Town of Verona
Regular Town Board Meeting
Tuesday, September 1, 2020 6:30 PM

Due to the COVID-19 pandemic, the Verona Town Board will hold its regular town board meeting as a virtual meeting. The Town Board will <u>not</u> meet at Town Hall, 7669 County Highway PD. Members of the Town Board and Staff may join the meeting by using Zoom Webinar, as described immediately below.

Members of the public can join the meeting using Zoom Webinar via a computer, tablet, or smartphone, or by calling into the meeting.

Join the meeting via computer, tablet, or smart phone:

https://zoom.us/j/91773338512?pwd=b2s3bHZaVEdyUlZUc1hoREYzY3l1dz09

Meeting ID: 917 7333 8512

Passcode: 693012

Join the meeting via phone by dialing the number below and use the same meeting ID and password information

(312) 626-6799

Anyone with questions prior to the meeting may contact the Town at (608) 845-7187 or email Teresa Withee at twithee@town.verona.wi.us

PUBLIC SPEAKING INSTRUCTIONS

WRITTEN COMMENTS: You can send comments to the Town Board on any matter, either on or not on the agenda, by emailing mgeller@town.verona.wi.us or twithee@town.verona.wi.us or in writing to Town Board Chair, 7669 County Highway PD, Verona, WI, 53593.

1) Call to Order/Approval of the agenda

2) Public Comment – Comments on matters not listed on this agenda could be placed on a future meeting agenda. If the Chair or staff has received written comments for items not on the agenda, these will be read.

3) Approval of minutes from August 4, 2020

4) Administrator/Planner Report
   a) Public Works Project Manager Report
   b) Clerk/Treasurer Report

5) Committee Reports
   a) Plan Commission:
      1. Discussion and Possible Action: Petition to rezone four delineated wetland pockets to a non-wetland classification for Madison-Verona Self Storage on 4234/4231 Maple Grove Drive
      2. Discussion and Possible Action: Phase II Concept and Lighting Plan (application 2020-5) for Madison-Verona Self Storage on 423/42314 Maple Grove Drive
   b) Public Works
      1. Discussion and Possible Action: Driveway Permit for Sunset Moraine Farms LLC, 6403 County Trunk Highway M

2. Discussion and Possible Action: Change order for Payne and Dolan, Inc. for asphalt wedging and leveling on County View Road in the amount of $12,7500
3. Discussion and possible action re: Temporary Traffic Order to prohibit parking on the east side of Spring Rose Road until July 1st, 2021 for the section located between 2580 feet north and 3559 feet north of County Trunk Highway G

   c) Ordinance Committee

   d) Financial Sustainability Committee

   e) Natural and Recreational Areas Committee

   f) EMS Commission

   g) Town Chair's Business

   h) Supervisor Announcements

6) New Business

   A. Discussion and Possible Action re: Selection of Website Consultant
   B. Discussion re: Proposal for Solar Panel Installation at Town Hall
   C. Discussion and Possible Action: Purchase of four (4) Badger Books
   D. Discussion and Possible Action re: Payment of Bills

7) Adjournment

Regular board agendas are published in the Town's official newspaper, The Verona Press. Per Resolution 2016-2 agendas are posted at the Town Hall and online at www.town.verona.wi.us. Use the 'subscribe' feature on the Town's website to receive agendas and other announcements via email. Notice is also given that a possible quorum of the Plan Commission and/or Public Works, Ordinance, Natural and Recreational Areas, and Financial Sustainability Committees and could occur at this meeting for the purposes of information gathering only.

If anyone having a qualifying disability as defined by the American with Disabilities Act needs an interpreter, materials in alternate formats, or other accommodations to access these meetings, please contact the Town of Verona @ 608-845-7187 or twithee@town.verona.wi.us. Please do so at least 48 hours prior to the meeting so that proper arrangements can be made.

Mark Geller, Town Chair, Town of Verona
Printed in VP: 8/27/2020
Posted: 8/24/2020
Amended: 8/31/2020

REGULAR MONTHLY BOARD MEETING MINUTES
TOWN OF VERONA
August 4, 2020 6:30 PM
Zoom meeting that was open to the public

Present: Mark Geller, Tom Mathies, Douglas Maxwell, Mike Duerst, Phyllis Wiederhoeft
Excused:
Staff Present: Sarah Gaskell, Christopher Barnes, Teresa Withee
Others: Jon Baldock, Mark Toresani, Tetra Tech, Phillip Freeburg

1. **Call to Order/Approval of the Agenda** – Geller called the meeting to order at 6:30 PM. Maxwell requested to remove item 5) a) 2. Discussion and possible action regarding CUP renewal for 1748 Spring Rose Road, 2nd by Duerst to remove action item and approve the agenda. Mathies asked if the agenda had been sent to the Verona Press. Geller stated that Sarah Gaskell was out of the office on Friday and Teresa Withee sent the agenda to the board and posted it at the Town Hall. Mathies stated that public meetings are required to be sent to the local paper and stated that the meeting should not be held. Geller stated that the board would still meet. Geller stated that there was a motion and a 2nd to approve the agenda; Five ayes, no nays, motion carried by voice vote. Mathies excused himself from the meeting.

2. **Public Comment** – No public comment was made during the videoconference. No public comments were received in writing.

3. **Approval of Minutes from the July 7, 2020 Regular Meeting** – Geller requested a correction to the minutes that he called the meeting to order as he was not present at the meeting, he then abstained from approval of the rest of the minutes. Minutes corrected to state Mathies called the meeting to order and chaired the meeting. Maxwell moved to approve; 2nd by Duerst, Gaskell stated that Mathies requested a change to the minutes, she read the change to the board with no objections. Four ayes, no nays, motion carried by voice vote.

4. **Staff Reports**
   a) Administrator/Planner Report –Gaskell reported on upcoming meetings, the continued use of Zoom for Town Board and Committee meetings. Town hall is open to the public but people are encouraged to utilize email and phone calls to limit exposure; facial coverings are required per PHMDC Order #8, reviewed work plan and will move up new website on her priority list, please send all requests for contact with staff to her. Reminder to not "reply all" as to not violate open meeting laws. Discussion regarding clarification regarding finalizing the subdivision ordinance and a request for a sidewalk on Nine Mound Rd. Discussion regarding conflict of interest issues for board members. See attached report.
   b) Public Works Manager Report –Barnes reported on road maintenance activities not included in his report, advised the board that the new truck purchase has been finalized and discussed repairs to TDS fiber optic line in Town right of way, the repairs are not the Town responsibility. Maxwell said there have been good comments regarding chip seal on Mid Town Road. The culvert near Madison Verona Self Storage was cleaned and owner will be responsible for the cost. Geller stated that the Town prairie looks very nice and they are doing a great job with the upkeep, he stated Mathies provided an aerial video of the grounds. See attached report.
   b) Clerk/Treasurer Report – Teresa Withee reported there have been 453 absentee ballots sent, with 184 returned and 269 outstanding. There are another 18 to mail out tomorrow. The public test for ballot counting was held and the set up for the election will be completed by the end of the week. Discussion with Barnes and Geller regarding possibly setting up an extra handicap spot outside for election day. Maxwell asked if election will be set up like the April election, Withee stated that it will be very similar. We will re-evaluate for November to determine the most efficient and safe way to conduct the election. Duerst asked if there will be enough help with poll workers, Withee stated that there are enough people on the schedule at this time and there are on call people available as well.

5. **Committee Reports**
   a) Plan Commission:
      1. Discussion and Possible Action: Review of Revised CSM for the property located at 6394 Grandview Road and acceptance of Road ROW. Maxwell stated this was previously reviewed, and the board approved a CSM with a residential lot as Lot 1 and larger area as a remnant parcel. Fitchburg reviewed this CSM and requested a revised CSM with the remnant parcel becoming Lot 1 and Lot 1 of the Town approved CSM becoming lot 2 of the new CSM. Motion by Maxwell to approve the new CSM (office map No. 200631) with lot 1 being the 36.31-acre parcel and lot 2 being the 3.21-acre parcel and to acceptance dedication to the public of the ROW for Lot 1 and Lot 2. 2nd by Duerst. Four ayes, no nays, motion carried by voice vote.

2. Discussion regarding status of town developments including current progress of the four land condominiums; Woods at Watch Hill, Driftless Ridge, Deer Haven and Fox Hill. Other developments discussed were Prairie Circle and Twin Rocks. Phase one of the self-storage on Maple Grove Drive was approved.

b) Public Works:
1. Duerst presented a driveway permit request for 2782 White Crossing Road for a driveway extension. Permit has been obtained regarding the wetlands. Public works manager Barnes stated that this has gone through several agencies for approval and is currently up for rezoning through the county due to the wetlands. Discussion by town board. Motion by Duerst to approve driveway extension 2782 White Crossing Road as presented, 2nd by Maxwell. Four ayes, no nays, motion carried by voice vote.
2. Duerst presented driveway permit request for Lot 8 Prairie Circle Extension, Parcel 062-0608-074-8093. Duerst stated that public works recommends approval. Barnes recommends approving this as conditional due to the fact that the road has not yet been constructed. If the road is not constructed this permit should be voided. Discussion by Town Board. Motion by Maxwell to approve driveway permit for Prairie Circle Development Lot 8, Parcel 062-0608-074-8093 with the condition that the construction of the Prairie Circle Road extension be completed, 2nd by Duerst. Four ayes, no nays, motion carried by voice vote.
3. Public works manager Barnes presented resolution 2020-08 for the WI DNR Compliance Maintenance Annual Report. Discussion by town board. Motion by Duerst to approve 2020-08 WI DNR Compliance Maintenance Report, 2nd by Wiederhoeft. Four ayes, no nays, motion carried by voice vote.

c) Ordinance Committee: No update
d) Financial Sustainability Committee: No update
e) Natural and Recreational Areas Committee: Administrator Gaskell stated grant has been signed and returned to county and funds have been dispersed for purchase of prairie maintenance equipment. Chair Geller suggested they provide a self-guided walking tour be created. Maxwell thanked Tom Mathies and Dave Lonsdorf for their work regarding the weed control. Sugar River Garden club will be touring the Prairie next Tuesday and Dave Lonsdorf will host the tour.
f) EMS Commission: Duerst provided an update :14 calls last month; last year 7 new full-time paramedics hired. Six staff completed training/probation, so another person was hired this year. Waiting for a contract from Alliant Energy for a standby ambulance for them. New rates were approved for ambulance run at $1,200 resident $1,300 for non-resident. Of the local EMS, the Town of Verona is least expensive. Insurance currently only covers $1,200. No transport fee is $150. Stand by fee is now $130 per hour. Gaskell stated that Chief Anderson has offered to present the budget at a Town meeting.
g) Town Chair's Business: Ad hoc committee on development has been gathering information from other committees, has invited representative from the Capital Area Regional Planning committee and Roger Lane from Dane County Zoning to speak to the Ad Hoc committee. Wiederhoeft asked when they will present a report to the Town Board. Geller stated that their report would have been presented at the annual meeting but due to the coronavirus this has been postponed. Geller stated that the State Towns Association has indicated that it is difficult to hold the annual meeting via zoom. A presentation may be given by the Ad Hoc committee in October Town Board meeting. The audit is usually presented at the annual meeting, but this can be done at a regular Town Board meeting.
h) Supervisor Announcements: Duerst stated he has information from Dane County Towns Association that the Town of Westport is getting staff laptops and printers as part of the CARES act for working remotely from home. Air purification is also being purchased with the CARES act funds. Barnes stated the air purification system is typically used by hospitals, he expected cost to be higher and would like to research this further. This system requires a lot of annual maintenance.

6. **New Business**
A. Gaskell presented information regarding the budget amendment for the truck purchase. Geller stated that the board budgeted and approved the purchase of the new plow truck at the cost that was quoted and all that is required is approval to transfer the funds from one budget category to another. Motion by Geller to approve the budget amendment for truck purchase to transfer $65,148.80 from the equipment fund to revenue fund, and to transfer reserve funds and increase the capital outlay budget by $65,148.80. 2nd by Duerst. Four ayes, no nays, motion carried by voice vote. (
B. Geller stated the financial sustainability committee would like to request proposals for services for assessment and auditing services, contract lengths would need to be reviewed. Geller stated he is pleased with both current services, but it is good practice to receive quotes from other firms. Gaskell stated that she doesn't feel that staff time would be impacted too much and that a policy should be created for the process, she also stated that there is

something to be said for continuity in services as well. Withee stated that she agrees with Gaskell that there is value in continuity of services but is also good practice to receive bids as well.

C. Gaskell stated that she does not have a financial register for this month but has two invoices to present due to their dollar amount, Fitchrona EMS District for $35,714.00 and City of Verona Fire Agreement for $121,778.50 both are the 2nd half of the year payments. All other invoices are regular monthly bills. Discussion by Town Board. Motion by Duerst to approve current bills without a transaction statement having been advised of the larger bills. 2nd by Wiederhoeft. Maxwell inquired if Geller has reviewed the bills, he stated that he has. Geller stated that he and staff will review the process and see if there is a better way to present this information. Four ayes, no nays, motion carried by voice vote.

7. **Other Business** – none presented

8. **Adjourn** – Motion to adjourn by Duerst, 2nd by Wiederhoeft, meeting adjourned at 8:07 PM.

Prepared by Teresa Withee, Town Clerk

Approved:

TOWN OF VERONA

TO: Town Board of Supervisors

FROM: Sarah Gaskell, Planner/Administrator

SUBJECT: Administrator Report for September 1st, 2020

Upcoming Meetings
- Plan Commission September 3rd and 18th, 2020
- Regular Plan Commission meetings will now be on the third Thursday of the month
- Zoom platform will continue to be used until further notice

COVID-19
- Town Hall is open to the public, but people are encouraged to utilize email and phone calls to limit exposure; facial coverings are required per PHMDC Order #8
- Remote hours begin the week of September 7th for the following staff:
  - Teresa Withee will be working remotely on Wednesdays
  - Sarah Gaskell will be working remotely on Thursdays
- Cares Act Funding
  - Next application submission cycle is September 1-15th
    - Election supplies
    - Sanitation supplies
    - Laptops for remote work, desktop for voting and customer service at the counter
    - Website upgrade
    - Possible HVAC upgrade

Work Plan
- 2021 Budget
- Finalize Subdivision Ordinance
- New Website
- Electronic file organization
- Communications Plan

Misc
- Plan Commission Citizen Representative Vacancy
- Please coordinate all staff requests through the Administrator

TOWN OF VERONA

TO: Town Board of Supervisors
      Public Works Committee   **DATE:** August 27, 2020

FROM: W. Christopher Barnes, Public Works Project Manager

SUBJECT: Monthly Report-August 2020

The monthly Public Works Department Activity report is submitted for the information and review of the Board and the Committee. August was a busy month with continued mowing, brush clearing, and road repairs. Numerous citizen and resident concerns and action requests were received and addressed on a daily basis. If you should have any questions, please let me know.

