



Town of Archer Lodge

AGENDA

Regular Council Meeting

Monday, March 5, 2018 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

Page

1. WELCOME/CALL TO ORDER:

- 1.a. Invocation
- 1.b. Pledge of Allegiance

2. APPROVAL OF AGENDA:

3. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed, 3 minutes per person)

4. CONSENT AGENDA:

- 3 - 12 4.a. Approval of Minutes:
05 Feb 2018 Regular Council Meeting Minutes
[Regular Council - 05 Feb 2018 - DRAFT](#)

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 13 5.a. 2019 Urban Archery Renewal
[2019 Urban Archery Renewal Form](#)
- 14 - 19 5.b. Discussion and Consideration of Approving the Architect/Engineer Services Agreement and the Professional Services Proposal (Exhibit A) for the Town Hall Expansion by MS Consultants, Inc.
[Architect Engineer Services Agreement - MS Consultants, Inc](#)
[Exhibit A - MS Consultants, Inc Proposal](#)
- 20 - 83 5.c. Discussion and Consideration of Approving the Website Design Services with Revize, the Government Website Experts, for a five-year

agreement.

[Revize Website Proposal for Archer Lodge NC](#)

[Revize Website Sales Agreement for Archer Lodge NC](#)

- 5.d. Discussion and Consideration of Two Liaisons for the Archer Lodge Fire Department
- 5.e. Discussion and Consideration of Appointing a Budget Officer and a Finance Officer
- 5.f. Discussion and Consideration of a Designee for the Town of Archer Lodge on the EWTN/PEG Media Board
- 5.g. Discussion and Consideration of an Executive Board Member and an Alternate Board Member on CAMPO

6. TOWN ATTORNEY'S REPORT:

7. ADMINISTRATIVE CONSULTANT'S REPORT:

8. PLANNING/ZONING REPORT:

- 8.a. Buffalo Road Improvements Update

9. VETERAN'S COMMITTEE REPORT:

10. MAYOR'S REPORT:

11. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

12. ADJOURNMENT:



**Regular Council - Minutes
Monday, February 5, 2018**

COUNCIL PRESENT:

Mayor Pro Tem Mulhollem
Council Member Bruton
Council Member Castleberry
Council Member Jackson
Council Member Wilson

STAFF PRESENT:

C.L. Gobble, Administrative Consultant
Chip Hewett, Town Attorney
Kim P. Batten, Finance Manager/Town Clerk
Bob Clark, Planning/Zoning Administrator

COUNCIL ABSENT:

Mayor Seat Vacant

MEDIA PRESENT:

None

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Pro Tem Mulhollem called the meeting to order at 6:31 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, NC and declared a quorum was present. Council Member Jackson offered the invocation.

b) Pledge of Allegiance

Mayor Pro Tem Mulhollem led the pledge of allegiance to the US Flag.

2. APPROVAL OF AGENDA:

a) No additions or changes noted.

Moved by: Council Member Wilson

Seconded by: Council Member Castleberry

Agenda Approved

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed, 3 minutes per person)

a) No Public Comments

4. CONSENT AGENDA:

a) Approval of Minutes:

02 Jan 2018 Regular Council Meeting Minutes

16 Jan 2018 Work Session Minutes

b) Acceptance of the Resignation of Mayor Michael A. Gordon effective

Sunday, February 4, 2018

Moved by: Council Member Jackson

Seconded by: Council Member Castleberry

Consent Agenda Approved

CARRIED UNANIMOUSLY

5. RECOGNITION/PRESENTATION:

a) Buffalo Road Safety Project Update by Mr. Jiles P. Harrell, PE, District Engineer, Division 4, District 3, NCDOT

Mr. Harrell explained that the Buffalo Road Safety Project initially was for spot widening and ditch improvements in the Archer Lodge area. Due to increasing costs for that Safety Project, there is currently no funding available for the Town's curb, gutter, and sidewalk project near Town Hall on Buffalo Road. He suggested the Town adopt a Resolution to seek funding through the General Assembly Contingency Funds for the Town's project, which would demonstrate Town's support for the NCDOT safety improvements. Discussion followed.

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Consideration of Adopting a Resolution in Support of the NCDOT and Improvements on SR 1003 Buffalo Road in Archer Lodge, NC (Resolution# AL2018-02-05)

Mayor Pro Tem Mulhollem opened discussion based on the Mr. Harrell's presentation relating to Resolution# AL2018-02-05. No further discussion.

Resolution# AL2018-02-05 appears as follows:

**TOWN OF ARCHER LODGE
RESOLUTION IN SUPPORT OF THE
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION AND
IMPROVEMENTS ON SR 1003 BUFFALO ROAD IN ARCHER LODGE, NC**

WHEREAS, the North Carolina Department of Transportation promotes the safety and wellbeing of traveling public for motorists across the State through new roadways, improvements to existing roadways and continual roadway maintenance; and

WHEREAS, the Archer Lodge Town Council considers safety of the motoring public and pedestrians along roadways within the town to be of the utmost importance; and

WHEREAS, the NC Department of Transportation has funded a roadway safety project, W-5601DP, to improve safety along SR 1003 Buffalo Road; and

WHEREAS, the Town has requested the Department to consider the addition of infrastructure by means of construction of curb and gutter and sidewalk along SR 1003 Buffalo Road from SR 1702 Archer Lodge Road to the west for an approximate distance of 1,300 feet in accordance with Department Policy for the Construction and Maintenance of Sidewalks and other Pedestrian Facilities; and

WHEREAS, the addition of curb and gutter and sidewalk would establish delineated driveway accesses and designated pedestrian corridors and crossings thus increasing safety within the Town center; and

WHEREAS, the total estimated costs of the construction of the subject improvements is \$200,000, \$90,000 of which is associated with the construction of sidewalk facilities; and

WHEREAS, the Town of Archer Lodge will provide the 20% local match of approximately \$18,000 as defined by the Policy.

NOW THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council does hereby support and endorse the Department seeking additional funds to add curb and gutter and sidewalk improvements to the construction of the TIP Project W-5601DP along SR 1003 Buffalo Road.

**DULY ADOPTED ON THIS 5TH DAY OF FEBRUARY 2018
WHILE IN REGULAR SESSION.**



Matthew B. Mulhollem
Mayor Pro Tem

ATTEST:



Kim P. Batten
Town Clerk



Moved by: Council Member Wilson

Seconded by: Council Member Castleberry

Resolution# AL2018-02-05 Supporting NCDOT improvements to State Road 1003 Buffalo Road in Archer Lodge, NC was adopted.

CARRIED UNANIMOUSLY

b) Finance Manager/Town Clerk Performance Evaluation & Budgeted Merit Increase

Mayor Pro Tem Mulhollem opened the discussion regarding the January performance evaluation of Ms. Batten by himself, former Mayor Mike Gordon and Mr. C.L. Gobble with their recommendation of a 2.5% merit increase retroactive to January 1, 2018. No further discussion.

Moved by: Council Member Bruton

Seconded by: Council Member Jackson

2.5% merit increase for Ms. Batten, Finance Manager/Town Clerk, retroactive to January 2018 was approved.

CARRIED UNANIMOUSLY

c) Consideration of Approving Budget Amendment (BA 2018 02)

Ms. Batten explained the justification for BA 2018 02 (Budget Amendment). It was to appropriate or reappropriate unanticipated revenues and expenditures of \$93,240 as recorded in the amendment. Some discussion followed.

BA 2018 02 appears as follows:

BA 2018 02

Town of Archer Lodge

Budget Amendment

Fiscal Year Ending

06/30/18

Budget Amendment

Date

BA 2018 02

05-Feb-18

General Fund/Capital Reserve Fund/Park Reserve Fund

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
2010 Property Taxes - Gen Fund	10-3110-0000	-	1.00	1.00
2011 Vehicle Taxes - Gen Fund	10-3111-0120	-	1.00	1.00
2012 Vehicle Taxes - Gen Fund	10-3112-0120	-	3.00	3.00
2013 Vehicle Taxes - Gen Fund	10-3113-0120	-	1.00	1.00
2015 Property Taxes - Gen Fund	10-3115-0000	-	6.00	6.00
2016 Property Taxes - Gen Fund	10-3116-0000	-	53.00	53.00
Article 44 NCGS 105-524 Sales Tax - Gen Fund	10-3244-0524	4,500.00	5,500.00	10,000.00
Permits and Fees	10-3340-0000	2,500.00	(500.00)	2,000.00
Investment Earnings - Gen Fund	10-3831-0000	5,000.00	4,500.00	9,500.00
Contributions	10-3833-0000	25.00	(25.00)	-
Investment Earnings - Cap Res Fund	30-3831-0000	-	3,500.00	3,500.00
Transfer from General Fund 10	30-3900-3910	-	25,000.00	25,000.00
Fund Balance Appropriated - Cap Res Fund	30-3990-0000	-	16,500.00	16,500.00
Investment Earnings - Park Res Fund	31-3831-0000	-	1,700.00	1,700.00
Transfer from General Fund 10	31-3900-3910	50,000.00	37,000.00	87,000.00
Total Increase (Decrease) in Revenues		93,240.00		
Expenditures:				
Election Expenses - Gov Body	10-4110-2500	4,000.00	600.00	4,600.00
Training & Meetings - Gov Body	10-4110-3110	2,000.00	150.00	2,150.00
Annual Planning Session - Gov Body	10-4110-3200	1,000.00	1,500.00	2,500.00
Dues and Subscriptions	10-4110-4000	10,300.00	(300.00)	10,000.00
Salaries (Part-Time) - Admin	10-4120-1220	2,400.00	(200.00)	2,200.00
Supplies(Town Hall) - Admin	10-4120-2000	1,000.00	250.00	1,250.00
Supplies - Admin	10-4120-2100	2,000.00	150.00	2,150.00
Contracted Services	10-4120-3500	8,164.00	420.00	8,584.00
Equipment Lease - Admin	10-4120-4200	4,980.00	520.00	5,500.00
Tax Collection Fees (NC & Jo Co) - Admin	10-4140-4950	15,200.00	800.00	16,000.00
LP Gas - Public Bldgs	10-4190-3320	1,000.00	250.00	1,250.00
Repairs & Maintenance - Public Bldgs	10-4190-3520	5,000.00	4,000.00	9,000.00
Capital Outlay - Public Bldgs	10-4190-5100	5,000.00	650.00	5,650.00
Supplies - Planning/Zoning	10-4910-2000	1,000.00	750.00	1,750.00
Transfer to General Fund - Cap Res Fund	30-9900-0010	-	45,000.00	45,000.00
Recreation Development - Park Res Fund	31-6120-5500	50,000.00	38,700.00	88,700.00
Total Increase (Decrease) in Expenditures		\$ 93,240.00		
		\$ -		
Justification for Budget Amendment:				
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.				
Adopted this 5th day of February 2018				
ATTEST:		Matthew B. Mulhollem, Mayor Pro Tem		
Kim P. Batten, Town Clerk		Teresa M. Bruton, Finance Officer		

TOWN OF ARCHER LODGE

Established

2009

NORTH CAROLINA

Moved by: Council Member Wilson
Seconded by: Council Member Castleberry
BA 2018 02 was approved.

