content Finalization and Departmental Acceptance

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

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

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

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

Deliverables

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

Phase 4: Staff Training

Staff Training

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

Deliverables

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

Phase 5: Testing

Municode Functional Testing

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

Acceptance Testing

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

Deliverables

- ⦿ Completing Testing Checklists
- ⦿ Site acceptance by client

Go Live ★

Go-Live

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

Deliverables

- ⦿ Accepted Final Live Website

HOSTING, MAINTENANCE, AND CUSTOMER SUPPORT

Hosting

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

Data Center

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

Data transmission

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

Redundant high-availability failover (optional):

We have the capability of providing premium hosting service levels by offering a mirrored copy of your site on a separate infrastructure and geographic location. We would need to talk through the required service levels and bandwidth to provide pricing for this item.

Web CMS software security

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

Web transmission security

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

User authentication security

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

Data Backup

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

Guaranteed Uptime

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

Maintenance and Customer Support

24x7 Customer support:

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

Security upgrades:

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

Site Monitoring and Site Recovery:

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

Free feature upgrades:

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

PROJECT COSTS

Design, Development, and Implementation Phase

\$4,600

- Fully functional Municode CMS with all base features
- Responsive mobile-friendly website with **standard** design
- Content migration; up to 100 pages and 5 years meeting minutes
- Training: web teleconference, video, user guides

Annual Hosting, Maintenance, and Customer Support

\$1,800 / year

- 80GB disk space and up to 1 terabyte data transfer per month
- 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- Email support with one-hour response time during working hours
- Emergency 24x7 support
- Up to 3 hours' webinar refresher trainings per year

Total Year 1 Costs

\$6,400

Select Additional Website Options

<input type="checkbox"/> Custom website design	\$3,500 one-time
<input type="checkbox"/> Email Subscriptions / Notifications	\$600 per year
<input type="checkbox"/> Projects Directory	\$200 per year
<input type="checkbox"/> Parks and Trails Directory	\$200 per year
<input type="checkbox"/> Property Listings (Commercial/Industrial)	\$200 per year
<input type="checkbox"/> Facility Reservations	\$1500 setup + \$900 per year
<input type="checkbox"/> Business Directory	\$750 setup + \$600 per year
<input type="checkbox"/> Specialty sub-site graphic designs	\$3500 + \$600 per year (per design)
<input type="checkbox"/> Site graphic redesign every 4th year	\$600 per year (per design)
<input type="checkbox"/> Additional on-site visits (training, consultation, etc.)	\$1500 day 1, \$1000 per day (days 2+)
<input type="checkbox"/> Custom Feature Development	\$150 per hour or fixed bid quote
<input type="checkbox"/> Meeting and Agenda Management (Municode Meetings)	\$2,400 per year
<input type="checkbox"/> Policies and Procedures Management	ask for quote

SERVICES AGREEMENT

This agreement ("AGREEMENT") is entered between Tonasket, Washington ("CLIENT") and Municipal Code Corporation ("CONSULTANT").

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

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

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

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

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

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

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

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

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

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

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

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

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

Submitted by:

Municipal Code Corporation

By: *Brian Gilday*

Title: Brian Gilday - President, Website Division

Accepted by:

By: _____

Title: _____

Date: _____

PAYMENT SCHEDULE

Option A: Standard Payment Schedule

Year 1

Sign contract	50% of one-time costs (\$2,300)
Implement design and features	50% of one-time costs (\$2,300)
Conduct training (site moved to production / annual support begins)	annual hosting and support (\$1,800)

Notes

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

Option B: 4-year Interest-free Payment Schedule

- Year 1
 - o at time of contract signature
 - Project payment 1 of 4 \$1,150
 - Annual website hosting/support \$1,800
 - **Total year 1 \$2,950**
- Year 2
 - o one year from contract signature
 - Project payment 2 of 4 \$1,150
 - Annual website hosting/support \$1,800
 - **Total year 2 \$2,950**
- Year 3
 - o two years from contract signature
 - Project payment 3 of 4 \$1,150
 - Annual website hosting/support \$1,800
 - **Total year 3 \$2,950**
- Year 4
 - o three years from contract signature
 - Project payment 4 of 4 \$1,150
 - Annual website hosting/support \$1,800
 - **Total year 4 \$2,950**

Notes

- Four-year commitment required.
- Guaranteed pricing. Hosting and Support fees will not increase for first four years.
- Payment schedule will be adjusted accordingly based on selected optional features.
- Annual hosting and support fees starting year five will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.