Road Maintenance Activities

Repaired and repaved failed pavement area on Fritz Road
Completed pavement repairs on Flint Lane
Placed cold mix asphalt on various roads
Removed beaver dam on Paulson Road culvert and placed animal grate
Installed 3 new road signs
Initiated berm construction at 2707 Hula Drive

Equipment and Facility Activities

Mowed town prairie areas as directed
Received quotation for town office filter system
Met with overhead door vendor to discuss ongoing door issues on the Public Works building
Continued COVID 19 precautions and measures at the town office and Public Works building

Sanitary Sewer Utility Activities

Continued data input for the sewer GIS program.
Submitted the 2019 Compliance Maintenance Annual Report

Engineering Activities

Began 2021 Capital Improvement planning and estimating
Sent letters to Cross Country Circle and Stardust Trail residents for early
notice of brush cutting next spring
Addressed gas utility issues on Mid Town Road and Timber Lane
Participated in pre-construction meetings for Twin Rocks and Prairie
Circle Extension subdivision- both schedule for start of construction in
September

c: Sarah Gaskell, Town Planner/Administrator
      Mark Judd, Road Patrolman
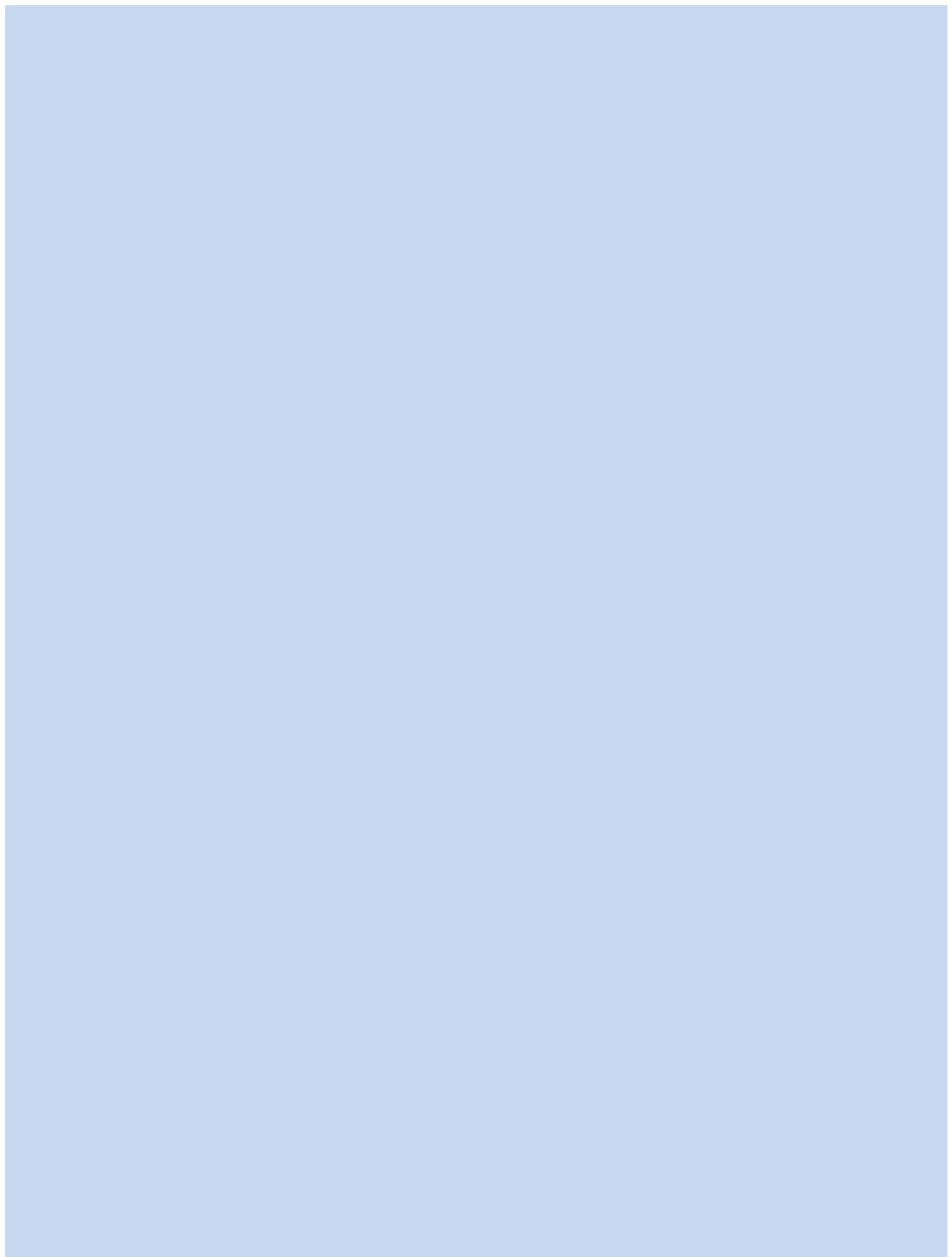
TOWN OF VERONA

TO: Town Board of Supervisors

FROM: Sarah Gaskell, Planner/Administrator

DATE: September 1th, 2020

RE: Administrator's Memo – September 1, 2020 Town Board Meeting

Plan Commission

1) <u>Discussion and Action: Petition to rezone four delineated wetland pockets to a non-wetland classification for Madison-Verona Self Storage on 4234/4231 Maple Grove Drive</u>
The applicant is seeking approval to rezone of 4 small, pocket wetlands to a non-wetland classification. The rezone will allow for the wetlands to be officially removed from the County Wetland Maps. The applicant previously obtained permits from both the Army Corp of Engineers and Dane County to fill in these remnant wetlands and the rezone is the final step in this process. The Plan Commission discussed the rezone and recommended approval 4-0.

1) <u>Discussion and Action: Phase II Concept and Lighting Plan (application 2020-5) for Madison-Verona Self Storage on 4234/4231 Maple Grove Drive</u>
The applicant is seeking approval for the Phase II Concept and Lighting Plan. Comments from the Plan Commission included questions around the location of the new buildings, the height of the new buildings, how the light fixture motion detectors worked, screening of the property, the preference for a planted berm along Maple Grove Drive and the need for an emergency access at the northern end of the site. The Plan Commission voted 4-0 to recommend approval of the Phase II Concept and Lighting Plan for Land Use Application 2020-5 subject to the following conditions:

    a. No invasive planting material may be included in the final Landscape Plan
    b. An official Emergency access drive in the northern portion of the development will be provided
    c. A landscaped berm will be constructed along Maple Grove Drive to provide additional screening

Public Works

1) Discussion and Action: Driveway Permit for Sunset Moraine Farms LLC, 6403 County Trunk Highway M

This application is for the construction of a new residential driveway for parcel 062-0608-254-9001.0. The new 1400' driveway will serve two residences and will replace the existing driveway, which will be abandoned and removed. Both the Dane County Land and Water and Highway and Transportation Departments reviewed and approved the application, as did the Verona Fire Department. The Public Works Committee reviewed the application at their August 18th, 2020 meeting and voted to recommend approval of the permit.

2) Discussion and Possible Action re: Approval of the Payne and Dolan Inc. change order for asphalt wedging and leveling on County View Road in the amount of $12,500.

Funds not utilized for the 2020 budgeted repair of Cross County Road are recommended to be applied to wedging and leveling work on Country View Road. This work would include paving of selected areas to improve the integrity of the road and provide a head start on the 2021 planned improvements to County View. The net result is after including this additional work on Country View Road, the project cost will be below the original bid amount by $1625. If approved, work is scheduled to be completed mid-September 2020. Staff recommends approval.

3) Discussion and Possible Action re: Approval of the Temporary Traffic Order to prohibit parking on Spring Rose Road until July 2021 for the section located between 2580 feet north and 3559 feet north of County Trunk Highway G.

Construction of the Twin Rocks Development public improvements is scheduled to begin in September 2020. This temporary traffic order would prohibit parking on the above-mentioned section in order to maintain adequate sight distance and vision triangles along Spring Rose Road and to prevent any construction related traffic from parking on the road. Staff recommends approval.

New Business

1. Discussion and Possible Action: Selection of Website Consultant

Staff solicited three proposals for the upgrade of the Town Website. The proposals are included in the packet. After review, staff recommends approval of a contract with CivicPlus for $10,400 for the upgrade, with an annual service fee of $2,000 to start in 2021.

Declassification of Wetlands on the parcel for the Madison Verona Self Storage Facility on Maple Grove Drive

Motion: The Plan Commission recommends the declassification of the wetlands shown on map below to non-wetlands.

Map: The concept plan phase I approved by Board at their March 2020.

Background:
Four wetland areas with a combined acreage of less than 0.4 acres (marked in light green below)
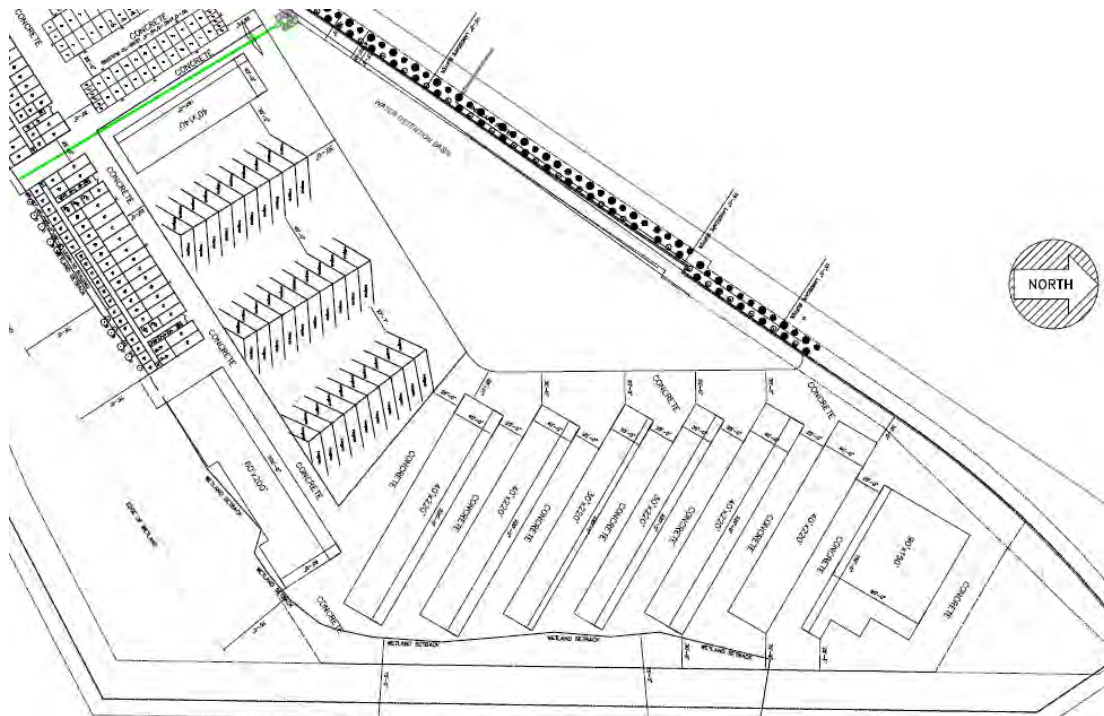
1) Army Corp of Engineer's letter – no interest in the wetlands

2) Remediation fee paid to DNR

3) Now there is a need for Town and Dane County declassification of the wetlands.

Response from Roger Lane, Dane County, 12 Aug 2020:

"Technically, the Town Board only needs to send information into the County if the Town is opposed to a rezoning application (yes, even standard zoning district changes). The County/Town have a long-standing process of submitting approval/denial report for all rezoning petitions for a long time."

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
3911 Fish Hatchery Road
Fitchburg, WI 53711-5397

Tony Evers, Governor
Preston D. Cole, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711

WISCONSIN
DEPT. OF NATURAL RESOURCES

July 2, 2020

EXE-SC-2020-13-01592

Sun Prairie Self Storage, LLC
Jamie Lindau
321 Cheyenne Trail
Madison, WI 53705

RE: Nonfederal Wetland Exemption Determination for an area described as Wetland 1-4,
located in the SW1/4 of the NW1/4 of Section 13, Township 06 North, Range 08 East, Town of
Verona, Dane County.

Dear Jamie Lindau:

This letter is in response to your request for a nonfederal wetland exemption determination for the
above mentioned wetlands.

According to 281.36 (4n), State Stat., a nonfederal wetland is a wetland that is not federally
jurisdictional. Projects impacting nonfederal wetlands in urban areas must be less than 1 acre of
total impact, and must be done in compliance with applicable stormwater management zoning
ordinances or stormwater Wisconsin Pollution Discharge Elimination System (WPDES) permits to
qualify for this exemption (s. 281.36(4n)(b)3, Wis. Stat.). In addition, DNR must also consider
whether the nonfederal wetland is a rare and high quality wetland as defined in s 281.36(4n)(a)3,
Wis. Stat.

The Department reviewed the following materials to aid in our exemption determination:
        The request narrative
        Site location map and photographs that show different angles and views of the wetland
        Botanical survey results
        Wetland delineation information
        Stormwater compliance information
        Mitigation summary worksheet

Below is a summary of our findings:

Request Narrative
According to the request narrative the total wetland impacts for wetlands W1-4 will be 0.4 acres.
The purpose of this project is to construct self storage units.

Site Location and Photographs
The site location confirms that the wetland is located in an urban area. Wetland photographs also
show wetlands on the property site.

Botanical Survey
The botanical survey demonstrations that the wetland is not a rare and high quality wetland.

dnr.wi.gov
wisconsin.gov

Naturally WISCONSIN

Printed on
Recycled
Paper

Wetland Delineation Information
The wetland delineation shows wetlands 1-4 on the property which were determined to be non federal wetlands on the enclosed map.

Stormwater Compliance Information
The documentation demonstrated that the project will be completed in compliance with applicable WPDES stormwater permits and stormwater ordinances adopted under s. 59.693, 60.627, 61.354, or 62.234, Wis. Stats.

Mitigation Summary Worksheet
The mitigation summary worksheet indicates that mitigation is required pursuant to s. 281.36(3r), Wis. Stat. The worksheet indicates that affidavits have been satisfied with LB Palmer and Willow Drive mitigation banks.

