

City of Tonasket

From: Peter Cowger <pcowger@varela-engr.com>
Sent: Wednesday, June 19, 2019 8:33 AM
To: City of Tonasket
Subject: RE: 2019 TIB Applications--Small City Workship-6/11 OMAK 10AM

Morning Alice,

Just wanted to touch base and see how the workshop went.

Have you and Darren had a chance to look over the info I sent previously (email below at bottom of string) regarding this year's TIB apps?

Let us know if these applications sound good to you and we will get things rolling on them. Also let us also know if you or Darren have any thoughts about any other potential applications/priorities that may align with TIB.

Thanks Alice, talk to you soon.

Pete

Peter C. Cowger | Civil Engineer
509.328.6066 | pcowger@varela-engr.com | www.varela-engr.com | facebook | linkedin

From: City of Tonasket [<mailto:tonasket@nvinet.com>]
Sent: Monday, June 10, 2019 8:51 AM
To: 'Peter Cowger' <pcowger@varela-engr.com>
Subject: RE: 2019 TIB Applications--Small City Workship-6/11 OMAK 10AM

I will try to be there.

Alice

From: Peter Cowger [<mailto:pcowger@varela-engr.com>]
Sent: Monday, June 10, 2019 8:15 AM
To: City of Tonasket <tonasket@nvinet.com>
Subject: RE: 2019 TIB Applications--Small City Workship-6/11 OMAK 10AM

Morning Alice,

Hey are you or any of the City staff planning to attend the TIB Small City Workshop at 10am in Omak tomorrow? Anna from our office is planning to attend and would look for you there if you were. Below is the link to the TIB workshop locations and registration if you haven't registered and would like to.

<http://www.tib.wa.gov/services/Training/WorkshopLocations.cfm>

Let me know when you get a second.

Thanks Alice,
Pete

Peter C. Cowger | Civil Engineer
509.328.6066 | pcowger@varela-engr.com | www.varela-engr.com | [facebook](#) | [linkedin](#)

From: City of Tonasket [<mailto:tonasket@nvinet.com>]
Sent: Tuesday, May 14, 2019 9:51 AM
To: 'Peter Cowger' <pcowger@varela-engr.com>
Subject: RE: 2019 TIB Applications

OK—thank you.

From: Peter Cowger [<mailto:pcowger@varela-engr.com>]
Sent: Tuesday, May 14, 2019 9:16 AM
To: City of Tonasket <tonasket@nvinet.com>
Subject: RE: 2019 TIB Applications

They are not due until the middle of August. We do not know the exact date yet. We usually find out at the TIB workshops that are coming up next month.

Pete

Peter C. Cowger | Civil Engineer
509.328.6066 | pcowger@varela-engr.com | www.varela-engr.com | [facebook](#) | [linkedin](#)

From: City of Tonasket [<mailto:tonasket@nvinet.com>]
Sent: Tuesday, May 14, 2019 8:59 AM
To: 'Peter Cowger' <pcowger@varela-engr.com>
Subject: RE: 2019 TIB Applications

Pete,
When are these applications due?

Alice

From: Peter Cowger [<mailto:pcowger@varela-engr.com>]
Sent: Tuesday, May 14, 2019 7:14 AM
To: City of Tonasket <tonasket@nvinet.com>
Subject: FW: 2019 TIB Applications

Morning Alice,

Just wanted to touch base with you regarding 2019 TIB and my email below. Have you had a chance to look over that info? If not, no problem, when you have let us know what your thoughts.

Thanks Alice, talk to you soon.

Pete

Peter C. Cowger | Civil Engineer

509.328.6066 | pcowger@varela-engr.com | www.varela-engr.com | [facebook](#) | [linkedin](#)

From: Peter Cowger [mailto:pcowger@varela-engr.com]

Sent: Tuesday, April 16, 2019 10:45 AM

To: 'City of Tonasket' <tonasket@nvinet.com>

Subject: 2019 TIB Applications

Good Morning Alice,

How have you been? We are trying to get a jump on this year's TIB Applications and want to send you a few things to go over, and get Darren's input on as well.

As you may recall last year (2018) Tonasket submitted two applications (exhibits attached):

- Small City Sidewalk Program (SCSP) – 4th Avenue sidewalk from Tonasket Ave to the driveway near the school just east of Workosky St. – NOT FUNDED
- Small City Preservation Program (SCPP) – Tonasket Ave, and Division St., and Jonathan St. grind and overlay – FUNDED

It is our thought that this year we should plan on applying for Phase II of the 2018 SCPP application that was funded last year. This is for a full depth reclamation of 2nd St. from State St to the east end shown on last year's application (refer to exhibit—shown in green). The fact that TIB funded Phase I bodes well for a competitive application to complete Phase II. This seems pretty clear cut but run this by Darren to see if he has any input and let us know what you think.

Regarding the application for the Sidewalk on 4th Street. It is my recollection Gloria was on board with this application but it must have just fallen short of the cutoff. We still feel this is a good application and recommend re-applying for it again this year, if it is a project the City would still like to pursue. However, I do think it would be a good idea for the City to have a debrief with Gloria on this project/application. You can contact her and request a phone debrief or an in person debrief (phone might be easier to get her). We can be involved as well (conf. call, etc.) if you would like but she tends to be more transparent with Cities. Either way it would be good to get her thoughts on the application. She may have some input on making it more competitive or she may just say it's a good app that just feel short, re-apply and it might make the cut this year. Let us know how involved you would like us in that process.