CARRIED UNANIMOUSLY

d) **Consideration to appoint New Mayor to replace Michael A. Gordon and complete his term ending 12/31/2019**

No further discussion.

Moved by: Council Member Jackson
Seconded by: Council Member Castleberry
Matthew (Matt) Mulhollem was appointed to replace Mayor Gordon and complete his term ending December 31, 2019.

CARRIED UNANIMOUSLY

e) **Oath of Newly Appointed Mayor, Matthew (Matt) B. Mulhollem**

Mayor Matthew (Matt) B. Mulhollem was sworn in by Ms. Kim Batten, Archer Lodge Town Clerk, with family members offering support.

Mr. Mulhollem's Oath appears as follows:

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

18R 73

FILED

2019 FEB 20 A 11:35

JOHNSTON COUNTY, N.C.
BY 

**OATH OF MAYOR
TOWN OF ARCHER LODGE**

I, Matthew B. Mulhollem, do solemnly and sincerely affirm that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me, God.

I, Matthew B. Mulhollem, do affirm that I will well and truly execute the duties of the Office of Mayor for the Town of Archer Lodge, North Carolina according to the best of my skill and ability, according to law; so, help me, God.


Matthew B. Mulhollem

Sworn to and subscribed before me
this 5th day of February 2018.



Kim P. Batten
Town Clerk
Town of Archer Lodge



Following the Oath, Ms. Batten presented Mayor Mulhollem with his new gavel from the Town.

f) Consideration to fill Vacancy on the Town Council and appoint New Council Member

Due to the resignation of former Mayor Gordon and the appointment of Mayor Pro Tem Mulhollem to the Mayor position, there remains a vacant seat on the Town Council. Newly appointed Mayor Mulhollem asked for motions from Council Members to fill the vacant Council seat. Council Member Wilson made a motion for Terry A. Barnes to fill the unexpired council seat term vacated by Matt Mulhollem. Remarks followed. For lack of a second, Mayor Mulhollem conferred with Attorney and announced the motion died. Council Member Jackson made a motion for Hearbert A. Locklear to fill the unexpired council seat term vacated by Matt Mulhollem. Council Member Castleberry seconded the motion. Remarks followed. No other discussion.

Moved by: Council Member Jackson

Seconded by: Council Member Castleberry

Hearbert A. Locklear was appointed to fill the Council seat vacated by Matt Mulhollem and complete his term ending December 31, 2019.

Carried 3 to 1 (Wilson opposed)

g) Oath of Newly Appointed Town Council Member, Hearbert A. Locklear

Hearbert A. Locklear was sworn in by Ms. Kim Batten, Archer Lodge Town Clerk.

Mr. Locklear's Oath appears as follows:

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

18R 69
FILED
FEB 20 11:35
JOHNSTON COUNTY, NC

**OATH OF TOWN COUNCIL MEMBER
TOWN OF ARCHER LODGE**

I, Hearbert A. Locklear, do solemnly and sincerely affirm that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me, God.

I, Hearbert A. Locklear, do affirm that I will well and truly execute the duties of the Office of Town Council Member for the Town of Archer Lodge, North Carolina according to the best of my skill and ability, according to law; so help me, God.

Hearbert A. Locklear
Hearbert A. Locklear

Sworn to and subscribed before me
this 5th day of February 2018.

Kim P. Batten
Kim P. Batten
Town Clerk
Town of Archer Lodge



h) Consideration to appoint Mayor Pro Tempore

Mayor Matt Mulhollem asks for nominations to serve as Mayor Pro Tempore. Council Member Jackson nominated Council Member Clyde Castleberry. Remarks followed. Mayor asks for seconds on the nomination. Council Member Bruton seconded the motion. No further discussion.

Moved by: Council Member Jackson
Seconded by: Council Member Bruton

Council Member Clyde Castleberry was appointed to serve as Mayor Pro Tempore.

CARRIED UNANIMOUSLY

i) Oath of Newly Appointed Mayor Pro Tempore, Clyde B. Castleberry

Clyde B. Castleberry was sworn in by Ms. Kim Batten, Archer Lodge Town Clerk.

Mr. Castleberry's Oath appears as follows:

BR 168

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

FILED

OATH OF MAYOR PRO TEMPORE 35
TOWN OF ARCHER LODGE

I, Clyde B. Castleberry, do solemnly and sincerely affirm that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me, God.

I, Clyde B. Castleberry, do affirm that I will well and truly execute the duties of the Office of Mayor Pro Tempore for the Town of Archer Lodge, North Carolina according to the best of my skill and ability, according to law; so, help me, God.

Clyde B. Castleberry
Clyde B. Castleberry

Sworn to and subscribed before me
this 5th day of February 2018.

Kim P. Batten
Kim P. Batten
Town Clerk
Town of Archer Lodge



7. TOWN ATTORNEY'S REPORT:

- a) **Attorney Hewett commended the Town Council on moving forward, and wished everyone the best of luck. He reminded Ms. Batten about the new Council Member undergoing Ethics training through UNC School of Government. Discussion followed.**

8. ADMINISTRATIVE CONSULTANT'S REPORT:

- a) **Mr. Gobble mentioned that the survey of the Town property is complete, and it's available if anyone needs the data for another project.**
- b) **Mr. Gobble shared that he along with former Mayor Mike Gordon met with MS Consultants, Inc and was informed that the architects that originally worked with building the existing Town Hall were no longer with their firm. He stated that he will be presenting potential floor plans for the expansion of Town Hall, at a future meeting.**
- c) **Mr. Gobble noted that Mark Williams, retired Wake Forest manager, had agreed to be our Facilitator at the Budget Planning Session on February 24, 2018.**

9. FINANCIAL/TOWN CLERK'S REPORT:

a) January 31, 2018 Financials & Year-to-Date Comparison (FY17 & FY18)

Ms. Batten shared the monthly financials for period ending January 31, 2018 and noted that the fiscal year was 58% completed. She also presented a year-to-date comparison of January 31, 2017 with January 31, 2018 and shared that revenues had increased by almost 9% and expenditures had reduced by almost 10.3% from 2017 to 2018. No further discussion.

10. PLANNING/ZONING REPORT:

a) Mr. Clark shared that Mayfield and Heritage Subdivisions are nearing completion and he anticipates the Town receiving \$40,000 in lieu fees before the fiscal year ends.

b) Mr. Clark explained that the State had completed new Flood Plain maps and Archer Lodge is not affected; however, there are some changes to their Flood Plain Ordinance. He recommended replacing our old ordinance with the new ordinance to be compliant and it must be adopted by June 30, 2018.

c) Mr. Clark advised everyone to refer any Code Enforcement complaints from recent code enforcement violations to Mr. Danny Eudy, Code Enforcement Officer.

d) Mr. Clark shared that the Board of Adjustment and Planning Board would be meeting on Wednesday, March 21, 2018 at 6:30 p.m.

11. VETERAN'S COMMITTEE REPORT:

a) Mr. Mike Mulhollem reported the following:

1. Veterans Memorial Fund is almost \$60,000.
 2. The committee is closing in on a starting date for the Veterans Memorial and is hoping to have the construction drawings by March 2018.
 3. Veterans Memorial location has been determined and is marked off to the right of Archer Lodge Town Hall.
 4. The Veterans next Biscuit Sale will be on February 16, 2018.
-
-

12. MAYOR/MAYOR PRO TEM REPORT:

a) February Work Session, 2/19 & Annual Budget Planning Session, 2/24

Mayor Mulhollem mentioned the close proximity of the next two meetings and suggested cancelling the February work session. Discussion followed and all agreed.

Moved by: Council Member Jackson

Seconded by: Council Member Castleberry

The February 19, 2018 Work Session was cancelled due to Annual Budget Planning Session being held February 24, 2018.

CARRIED UNANIMOUSLY

b) Mayor Mulhollem shared his remarks as follows:

"I am humbled to be appointed by my fellow Town Council Members to serve the remainder of the term as Mayor. I want to thank our outgoing Mayor, Mike Gordon, for his dedicated service and for the example that he and both former and present members of the Council have set. It is your example that I will follow to serve the citizens of our town, to the best of my ability. I would also like to thank my family for your love and support. "May God Bless Archer Lodge".

13. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

a) Council Member Bruton congratulated Mayor Mulhollem and Council Member Locklear for being appointed to their new offices on the Council and offered any help. She also thanked Mr. Jiles Harrell for all of his help with the NCDOT Safety Project, and Mr. Terry Barnes for offering to serve on the Town Council.

b) Council Member Locklear thanked everyone for the opportunity to serve on the Council and reiterated Mayor Mulhollem saying "God Bless Archer Lodge."

c) Council Member Jackson shared that Mayor Gordon was a corner stone of the community and that he would miss him, and wished him lots of happiness in life and God's speed. He commended the Archer Lodge Fire Department for their dedication and for also being a corner stone of the community. He reminded Council of the Fire Department Banquet that will be held on February 24, 2018.

d) Council Member Castleberry reiterated the other Council Members remarks: Mayor Gordon would be missed, congratulations to Mayor Mulhollem and Council Member Locklear, and offered any help. He also thanked the Veterans Committee, Fire Department, Administrator C.L. Gobble and Archer Lodge citizens for their dedication and support.

e) Council Member Wilson congratulated Mayor Mulhollem and welcomed Council Member Locklear and closed by saying, he had hope to see fairness return to their government.

f) Mayor Mulhollem announced that they were fortunate to have Mr. Jeffery D. Barnes, namesake of the Jeffery D. Barnes Council Chambers, present at the meeting and thanked him and his wife, Lisa, for attending.

14. ADJOURNMENT:

a) No Further Business

Moved by: Council Member Castleberry

Seconded by: Council Member Jackson

Meeting adjourned at 7:43 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk



Deer Urban Archery Season Renewal Form

(January 12 - February 17, 2019)

February 2, 2018

Mayor Matt Mulhollem
14094 Buffalo Road
Clayton, NC 27527

Name of Municipality: Town of Archer Lodge **County:** Johnston
Name of Representative: Matthew (Matt) B. Mulhollem, Mayor
Address: 14094 Buffalo Road, Clayton, NC 27527
Phone #: 919-359-9727

Please update any contact
information that differs from
above.

Do you wish to participate in the 2019 Deer Urban Archery Season (January 12 – February 17, 2019)? Yes ☒ No ☐

It is Wildlife Management policy to provide a complete list of participating municipalities to the hunting public in the Regulations Digest. Please indicate the phone number and/ or website to be listed in the **2018-2019 Inland Fishing, Hunting, and Trapping Regulations Digest** (Please Print)

Phone Number: 919-359-9727

Website: townofarcherlodge.com

Are there any changes to the map submitted with your participation letter? Yes ☐ No ☒

If "Yes", please attached a new map to this form. (No larger than 11"X17")

Please print and sign the name of the representative for the Town of Archer Lodge.

Name of Representative: Matthew (Matt) B. Mulhollem, Mayor

Signature: _____

Thank you for your interest in the management of our state's wildlife resources. Please complete and return this form by mail to:

Shauna Glover, Program Support
Wildlife Management Division
1722 Mail Service Center
Raleigh, NC 27699-1700

Or email:

shauna.glover@ncwildlife.org

David T. Cobb, Ph.D., Chief
Wildlife Management Division
(919) 707-0050

Applications must be received by April 2, 2018

A/E SERVICES AGREEMENT

This Agreement (the "Agreement") is entered into and made effective as of the 5th day of March 2018, by and between **ms consultants, inc.**, 920 Main Campus Drive, Suite 430, Raleigh, NC 27606-5213 ("Consultant") and **The Town of Archer Lodge**, 14094 Buffalo Road, Clayton, NC 27527 ("Client"). The Consultant Client are referred to collectively as the "Parties" and individually as a "Party."

In consideration of the mutual promises, covenants, and agreements contained herein, which the Parties acknowledge are good, valuable and sufficient consideration for this Agreement, the Parties, intending to be legally bound, promise, covenant and agree as follows:

1. Scope of Services. Consultant shall perform architecture and engineering services for **a single story, 1,600 SF wood framed, office addition to the existing Archer Lodge Town Hall building. The project will include a full set of permit drawings and specifications, project bidding & award, and Construction Administration services.** (the "Services") as assigned to Consultant from time to time by the Client, either verbally or via written work order directive. Such Services shall be further described in the document attached as Exhibit A.
2. Standard of Care. Consultant shall perform the services under this Agreement with the care and skill ordinarily used by members of the profession practicing under similar conditions at the same time and in the same or a similar locality.
3. Term. Consultant shall complete its obligations within a reasonable time and, in any event, no later than the dates set forth in any exhibit or amendment to this Agreement.
4. Compensation & Payment. For the Services described in Paragraph No. 1, Client agrees to compensate Consultant the lump sum fee of **Thirty-Four Thousand dollars and Zero Cents (\$34,000.00)** ("Compensation") plus reasonable expenses for out-of-pocket costs incurred by Consultant related to the Services. Consultant shall invoice Client on a monthly basis for the Services and shall include supporting documentation as may be requested by Client. Payments are due and payable upon presentation of the Consultant's monthly statement. Amounts unpaid thirty days after the invoice date shall bear interest at the rate of 2.0% per month on the unpaid balance.
5. Independent Contractor. The Services of the Consultant will be provided as an independent contractor and Consultant will not be entitled to compensation as an employee, including but not limited to employee retirement benefits, vacation and sick leave and Consultant is not an employee of the Client.
6. Reuse of Documents. Documents prepared by Consultant are not intended or represented to be suitable for reuse by the Client for any other project outside the description provided of the project in this Agreement and any exhibits to it. Any reuse by Client of such documents without specific written verification and consent of the Consultant will be at the Client's sole risk without liability or legal exposure to Consultant. Client agrees to hold harmless the Consultant for any breach of this provision.
7. Confidentiality. The Client agrees to keep confidential and not to disclose any data or information provided by Consultant which is not otherwise in the public domain or required to be disclosed by order of a court or as required by law.

8. Insurance. Consultant shall procure and maintain insurance for protection from claims under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or death of any and all employees or of any person other than such employees, and from claims for damages because of injury to or destruction of property including loss of use resulting therefrom, and any other insurance prescribed by law or as set forth herein. Commercial general liability and automobile insurance in an amount not less than Two Million Dollars (\$2,000,000.00) for injuries, including those resulting in death, to any one person, and in an amount not less than Two Million Dollars (\$2,000,000.00) on account of any one accident or occurrence; non-owned and hired auto coverage combined single limit of \$1,000,000 per occurrence; uninsured motorist coverage in the amount of \$1,000,000 per occurrence. Professional Liability Insurance in the amount of Two Million Dollars (\$2,000,000) per occurrence. All policies of insurance relating to the project shall contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against the Parties, or any insureds, additional insureds, or loss payees thereunder.
9. Indemnification. To the fullest extent permitted by law Consultant shall indemnify and hold harmless Client from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Services, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the project itself), but only to the extent caused by the negligent acts or omissions of the Consultant, its subconsultant, anyone directly or indirectly employed by them or anyone for whose acts the Consultant may be liable.
10. Consequential Damages. The Client and Consultant waive indirect and consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement.
11. Successors. All provisions herein contained shall be binding upon and inure to the benefit of the respective heirs, personal representatives, successors and assigns of the Client and of Consultant.
12. Severability. If any term or provision of this Agreement is found to be illegal, unenforceable, or in violation of any laws, statutes, ordinances, or regulations of any public authority having jurisdiction, then, notwithstanding such term or provision, this Agreement will remain in full force and effect and such term will be deemed stricken; provided this Agreement will be interpreted, when possible, so as to reflect the intentions of the Parties as indicated by any such stricken term or provision.
13. Entire Agreement. This Agreement constitutes the entire agreement among the Parties with respect to their subject matter and will supersede all prior and contemporaneous, oral or written, agreements, negotiations, communications, representations, and understandings with respect to such subject matter, and no person is justified in relying on such agreements, negotiations, communications, representations, or understandings.
14. Modification. No modification or waiver of any of the terms of this Agreement will be effective against a Party unless set forth in writing and signed by or on behalf of a Party. Under no circumstances will forbearance, including the failure or repeated failure to insist upon compliance with the terms of the Agreement, constitute the waiver or modification of any such terms. The Parties acknowledge that no person has authority to modify this Agreement or to waive any of its terms, except as expressly provided in this paragraph.

15. Termination. This Agreement may be terminated by either Party upon written notification to the other party and effective as of the date set forth in such notification. In the event the Client terminates the Agreement, the Consultant shall immediately cease all Services and Client shall immediately compensate Consultant for Services rendered.
16. Applicable Law; Rights Cumulative. This Agreement shall be construed in accordance with the laws of the State of North Carolina, without reference to a state's conflict of law rules. All rights of the Parties hereunder shall be cumulative with all rights which the Parties hereto may have at law or in equity.
17. Third Party Beneficiaries. There are not third party beneficiaries to this Agreement.
18. Construction. The Parties acknowledge that each Party has reviewed this Agreement and voluntarily entered into this Agreement. Accordingly, the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party will not be employed in the interpretation of this Agreement, or any amendments or exhibits to it.
19. Dispute Resolution. All disputes arising out of this Agreement shall be subject to mediation as a condition precedent to arbitration as administered in accordance with the then current rules for arbitration as established by the American Arbitration Association.
20. Counterparts. This Agreement may be executed in one or more counterparts, all of which when taken together shall comprise one and the same document. The Parties shall accept facsimile or other electronic signatures to this Agreement and the same shall be valid as though it were an original.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement, effective as of the date set forth in the recitals above:



Consultant: **ms consultants, inc.**

Client: **Town of Archer Lodge, NC**

ms consultants, inc.

engineers, architects, planners

920 Main Campus Drive
Suite 430
Raleigh, NC 27606
p 919.772.5565
f 919.779.2308
www.msconsultants.com



Exhibit A

February 5, 2018

Mike Gordon, Mayor
Town of Archer Lodge, NC
14094 Buffalo Road
Clayton, NC 27527

RE: Professional Services Proposal for a New Office Addition to the Existing Archer Lodge Town Hall

Dear Mayor Gordon,

It was very nice to meet with you and C.L. Gobble regarding your design needs in Archer Lodge. We are pleased to offer this proposal to provide professional services for a new office addition to the existing Archer Lodge town hall building. We understand the mission is to break down the project into three separate phases. I have broken the fee proposal down into three separate areas to align with that approach.