Conclusion:

ELIGIBLE
Based upon the documentation provided above, the project meets the eligibility criteria pursuant to s. 281.36 (4n), State Stat., and applicable mitigation requirements have been satisfied. You are able to proceed with this project. If you have any questions or would like to schedule a meeting to discuss this approval, please call me at (608) 228-4067 or email Allen.Ramminger@wisconsin.gov

Sincerely,

Allen Ramminger
Wetland Exemption Specialist

Enc.   Determination Sketch

cc: Kyle Zibung, U.S. Army Corps of Engineers
        Todd Violante, Director of Dane County zoning
        Hans Hilbert, Asst. Director of Zoning
        Theran Stautz, reSmith, Consultant
        Travis Schroeder, SC Region Wetland and Waterway Field Supervisor
        Roger Lane, Zoning
        Tom Nedland, Mitigation Coordinator

Sun Prairie Self Storage, LLC
Maple Grove Drive Parcels
Town of Verona
Dane County, Wisconsin

Map Legend

- Culvert
- Sampling Point
- Off-site Wetland
- Delineated Wetland (2.13 Acres)
- Study Area (13.18 Acres)

MVP-2020-00264-KDZ
Figure 1

JD Review Area

Wetland 1
3,580.9 sqft

Wetland 2
8,327.8 sqft

Wetland 6
7,782.4 sqft

Wetland 3
3,781.6 sqft

Wetland 4
3,555.1 sqft

Wetland 5
1.55 Acres

Esri, HERE, Garmin, (c) OpenStreetMap contributors
NA

Figure 2
Wetland Boundary
Map

raSmith
CREATIVITY BEYOND ENGINEERING

September 18, 2019
1190974

0   75   150

1 inch = 150 feet

TREE

TREE	WIDTH	HEIGHT	SUGGESTED PLANTING
4-5' NORWAY SPRUCE	25'-30' DIAMETER	40'-60' TALL	12'-15' APART
4-5' BLACK HILLS SPRUCE	25'-30' DIAMETER	30'-60' TALL	16' APART SINGLE ROW, 18' APART DOUBLE ROW
4-5' DARK GREEN ARBORVITAE	4'-10' DIAMETER	20'-30' TALL	4' APART
1.75" CELEBRATION MAPLE TREE	25' DIAMETER	40'-50' TALL	25' APART
1.75" SIENNA GLEN MAPLE TREE	25' DIAMETER	40'-50' TALL	25' APART
1.75" RED SUNSET MAPLE TREE	40' DIAMETER	50' TALL	30' APART
1.75" AUTUMN BLAZE MAPLE TREE	40' DIAMETER	50' TALL	30'-40' APART
1.5" AUTUMN BRILLIANCE SERVICE BERRY	10'-15' DIAMETER	25' TALL	20' APART
1.5" ROBIN HILL SERVICE BERRY	20' DIAMETER	20' TALL	20' APART
1.5" ROYAL RAIN DROP CRAB	15' DIAMETER	20' TALL	20' APART
1.5" PRAIRIE FIRE CRAB	20' DIAMETER	20' TALL	20' APART
4-5' MULTI STEM IVORY SILK	20' DIAMETER	20' TALL	20' APART
RED BUD	30' DIAMETER	30' TALL	12' APART

BUSHES

BUSHES	WIDTH	HEIGHT
BURNING BUSH	6'-8' DIAMETER	12' TALL
GOLDEN EVONYMUS SHRUB	4'-6' DIAMETER	6'-8' TALL
DAPPLED WILLOW	4'-6' DIAMETER	15'-20' TALL
FLOWERING SPIREA SHRUB	2'-6' DIAMETER	2'-6' TALL
NEEDLEPOINT HOLLY EVERGREEN	10'-15' DIAMETER	10'-25' TALL
CRIMSON PYGMY BORBERRY SHRUB	2'-3' DIAMETER	2'-3' TALL

Verona Lighting Plan

(Complying with Dark Sky Regulations)

○ Lights on Motion Sensors

○ Recessed Lights in Alcove on 24 Hours

NORTH

FUTURE DEVELOPMENT
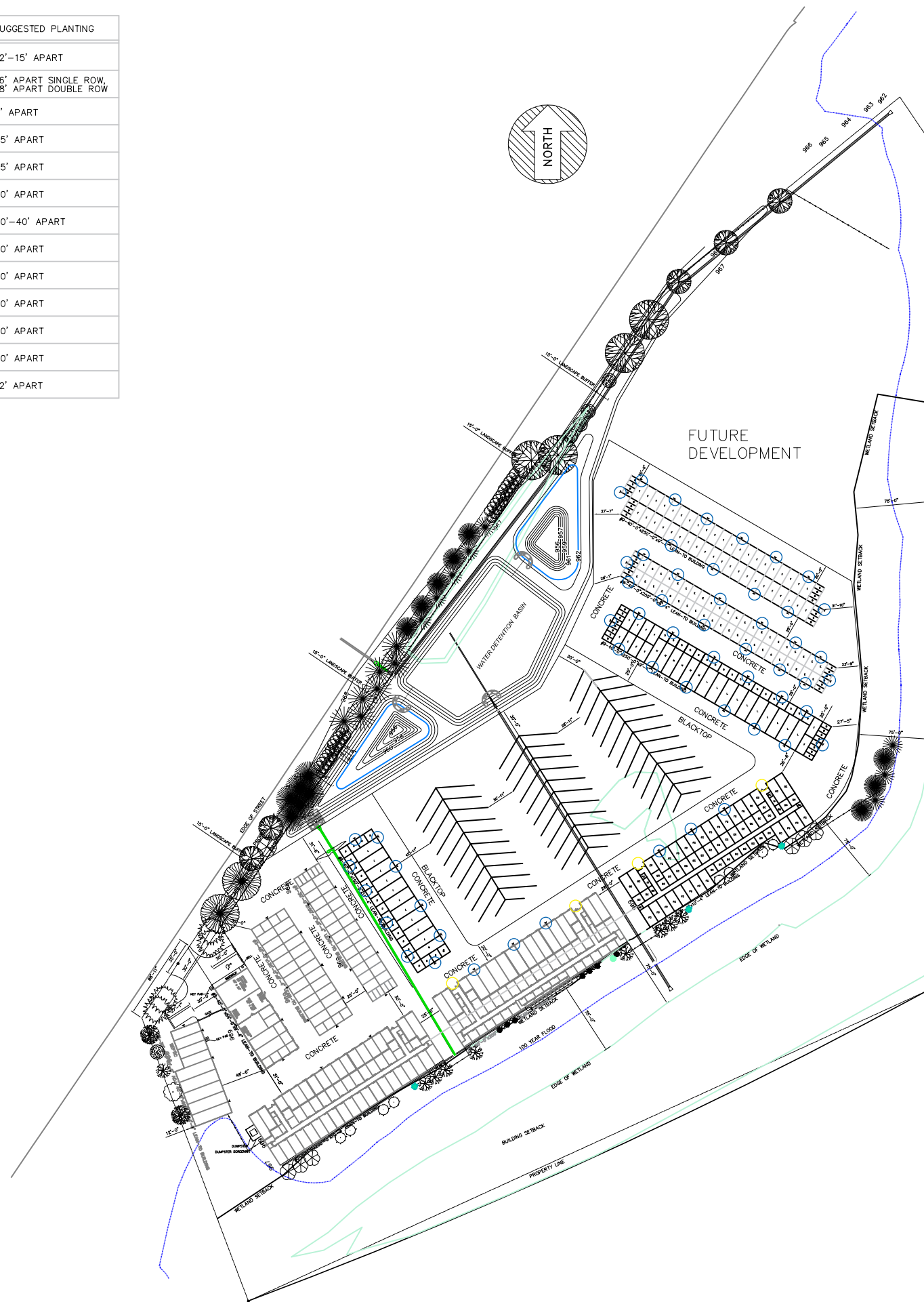
PHASE #1- UNIT MIX

LABEL	UNIT SIZE	# UNITS	%	SQ. FEET	INSULATED
AC	5 x 5	6	2.7	150	Y
B	5 x 10	12	5.4	600	N
BC	5 x 10	4	1.8	200	Y
CC	5 x 15	2	0.9	150	Y
PC	7 x 7	1	0.4	49	N
IC	10 x 5	6	2.7	300	Y
MR	10 x 5	4	1.8	200	Y
D	10 x 10	12	5.4	1200	N
DC	10 x 10	24	10.8	2400	Y
E	10 x 15	28	12.6	4200	N
EC	10 x 15	32	14.3	4800	Y
F	10 x 20	22	9.9	4400	N
FC	10 x 20	32	14.3	6400	Y
GC	10 x 25	2	0.9	500	Y
H	10 x 30	4	1.8	1200	N
HC	10 x 30	12	5.4	3600	Y
OC	10 x 7	5	2.2	350	N
V	12 x 10	2	0.9	240	Y
L	12 x 30	2	0.9	720	N
LC	12 x 30	5	2.2	1800	Y
P	12 x 40	5	2.2	2400	N
RG	20 x 25	1	0.4	500	N
	SQ.FT. NON-INSULATED			15859	
	SQ.FT. INSULATED			20500	
	TOTAL	223	100	36359	

PHASE #2 - UNIT MIX

LABEL	UNIT SIZE	# UNITS	%	SQ. FEET	INSULATED
AC	5 x 5	4	1.5	100	Y
B	5 x 10	44	16.2	2200	Y
BC	5 x 10	2	0.7	100	Y
IC	10 x 5	2	0.7	100	Y
D	10 x 10	38	14.0	3800	N
DC	10 x 10	16	5.9	1600	N
E	10 x 15	44	16.2	6600	N
EC	10 x 15	14	5.2	2100	N
F	10 x 20	52	19.2	10400	N
FC	10 x 20	24	8.9	4800	Y
GC	10 x 25	4	1.5	1000	Y
H	10 x 30	7	2.6	2100	N
L	12 x 30	20	7.4	7200	N
	SQ.FT. NON-INSULATED			32300	
	SQ.FT. INSULATED			9800	
	TOTAL	271	100	42100	

UNIT MIX

LABEL	UNIT SIZE	# UNITS	%	SQ. FEET
PAR	12 x 30.0	8	12.7	2880.0
PAR	12 x 40.0	55	87.3	26400.0
	TOTAL	63	100	29280.0

⛟ LIGHTS ALL ON MOTION SENSORS

* NO ADDITIONAL SIGNAGE ON PHASE #2

REVISION	by
3/2/20 revised	KM
7/16/20 REVISED	KM
7/31/20 REVISED	MGU
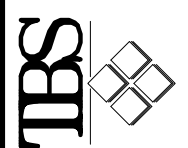
PROPOSED MINI-STORAGE SYSTEM for: CAMERON LINDAU

TOWN OF VERONA, WI

SITE PLAN

Date	10/23/19
Drawn by	KM
Checked by	
Scale	1" = 60'-0"
Plan No.	P-52104
Sheet No.	

SITE

TOWN OF VERONA

TO: Town Board of Supervisors   **DATE:** August 27, 2020

FROM: W. Christopher Barnes, Public Works Project Manager

SUBJECT: Sunset Moraine Farms Driveway Application, Parcel 062-0608-254-9001-0

ACTION RECOMMENDED: That the Town Board approve an application for a driveway accessing County Trunk Highway M on Parcel 062-0608-254-9001-0

Attached for the consideration of the Board is an application for the construction of a new driveway for parcel 062-0608-254-9001-0 (located adjacent to 6403 County Trunk Highway M) for residential use. In August of 2018, Dane County Board of Supervisors amended the property zoning to allow for the use of the property for single-family homes. The property has an existing access to serve an existing residence and cell communication tower, which will be closed and abandoned. The driveway construction is shown on the attached plan, and has been reviewed, and approved by the Dane County Land and Water division for storm water and erosion control. The new driveway access has also been approved by Dane County Highway and Transportation Department, conditional on the removal of the existing driveway at 6403 County Trunk Highway M. Photos of the proposed and existing driveways are:

Proposed Driveway Location along CTH M

Existing Driveway on CTH M to be removed

The new driveway will be approximately 1400 feet in length and will eventually serve two private homes. The driveway has been reviewed and approved by the Verona Fire Department. Along with the site photos, the review checklist, and application of the proposed driveway are attached. This driveway application was reviewed by the Public Works Committee on August 18, 2020 and was recommended for approval by the board. Approval of this driveway application is recommended.

Attachments

Town of Verona
Driveway Review Checklist
Location: 6403 CTH M
Date   13-Aug-20
By   W. Christopher Barnes

TOWN OF VERONA

	Yes	No	Comments
Driveway Drawing and Soil Erosion Control Plan	x		
Site Visit Completed	x		
Fee Paid	x		
Fee Escrow deposited			NA
Location Sight Distance>350 feet	x		
Length>100 feet Verona Fire Dept. Review	x		
Driveway>500 feet Passing lane	x		
Driveway>100 feet Hammerhead	x		
Cleared Path > 22 feet	x		
Driveway Grade <12%	x		
Driveway width at Road<26 feet			Dane County
Culvert Required			Dane County
Length (24 feet min)			Dane County
Diameter (15" min)			Dane County
Flared End walls			Dane County
Variances requested		x	

TOWN OF VERONA
◆ DRIVEWAY CONSTRUCTION PERMIT APPLICATION ◆
(Driveway Ordinance #2009-02B)

Applications for a driveway construction permit **cannot** be processed until the lot is legally created. A certified survey map (CSM) or final plat that has been signed and recorded must be on file with the Town before a driveway application may be processed.

This completed driveway application form must be filed with the Town Clerk/Treasurer **along with a nonrefundable $250.00 application fee** and **applicable escrow deposit**. (See Resolution 2010-03 Escrow Requirements.) **Escrow balances may be refundable** as provided in the Town's driveway ordinance.

Note: A building permit **may not** be issued for any parcel without an approved Town of Verona driveway construction permit.

REQUIRED INFORMATION

Landowner: _Mark Singel & Darcy Hagemann_ Applicant/Agent: _____

Address: _6403 Hwy M (farm)_ Address: _____

Phone: _414/659-5435_ Cell: _same_ Phone: _____ Cell: _____

Email: _mark.singel@gmail.com_ Email: _____

Mailing Address for Completed Permits: Name: _Mark Singel_ _(home)_

Address: _1655 Fairhaven Blvd_ City: _Elm Grove_ State _WI_ Zip _53122_

(Sunset Moraine LLC
Parcel # **062-0608-** _254-9001-0_ Road to be Accessed by Driveway: _Hwy M_

(Hagemann Century Farm LLC
Legal Description: _251-9320-4, 251-9740-6, 254-8121-0, 254-8501-0_

Type of Proposed Use: NEW - *CHANGE of Use - (RELOCATE) IMPROVEMENT or CULVERT REPLACEMENT (circle one (1)):
(*Change of Use applies should a Dane County Conditional Use Permit be required.)

☐ Agriculture $1000.00 ☐ Field Road $1000.00 ☐ Residential $1000.00

☐ Commercial $1500.00 ☐ Industrial $1500.00 ☐ Temporary/Access Drive $500.00

☐ Improvement or Culvert Replacement $300.00

Driveway Length & Width: _1600_ x _12_ Feet
(proposed)

Existing Drive: Y N

Existing Culvert: Y N

If yes, approx. Diameter _____ (INCHES)

Date of Proposed Driveway Construction: _10-1-2020_

Additional Comments: _____

The undersigned hereby applies for a driveway permit at the above location in accordance with the Town of Verona Driveway Ordinance 2004–02.

Landowner or Applicant Signature: _____ Date: 08-13.2020 _____

(If applicant is not the property owner, attach a notarized statement authorizing applicant to act as landowner's agent.)

REQUIRED APPLICATION MATERIALS

1) The required application fee and escrow deposit.
2) A scale drawing of the property parcel. Be sure to include the following, when submitting your driveway construction drawing or diagram.
   - The relationship of the driveway to property lines, structures and existing private roads and public highways.
   - The proposed or existing driveway location. Distances from the existing property lines to the centerline of the driveway shall be dimensioned to establish the driveway location. The length, width, and radius of all curves of the driveway shall be included.
   - The width of the driveway at the edge of roadway shall be dimensioned.
   - The slope of the driveway and the slopes on your property.
   - All buildings existing and any new buildings intended to be added to the parcel.
   - The location and size of any culverts.
   - The location and structure of any retaining walls.
3) An approved copy of a Dane County erosion control plan, which includes the drive or a copy of an approved erosion control plan for 1 & 2 family dwelling construction site plan.