Summary: Proposed 2019 TIB Applications

-Small City Sidewalk Program – 4th Ave. Sidewalk (Tonasket Ave. to school)---City to schedule debrief with Glora re: 2018 App

-Small City Preservation Program – 2nd Ave. FDR (State St. to E. end)

Let us know if these applications sound good to you and we will get things rolling on them. Also let us also know if you or Darren have any thoughts about any other potential applications/priorities that may align with TIB.

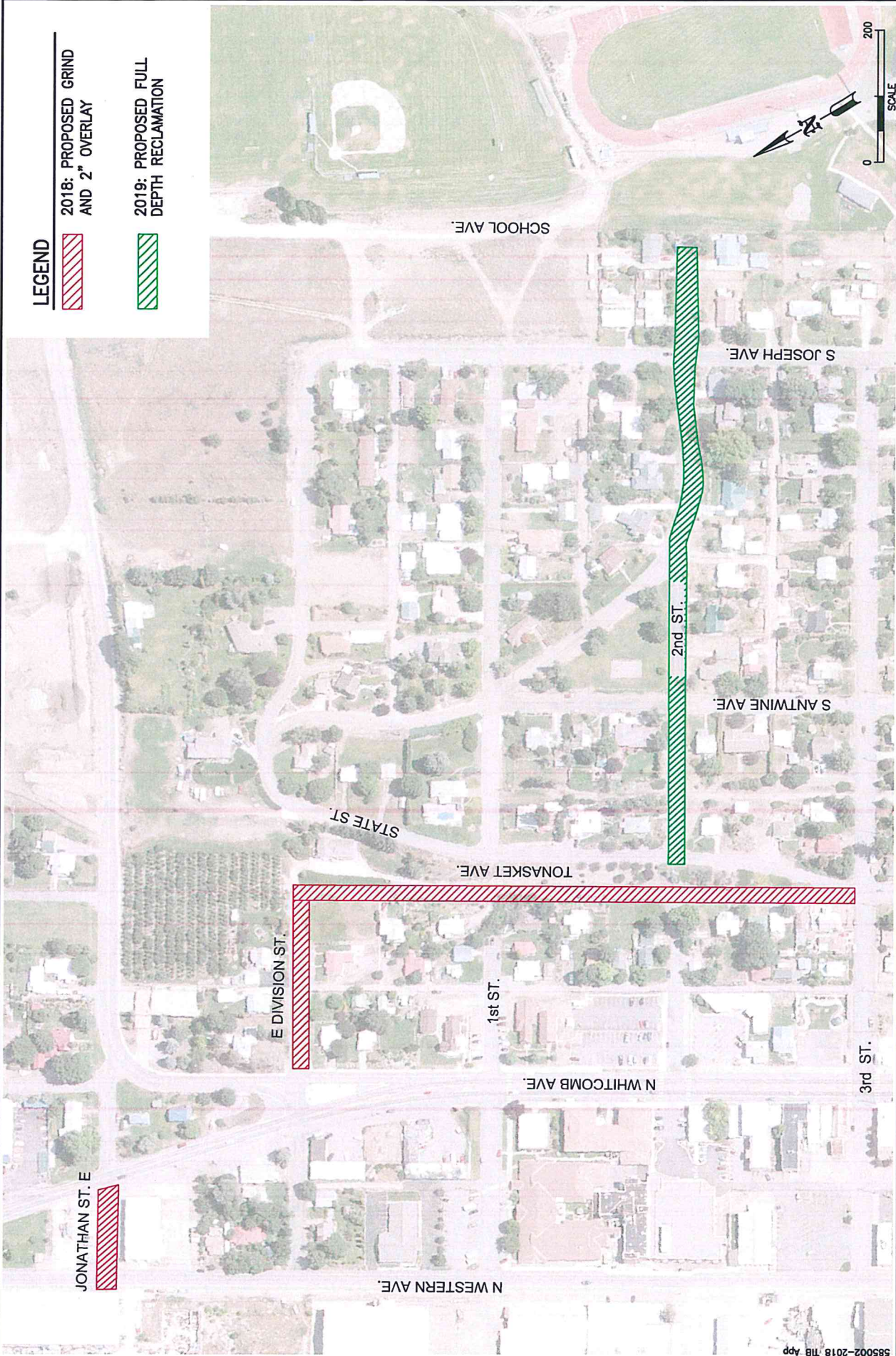
Thanks Alice, talk to you soon.