SCOPE of SERVICES:

Phase I: Program Development – ms consultants will provide a preliminary office addition floor plan to determine the basic functional uses and equipment needs for the project. This includes the following items: HVAC and electrical service tie-ins, restroom layouts, existing building tie-in, preliminary elevations and site related issues. At this time the anticipated overall size of the addition is approx. 1,600 s.f. The new addition will match the width of the existing town hall building. The length of the new addition will be determined by the effective use of the building program. It is anticipated that the exterior building materials of the new addition will match the style and character of the existing town hall building.

Deliverables:

1. **Architectural Schematic Design** will include the following spaces: A Conference Room (approx. 14' x 22'), a City Manager's Office (approx. 12' x 16'), a Planning Department Office (as large as possible), a fire proof storage/vault room (approx. 8' x 12'), and 2 ADA compliant restrooms. A preliminary floor plan drawing will be submitted for Town approval. The fees under this phase include one round of revisions to the floor plan. All other revisions will be billed on an hourly basis.
2. **Preliminary Cost Estimate** for the addition and site work including all A/E design costs. The purpose is to determine a reasonable cost of construction to which the new addition and site work can be achieved. Cost averaging on a square foot basis is anticipated.
3. **Preliminary Civil Site Inspection** – ms consultants will determine potential site related challenges and recommendations to address existing site drainage problems. Site improvements will be included in the construction documents.

Phase II: Construction Documents – The CD’s will commence once the preliminary floor plan and elevations have been approved by the Town Council, The building plans and specifications will include all work for a “Competitive Bid” set of drawings. Drawings will include information from the following disciplines: Civil, Structural, Architectural, Plumbing, Mechanical, & Electrical. All design work will comply with current North Carolina Building Codes.

The project construction documents and specifications will be submitted to the Town of Archer Lodge for planning approval and Johnston County (Building Dept. & Health Department) for review and approval. Review comments will be addressed.

A Competitive Bid delivery method is anticipated and is included under this phase of the project. ms consultants will provide drawings and specifications to qualified commercial Contractors who request to bid on the project.

1. Includes (1) Pre-Bid meeting on site.
2. Includes a Bid Tabulation form to review with the Town Council.
3. Includes a Notice to Proceed letter to the General Contractor who is awarded the project.

Phase III: Construction Administration services are included in this proposal. For a project of this size and scope, I recommend a cost “per meeting” with an anticipated number of meetings throughout the construction process. The meeting fee includes the following services. Travel time to and from the project site; inspection time to review the work that has been put in place; and time for filling out a field investigation report to be submitted to the Town for review and approval.

FEE:

Compensation for the above services shall be as follows:

Phase I – Program Development: Billed on an hourly rate with a not to exceed cost of :	\$ 4,250.00
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Phase II – Construction Documents, Permitting and Bidding: Billed as a Lump Sum Amount of:	\$ 21,500.00
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Phase III – Construction Administration: Billed at a cost of \$750 per meeting. It is anticipated that there will be 7 project meetings total:

Meeting 1: Contractor Kickoff Meeting	
Meeting 2: After foundations have been installed	
Meeting 2: P, M & E Visit	
Meeting 3: After Framing has been erected	
Meeting 4: After HVAC and electrical equipment installed	
Meeting 4: P, E & E Visit	
Meeting 5: Drywall and finishes have been completed	
Meeting 6: Arch. Project Punch out	
Meeting 6: P, M, & E Punch Out	
Meeting 7: Project Closeout	
Meeting 7: P, M, & E Project Closeout	
	<u>\$ 8,250.00</u>

Total Design Fee:	\$ 34,000.00
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Any other meetings or unintended conflicts that arise during the construction period will be billed at an hourly rate.

Expenses:

Expenses such as travel are included in the fee above. All printing charges will be billed as a reimbursable expense with no pass thru fees attached.

Schedule:

We understand that Phase I will need to be completed by Feb. 21st and that the Town would like to break ground on the new addition before the end of 2018.

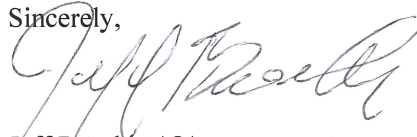
Items that are not included in this Proposal:

- **Traffic Impact Analysis, Erosion Control Plan/Permit Fees (not expected,) Storm water Management Permit (not expected,) NC DOT permit plans and fees are not included in this proposal.**
- **Special Interior Design services are not included in this fee.** The drawings will indicate finish materials for floors, base, walls and ceilings.
- **Sprinkler design (not required), telecom system, data system, intercom system, or any LEED provisions are not included in this fee.**
- **Building Permit Review Fees, Utility Tap Fees (not expected,) Construction Material Testing Fees, Soil Analysis (septic) fees & Geotechnical Investigation services are not included in this fee.** These services can be added, if required, on a lump sum or hourly basis. All Permit fees and approval fees will be the responsibility of the Owner, or reimbursable at cost plus 10%.
- **Construction Cost Estimating services, Building Commissioning services, 3D Modeling services, and Furnishings and Equipment Procurement services are not included in this fee.** These services can be added, if required, on a lump sum or hourly basis.

If this proposal is acceptable to you, we will prepare a formal contract for final review and approval. Once we have received formal notice to proceed, we are prepared to proceed with Phase I immediately.

Should you have any questions, comments or concerns, please do not hesitate to contact me directly.

Sincerely,



Jeff Brooks, AIA
Project Manager

JAB:jab

cc: C.L. Gobble, Town Manager, file

PROPOSAL FOR The Town of Archer Lodge, North Carolina

Prepared by Thomas J. Jean

Thomas.Jean@revize.com

1890 Crooks Rd, Troy, MI 48084

Ph: 248-269-9263 x14 Fax: 866-346-8880

www.revize.com December 14th, 2017



Dear Kim Batten and Archer Lodge Town Council,

Thank you for considering Revize as your web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients in include:

- The City of Logan, UT www.loganutah.org
- Rutherfordton, NC www.rutherfordton.net
- The City of Seguin, TX www.seguintexas.gov
- Flagler County, FL www.flaglercounty.org
- Cleveland County, NC In Development/Not Live
- The City of St. Petersburg, FL www.stpete.org
- The City of Cedar Rapids, IA www.cedar-rapids.org
- And Many More!

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

Government clients select Revize because we can help them

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

“Revize Websites build engagement
with your constituents.”

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

Please contact me if you have any questions at all.

Sincerely,

Thomas J. Jean

Thomas J. Jean
Project Manager
248-269-9263 x14
Thomas.Jean@revize.com

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Executive Summary

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

About Us

With more than 1,200 government clients nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as

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

Our Award-Winning Government CMS

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

Quick Deployment, Personalized Training and Support

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



Did you know?

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

Company Profile

FOUNDED	HEADQUARTERS	PHONE	WEB SITE
1995	1890 Crooks Road, Troy, MI 48084	248-269-9263	www.revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 1200 clients in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

“The empowerment of people
through simplified information
management technologies.”

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-effectively manage their website

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

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



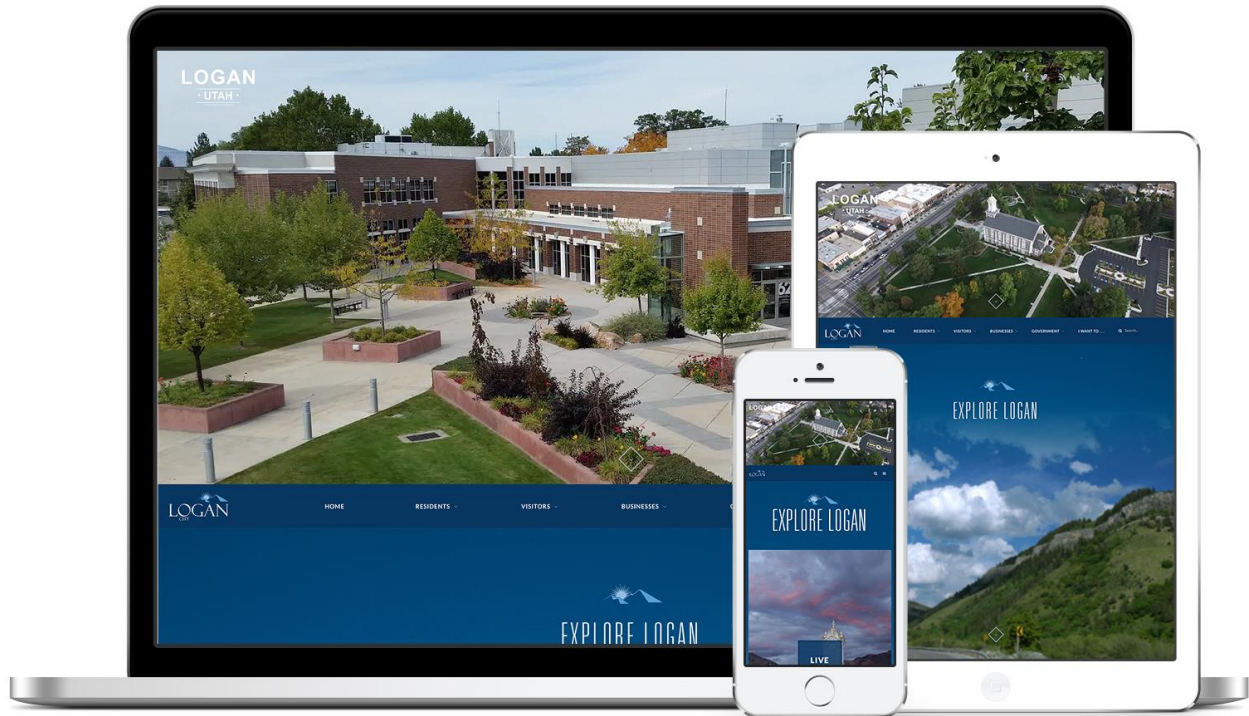
Did you know?

Revize has won national awards for our websites!