RETURN COMPLETED APPLICATION TO:
Tammy Dresser
Town of Verona
7669 County Highway PD
Verona, WI 53593-1035
608-845-7187 / 608-845-7143 Fax

OFFICE USE ONLY:

NONREFUNDABLE APPLICATION FEE RECEIVED: AMOUNT: $ 250 . 00   DATE: 8/17/20

ESCROW DEPOSIT RECEIVED: AMOUNT: $ _____   DATE: _____

Plan Reviewed – Site Visit: __CHRISTOPHER BARNES__   Date: 8/13/20

Verona Fire Department Review: __MATT MILLER__   Date: 8/24/20
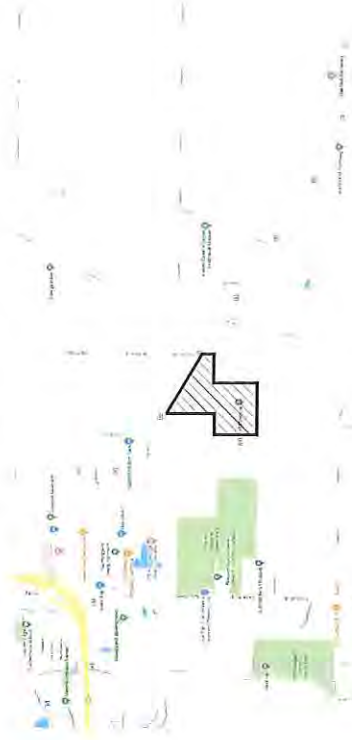
☒ Approved   ☐ Denied

DETERMINATION: _____

_____

_____

NEXT PUBLIC WORKS MEETING: __8/18/20__

NEXT TOWN BOARD MEETING: __9/01/20__

(Rev. 02/17)

SINGEL RESIDENCE
CONSTRUCTION PLANS

TOWN OF VERONA
DANE COUNTY, WISCONSIN

PROJECT LOCATION

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.
7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089
YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

FN: 20-05-119

ISSUE DATE: 07/23/2020

SHEET 1 OF 14

SHEET LIST TABLE

SHEET NUMBER	SHEET TITLE
1 OF 14	COVER
2 OF 14	DEMOLITION PLAN
3 OF 14	SITE PLAN
4 OF 14	OVERALL GRADING AND EROSION CONTROL PLAN
5 OF 14	WET POND LAYOUT
7 OF 14	MARK AND DARCEY'S HOUSE
8 OF 14	DETAILS
9 OF 14	DETAILS (2)
10 OF 14	DRIVEWAY
11 OF 14	DRIVEWAY (2)
12 OF 14	DRIVEWAY (3)
13 OF 14	DRIVEWAY - FARMSTEAD
14 OF 14	DRIVEWAY - MARK AND DARCEY'S HOUSE

SINGEL RESIDENCE

COUNTY HIGHWAY M, TOWN OF VERONA

COVER

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.
7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089
YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

DATE: 07/23/2020
REVISED:

DRAWN BY: AGO
FN: 20-05-119
Sheet Number: 1 OF 14

File: U:\User\20\20119\Drawings\Cover.dwg COVER Plotted: Jul 23, 2020 - 3:51pm

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.
7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089
YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

SCALE 1" = 200'

DATE: 07/23/2020
REVISED:

DRAWN BY: RGD

FN: 20-05-119

Sheet Number:
2 OF 14

EX. DRIVEWAY TO BE
REMOVED (APPROX. 100 LF
FROM CONNECTION TO CTH M)

EX. BUILDINGS
AND DRIVEWAY
TO REMAIN

EX. DRIVEWAY TO BE
REMOVED (APPROX. 275 LF)

EX. DRIVEWAY
TO REMAIN

EX. CELL TOWER

File U:\User\2005119\Drawings\2005119 Base.dwg DEMO PLAN Plotted Jul 23, 2020 - 3:52pm

YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT
D'ONOFRIO KOTTKE AND ASSOCIATES, INC.
7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089

COUNTY HIGHWAY JG, TOWN OF VERONA

SINGEL RESIDENCE

OVERALL GRADING AND EROSION CONTROL PLAN

SCALE: 1" = 200'
DATE: 07/23/2020
REVISED:
PN: 20-05-119

UTILIZE EXISTING GRAVEL DRIVEWAY AS CONSTRUCTION ENTRANCE

DOUBLE NETTED LIGHT DUTY (WSDOT CLASS I TYPE B) EROSION MATTING

SILT FENCE

8' W x 10' L x 2' DEEP RIPRAP PAD W/ FABRIC

8' W x 10' L x 2' DEEP RIPRAP PAD W/ FABRIC

85 LF - 20" ADS N-12 STORM SEWER @ 7.00%
UPSTREAM INV=1102.00
DOWNSTREAM INV=1096.00

97 LF - 5' ADS N-12 STORM SEWER @ 7.00%
UPSTREAM INV=1107.00
DOWNSTREAM INV=1096.00

91 LF - 24" ADS N-12 STORM SEWER @ 1.00%
UPSTREAM INV=1112.00
DOWNSTREAM INV=1111.00

DOUBLE NETTED LIGHT DUTY (WSDOT CLASS I TYPE B) EROSION MATTING (TYP.)

FUTURE RIPRAP PAD W/ FABRIC

FUTURE SILT FENCE

WORKSHOP (FUTURE)

DAUGHTER'S HOUSE (FUTURE)

LIMITS OF DISTURBANCE (±243,100 SQ. FT.)

90 LF - 12" ADS N-12 STORM SEWER @ 5.67%
UPSTREAM INV=1174.00
DOWNSTREAM INV=1172.00

4' W x 8' L x 2' DEEP RIPRAP PAD W/ FABRIC

EX. GARAGE

SILT FENCE

MARK AND DARCEY'S HOUSE

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.
7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089

YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

SCALE: 1" = 60'

DATE: 07/23/2020
REVISED:

Pr. 20-05-119

5 OF 14

5' ADS N-12 ENDWALL
INV.=1106.00

9' W x 19' L x 2' DEEP
RIPRAP PAD W/ FABRIC

30' ADS N-12 ENDWALL
INV.=1106.00

30' ADS N-12 ENDWALL
INV.=1102.00

85 LF - 30" ADS N-12 STORM
SEWER @ 7.00%

TOP OF BERM
ELEV.=1105.00

30' WIDE OVERFLOW WEIR
ELEV.=1103.50

87 LF - 5" ADS N-12 STORM
SEWER @ 5.75%

TOP OF BERM
ELEV.=1105.00

TOP OF BERM
ELEV.=1105.00

SILT FENCE

WETLAND
WATER ELEVATION=1101.00

5' ADS N-12 ENDWALL
INV.=1101.00

5' 100-YEAR HIGH WATER
ELEV.=1104.00

DOUBLE NETTED LIGHT
DUTY (WISDOT CLASS I
TYPE B) EROSION MATTING

LIMITS OF DISTURBANCE
(±3,100 SQ. FT.)

FILL AREA DUE TO WET
POND EXCAVATION

HIGH POINT IN FILL AREA DIRECT
RUNOFF AROUND FILL SITE TO
ENSURE NO PONDING OCCURS

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.
7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089
TOWN NATURAL RESOURCE FOR LAND DEVELOPMENT

SCALE: 1" = 40'
DATE: 01/23/2020
REVISED:
PN: 2045-119

6 OF 14

LIMITS OF DISTURBANCE
(243,100 SQ. FT.)

WORKSHOP
(FUTURE)
FFE=1177.00

DAUGHTER'S
HOUSE
(FUTURE)
FFE=1180.00

BUILDINGS AND DRIVEWAY TO BE
PERMITTED AND CONSTRUCTED IN THE
FUTURE. WET POND HAS BEEN SIZED FOR
THIS BUILDING AND DRIVEWAY LAYOUT
AND APPROXIMATE IMPERVIOUS AREA.

SINGLE RESIDENCE

MARK AND DARCEY'S HOUSE

COUNTY HIGHWAY A, TOWN OF VERONA

DONOFRIO KOTTKE AND ASSOCIATES, INC.
7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089
TOWN MUTUAL RESOURCE SOURCE FOR LAND DEVELOPMENT

SCALE 1" = 40'

DATE: 07/23/2020
REVISED:

PN: 20-05-119

EX. GARAGE

MARK AND DARCEY'S HOUSE

SILT FENCE

LIMITS OF DISTURBANCE (243,100 SQ. FT.)

EXISTING DRIVEWAY TO REMAIN

EXISTING DRIVEWAY TO BE REMOVED (SEE DEMOLITION PLAN FOR LIMITS)

TOWN OF VERONA

TO: Town Board of Supervisors   **DATE:** August 27, 2020

FROM: W. Christopher Barnes, Public Works Project Manager

SUBJECT: 2020 Road Maintenance Project- Cross Country Road

ACTION RECOMMENDED: That the Town Board approve Change Order No. 1 to Payne and Dolan Inc. to rectify the original bid amount to the as constructed quantities on Cross Country Road and add additional wedging and leveling on Country View Road

 As part of the 2020 Road Maintenance Project, Cross Country Road was included for the construction of asphalt base repairs, asphalt milling and hot mix asphalt resurfacing. During layout of the asphalt base repairs, staff and the contractor determined, that it was unnecessary to excavate the earth subgrade and that many of the patch areas could be better addressed by an additional asphalt wedge application. The board approved a work directive to this effect on July 7, 2020 for this work. The project is now complete and the final as constructed quantities are below the original bid price by approximately $14,345. In order to utilize these funds on other badly needed repair areas, staff has recommended additional wedging and leveling on Country View Road. The additional work will include paving of selected areas to improve the integrity of the road and will provide a head start for planned work as part of the proposed 2021 construction program. The net result is that after the additional work on Cross Country Road, the project cost will be below the original bid amount by approximately $1,625. If approved this additional work on Country View Road will be completed in mid-September.

Staff recommends that the Town Board approve the recommended Change Order No. 1 and that town staff notify the contractor accordingly.

Attachments

Change Order

No. 1

Date of Issuance: __September 4, 2020__   Effective Date: __September 1, 2020__

Project: Town of Verona 2020 Roadway	Owner: Town of Verona	Owner's Contract No.:
Contract: Town of Verona - Town of Verona 2020 Roadway Maintenance		Date of Contract: April 27, 2020
Contractor: Payne & Dolan, Inc.		Engineer's Project No.: 00376034

The Contract Documents are modified as follows upon execution of this Change Order:
Description:

Rectify Bid Quantities for actual installed quantities for items 1 through 12 of the original contract -- (-$25,903.94)

Add actual installed quantities for item 13 for Asphalt Wedging along the edges of the roadway prior to the overlay -- (+$11,558.55)

Add items 101 and 102 for Wedging along Cross Country Road -- (+$12,720.00)

Attachments (list documents supporting change):

See Final Pay Quantities items 1 through 12 of original contract

See Change Order #1 from Payne and Dolan dated June 17, 2020 as an estimate and Final Pay Quantities for measured quantities

See Payne and Dolan Additional Project #1 Proposal dated August 5, 2020 for items 101 and 102

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:	Original Contract Times: ☐ Working days ☒ Calendar days
	Substantial completion (days or date): July 31, 2020
$77,727.54	Ready for final payment (days or date): August 7, 2020
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0	[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0
	Substantial completion (days): NA
$NA	Ready for final payment (days): NA
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
	Substantial completion (days or date): July 31, 2020
$77,727.54	Ready for final payment (days or date): August 7, 2020
Decrease of this Change Order:	Increase of this Change Order:
	Substantial completion (days or date): September 25, 2020
$1,625.39	Ready for final payment (days or date): October 9, 2020
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
	Substantial completion (days or date): September 25, 2020
$76,102.15	Ready for final payment (days or date): October 9, 2020

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (Authorized Signature)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Date: _____	Date: _____	Date: _____

TOWN OF VERONA 2020 ROADWAY MAINTENANCE PROJECTS (#6821644)
Owner: Town of Verona
Solicitor: MSA Professional Services - Madison
03/13/2020 01:00 PM CDT

As Constructed Quantities

MSA Project #00376034

Section Title	Line Item	Item Description	UofM	Quantity	Payne & Dolan, Inc.	
					Unit Price	Extension
PROJECT A: CROSS COUNTRY ROAD						
	1	Mobilization/ Bonds/ Insurance	LS	1	$400.00	$400.00
	2	Traffic Control	LS	1	$2,400.00	$2,400.00
	3	Milling 4-inch	SY	331	$13.00	$4,303.00
	4	Milling Butt Joints 2-inch	SY	300	$8.50	$2,550.00
	5	Excavation Below subgrade	CY	0	$16.00	$0.00
	6	3-Inch Breaker Run with Fabric	CY	0	$35.00	$0.00
	7	Crushed Aggregate Base Course, 1 1/4-Inch	TON	0	$16.00	$0.00
	8	Asphalt Replacement 4-inch	TON	57.8	$120.00	$6,936.00
	9	Asphalt Overlay 2-inch	TON	421.5	$70.00	$29,505.00
	10	Pavement Marking Double Yellow 4-Inch	LF	1252	$1.76	$2,203.52
	11	Pavement Marking, Solid White 4-Inch	LF	2416	$0.88	$2,126.08
	12	Sign Installation	EA	7	$200.00	$1,400.00
	13	Asphalt Wedging , 5LT 58-28 S	Ton	150.6	$76.75	$11,558.55
	101	Additional Wedging-Country view	TON	132	$85.00	$11,220.00
	102	Additional Mobilization-Country view	LS	1	$1,500.00	$1,500.00
		Total Project A Bid plus items #13 - #102				$76,102.15

Total Original Contract Price $77,727.54

Under $1,625.39

Area Office
6295 Lacy Road
Fitchburg, WI 53593

Payne + Dolan
A WALBEC COMPANY

Mitch Gallitz
Direct: 608-421-5145
Cell: 608-400-7154
mitchgallitz@payneanddolan.com

Additional Project #1

SUBMITTED TO:

T/O Verona

DATE:	August 5th, 2020
JOB NAME:	T/O Verona
JOB LOCATION:	Country View Road, Verona
PLAN DATE:	

For furnishing the necessary labor, material and equipment to complete the following:

Base Proposal – Asphalt Paving Only:

Bid Item	Description	Bid Quantity	Unit	Bid Price	Bid Total
101	ADDITIONAL PROJECT #1 WEDGING	132	TN	$ 85.00	$ 11,220.00
102	ADDITIONAL PROJECT #1 MOBILIZATION	1	LS	$ 1,500.00	$ 1,500.00
					$ 12,720.00

Job Specific Notes:

- Quotation includes asphalt wedging (6 loads at 22 tons/load = 132 ton), and one paving mobilization.
- If provided, the fine grading alternate item includes fine grading of base course underlying asphalt roadway areas only. Quotation does not include: sawing, shaping aggregate shoulders, flumes, driveways, etc. unless noted otherwise. Work by others prior to fine grading mobilization includes: staking and layout, material installed to +/-0.1', watering/compaction, proof rolling, aggregate QMP testing, and all other engineer approvals required per contract. Fine grading shall be paid per the unit price as stated in quotation and mobilizations shall be paid per each as requested by Owner/Contractor.
- Unless stated otherwise, base proposal of quotation is contingent upon all items being contracted.
- Quotation does not include winter conditions related to crew or plant costs required for constructing work outside of conventional operating dates of **May 15 to October 15.**
- Quotation does not include the installation or removal of temporary asphalt ramps that may be required to accommodate phasing of traffic.
- Quotation does not include any inlet protection or erosion control.
- All bases or pavements constructed on wet, frozen or otherwise compromised subbase, or below freezing temperatures will be at the owner's direction and without warranty. If unstable subgrade or base course conditions are encountered during construction, the above pricing does not include the undercut or stabilization of the unstable material which must take place prior to completion of the asphalt paving.
- Lower layer pavements require 40 degrees or higher and surface pavements require 50 degrees or higher. Pavements placed in lower temperatures will be at the owner/contractors written direction and without warranty.

If you have any questions on this proposal, please call me at the contact information listed above.

Thank you!

STANDARD TERMS AND CONDITIONS

Changed Conditions: Any changed condition of the job specifications involving extra costs will be performed only upon submission of a written change order, and Owner/Contractor will be required to pay to Payne & Dolan, Inc. an extra charge over and above the original contract price for performance of the requested change order.

Subgrade/Aggregate Base: The Owner/Contractor is responsible to furnish Payne & Dolan, Inc. a suitable subgrade/aggregate base having the ability to support the maximum axle loads transmitted from the heaviest construction and/or vehicle traffic anticipated as not to cause any deformation to the subgrade/aggregate base. All subgrade must be rough graded by Owner/Contractor to within ±0.1' of the proposed plan subgrade elevations.