Pete

LEGEND

2018: PROPOSED GRIND AND 2" OVERLAY

2019: PROPOSED FULL DEPTH RECLAMATION



SCALE: AS SHOWN
DESIGNED: FCC
DRAWN: DLT
CHECKED:
APPROVED: 58-50-02
PROJ. NO.: 7/19/20
DATE:

VARELA AND ASSOCIATES, INC.
ENGINEERING AND MANAGEMENT

CITY OF TONASKET, WASHINGTON
2018 TIB SCPP APPLICATION
DIVISION ST., TONASKET AVE. IMPROVEMENTS

Ordinance No. 805

**AN ORDINANCE of the City of Tonasket, Washington,
Amending the 2019 Budget Ordinance #797 and Budget
Amendments #800, #803 and #804**

WHEREAS, the City Council of the City of Tonasket adopted the budget for 2019, Ordinance #797 and Budget Amendments #800, #803 and #804;

WHEREAS, it was not known at the time the Budget was adopted that a Seasonal Maintenance Person would need to be hired during the year; and

WHEREAS, there will be the creation of a new position—Seasonal Maintenance person;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON, as follows:

- 1) The new position of Seasonal Maintenance Person has been created and will be paid \$15.50 per hour from the Current Expense Fund and the Cemetery Fund.

This ordinance shall become effective from and after its passage by the Council, approval by the Mayor and five days after publication as required by law.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2019.

APPROVED:

Dennis Brown, Mayor

ATTEST:

Alice J. Attwood, Clerk-Treasurer

APPROVED AS TO FORM:

Michael Howe, City Attorney

ORDINANCE NO. 806

AN ORDINANCE amending Chapter 5.12 of the Tonasket Municipal Code entitled "Peddlers, Canvassers and Transient Merchants" and adding requirements for indemnification and insurance.

THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON, DO ORDAIN as follows:

Section 1. There is hereby added an additional subsection to Chapter 5.12 of the Tonasket Municipal Code to be entitled "Indemnity and Insurance Requirements" which shall provide as follows:

Indemnity and Insurance Requirements. Licenses issued hereunder shall bear the following requirements and language:

- (1) Acceptance of this license, and participation events licensed hereunder, shall be at your own risk. By signing this document, you, your agents, servants, or employees agree to comply with any applicable fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety.
- (2) You shall indemnify the City from and against any and all claims, demands, causes of action, suits or judgments, including, but not limited to any claims of insurance carriers for deaths or injuries to persons, or for loss of or damage to property arising out of or in connection with you, your agents, servants, or employees. In the event of any claims made or suits filed against the City, the City, at its option, may require you to resist or defend such action or proceeding at your own cost and expense by counsel reasonably satisfactory to the City.
- (3) You shall maintain insurance of the types described below at no cost to the City: Commercial General Liability insurance covering liability arising from premises, operations, independent contractors, and personal injury and advertising injury. Coverage shall be written on ISO occurrence form CG 00 01, or a substitute form providing equivalent liability coverage. The City shall be named by endorsement, or blanket language, as an additional insured under your Commercial General Liability insurance policy.

- (4) Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 per project aggregate, and a \$1,000,000 products-completed operations aggregate limit.
- (5) If any coverage is written on a "claims made" basis, then a minimum of a three-year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.

Section 2. This ordinance shall become effective from and after its passage by the council, approval by the Mayor, and publication as required by law.

PASSED BY THE CITY COUNCIL this ____ day of _____, 2019.

APPROVED:

Dennis Brown, Mayor

ATTEST:

Alice Attwood, City Clerk-Treasurer

APPROVED AS TO FORM:

Michael D. Howe, City Attorney

**SCOPE OF WORK FOR WEBSITE DESIGN, HOSTING AND SUPPORT
FOR THE CITY OF TONASKET, WA.**

Website Should:

- 1) Have a great design that enhances Tonasket's image.
- 2) Ease of use for website visitors to navigate and find information effortlessly
- 3) Ease of use for City staff to create new content and edit content

General Notes:

- 1) Require a professional and highly functional website
- 2) Demonstrated first class customer service, featuring a turnkey website solution
- 3) The ability to fill in on-line forms, applications, and view emergency alerts
- 4) A website solution that allows for meeting management (calendars)
- 5) Provide for webpage categories – create a page once, and have it displayed in multiple places
- 6) Have the website accessible for cell phones

Please send your quote by 4:00 pm by June 17th, 2019 to the City of Tonasket, P.O. Box 487, Tonasket, WA 98855 or e-mail to tonasket@nvinet.com

Questions regarding scope of work:

Alice Attwood
Clerk-Treasurer
City of Tonasket
tonasket@nvinet.com
509-486-2132
8:00 am – 4:30 pm
Monday - Friday

City of Tonasket

From: Tony Larson <Tony@RuralWebsiteDesign.com>
Sent: Wednesday, June 12, 2019 4:55 PM
To: deniece.tonasket@nvnet.com; tonasket@nvnet.com
Cc: brian@7-24group.com; Tony@RuralWebsiteDesign.com
Subject: Website Scope of Work

Alice,

Nice visiting with you and Deniece last week. I have not thought of anything else to revise other than the price. So here is our revised fixed price quote. Changes are in red.

We respectfully submit our bid/quote to meet or exceed the **"SCOPE OF WORK FOR WEBSITE DESIGN, HOSTING AND SUPPORT FOR THE CITY OF TONASKET, WA."**

The structure of the website will be similar to Okanogan, WA, <https://www.okanogancity.com/> with some enhancements. All the content from the original site, City Of Tonasket, <http://www.tonasketcity.org/> will be included (transferred) to the new site.