Government Project Experience

The City of Logan, Utah

www.loganutah.org



Details:

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

The Village of Glencoe, Illinois

www.villageofglencoe.org



Details:

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

The City of St. Petersburg, Florida

www.stpete.org

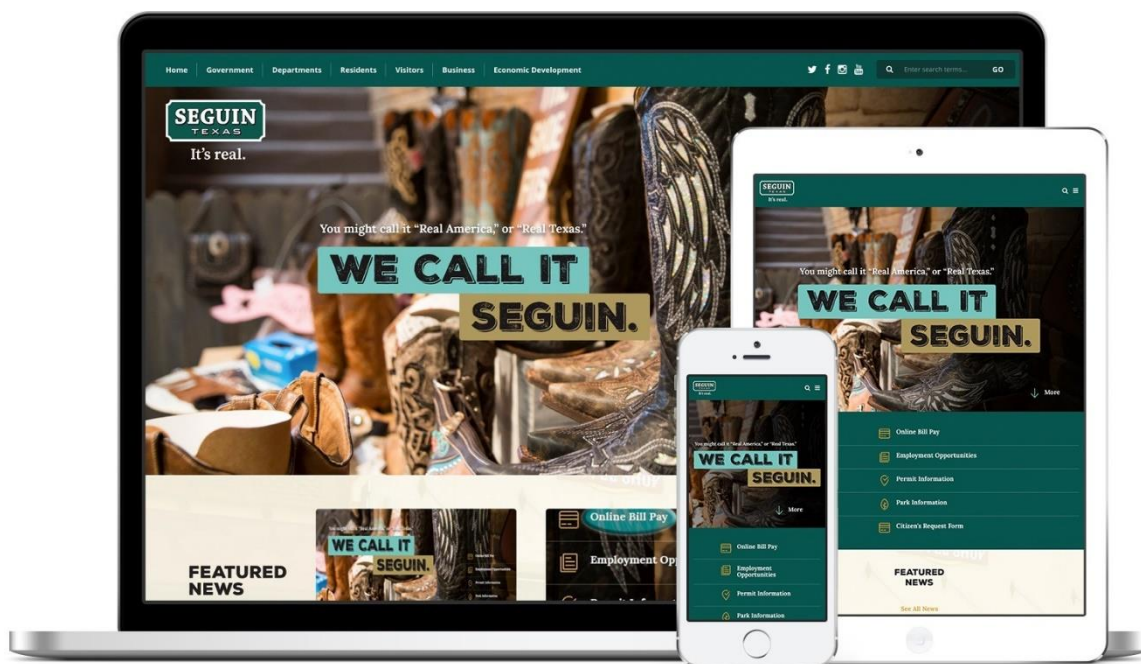


Details:

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

The City of Seguin, Texas

www.seguintexas.gov



Details:

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

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

Flagler County, Florida

www.FlaglerCounty.org



Details:

Flagler County is a County of over 100,000 residents about 24 miles north of Daytona Beach. Flagler has many departments with varying levels of needs on the website. The success of any county or large city website relies on balancing these departmental needs, whilst showcasing a unified vision. In this website, we did just that. While respecting the County's history, we also designed the site to towards innovation. Users will notice that they can easily find the most important online services without having to search through line after line of text. Also, the Revize HR application was added into this website for a seamless hiring process. All 3rd party applications are integrated in a way that was right for each particular department. This website is the perfect mix of functionality and design!

Government Account References

Client: City of Wylie, TX

Craig Kelly, Public Information Officer

Office: (972) 516-6016

Email: craig.kelly@wylietexas.gov

Website: www.ci.wylie.tx.us

Client: City of Seguin, TX

Morgan Ash, Public Information Officer

Office: (830) 386-2590

Email: mash@seguintexas.gov

Website: www.seguintexas.gov

Client: Flagler County, FL

Julie Murphy, Public Information Officer

Phone: (386) 313-4039

Email: JMurphy@FlaglerCounty.org

Website: www.FlaglerCounty.org

Client: City of Acworth, GA

Keith Wilson, IT Manager

Office: (770) 974-8844

Email: kwilson@acworth.org

Website: www.acworth.org

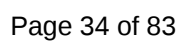
Client: City of Columbia Heights, MN

Keith Dahl, Economic Development Manager

Phone: (763) 706-3674

Email: kdahl@columbiaheightsmn.gov

Website: www.ci.columbia-heights.mn.us



Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 20 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

We Will Build a Government Communication Center that Works for Your Community!

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

“We Build Superior Technology
into Every Website with CMS
Performance & Reliability That’s
Second to None.”

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

“We Always Provide Knowledgeable, Friendly and Responsive Service!”

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

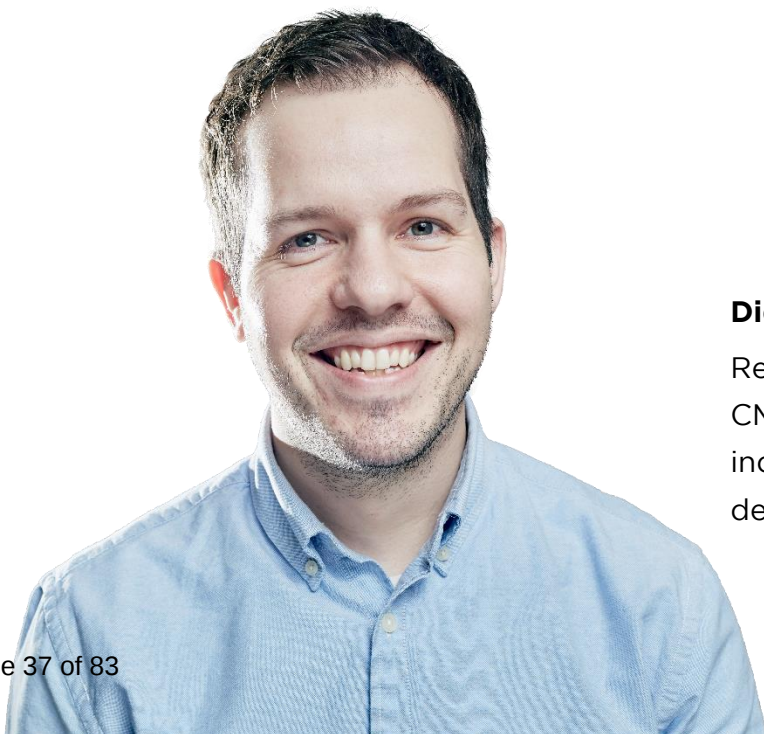
We often hear the question: “What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?” The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come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

Top Ten Reasons Why Revize gives you the Greatest Value!

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

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

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



Did you know?

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

Awards & Accolades

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

- Stephanie Teoli Kuhls, Township Manager, Middletown Township



The Revize Solution

Project Planning and Setup

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

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

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

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

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

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

“We guarantee the best support in the industry
that’s 24/7 365 by the trained developers &
technicians”



Did you know?

Revize will provide a project portal that allows you to check in on the status of your project at any time!.

Timeline

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



Did you know?

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

Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

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

The questionnaire addresses various issues such as:

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

Phase 2: Discovery & Design

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

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

Revize Design Principles

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

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

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

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

Revize Design Trends

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

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

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

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

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

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

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

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

Key Phase Objectives & Deliverables:

The following steps are followed while designing new sites

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

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

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



Did you know?

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

Wire Frame to Concept

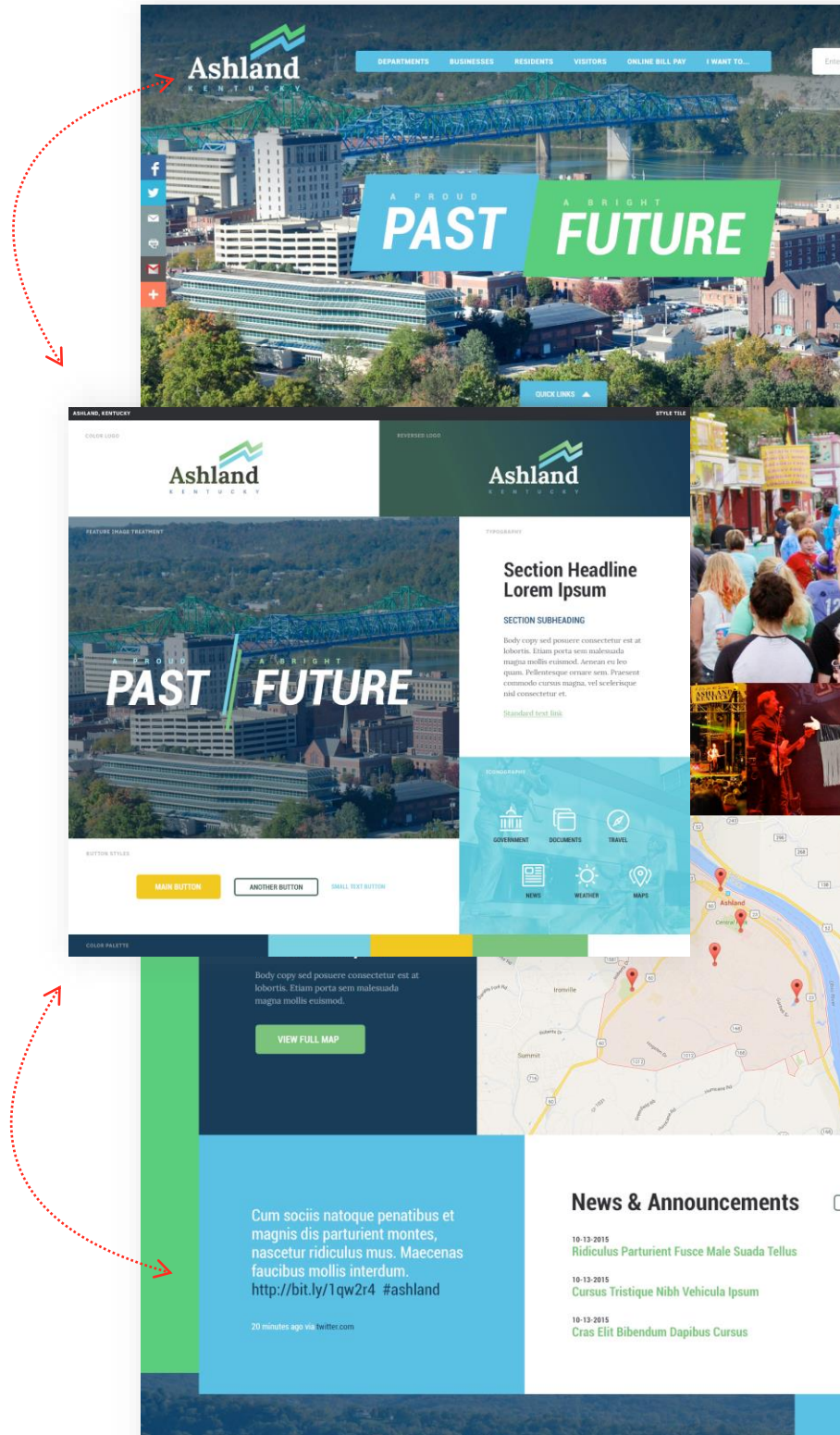
- **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept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