Cold Weather Paving: Per section 450.3.2.1.1 and 450.3.2.1.2 in the Wisconsin DOT Standard Specifications, if Payne & Dolan, Inc. is directed to place any asphaltic mixtures outside of WDOT specified date range, Payne & Dolan, Inc., will not be responsible for damage or defects attributed to temperature or other weather conditions. Replacement or repairs will be done on a time and material basis.

Liquidated Damages: It is understood and agreed that the Owner/Contractor will not assess liquidated damages against Payne & Dolan, Inc. prior to meeting with and providing Payne & Dolan, Inc. with documentation demonstrating that Payne & Dolan, Inc. failed to complete their portion of work within the time agreed upon in the contract or within such extra time as may have been allowed by extensions. Any arbitrary assessment will be subject to a 1.5% per month service charge.

Insurance/Indemnification: This Quotation is contingent upon the express agreement that indemnification, defense, additional insured status and waivers of subrogation, if required by the Owner/Contractor, shall be provided by Payne & Dolan, Inc., but only to the extent of Payne & Dolan, Inc.'s negligent acts or omissions in the performance of its work. Owner/Contractor to carry any necessary property insurance on the Work. Payne & Dolan, Inc.'s workers are fully covered by Workers' Compensation Insurance. Payne & Dolan, Inc. will meet insurance limits of liability by using a combination of primary insurance policies and umbrella/excess policies.

Incorporation: If any other agreement is entered into between the parties, the terms of this agreement shall be incorporated into any such agreement and shall supersede any conflicting terms contained therein.

Work Change Directive

No. 1

Date of Issuance: July 7, 2020

Effective Date: July 8, 2020

Project:	Owner:	Owner's Contract No.:
Town of Verona 2020 Roadway Maintenance Projects	Town of Verona	

Contract:		Date of Contract:
Town of Verona - Town of Verona 2020 Roadway Maintenance Projects		April 27, 2020

Contractor:	Engineer's Project No.:
Payne & Dolan, Inc.	00376035

Contractor is directed to proceed promptly with the following change(s):

Item No.	Description
1	Add asphalt wedging of traffic lanes to correct crown and cross slope drainage

Attachments (list documents supporting change):

Letter from Payne and Dolan dated June 17, 2020

Purpose for Work Change Directive: Revising the plan to include wedging of traffic lanes

Authorization for Work described herein to proceed on the basis of Cost of the Work due to:

☐ Nonagreement on pricing of proposed change.

☒ Necessity to expedite Work described herein prior to agreeing to changes on Contract Price and Contract Time.

Estimated change in Contract Price and Contract Times:

Contract Price $13,431.25 (increase)   Contract Time 0 (increase/decrease) days

Recommended for Approval by Engineer:	Date
	06/30/2020
Authorized for Owner by:	Date
	7/8/20
Received for Contractor by:	Date
	7/8/20
Received by Funding Agency (if applicable):	Date:

EJCDC C-940 Work Change Directive (2007 Edition)   00 63 49-1
Prepared by the Engineers Joint Contract Documents Committee and endorsed by the Construction Specifications Institute.
P:\370s\376\00376035\Documents\2020 Roads to Bid\Work Change Directives\Payne and Dolan WCD.docx

Area Office
6295 Lacy Road
Fitchburg, WI 53593

Payne+Dolan
A WALBEC COMPANY

Mitch Gallitz
Direct: 608-421-5145
Cell: 608-400-7154
mitchgallitz@payneanddolan.com

SUBMITTED TO:
T/O Verona

DATE: June 17, 2020
JOB NAME: T/O Verona
JOB LOCATION: T/O Verona
PLAN DATE:

Change Order #1

For furnishing the necessary labor, material and equipment to complete the following:

Base Proposal - Asphalt Paving Only:

BidItem	Description	Bid Quantity	Unit	Bid Price	Bid Total
100	ASPHALT WEDGING 5LT 58-28 S	175.00	TN	$ 76.75	$ 13,431.25

Job Specific Notes:

- If provided, the fine grading alternate item includes fine grading of base course underlying asphalt roadway areas only. Quotation does not include: sawing, shaping aggregate shoulders, flumes, driveways, etc. unless noted otherwise. Work by others prior to fine grading mobilization includes: staking and layout, material installed to +/-0.1', watering/compaction, proof rolling, aggregate QMP testing, and all other engineer approvals required per contract. Fine grading shall be paid per the unit price as stated in quotation and mobilizations shall be paid per each as requested by Owner/Contractor.
- Unless stated otherwise, base proposal of quotation is contingent upon all items being contracted.
- Quotation does not include winter conditions related to crew or plant costs required for constructing work outside of conventional operating dates of May 1 to October 15.
- Quotation does not include the installation or removal of temporary asphalt ramps that may be required to accommodate phasing of traffic.
- Quotation does not include any inlet protection or erosion control.
- All bases or pavements constructed on wet, frozen or otherwise compromised subbase, or below freezing temperatures will be at the owner's direction and without warranty. If unstable subgrade or base course conditions are encountered during construction, the above pricing does not include the undercut or stabilization of the unstable material which must take place prior to completion of the asphalt paving.
- Lower layer pavements require 40 degrees or higher and surface pavements require 50 degrees or higher. Pavements placed in lower temperatures will be at the owner/contractors written direction and without warranty.

If you have any questions on this proposal, please call me at the contact information listed above.

Thank you!

IF THIS PROPOSAL IS NOT ACCEPTED AND RETURNED WITHIN <u>10 DAYS</u> FROM THE DATE OF THIS PROPOSAL OR IF THE WORK IS NOT COMPLETED BY <u>AUGUST 28, 2020,</u> PAYNE & DOLAN, INC. RESERVES THE RIGHT TO WITHDRAW THE PROPOSAL OR MODIFY THE TERMS OF THE PROPOSAL/CONTRACT.

STANDARD TERMS AND CONDITIONS

Changed Conditions: Any changed condition of the job specifications involving extra costs will be performed only upon submission of a written change order, and Owner/Contractor will be required to pay to Payne & Dolan, Inc. an extra charge over and above the original contract price for performance of the requested change order.

Subgrade/Aggregate Base: The Owner/Contractor is responsible to furnish Payne & Dolan, Inc. a suitable subgrade/aggregate base having the ability to support the maximum axle loads transmitted from the heaviest construction and/or vehicle traffic anticipated as not to cause any deformation to the subgrade/aggregate base. All subgrade must be rough graded by Owner/Contractor to within ±0.1' of the proposed plan subgrade elevations.

Cold Weather Paving: Per section 450.3.2.1.1 and 450.3.2.1.2 in the Wisconsin DOT Standard Specifications, if Payne & Dolan, Inc. is directed to place any asphaltic mixtures outside of WDOT specified date range, Payne & Dolan, Inc., will not be responsible for damage or defects attributed to temperature or other weather conditions. Replacement or repairs will be done on a time and material basis.

Liquidated Damages: It is understood and agreed that the Owner/Contractor will not assess liquidated damages against Payne & Dolan, Inc. prior to meeting with and providing Payne & Dolan, Inc. with documentation demonstrating that Payne & Dolan, Inc. failed to complete their portion of work within the time agreed upon in the contract or within such extra time as may have been allowed by extensions. Any arbitrary assessment will be subject to a 1.5% per month service charge.

Insurance/Indemnification: This Quotation is contingent upon the express agreement that indemnification, defense, additional insured status and waivers of subrogation, if required by the Owner/Contractor, shall be provided by Payne & Dolan, Inc., but only to the extent of Payne & Dolan, Inc.'s negligent acts or omissions in the performance of its work. Owner/Contractor to carry any necessary property insurance on the Work. Payne & Dolan, Inc.'s workers are fully covered by Workers' Compensation Insurance. Payne & Dolan, Inc. will meet insurance limits of liability by using a combination of primary insurance policies and umbrella/excess policies.

Incorporation: If any other agreement is entered into between the parties, the terms of this agreement shall be incorporated into any such agreement and shall supersede any conflicting terms contained therein.

Work Change Directive

No. <u>1</u>

Date of Issuance: <u>July 7, 2020</u>

Effective Date: <u>July 8, 2020</u>

Project: Town of Verona 2020 Roadway Maintenance Projects	Owner: Town of Verona	Owner's Contract No.:
Contract: Town of Verona - Town of Verona 2020 Roadway Maintenance Projects		Date of Contract: April 27, 2020
Contractor: Payne & Dolan, Inc.		Engineer's Project No.: 00376035

Contractor is directed to proceed promptly with the following change(s):

Item No.	Description
1	Add asphalt wedging of traffic lanes to correct crown and cross slope drainage

Attachments (list documents supporting change):

Letter from Payne and Dolan dated June 17, 2020

Purpose for Work Change Directive: Revising the plan to include wedging of traffic lanes

Authorization for Work described herein to proceed on the basis of Cost of the Work due to:

☐ Nonagreement on pricing of proposed change.

☒ Necessity to expedite Work described herein prior to agreeing to changes on Contract Price and Contract Time.

Estimated change in Contract Price and Contract Times:

Contract Price <u>$13,431.25</u> (increase)

Contract Time <u>0</u> days (increase/decrease)

Recommended for Approval by Engineer:	Date 06/30/2020
Authorized for Owner by:	Date
Received for Contractor by:	Date
Received by Funding Agency (if applicable):	Date:

EJCDC C-940 Work Change Directive (2007 Edition)   00 63 49-1
Prepared by the Engineers Joint Contract Documents Committee and endorsed by the Construction Specifications Institute.
P:\370s\376\00376034\Documents\2020 Roads to Bid\Work Change Directive\Payne and Dolan WCD.docx

Payne + Dolan
A WALBEC COMPANY

Mitch Gallitz
Direct: 608-421-5145
Cell: 608-400-7154
mitchgallitz@payneanddolan.com

SUBMITTED TO:
T/O Verona

DATE:	June 17, 2020
JOB NAME:	T/O Verona
JOB LOCATION:	T/O Verona
PLAN DATE:	

Change Order #1

For furnishing the necessary labor, material and equipment to complete the following:

Base Proposal - Asphalt Paving Only:

BidItem	Description	Bid Quantity	Unit	Bid Price	Bid Total
100	ASPHALT WEDGING 5LT 58-28 S	175.00	TN	$ 76.75	$ 13,431.25

Job Specific Notes:

- If provided, the fine grading alternate item includes fine grading of base course underlying asphalt roadway areas only. Quotation does not include: sawing, shaping aggregate shoulders, flumes, driveways, etc. unless noted otherwise. Work by others prior to fine grading mobilization includes: staking and layout, material installed to +/-0.1', watering/compaction, proof rolling, aggregate QMP testing, and all other engineer approvals required per contract. Fine grading shall be paid per the unit price as stated in quotation and mobilizations shall be paid per each as requested by Owner/Contractor.
- Unless stated otherwise, base proposal of quotation is contingent upon all items being contracted.
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- Lower layer pavements require 40 degrees or higher and surface pavements require 50 degrees or higher. Pavements placed in lower temperatures will be at the owner/contractors written direction and without warranty.

If you have any questions on this proposal, please call me at the contact information listed above.

Thank you!

IF THIS PROPOSAL IS NOT ACCEPTED AND RETURNED WITHIN 10 DAYS FROM THE DATE OF THIS PROPOSAL OR IF THE WORK IS NOT COMPLETED BY AUGUST 28, 2020, PAYNE & DOLAN, INC. RESERVES THE RIGHT TO WITHDRAW THE PROPOSAL OR MODIFY THE TERMS OF THE PROPOSAL/CONTRACT.

TOWN OF VERONA
Temporary Traffic Control Order

Location: Spring Rose Road, 2580 feet north of County Trunk Highway G to 3550 feet north of County Trunk Highway G

Requested by: Town of Verona Staff   Date: 8/20/2020

Investigated by: WCB   Date: 8/24/2020

Nature of Request: The Twin Rocks subdivision is approved for construction in section 19 of the Town of Verona.
The construction will include an intersection with Spring Rose Road approximately 2800 feet north of
To maintain adequate sight distance and vison triangles along Spring Rose Road
Construction traffic associated with the Developement should be prohibited along Spring Rose Roac

Road Characteristics: Spring Rose Road is a 2 lane asphalt roadway with limited shoulder area.
The road consist of 2- 10 foot travel lanes, with a 3 foot turf shoulder.
A steep foreslope and ditch is also present throughout the area.

AREA CONTIGUOUS TO ROADWAY:

Residential:	yes-rural	Park:	no	Trees:	no	
School:	no	Recreational:	no	Bushes:	some	
Agricultural	yes	Industrial:	no	Other:		

TRAFFIC CONDITIONS INVOLVED:

Conflicting Traffic Movements	no	Parking Control	yes
Inadequate Pavement Markings	no	Signalization	no
Inadequate Signage	no	Vision Obstruction	yes
Traffic Obstruction	yes	State Highways	no
Access, Driveway/Road	yes	Pedestrian Traffic	no

Recommendation: On September 7, 2020, parking shall be prohibited at the recommended limits on Spring Rose Roac
Parking shall be prohibited for the duration of the Twin Rocks subsivion construction or until July 1, 2

Public Works Project Manager **Date**	**Town Chair** **Date**

temp traffic order

Carrico Engineering
and Consulting, Inc.

(608) 832-4352 | carricoengineering.com

Concept Plan

Twin Rock Development
Town of Verona
Dane County, Wisconsin

3 of 17

GRAPHIC SCALE (FT)
0 50 100 200

N

AREA OF RESTRICTED
PARKING

TOWN OF SPRINGDALE

SPRINGROSE ROAD

TOWN OF VERONA

TOWN OF SPRINGDALE

SPRINGROSE ROAD

TOWN OF VERONA

CTH G

CTH G

OPEN SPACE

OUTLOT 2
711,314 SF
16.330 ACRES

OUTLOT 4
16,047 SF
0.368 ACRES

OUTLOT 3
33,397 SF
0.767 ACRES

OUTLOT 1
55,297 SF
1.269 ACRES

LOT 1
97,644 SF
2.242 ACRES

LOT 2
75,232 SF
1.727 ACRES

LOT 3
75,240 SF
1.727 ACRES

LOT 4
72,366 SF
1.661 ACRES

LOT 5
84,397 SF
1.337 ACRES

LOT 6
76,293 SF
1.751 ACRES

LOT 7
80,473 SF
1.847 ACRES

LOT 8
74,552 SF
1.711 ACRES

LOT 9
73,894 SF
1.696 ACRES

LOT 10
79,833 SF
1.833 ACRES

LOT 11
80,002 SF
1.865 ACRES

LOT 12
89,770 SF
1.602 ACRES

LOT 13
69,394 SF
1.593 ACRES

LOT 14
70,145 SF
1.610 ACRES

LOT 15
79,074 SF
1.815 ACRES

LOT 16
77,665 SF
1.783 ACRES

LOT 17
82,301 SF
1.889 ACRES

LOT 18
75,517 SF
1.734 ACRES

LOT 19
66,568 SF
1.528 ACRES

LOT 20
65,340 SF
1.500 ACRES

LOT 21
97,075 SF
2.229 ACRES

LOT 22
81,257 SF
1.865 ACRES

LOT 23
76,959 SF
1.767 ACRES

LOT 24
76,854 SF
1.764 ACRES

LOT 25
78,606 SF
1.783 ACRES

LOT 26
78,703 SF
1.807 ACRES

LOT 27
93,891 SF
2.155 ACRES

STORMWATER POND

STORMWATER POND

STORMWATER POND

PROPOSED ROAD

PROPOSED ROAD

PROPOSED ROAD

EXISTING TREE LINE (TYP.)