The graphic arts will be similar to other selected websites we have created;

1. **Uptown Hair Studio**, <http://uptown-hairstudio.com/>,
2. **COMMUNITY CULTURAL CENTER TONASKET**, <http://www.communityculturalcenter.org/>,
3. **THE DUCK BRAND HOTEL AND RESTAURANT**, <http://www.duckbrandwinthrop.com/>,

Pricing:

First Year	
Website	\$4,325.00
Hosting	200.00
Domain Reconfiguration	50.00
Google My Business	125.00
Total First Year	\$4,700.00
Second through Fifth Years	
Hosting, per year	\$200.00
Total Years 2 through 5	\$200.00
Updates	
Minor updates (Change picture(s) or text(s)) *up to 7	\$25.00
Other custom work, enhancements or add-ons	Separate Quote

The Process:

For efficiency and quality you select one point person or contact person for the project. We build your site, deliver the site with a Live Editing Session, within 2 weeks you provide a punch list of edits, corrections, changes and etc. We make second delivery, within 2 weeks you provide a second punch list regarding the issues from the first punch list, and we complete the second punch list and make final delivery. All pictures and text are the responsibility of the City of Tonasket.

Delivery: First delivery: 30 days after initial deposit. Second delivery: 2 weeks after receipt of punch list. Final delivery: 2 weeks after receipt of punch list.

Terms: Half down, balance on final delivery:

We look forward to working with you and the City of Tonasket.

Kind Regards

Tony Larson
Rural Website Design, LLC
624 Central Avenue
Oroville, WA 98844

(509) 560-4199
Tony@RuralWebsiteDesign.com

From: Brian Larson [mailto:Brian@RuralWebsiteDesign.com]
Sent: Friday, May 17, 2019 10:35 AM
To: tony@ruralwebsitedesign.com
Subject: FW: Website Scope of Work

From: Deniece Miller [mailto:deniece.tonasket@nvinet.com]
Sent: Friday, May 17, 2019 9:27 AM
To: GetStarted@RuralWebsiteDesign.com
Subject: Website Scope of Work

The City of Tonasket is looking for quotes for a new website. Attached is the Scope of Work.

Please send your quote by 4:00 pm by June 17th, 2019 to the City of Tonasket, P.O. Box 487, Tonasket, WA 98855 or e-mail to tonasket@nvinet.com.

Deniece Miller
Deputy Clerk-Treasurer
City of Tonasket
deniece.tonasket@nvinet.com
(509) 486-2132 - City Hall
(509) 486-1831 - Fax

municode

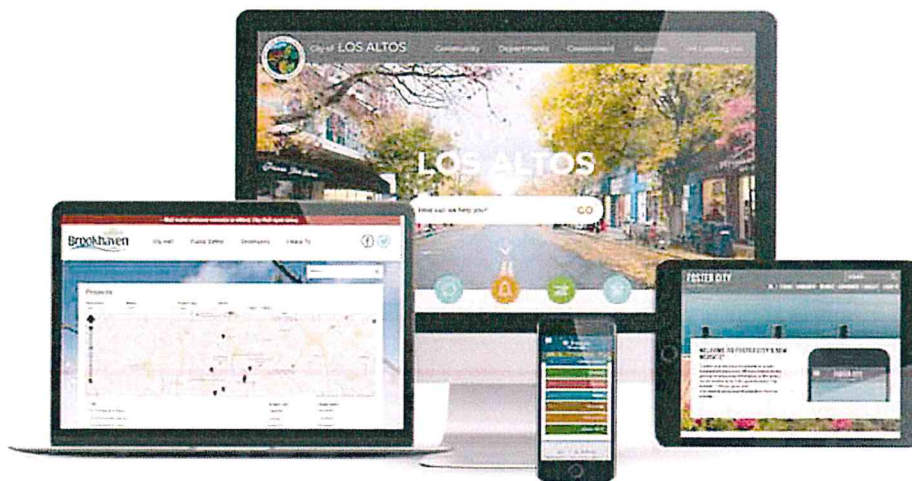


CONNECTING YOU & YOUR COMMUNITY

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

CONTENTS

Letter of Interest.....	2
Contents	3
Company Profile	4
References and Design Examples	6
Website Content Management System (CMS) Features	11
Meeting and Agenda Management (Optional)	12
Policies and Procedures Management (Optional)	13
Project Timeline and Approach.....	14
Hosting, Maintenance, and Customer Support	17
Project Costs	19
Payment Schedule.....	20
Services Agreement.....	21

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

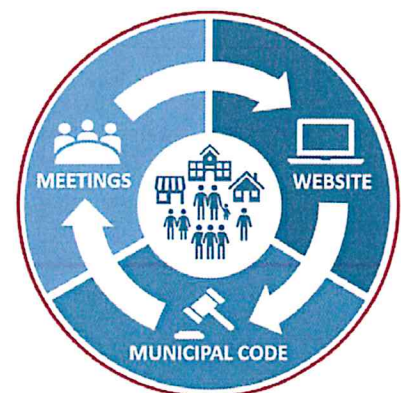
headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is in Portland, Oregon. We also have individual team members working in several states across the country.