- **Final Home Page Sign Off:**

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

- **Final Inner Page Sign Off:**

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



Phase 3: Template Development, CMS Integration

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

Phase 4: CMS Modules Setup

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

Phase 5: Custom Functionality Development

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

Phase 6: Quality Assurance Testing

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

Phase 7: Content Development / Content Migration

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

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

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

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

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

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

Standard Training Agendas

Basic Administrator Training (How to)

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

Content Editor Training (How to)

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

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Training on use of specific Modules included, such as

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

- Request Center
- Bid Posting Center
- Job Posting Application
- RSS
- And more....

Revize Maintenance Covers

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



Did you know?

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

Hosting Service

Revize has four state-of-the-art physical data centers located in Chicago, Detroit, San Diego and Houston with around-the-clock (24/7/365) monitoring of all server activities. Remote data backups are scheduled nightly with Carbonite data backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web services on redundant (1TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance, as well as accurate security and data restoration for your website. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to the several hours or days timeframe our competitors offer).

“Revize provides clients with unlimited data storage server space for each website.”

Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. We make it all very simple. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally, and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls, SSL, and Active Directory (LDAP)

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

Application Security Authentication

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



Did you know?

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

Maximum Response Times

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

Revize Support

- 8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)
- 24X7X365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter module support
- Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...

Software Maintenance

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

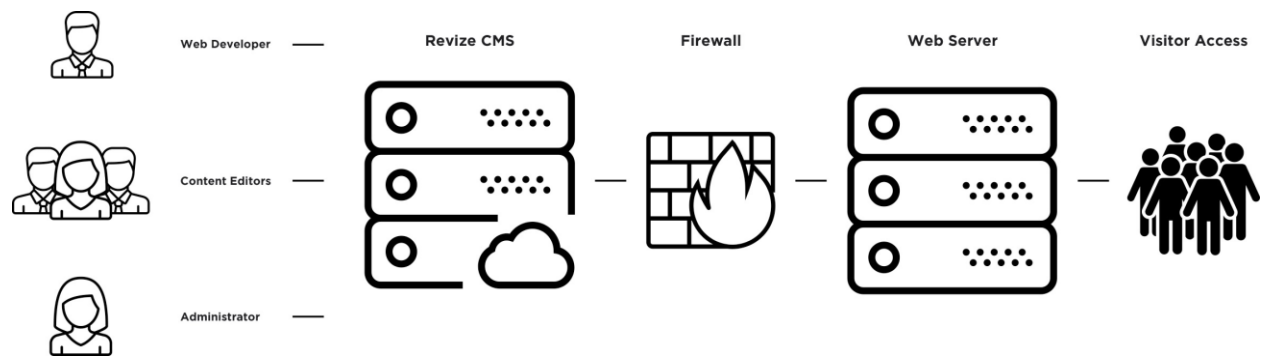
“As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.”



Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Revize Intelligent Publishing WCM



“Security, Performance,
Redundancy”



Revize Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

Thomas Jean

Project Manager

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

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

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 400 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- **Philosophy:** "Put yourself in the client's shoes and do what is best for them."
- **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- **Expertise:** 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- **Role on your website project:** Supervisor of account management between client and project team.

Ray Akshaya

Technical Director

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

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

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

Samir Alley

Creative Director

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

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

Tom Gooden

Website Developer / Graphic Designer, Illustrator

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

- **Philosophy:** Design and development are constantly evolving, and learning new methods and practices gives me a "geeky" excitement. What I truly enjoy most is that I can create what is considered to be art, but at the same time serves a very functional purpose.
- **Expertise:** Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Graphic design of website and backup support.

Denise Brazier

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

- **Philosophy:** “Always explain things in the terms of your audience to ensure their understanding”
- **Education & Training:** MS in the Art of Education from Marygrove College. Certification in Secondary Education
- **Expertise:** Training, education, teaching, public affairs and project management.
- **Role on your website project:** Trainer for the Content Management toolset and project manager

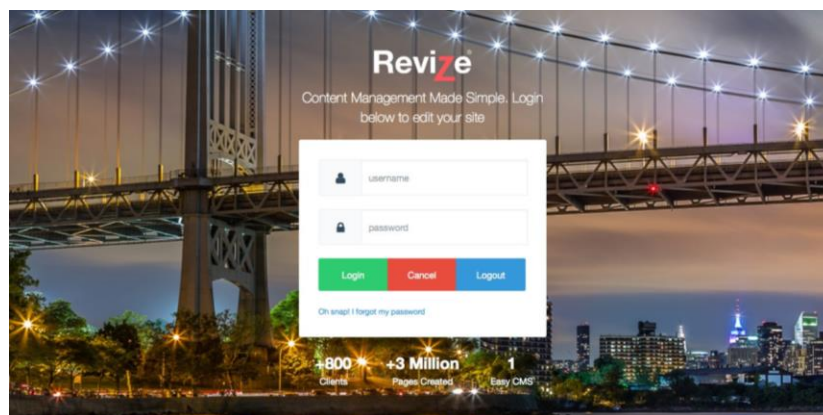


Did you know?

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

Revize Government CMS User Interface

1. Revize CMS User Interface Home Page

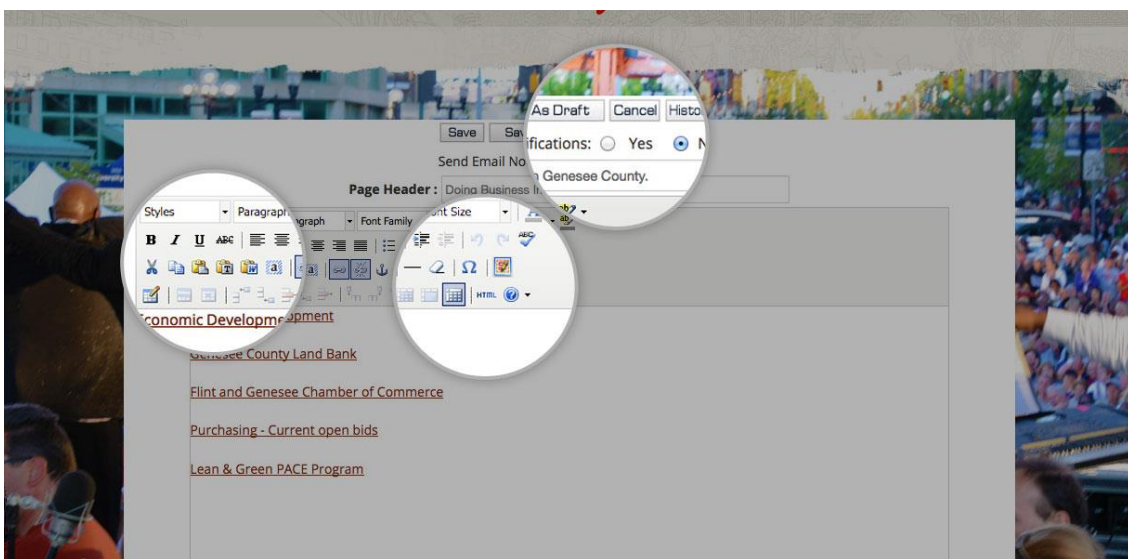


2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

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



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



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

Revize Quote

Phase 1: Project Planning and Analysis, SOW	\$500
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page template and inner page design and layout, includes Responsive Web Design for great viewing on any size handheld internet viewing device complete with pictures and no need to zoom in on the text!	\$1,500
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	\$2,300
Phase 5: QA Testing	\$800
Phase 6: Site map development/content development for all the top tier department home pages and content migration from old website into new website including spell checking and style corrections – up to 300 webpages and	\$1,400
Phase 7: Content editing and site administration training (4 hour session)	\$600
Phase 8: Go live!	Included
Annual tech support, CMS software updates (5 users), and website health checks. website hosting Included free of charge (Unlimited storage space):	\$1,800
Grand Total (1st year) Second year and onward investment	\$8,400 \$1,800/year

Payment Options

Revize provides a free website redesign during year four of service!

“Pay as we Build”

The “Pay as we Build” payment option is our most requested payment method. This option does not require any payment up front whatsoever. You only pay after we complete certain phases of the project. Revize will invoice for 1/3rd of the project cost after the completion of phase 3; The next third after the completion of phase 6; And the final third before the go live of the website. This option allows you to pay upon the completion of work by Revize, instead of up front. Invoices are Net 30.

Optional Payment Plan – The Revize Client First Plan

The Revize Client First Plan offers local governments an alternative payment plan that makes it easier to purchase a new website on your budget and spreads the one-time project design and development costs over a longer period of time.