EXISTING FREE LINE (TYP.)

EXISTING DRAINAGE DITCH BOTTOM (TYP.)

EXISTING DECIDUOUS TREE (TYP.)

EXISTING MACHINE SHED

EXISTING HOUSE

EXISTING BARN

EXISTING GRAVEL DRIVE

EXISTING ROCK OUTCROP AREA

EXISTING CREEK

EXISTING FENCE

100-YEAR FLOODPLAIN APPROX EL-847.0

Website Upgrade Proposal Analysis

Vendor	Upfront Cost	Yearly Maintenance Fees (including year 1)
CivicPlus Basic	$8,400	$2,000
Granicus Pioneer	$7,500	$4,000
Granicus Innovator	$15,500	$4,000
Revize	$6,500	$1,800

Notes
Excellent customer service, good interface, module add-ons; several DC munis as clients
template; good customer service
more than TOV needs
5 year maintenance contract; customer service issues

CIVICCMS®

Town of Verona, WI

Website Redesign, Development, and Implementation Services

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

CIVICPLUS®

Letter of Introduction

Sarah Gaskell   August 25th, 2020
Town Planner/Administrator
Town of Verona
7669 County Highway PD
Verona WI, 53593

Dear Sarah,

I am delighted to submit this quote for a website redesign for the Town of Verona.
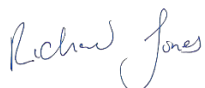
CivicPlus is the leading developer of municipal websites in the United States, with over 4,000 clients. Our sole focus is the municipal sector, including counties, cities, townships, villages, boroughs, special districts and municipal related associations.

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

- We have 90+ municipal clients throughout the state of WI
- You will receive a custom new design and layout, built in Responsive Design, to accommodate the various sizes of mobile and tablet devices currently in use.
- This proposal includes full content development, migrating existing pages and building out new content, as provided.
- We offer two-way integration with Social Media.
- Our CMS is very intuitive, and we believe the easiest to use in the industry.
- We can also provide optional software for a variety of online services such as Emergency Notifications and 311 Services.

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

Sincerely,

Richard Jones
Wisconsin Sales Representative
rjones@civicplus.com

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Executive Summary

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

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

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

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

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

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

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

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

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

CIVICCMS®

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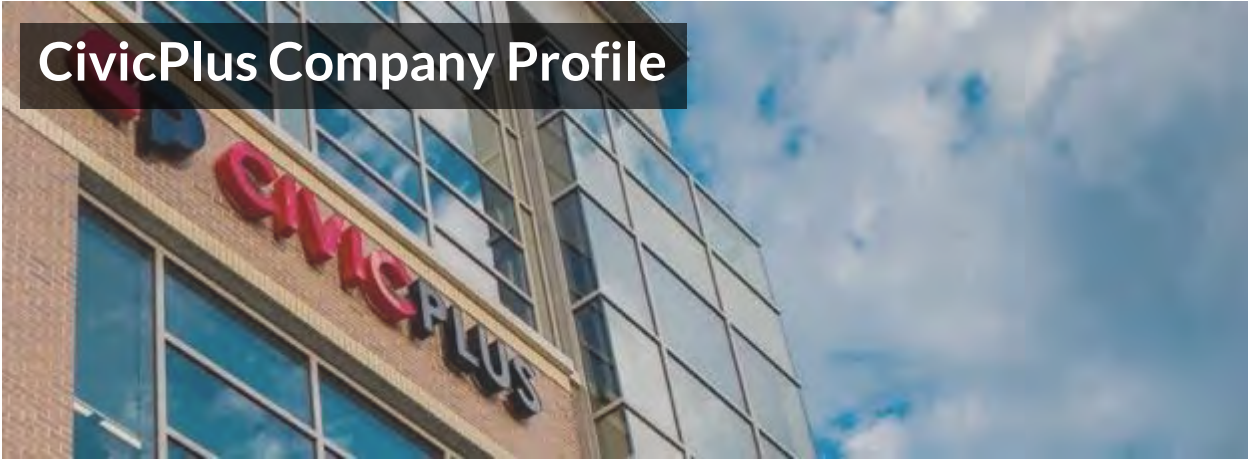
CivicPlus is the leading national provider of local municipal websites—the most innovative, user-friendly and comprehensive source for engaging constituents online. Our clients' solutions are based on the latest in web coding technologies. They function across all major browsers, platforms (including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

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

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

Why should the Town of Verona choose CivicPlus to achieve its vision?

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

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

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

The Integrated Technology Platform for Local Government

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

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

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

Here is a link to some of our award winners:
https://www.civicplus.com/local-government-website-awards

We Make Government Work Better.

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Project Goals & Guidelines

Overall Project Goals

1.) Your new CivicCMS website will be a fully custom, modern responsive design utilizing a feature-rich content management system (CMS). We believe our platform is the best value for our customers and is tailor-made for the small government market, in which municipal staff juggle many roles and often lack sufficient technological support. Our websites are easy to use, easy to maintain, and will meet or exceed the town's needs.

2.) Our expert designers will guide your team towards the perfect homepage design and consistent user experiences for all departments and subpages. Google Analytics is integrated with the CivicCMS platform to track website performance after launch.

3.) Ability to limit the number of content administrators you may configure within the system. Our user account system offers many ways to control access to your department pages and allows each group to manager their own material. Advanced, site-wide administrators may support these individuals, as needed, in addition to performing higher level management of the website.

4.) Your CivicCMS website is highly ADA compliant upon launch. We have partnered with accessibility services provider AudioEye to offer additional functionality for those clients who prioritize compliance beyond our existing best practices.

5.) Our Drupal-based platform enables us to deliver new functionality to our customers over time. Many additional modules or advanced features may be leveraged at a future date, once the town is ready to build upon our base implementation.

6.) We proudly meet the rigorous security and infrastructure standards demanded by thousands of government entities for their websites and related applications.

Project Guidelines

1.) You will work with our designers to achieve a unique homepage for the town that combines graphical and navigation elements in a refreshing and functional way. We do not restrict you to a certain number of mockup iterations during the ideation process.

2.) You will approve department/subpage formatting during the design process. The training process will guide website administrators how to maximize functionality within these general parameters of the page, including how to add photos where desired.

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

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

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

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

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

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

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

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

Other Comments

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

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

Typical Project Timeline

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

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

Implementation Phase	Timeframe	Deliverables
Phase 1 Strategy Sessions & Discovery	1 Week	• Define Core Objectives • Needs Assessment
Phase 2 Design & Architecture	3-4 Weeks	• Design Meeting with Client Website Committee • Homepage Options & Layout • Subpage Design and Layout • Finalize Design (once you are completely satisfied)
Phase 3 Site Implementation	2-3 Weeks	• Identify Global and Cascading Navigation (and related links) • Implement Design within CivicCMS
Phase 4 Content Development	4-5 Weeks	• Migrate Agreed Existing Content
Phase 5 Training & Education	1 Week	• Sessions for Content Editors and Site Administrators • Group and Individual Sessions
Phase 6 Deployment & Go-Live	1 Week	• Final Quality Check of Website • Install and Activate Selected Modules • DNS & SEO Activities

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Content Management System (CMS)

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

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

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

Interactivity

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

I. Email Broadcast of New Content

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

II. Calendar

Our CMS houses an intuitive calendar feature. Allowing staff to create multiple calendars for various meetings and events. Ability to integrate with Google Maps, attach documents and also equipped with built-in YouTube Video Players.

III. Text Messaging

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

IV. Webforms Module

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

V. Payment Systems Integration

Our system allows clients to continue using Payment Systems with an iFrame or an embed.

VI. Cabinet

Department content storage area. Allowing staff to delete multiple published content from one location.

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

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

Felicia B., Aberdeen, MD

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Available Apps & Modules

Constituent Communication Apps

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

Design & Graphics Modules

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

Content Management Features

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

Administration & Security

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

Support, Maintenance & Hosting

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

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

Support & Maintenance

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

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

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

CIVICCMS®

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

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

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

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

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

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

CIVICCMS®

List of Clients in Wisconsin

Clients in Dane County

- Lodi, WI
- Deforest, WI
- Waunakee, WI
- Cross Plains, WI

- Middleton, WI
- Verona, WI
- Fitchburg, WI
- League of WI Municipalities

- Monona, WI
- McFarland, WI (CivicRec)
- Cottage Grove, WI
- Sun Prairie, WI

· GREEN BAY
· WEST ALLIS
· WALWORTH COUNTY
· KENOSHA COUNTY
· OCONOMOWOC
· WAUKESHA
· BROOKFIELD
· GRAFTON
· MANITOWOC
· NEW BERLIN
· MENOMONEE FALLS
· CALUMET COUNTY
· OZAUKEE COUNTY
· SUN PRAIRIE
· ST. CROIX COUNTY
· MONONA
· ASHLAND
· BAYSIDE
· WAUNAKEE
· THIENSVILLE
· CLARK COUNTY
· MUSKEGO
· SUPERIOR
· PRICE COUNTY
· DOUGLAS COUNTY
· GERMANTOWN
· RIVER FALLS
· LITTLE CHUTE
· BURNETT COUNTY
· HOWARD
· WESTON
· ELM GROVE
· HUDSON
· SAWYER COUNTY
· GREENFIELD
· HARTLAND
· PEWAUKEE
· IOWA COUNTY
· STEVENS POINT
· BAYFIELD COUNTY
· SHAWANO
· MCFARLAND
· SHOREWOOD

· WHITEFISH BAY
· LISBON (TOWN)
· BUFFALO COUNTY
· MILTON
· HARTFORD
· ST. FRANCIS
· WATERFORD
· PRESCOTT
· AMERY
· DELAFIELD
· BURLINGTON
· COTTAGE GROVE (VILLAGE)
· FOX POINT
· MOUNT PLEASANT
· SAUKVILLE (VILLAGE)
· BARRON
· GLENDALE
· WHITEWATER
· VILLAGE OF CROSS PLAINS
· RICHFIELD
· MARINETTE
· JMBA
· JUNEAU
· CAPITAL AREA REGIONAL PLANNING COMMISSION
· ST. JOSEPH
· LEAGUE OF WISCONSIN MUNICIPALITIES
· HORICON
· HOWARDS GROVE
· COLUMBUS
· POYNETTE
· NORTHWEST REGIONAL PLANNING, WISCONSIN
· WINNECONNE
· FOX LAKE
· ANTIGO
· GRAND CHUTE
· MARSHALL
· UNIFIED SCHOOL DISTRICT OF ANTIGO
· MILTON SCHOOL DISTRICT, WISCONSIN
· FOREST HILLS GOLF COURSE, WISCONSIN

Client Examples | All Designs Are Custom

Village of Hartland, WI
https://villageofhartland.com

City of Pewaukee, WI
https://cityofpewaukee.us
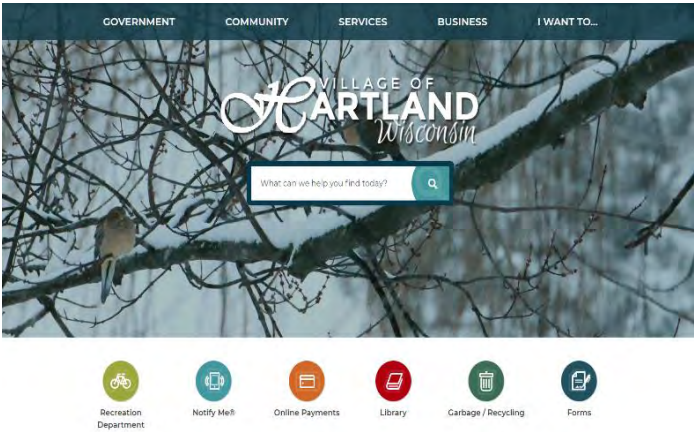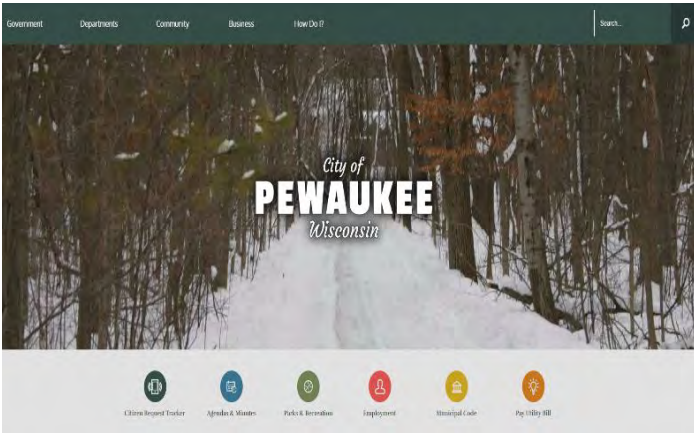
Village of Shorewood, WI
https://villageofshorewood.org
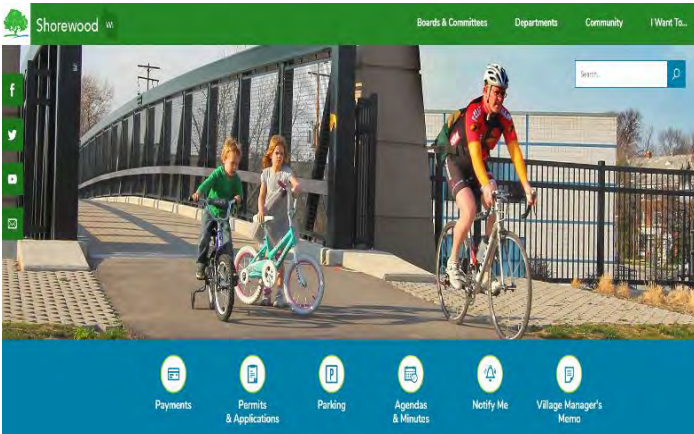
Accessibility

ADA Section 508 Compliance

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

Our approach for each website includes the following steps:

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

CIVICCMS®

Costs & Deliverables

CIVICCMS Website Package

Graphic Design

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

Content Development

- Content Development
- Migrate 350 Pages of Content and/or Documents.
- Including All Agendas and Minutes from current website.

Staff Training

- Online Training, as needed; Minimum One Day (8 hours)
- Full Access to Library of Videos/Documentation

Supplemental Modules at No Cost

- Bids/RFP's
- Intranet
- Text Alerts
- Agenda Manager
- Popular Pages
- Recyclopedia
- Business Directory

Secure Hosting

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

Ongoing Customer Support

- Unlimited Live Support for Up to 3 Users
- Unlimited Number of Content Editors
- Free Monthly Webinars
- 24/7 Technical Support

CIVICCMS Application

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

Also Includes

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

One Time Investment: $8,400

Annual Services: $2,000

Billed Together in Year 1

OPTION: Spread All Costs over 3 Yrs: $4,800 per Year

Annual Services

Hosting, Support & Maintenance

Each year of your contract, you'll receive system enhancements, maintenance, optimization, and have full access to our support staff so your site stays up to date with our latest features and functionality. (Annual Hosting/Maintenance Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 and beyond)

- Secure Hosting and Security Services
- Software maintenance including service patches and system enhancements
- 24/7 technical support and access to the Online Help Center
- Unlimited Live Customer Support for up to 3 Designated Users
- Account Management Team for ongoing support and web environment evolvement

Optional Website Redesign:

We will redesign the Town Website after 48 months of continuous service

Add: $ 750 to Annual Website Services

CivicPlus Advantage - Alternate Payment Plan

The CivicPlus Advantage (CPA) payment alternative payment plan provides zero interest, level payments that divides the One-Time Implementation Investment expense of your project over the first three (3) years of your contract to assist with your initial out of pocket expense and budget allocation. Each payment also includes your Annual Hosting/Maintenance Services.