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

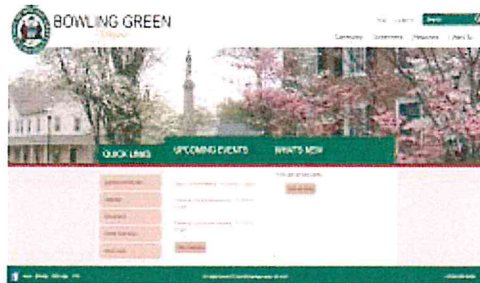
<https://www.townofbowlinggreen.com/>

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

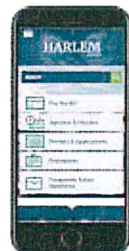
<https://harlemga.org>

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

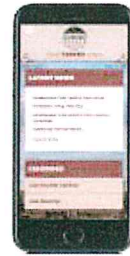
<http://www.coburgoregon.org/>

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

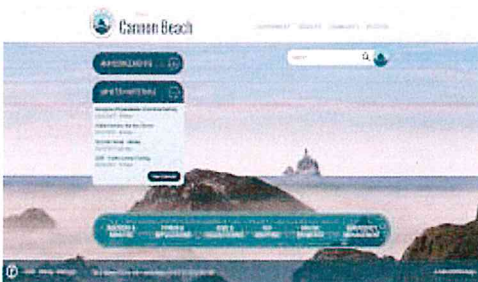
<http://www.ci.cannon-beach.or.us/>

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



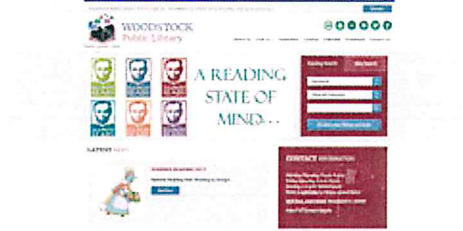
Festivals

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

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

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

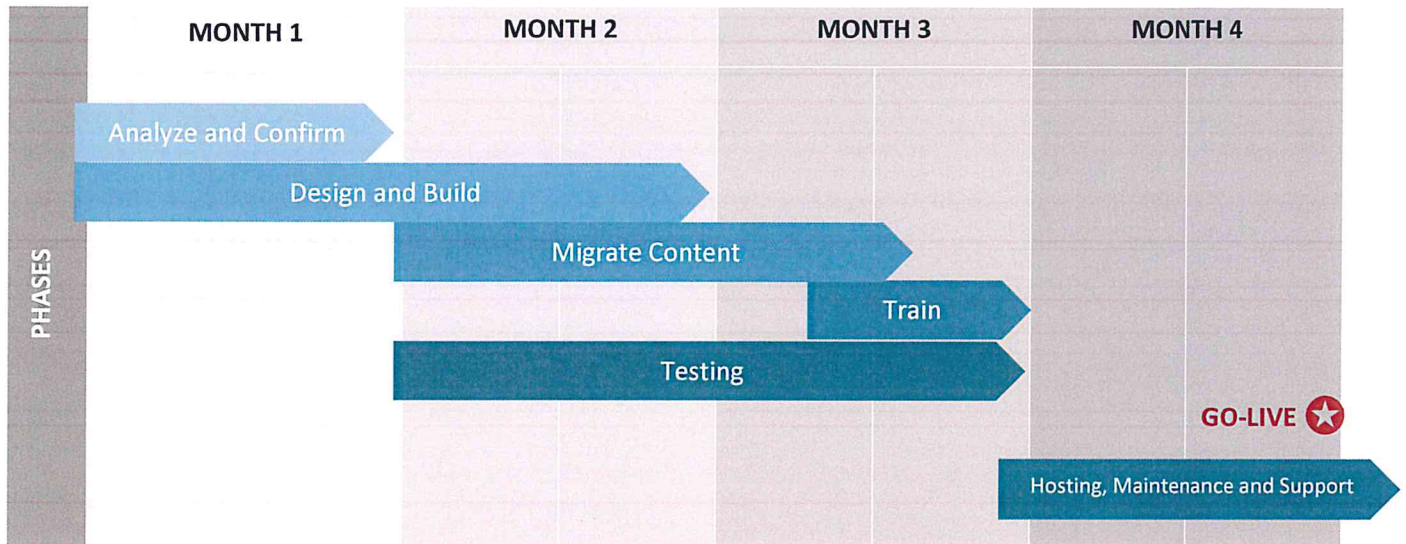
We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

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

PROJECT TIMELINE AND APPROACH

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 |

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*.

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: _____

PUBLIC WORKS CONTRACT

THIS AGREEMENT made and entered into this 25th day of June, 2019, by and between the **CITY OF TONASKET**, WASHINGTON, a municipal corporation, as "**City**", and Mallett Sheet Metal & Roofing a licensed and existing contractor under the laws of the State of Washington, as "**Contractor**",

WITNESSETH:

WHEREAS, the City heretofore called for proposals under the Small Works Roster to furnish labor and materials to replace approximately 5,000 square feet of roof on the Tonasket City Hall Complex; and

WHEREAS, Contractor has submitted a proposal for furnishing all labor and materials necessary to complete said project pursuant to the specifications of the City and in the amount set forth in Contractor's proposal, all of which documents are by this reference incorporated herein as though fully set forth,