Through a minimum three-year contract, The Revize Client First Plan dramatically lowers the one-time project development and start-up costs of launching a new website. What Revize does is combine the one-time and recurring fees and spreading them over the life of the contract. And because we value our continuing relationships with our customers, those who extend their contract beyond the three-year minimum will receive a redesign at the end of their fourth year with Revize Free of Charge.

The Revize Client First Plan Annual Recurring Fees – Interest Free

First Year	\$ 4,000
Second Year.....	\$ 4,000
Third Year.....	\$ 4,000
Fourth Year.....	\$ 1,800

Additional Services (Optional – not required)

On-Site Training Program: Two day on-site training, classroom style. Content editor and administrator training, all travel expenses	
Content Migration: If needed, additional content migration “as is” available at \$3 per web page or document	
On-Site Consulting: On-site consulting and thought gathering sessions, requirements gathering, survey creation, all travel	
Content Copywriting:	\$98 per hour
Design Services:	\$75 per hour
Content Editing by Revize:	\$50 per hour, 30 minimum

Included Features:

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

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

Citizen's Communication Center Apps

- Notification Center with Text/Email Alerts
- Bid Posting
- Document Center
- Email Notify
- FAQs
- Job Posting
- Multi use Business Directory
- News Center with Facebook/Twitter Integration
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator

Citizen's Engagement CENTER Apps

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

Staff Productivity Apps

- Agenda Posting Center
- Image Manager
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Auto Site Map Generator
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD)

Revize Support Includes

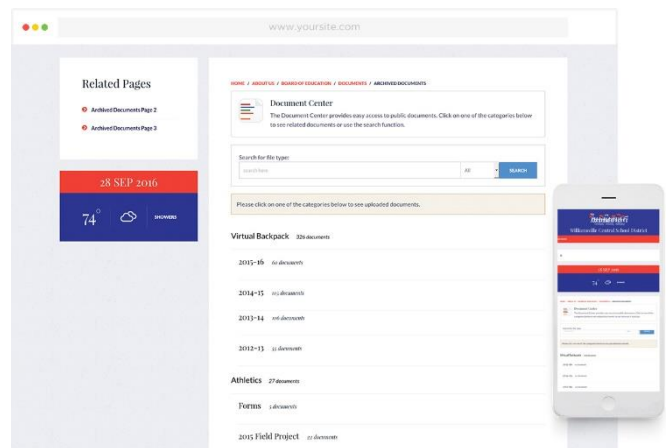
- 8 AM – 8PM EST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements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



Citizen's Communication Center Apps

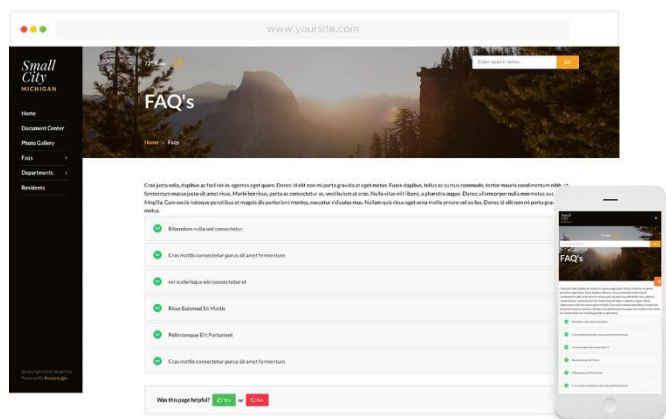
DOCUMENT CENTER APP

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



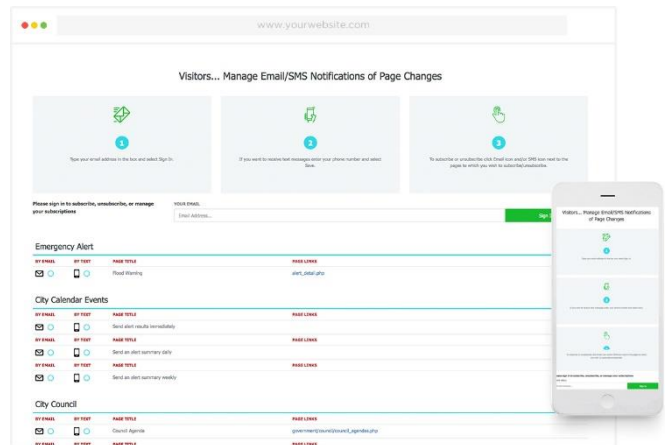
FAQ

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



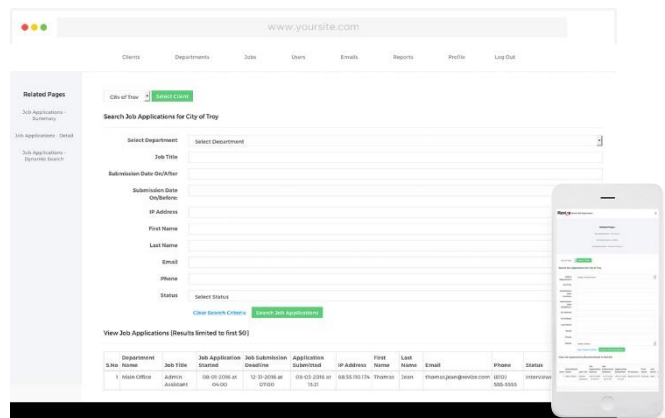
E-NOTIFY

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



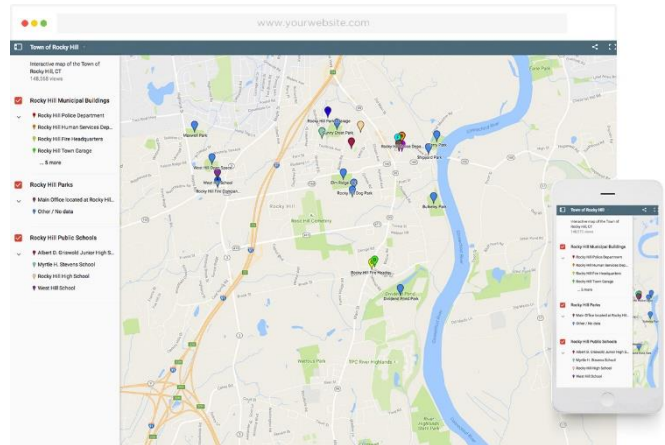
JOB POSTING

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



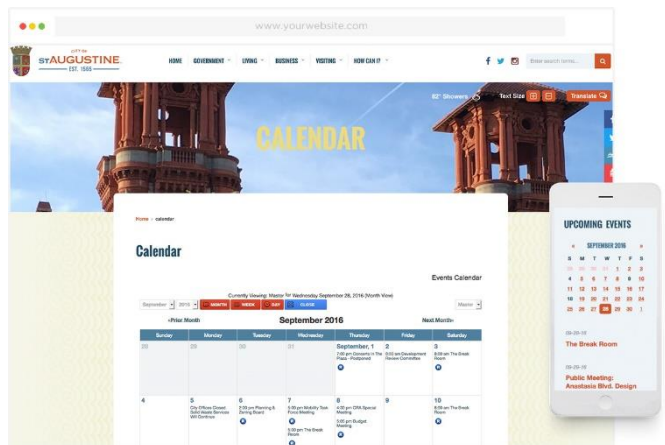
INTERACTIVE MAP

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



CALENDAR APP

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



NOTIFICATION CENTER

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

BID POSTING

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

BUSINESS DIRECTORY

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

NEWS CENTER WITH FACEBOOK INTEGRATION

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

ONLINE FORMS

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

QUICK LINKS

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

SHARING APP

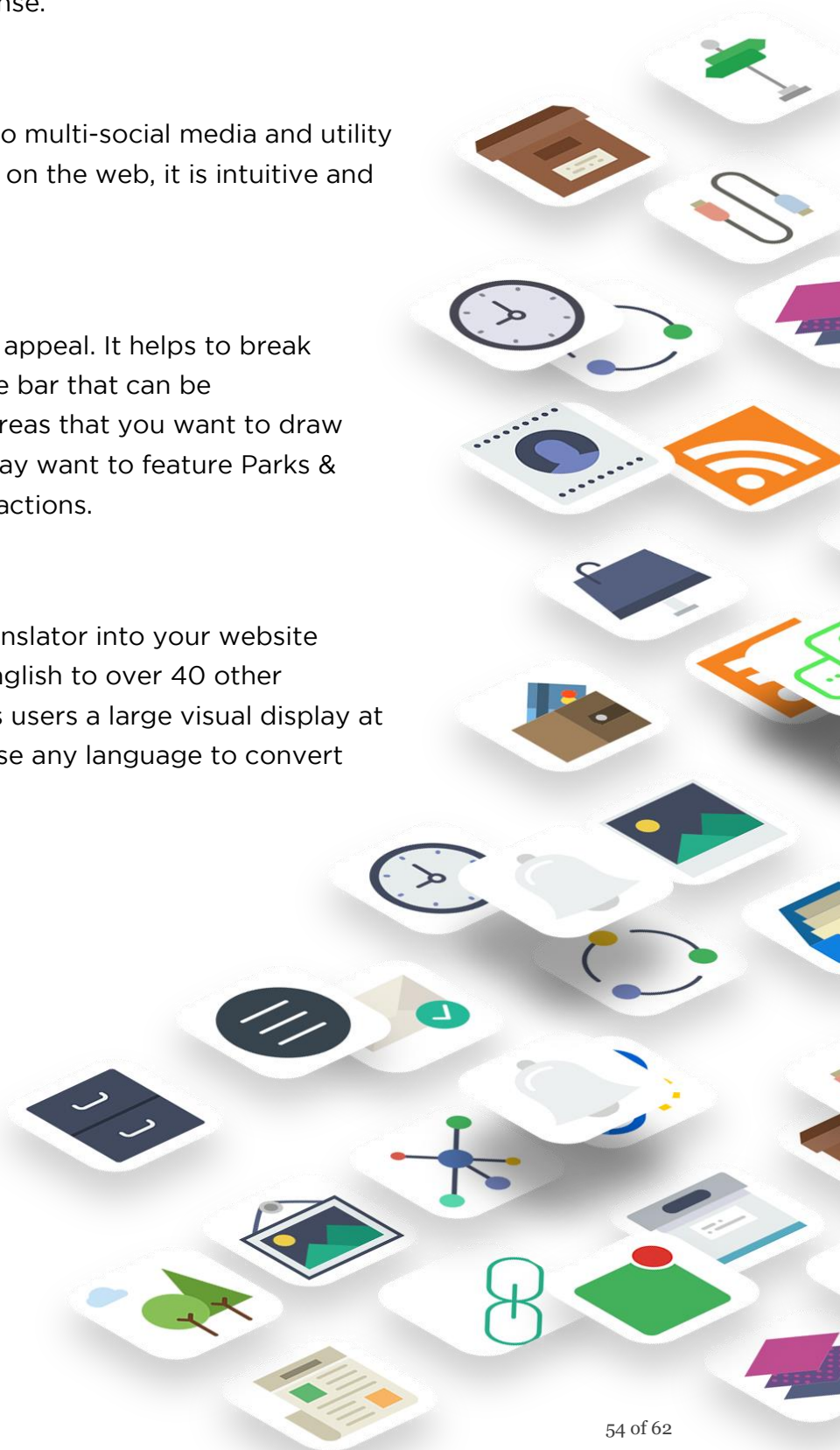
Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.