1st Year CPA $4,800		**3rd Year CPA**............................$4,800	
2nd Year CPA............................. $4,800		**4th Year CPA**............................$2,100	
		(Annual plus 5% Technology Fee)	

CIVICCMS®

Optional Services

CivicClerk Agenda Management System

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

CivicReady Mass Notification System

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

CivicRec Recreation Management

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

CivicHR Employee Management Software

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

CP Connect Citizen Request Management

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

Civic Media Live & On-Demand Streaming

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

AxisGIS Online Mapping

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

Pioneer

A Government Website To Better Serve Your Citizens

Most people come to a government website with one goal – to complete a task – yet most government websites fail to deliver. With Granicus govAccess, user-friendly design, powerful content, accessibility, and secure transactions have never been easier.

Modern Website Design, Made Easy!

A website redesign doesn't have to be a daunting task. Let our team of experts guide you through the process. We'll leverage best practices gleaned from developing more than 800 government websites, combined with our proven and collaborative project process, to deliver a modern website your agency will be proud of.

Simple, Yet Dynamic Government CMS

govAccess is a content management system (CMS) that was purpose built for government, allowing your staff to easily create content that informs, engages and serves their communities. Our CMS makes it easy to manage mobile experiences, bring more services online, share content through popular social media channels, create custom interior pages, and more – all while ensuring consistency and control.

Enterprise-Class Hosting + Support

From our state-of-the-art hosting infrastructure with greater than 99.9% uptime, to a team of certified government experts and tech gurus, the govAccess team relentlessly focuses on client satisfaction. Continuous optimization, regular health checks that include research-based recommendations, and 24x7 support deliver guaranteed success.

> " The Granicus Team went above and beyond. They were as invested in the website as we were, and we truly appreciated that."
>
> – Anthony Wilson,
> Public Information Officer,
> City of San Angelo, TX

Website Design + Implementation – Pioneer

✔ A homepage wireframe from our design library

✔ Fully responsive design

✔ Custom Mobile Homepage or Standard Mobile Responsive Homepage

✔ Video Background or Standard Rotating Image carousel (switchable at any time)

✔ Website Programming + CMS Implementation

✔ Migrate up to 50 webpages

✔ One (1) day of remote Web-based Training (typically used for "Writing for the Web" Training, Accessibility Training, and CMS Training)

Key CMS Features

✔ Ongoing software updates (quarterly)

✔ Role-based dashboard for easy content updates, approvals + ability to lock down user permissions Mobile management to analyze mobile traffic and customize display on mobile device

✔ Interior page builder with drag-and-drop page building, 100+ widgets, save and reuse layouts + more Social media management with ability to schedule + preview posts to multiple social media accounts

✔ Form and survey builder with ready-to-use templates for the m ost common use cases, conditional logic, payment processing, and legally binding digital signatures

✔ Flexible search with the ability to define search synonyms, promote page + more

✔ Universal API + a vast number of commonly used apps integrated out-of-the-box

Support + Maintenance

✔ 24/7 support

✔ Online help, including an extensive library of on-demand training videos

✔ Hosting infrastruture with 99.9% uptime

✔ Disaster recovery w/ 90 min failover (RTO), data replication every 15 mins (RPO), failover testing every 2 wks. Enterprise grade DDoS migration

✔ Industry leading data security (advanced threat detection and penetration)

About Granicus: More than 4,200 government agencies use Granicus to modernize their online services, web presence, and communications strategies. We offer seamless digital solutions that help government actively reach, inform, and engage citizens on the first unified civic engagement platform for government.

GRANICUS

For more information, visit granicus.com or email us at info@granicus.com.

govAccess

Innovator Project

WEBSITE DESIGN + IMPLEMENTATION – INNOVATOR

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

KEY CMS FEATURES

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

SUPPORT + MAINTENANCE

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

Innovator Project Scope

Website Research, design + development
- UX consultation
  - Site analytics report
  - Heatmap analysis
  - Internal stakeholder survey
- Semi-custom homepage wireframe
- Fully responsive design
- Custom Mobile Homepage or Standard Mobile Responsive Homepage
- Video Background or Standard Rotating Image carousel (switchable at any time)
- One (1) specialty alternate homepage - Choose from our library including emergencies, election night, special events
- One (1) customer experience feature – Choose from library including service finder, geo finder or data visualization banner
- Programming/CMS implementation

Professional Consulting Services + Training

- Five (5) forms converted Into the new CMS
- One (1) days of web-based training

Choose 1 CX (Customer Experience Feature)
- See Data Visualization under "Quick Look"
- Live Chat (see right hand side of homepage)
- See Service Finder under "Find a Service" at top of page

Alternative Homepages in Time of Need

Take emergency alerting one step further - emergency happen fast and banners are often overlooked. Content editors do not have time to write content – let alone design a usable page communicating key information.

The govAccess eCMS allows you to prebuild landing pages. Once built a simple setting allows you to immediately *change your homepage* in a matter of seconds.

The most common use case seen by Granicus include preparing for an emergency, but you can easily create similar pages for election night, large events such as a festival, or even swap it out each season.

Landing Pages

Our design team will create custom landing pages for different use cases:

- Department overview
- Emergency information
- Election night
- Special events
- And more

These landing pages are 100% configurable, allowing CMS users to:

- Swap images
- Change settings
- Choose # of buttons
- Edit addresses
- Manage social media links
- And more
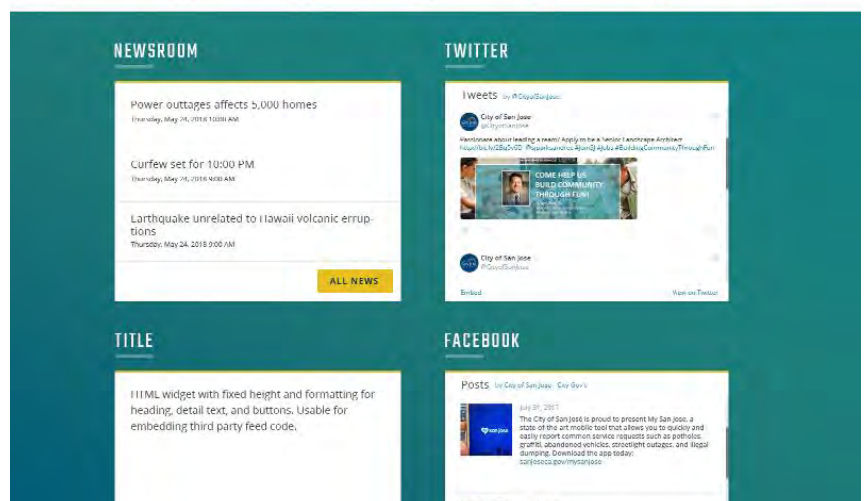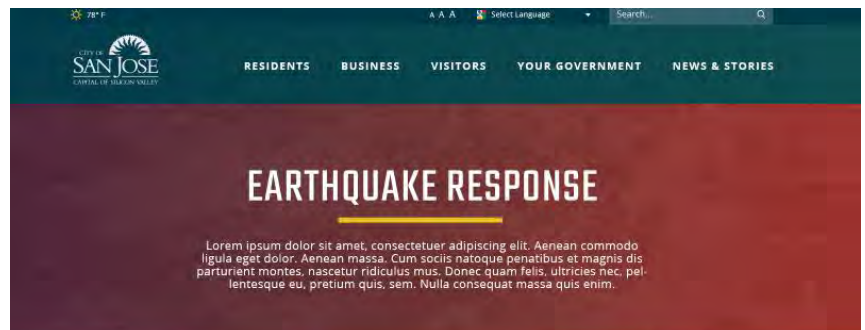
UserWay Integration to Improve Accessibility
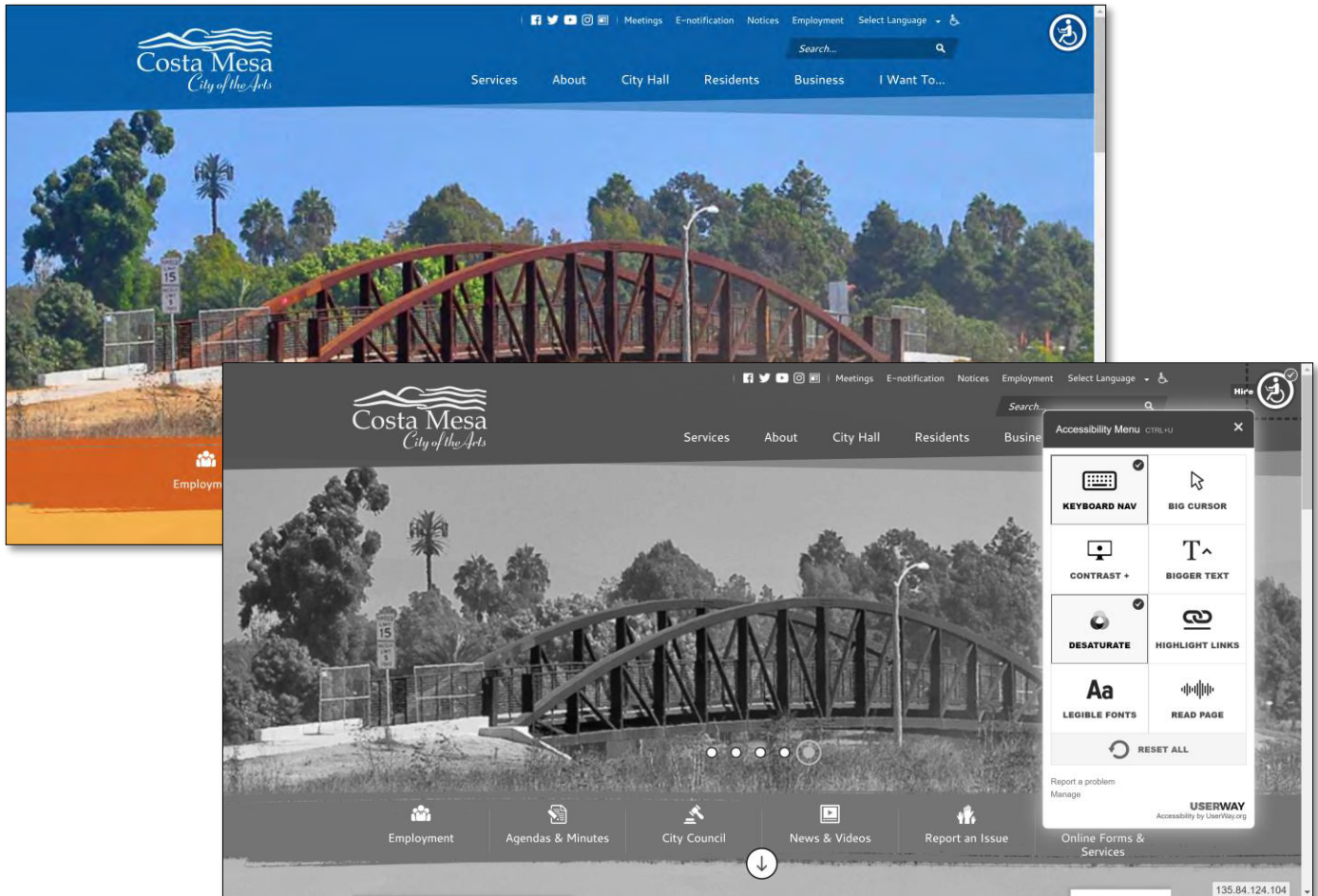
INCLUDED FEATURES:

Desaturation (seen above) – Site visitors coming to your site may have a visual impairment. Great government websites offer an easy way turn an entire page greyscale.

Contrast View and Highlighted Links – Similar to saturation effects, other visitors will varying visual impairments which are influenced and corrected with multiple contrasting views.

Built-in Screen Reader – The average reading level is 8th grade. Other site visitors might not read at all. You can improve accessibility by including a default screen reader on your site.

Legible Fonts – Stylistic designs may win awards, but they exclude some of the people you serve. Government sites are required to allow a way for automatically changing this font-style.

Enlarged Cursor and Text – Increase the size of both the mouse cursor and text on the screen to make it easier to see content and possible actions on your site.

Mobile Management for A Modern World

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

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

- Responsive Design – Deliver responsive websites across any device at any time out-of-the-box. This means it will look great on a desktop monitor, a tablet such as an iPad, or any number of mobile devices – small or large.

- Analytics and Reports – Review data supplied by Google right on your personalized dashboard. Track most visited mobile pages to better understand where you can begin to start optimizing mobile content.

- Mobile Designer – Optimize content for site visitors visiting from a mobile device; reorder or hide specific content for complete control over the experience..

- App-like Mobile Homepages – Include an app-like experience in your project at no additional cost to you. Streamline the resident experience on mobile devices with our intuitive app-like mobile-specific homepages.

- Native Mobile Apps **–** Offer super tech savvy citizens the ability to download a 100% native mobile app – no fake apps with HTML wrappers – to further transform your organization. *(inquire for pricing)*

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

Top tasks change by device type.

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

GRANICUS

Better Connect Residents to Government Services

Choice of various "Service Finder" include:

Persona-driven **–** Organize services by common personas such as residents, visitors, or businesses to quickly deliver information to your community.

Dynamic Filter **–** Organize services by department, category, or most frequency; support search functions as well. This option works great for larger organizations.

Dynamic Filter w/Overlay **–** Ensure services are easily findable from any page. This style exists as part of your main navigation so services are never more than one-click away.

"I Want to …" – Organize services in plain language and guide your site visitors step-by-step through the relevant service discovery process. This option works great for smaller organizations with fewer online services.