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. That the City hereby accepts the proposal of the Contractor to furnish and install all materials and labor necessary to complete the replacement of approximately 5,000 square feet of roof on the Tonasket City Hall Complex.
2. That the Contractor hereby agrees to perform the work and provide the labor and materials for the above designated project in the amount of \$90,895.00 plus tax \$7,544.29 for a total of \$98,439.29.
3. That the order to proceed is dependent upon the Contractor obtaining a State of Washington Department of Labor and Industries Contractor's License and a State of Washington Department of Revenue number.
4. Payment will be made for delivered items after purchaser has received proper billing, and has accepted delivery and performance in writing. subject to the following:

The City shall withhold five percent (5%) of the bid amount for a minimum of thirty (30) days after completion of the job. Progress payments may be made before completion, but not more often than every thirty (30) days. Upon submission of progress reports acceptable to the City and/or engineer, the City will pay ninety-five percent (95%) of each progress report. Any defects in workmanship shall have been repaired and corrected within the thirty day (30) period. The retainage will not be released until defects have been corrected and verification has been

received that all existing federal, state, or local laws, regulations, statutes, and ordinances have been satisfied.

5. The Contractor or any subcontractor shall, at his own expense, comply with all provisions of the Workman's Compensation Laws of the State of Washington relating to his employees employed on or in connection with the work covered by this contract, and shall comply with laws pertaining to public works prevailing wage rate. (Contractor is responsible for filing and paying for the Washington State Department of Labor and Industries Intent to Pay Prevailing Wages form and Affidavit of Wages Paid).

6. The Contractor shall take out and maintain during the life of this contract such Public Liability and Property Damage Insurance as required by the City which shall protect him, any subcontractor performing work covered by this contract, and the City from claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them, and the amounts of such insurance shall not be less than the following as stated in Part III, Specifications, whichever is greater:

Public Liability insurance in the amount of no less than One Million Dollars (\$1,000,000) property damage, One Million Dollars (\$1,000,000) personal injury for any one person, and One Million Dollars (\$1,000,000) personal injury for any one accident, which insurance shall be applicable to the work performed under this contract. The City would accept Five Hundred Thousand Dollars (\$500,000) single limit for any accident or occurrence up to Five Hundred Thousand Dollars (\$500,000) if the above is not obtainable.

The contractor, by signing this document, does hereby release, discharge, and hold harmless the City of Tonasket, Washington, their officers, agents and employees from all claims, demands, and causes of actions of every kind whatsoever for any damages, loss, or injuries which may result from performing the duties of this contract, known or unknown, foreseen or unforeseen.

7. Before any work shall be performed under this contract upon the City's premises, the Contractor shall furnish the City and/or engineer with a certificate that the above compensation and insurance have been provided. Such certificate shall specify the date when such compensation and insurance expires. The insurance provided by the contractor shall be issued by a company authorized to transact such business in the State of Washington.

8. The Contractor shall have the project completed and in service within 10 calendar days from the date of Notice to Proceed. Extensions in completion time will be granted for delays beyond the control of the contractor, such as strikes or Acts of God.
9. In case any action at law or inequity is brought against the City, or any of its officers or agents, for or on account of the failure, omission or neglect of the contractor or his subcontractors, or his or their employees or agents, to do and perform any of the covenants, acts, matters or things by this contract undertaken to be done or performed by the contractor or his subcontractors or his or their employees or agents, or for any death, injury or damages to persons or property caused by the negligence or alleged negligence of the contractor or his subcontractors, or his or their employees or agents, the contractor shall defend such action entirely without costs to the City and pay and/or satisfy any and all judgements and decrees which may be rendered against the City or any of its officers and/or agents in all such actions, together with any interest thereon, and all court costs of such action, and shall protect, indemnify, and keep and save harmless to the City and to its officers, agents, or authorized representatives for and from all suits, costs, damages, expenses, judgements or decrees whatever arising out of such action or suits as may be brought as aforesaid.
10. The minimum scale of wages to be paid by the contractor and/or subcontractor shall not be less than the prevailing wage rate as determined by the Industrial Statistician of the Department of Labor and Industries. The bidder shall list in the proposal all classifications of workers to be employed to complete the work of this contract. The minimum prevailing wage rate shall then be agreed to and paid by the contractor with the signing of the contract.
11. It is agreed that if, at any time during the continuance of this contract, the contractor is petitioned into bankruptcy or the hands of receivers, either voluntarily or involuntarily, or the City and/or engineer is satisfied that the contractor is neglecting or is unable to provide equipment and/or materials, or to perform the work required, is careless or incompetent, is not prosecuting the work with promptness and diligence, or is failing in any way to comply with this contract, specifications or drawings, the City shall have the right, after having first given the contractor two days notice in writing of such intention to enter upon the work immediately upon the day mentioned in such notice, to exclude the contractor and his employees, retain or remove equipment, tools, implements and/or materials thereon, obtain other equipment, tools, implements, materials and labor, if necessary, and enter into other contracts for work or materials; remove such parts of the work according to the specifications and drawings, charging to the contractor new proposals and letting new contracts, if any,

together with the damages caused by the delays thus occasioned in completing the work. In such event, the contractor shall be entitled to no further payments under this contract until work is completed. If the cost to the City of this completing the work, together with any damages caused by delay as aforesaid, shall exceed the balance due to the contractor on account of the contract sum, the contractor shall forthwith pay such excess amount to the City, but if the balance due on the contract sum shall exceed the expense incurred by the City in completing the work, together with any damage for delay, such excess shall be paid by the City to the Contractor.