SLIDING FEATURE BAR

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

TRANSLATOR

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



Citizen's Engagement Center Apps

PUBLIC SERVICE REQUEST APP

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

CITIZEN REQUEST CENTER

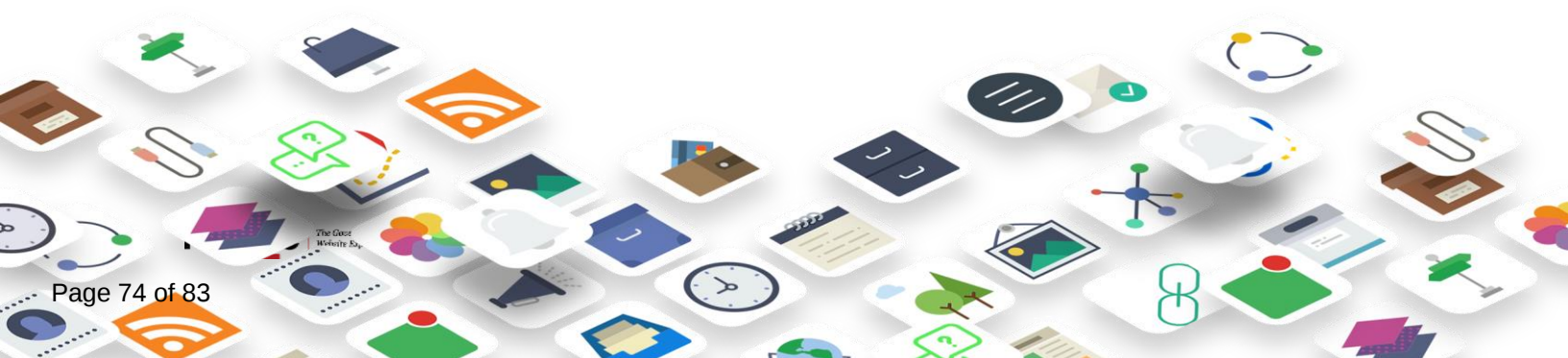
This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete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

PUBLIC RECORDS REQUEST TRACKER

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

CITIZEN CONNECT

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



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

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

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

Staff Productivity Apps

AGENDA POSTING CENTER

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

JOB POSTING APP

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

IMAGE MANAGER

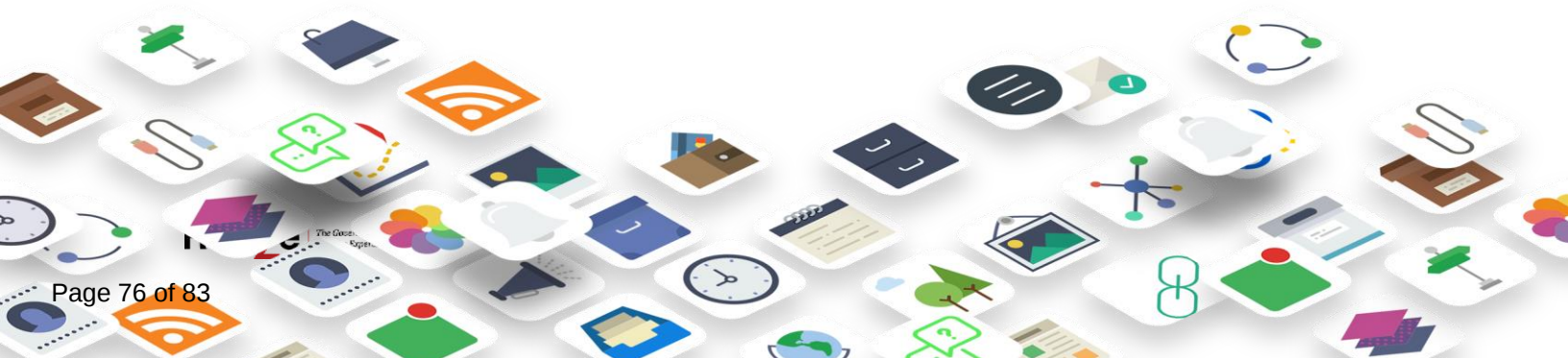
Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can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

INTRANET

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

LINK CHECKER

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



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

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

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

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

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

AUDIT TRAIL

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

AUTO SITEMAP TOOL

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

HISTORY LOG

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

ROLES/PERMISSION SETUP

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

SECURE SITE GATEWAY

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

WEBSITE STATISTICS

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

WORKFLOWS BY DEPARTMENT

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

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



Did you know?

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

ALT-TAGS

FONT SIZE ADJUSTMENT

RESPONSIVE WEB DESIGN

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

Thank you

For Considering Revize

Prepared by Thomas J. Jean
1890 Crooks Rd, Troy, MI 48084
Ph: 248-269-9263 x14 Fax: 866-346-8880
www.revize.com

Revize Web Services Sales Agreement

This Sales Agreement is between The Town of Archer Lodge, North Carolina ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 2-28-18

CLIENT INFORMATION:	REVIZE LLC:
Company Name: <u>Town of Archer Lodge</u>	Revize Software Systems
Company Address: <u>14094 Buffalo Road</u>	1890 Crooks, Suite 340
Company City/State/Zip: <u>Clayton, NC 27527</u>	Troy, MI 48084
Contact Name: <u>Kim Batten</u>	248-269-9263
Phone: <u>919-359-9727</u>	
Email: <u>Kim.batten@townofarcherlodge.com</u>	

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

Quantity	Description	Price
1	Phase 1 – Project Planning and Analysis, onetime fee:	\$500.00
1	Phase 2 – Website Design, 1 concept, 3 rounds of changes, onetime fee:	\$1,500.00
1	Phase 3 & 4 – Revize Template Development, CMS module Integration, onetime fee:	\$2,300.00
1	Phase 5 – Quality Assurance Testing, onetime fee:	\$800.00
1	Phase 6 – Content Migration up to 300 webpages & documents on current site:	\$1,400.00
1	Phase 7 – Content Editing/Administrator Training, one-day session, onetime fee:	\$600.00
1	Phase 8 – Go Live, onetime fee:	Included
1	Revize Annual Software Subscription, Tech Support, CMS Updates, and Website Hosting, pre-paid annual fee, Unlimited Users, Unlimited GB website storage:	\$1,800.00
1	Grand Total First Year	\$8,400.00

Five-year agreement with free website re-design during year four. Revize requires a check for \$5,000 to start this Initiative. Revize annual services start the day of execution of agreement.

Payment Schedule:

February 1, 2018:	\$5,000	(Amount includes \$3,200 of build out costs and year 1 of annual maintenance)
July 1, 2018:	\$3,500	(Amount includes \$1,700 of build out costs and year 2 of annual maintenance)
July 1, 2019:	\$3,500	(Amount includes \$1,700 of build out costs and year 3 of annual maintenance)
July 1, 2020:	\$1,800	(Amount includes Year 4 of annual maintenance fees).
July 1, 2021:	\$1,800	(Amount includes Year 5 of annual maintenance fees).

Terms:

1. Payments: All Invoices are due upon receipt. Work begins upon receiving initial payment.
2. Additional content migration, if requested, is available for \$3 per web page or document.
3. This Sales Agreement is the only legal document governing this sale.
4. Both parties must agree in writing to any changes or additions to this Sales Agreement.
5. This Sales Agreement is subject to the laws of the State of Michigan.

AGREED TO BY:

Signature of Authorized Person: _____

Name of Authorized Person: _____

Title of Authorized Person _____

Date: _____

CLIENT

REVIZE

Thomas Jean

Project Manager

Please sign and return to:

Thomas@revize.com

Fax 1-866-346-8880

Revize will add in the following features to your website

- | | |
|---|--|
| <ul style="list-style-type: none"> • Agenda Posting Center • Alt-Tags • Audit Trail • Auto Site Map Generator • Bid Posting • Citizen Connect (Community Blog) • Citizen Request Center with Captcha • Document Center • Email Notify • FAQs • Font Size Adjustment • History Log • iCal Integration • Image Manager • Job Posting • Language Translator • Link Checker • Menu Manager • News Center with Facebook/Twitter Integration | <ul style="list-style-type: none"> • Notification Center with Text/Email Alerts • Online Bill Pay • Online Forms • Photo Gallery • Quick Link Buttons • Revize Web Calendar • Roles and Permission-based Security Mode • RSS Feed • Secure Site Gateway • Sliding Feature Bar • Social Media Flyout App • Staff Directory • Unique Login/Password for each Content Editor • URL Redirect Setup • Web Statistics and Analytics • Website Content Archiving • Website Content Scheduling • Workflows by Department |
|---|--|