12. The contractor shall not assign the work to be performed hereunder, or any portion thereof, or any monies payable under the contract, without the prior written consent of the City, nor shall he mortgage or convey title to any of the equipment or material to be used in the work.
13. All operations of the contractor and his subcontractors shall be conducted in compliance with applicable laws, regulations, statutes, ordinances, and codes of the United States Government and the State of Washington and any subdivision or agency thereof having jurisdiction. In performing any of the work, the contractor shall be solely responsible for compliance with all said applicable laws, regulations, statutes, ordinances, and codes and shall indemnify the City from all claim, damage, or judgement arising from any noncompliance, alleged or proved.
14. Contractor shall pay all taxes required by law in connection with work on the project in accordance with this agreement, including sales, use, and similar taxes, and shall secure all licenses and permits necessary for proper completion of the work, paying the fees for such licenses and permits.
15. It is agreed that this agreement, shall be governed by, construed and enforced in accordance with the laws of the State of Washington and venue of any action shall be in the County of Okanogan, State of Washington.
16. The contractor and/or subcontractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor/subcontractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origins. Such action shall include, but not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor/subcontractor agrees to post in a conspicuous place, which is

available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

17. In the event that any action is filed in relation to this agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all sums that either party may be called on to pay, a reasonable sum for the successful party's attorney's fees.
18. The bidder to whom the contract award is made shall furnish a performance bond executed as surety by a corporation authorized to issue bonds in the State of Washington, in form acceptable to the City with sureties satisfactory to the City.
19. Or if it is agreed by the contractor, the City of Tonasket may, in lieu of the required performance bond, according to RCW 39.08.010, retain fifty (50%) of the contract amount for a period of 30 days after date of final acceptance, or until receipt of all necessary releases from the Department of Revenue and the Department of Labor & Industries, and settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

EXECUTED this _____

CITY OF TONASKET, a municipal corporation:

By: _____
Dennis Brown, Mayor

CONTRACTOR:

ATTEST:

Alice J. Attwood, City Clerk-Treasurer

- COMMERCIAL & RESIDENTIAL ROOFING
- SINGLE-PLY ROOFING
- METAL ROOFING
- SIDING



MALLETT

Sheet Metal & Roofing

MALLESM250JH



- CUSTOM SHEET METAL FABRICATION
- OIL FURNACE SERVICE
- AIR CONDITIONING
- HEAT PUMPS

5/8/19

Re: Tonasket City Hall Complex Roofing Project

To Whom It May Concern:

As per Specifications: including removal, R-38 insulation and all other items specified, Duro-Last PVC membrane roof system with 15 yr. NDL warranty and an alternate for 20 yr. NDL.

PVC Membrane Roof System:	\$ 88,295.00
WSST 8.3%	7,328.49
Total:	\$ 95,623.49

Alt. #1: 20 yr:	\$ 90,895.00
WSST 8.3%:	7,544.29
Total:	\$ 98,439.29

Prevailing wage rate: Roofers: 40.21/Hr
Refrigeration: 80.93/Hr

Note: NDL Warranty is labor and materials warranty

MALLETT SHEET METAL & ROOFING

City of Tonasket

From: Jeff <jeff@communitynet.org>
Sent: Thursday, June 20, 2019 8:52 AM
To: tonasket@nvinet.com
Subject: Roofing Project

6/20/19

Re: City of Tonasket City Hall Complex Roofing Project

Attn: Alice

Request for Down Payment Funds:

Asbestos Removal:	\$ 23000.00
Poly-Iso Insulation:	27000.00
Total Down Payment:	\$ 50000.00

MALLET SHEET METAL & ROOFING

JEFF MALLET

Building & Permits Department Activity Synopsis
June 26, 2019 Council Meeting

Status of City Projects:

Risk Mapping: New flood maps prepared for consideration in 2020.

South R/R Crossing: No activity

Parry's Acres: No activity.

City Hall Complex: Prepared to issued permit to selected contractor for the roofing replacement project

Airport County Zoning Map Amendment: No activity.

Public Works Shop: No activity.

Highway 20 Retaining Wall: No activity.

Permitting Activity:

509 "C" Whitcomb Ave., S. Issued a Certificate of Occupancy for a food and drink kiosk.

48 Bonaparte Ave. Together with Public Works signed the approvals on the face of the plat for a 4 lot residential subdivision.

126 Whitcomb Ave., S. Reviewed DOH project review comments for a proposed lighting project.

35 Mill Dr. Issued a renewal of a kennel permit.

318 Henderson Way Issued a permit to relocate water service line to a house.

213 Western Ave., S. Issued a permit to replace the fire suppression system in a kitchen hood.

5 Mill Dr. Issued a permit to replace a private garage with a new larger garage.

35 Hwy 20 E Reviewed plans to replace various HVAC components in three schools.

Status of Larger Projects/Issues:

Pleasant Glades Work on the buildings is continuing

Mill Drive Long Plat Awaiting construction plans.

Alternative High School – Under temporary occupancy; until some minor issues are completed.

Double S Meats – Awaiting construction plans.

Other Activities:

Site Analysis: Provided information boundary line adjustments, projections into setbacks and working in the floodway and floodplain.

Code Analysis: Provided information on panic hardware, sprinkler systems and accessibility.

General: Nothing of note to report.

Compliance:

319 Whitcomb Ave., S. Substandard housing. Met with owner to attempt an agreement of what substantial progress means and suggested priorities of work to be accomplished in the near future to keep permit valid.

225 ½ 1st St., W. Possible substandard housing. Inspected completed work, and went over with the owner work still remaining.

204 3rd St., E. Possible dangerous building. Awaiting compaction of back fill material report.

225 1st St., S. Possible substandard housing. Inspected completed work, and went over with the owner work still remaining.

220 Whitcomb Ave., S. Possible substandard housing. Seeking search warrant with the assistance of City Attorney.

203 5th St., E. Work without a permit. Owner has applied for the permit, awaiting plans.

36 Hwy 20, E. Substandard Housing/Garbage. Noticed that the yard had been mowed; and some of the garbage has been collected into a single pile. No one has made contact regarding the clean up.

21 6th St. W. Substandard Property. Owner lives out of state, person assigned to clean up site may have misled owner regarding the scope of what needed to be completed, sent owner photograph.

309 Space #6 4th St., W. Work without a permit. Corresponded with the park's representative; mobile home owner has responded to Stop Work Order and has secured a L&I FAS alteration permit. Still needs to apply for site work and floodplain permit.

City of Tonasket

From: Lalena Johns <ljohns@co.okanogan.wa.us>
Sent: Friday, June 14, 2019 3:19 PM
To: Connie Thomas; JoAnn Denney; mistyr@frontier.com; City of Tonasket; cityclerk@okanogancity.com; winthropclerk@townofwinthrop.com; <paterosmayor@gmail.com> (paterosmayor@gmail.com); cddeputy@couleedam.org; clerktreasurer@townoftwisp.com; Clerk@townofconconully.com
Subject: Vacancy on Board of Health

Hello City Clerks,

This email is sent on behalf of the County Commissioners and the Board of Health as there is a vacancy on the Board of Health. The County Commissioners asked that I send you an email because there is a vacancy on the Board of Health that represents the incorporated cities and towns in Okanogan County.

The position may be filled by either a mayor or a council member and shall serve for 4 years or fill the unexpired term of the person who vacated the position. The County Commissioners request names of those city council members or mayors who would be willing to be appointed to fill the vacancy.

The resolution regarding the charter states, in part, the County Commissioners shall appoint the representative for incorporated cities/towns after soliciting a recommendation from the Okanogan Council of Governments, but then it doesn't state the make-up of the council of governments. I am assuming each incorporated city is part of the council.

Please send me your council or mayor name for consideration if they wish to serve on the Board of Health. The County Commissioners will consider all submitted names for appointment. Please have your nominees(s) name(s) to me by **July 1, 2019**.

Thank you so much.

Have a terrific weekend!

Sincerely,

*Laleña "Lanie" Johns, CMC
Clerk of the Board*

Okanogan County Commissioners
123 - 5th Avenue N., Rm. 150
Okanogan, WA 98840

ph. 509.422.7105

fx. 509.422.7106

"There are two primary choices in life: to accept conditions as they exist, or accept the responsibility for changing them." Denis Waitley

This email and any attachments are for the sole use of the intended recipient(s) and could contain information which may be privileged, confidential, attorney work product and/or protected from disclosure under applicable law. If you have received this message in error, please notify the sender either by email or

ORDINANCE NO. 768

AN ORDINANCE imposing restrictions on the use and discharge of fireworks within the city from April 1st to October 30, annually.

THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON, DO ORDAIN as follows:

Section 1. Discharge of fireworks that are not listed as allows in Section 1A. are banned in the following zoning districts within the City of Tonasket: R-1, R-2, C-1 and C-2 (residential and commercial zones).

Section 1A. As allows in RCW 70.77.136.

Section 2. If a burn ban is declared by Okanogan County, or any other governmental entity with authority and jurisdiction within the city, then, and in that event, all fireworks of all kinds and classifications may be banned within the City of Tonasket. In addition thereto, the Mayor, after consultation with the Fire Chief of the local Fire District, may prohibit the discharge of fireworks within the city during a period of extreme fire danger.

Section 3. If fireworks are not banned as set forth above, "consumer fireworks" as defined by and permitted by state law may be discharged in Chief Tonasket Park and excluding the zoning districts set forth above during the dates and times fixed by RCW 70.77.395.

Section 4. The designated area set aside for fireworks in Chief Tonasket Park will be determined by the Mayor or his/her designee.

Section 5. This ordinance shall become effective from and after one year from the date of adoption as provided by RCW 70.77.

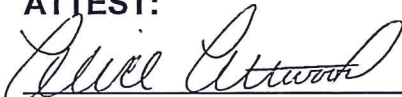
PASSED BY THE CITY COUNCIL this 28th day of June, 2016.

APPROVED:



Patrick Plumb, Mayor

ATTEST:




Alice Attwood, City Clerk-Treasurer

APPROVED AS TO FORM:



Michael D. Howe, City Attorney

I certify the above Ordinance or Summary of No. 768 has been published according to law in the Gazette-Tribune on July 7, 2016

City Clerk