"I Want to …" w/Overlay - Ensure services are easily findable from any page. This style exists as part of your main navigation so services are never more than one-click away.
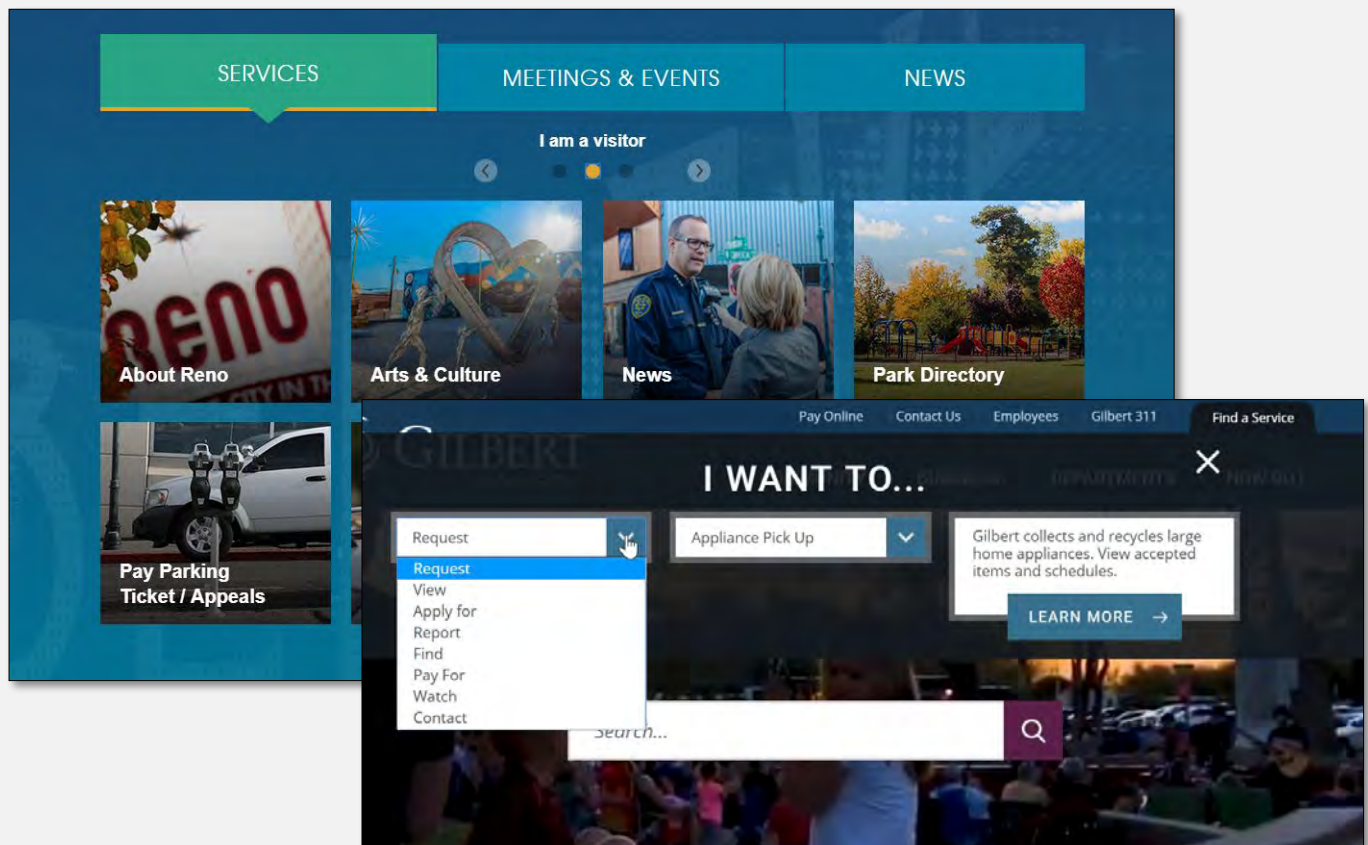
Optimize Your Interior Pages for Customers
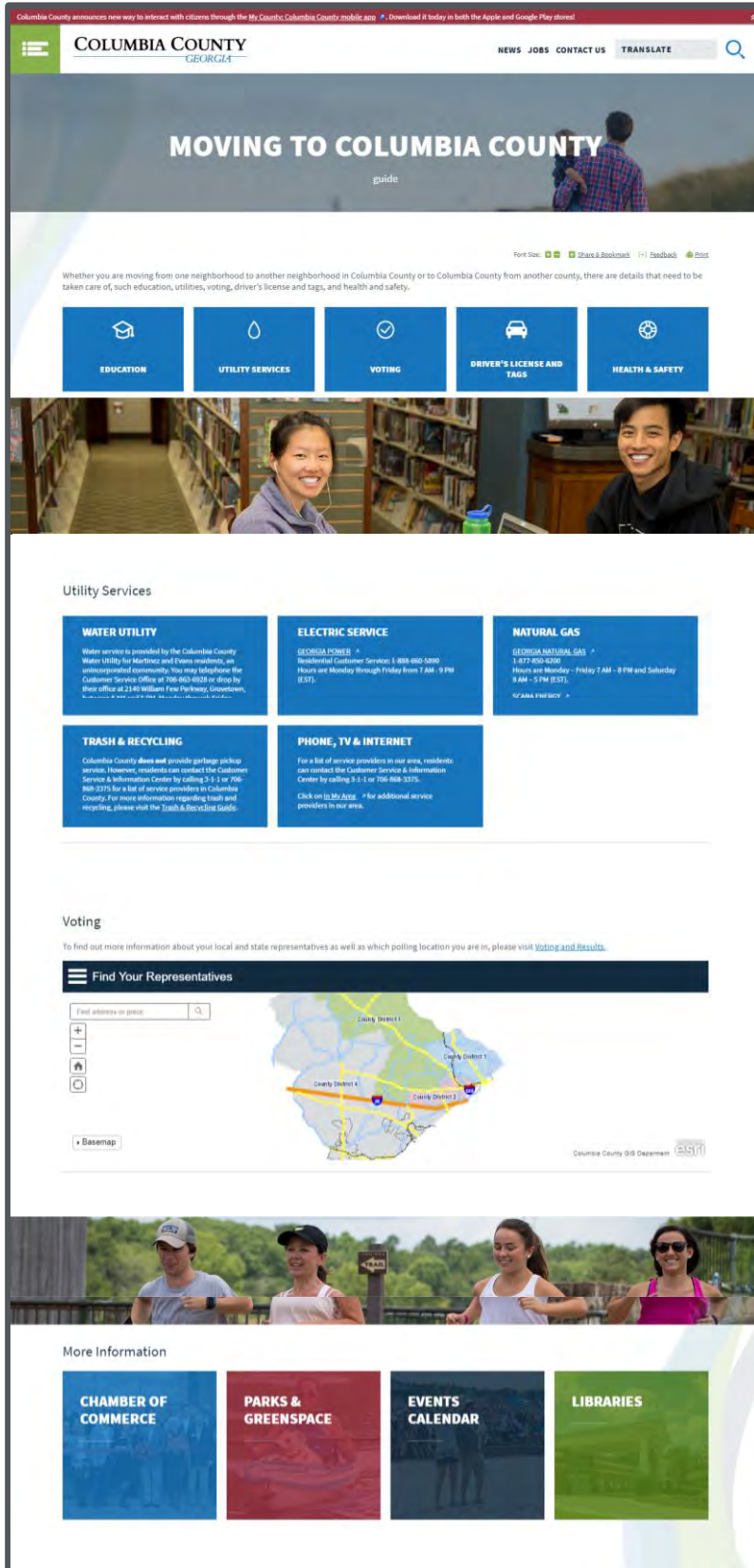
Things to Consider:

What makes a great journey? Content strategy best practices state the following necessities

1. Logically grouped content
2. Clear call-to-actions
3. Mobile responsiveness
4. Applied Information architecture

www.columbiacountyga.gov

"When the time came to completely update and transform our website, it was refreshing to find a partner like Granicus that could innovate alongside us."

Scott D. Johnson
County Administrator
Columbia County, GA

GRANICUS

Intelligent Site Search Built for Government
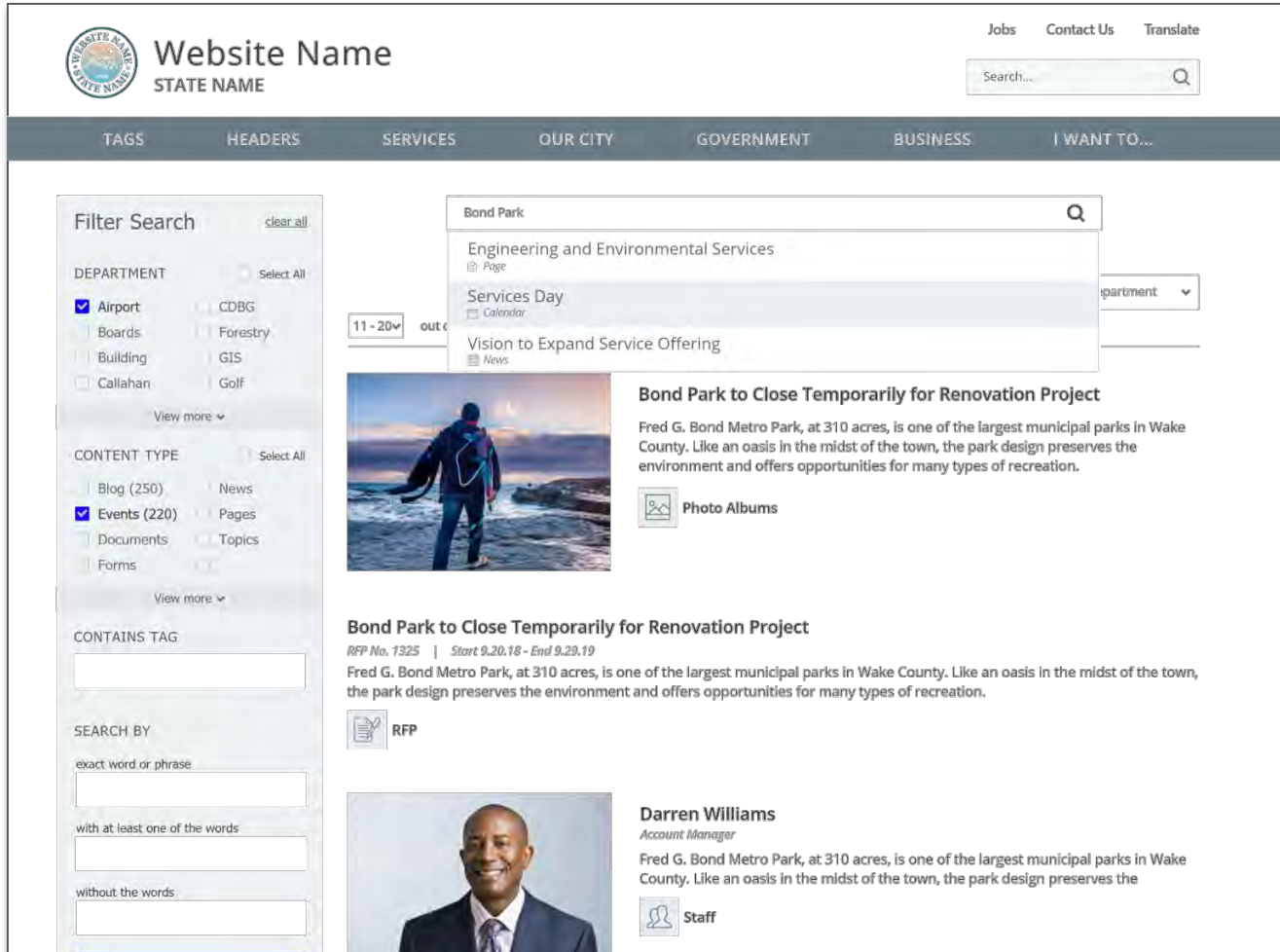
INCLUDED FEATURES:

Predictive Intelligence to Save Time - Autocomplete displays suggested results as visitors type a query to preview upcoming search results to eliminate duplicate attempts with different terms

Knowledge Cards to Increase Usability - Search results associated with a specific content type are uniquely designed to enhance the user experience and delight the site visitor

Smart Filters to Refine & Isolate Results - Faceted search allows site visitors can quickly locate content based on specific attributes like content type, meta data, or Boolean logic

Real-time Indexing for Immediate Updates - Push all published content via API to the central search repository so visitors can instantly find *up-to-date* content regardless of time of day

Synonyms to Increase Search Relevancy - Link similar terms together such as trash, waste, rubbish, and garbage to ensure site visitors find the *right* content regardless of vernacular

60% of CMS users login less than twice per month.
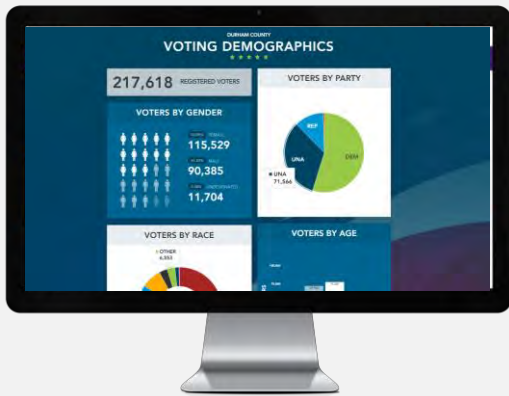
With Granicus govAccess, the casual user can easily update the website with fresh content and visuals, while the power user can monitor, manage, analyze and optimize the website over time.

Open Government in a Modern World

Your site visitors come to the website with a task or mission in mind. In today's age, many people are seeking to better understand how an organization is performing or where money is spent. Turn the website into a self-service portal today with data visualizations.

A few use cases for data displays to consider include;

- Eliminate FOIA requests – Save money by showcasing things like revenue and operating budgets or other spending reports.

- Promote economic growth – Share a preview of the community with demographic information, investment in new businesses or historical growth rates.

- Highlight department success – Display how many potholes you filled or report on the number of incidents solved by public safety

- Integrate 3rd party solutions – Embed data visuals from other existing systems such as Socrata, ClearGov, Junar, OpenGov and others.
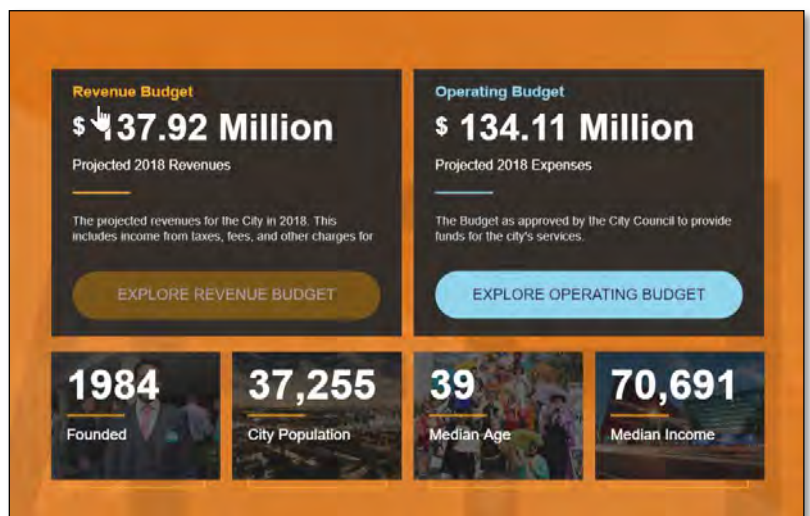
Content Delivery Network (CDN) by Akamai

Millions of people visit a govAcess website each day and expectations of these site visitors continue to rise. A website re-design is the first step to deliver new rich, interactive content responsive on any device to meet this rising needs.

Be careful when choosing a website partner as this approach also runs the risk of delivering a heavier site, which can slow performance and ultimately hinder the user experience. In fact, 53% of people abandon a site that takes more than three seconds to load.

Granicus partners with Akamai to deliver a CDN **comprised of the world's largest and most sophisticated** network which includes more than 200,000 servers across 130 countries.

Our content delivery network (CDN) delivers the following benefits:

Instant Scalability for Traffic Spikes
A global network of more than 200,000 servers helps your site immediately scale resources to meet unexpected traffic peaks.

100% Availability
A self-healing and highly resilient platform with Site Failover powered by the Akamai CDN keeps your site available to the public – even if the primary data center servers go down.

Faster Page Load Times
Dynamic caching, TCP optimization, and HTTP/2 support combine with SureRoute technology to find the optimal network route to improve your site performance.

Increased Security with SSL
All govAccess websites configured with the CDN come standard with SSL protection to deliver secure content and help prevent data theft free of charge.

(technical specifications available upon request)

Did you know?

53%
Of people abandon a site that takes more than three seconds to load.

Akamai

Federal-grade Hosting & Security Within Budget

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

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

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

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

- Encryption **–** At rest encryption of all data, always

- Security Scanning **–** Weekly automated scanning at the application, host, and network level by a dedicated team of security experts

- Physical Security **–** Facility protected by five concentric security rings and constant monitoring of common and restricted areas

- Archiving **–** High performant Cache and SSD storage for archiving of video and other large files

- Virtualized Servers **–** Facilitates minimal downtime for application improvements and superior failover protection

(technical specifications available upon request)

PROJECT EXPERIENCE – INNOVATOR EXAMPLES
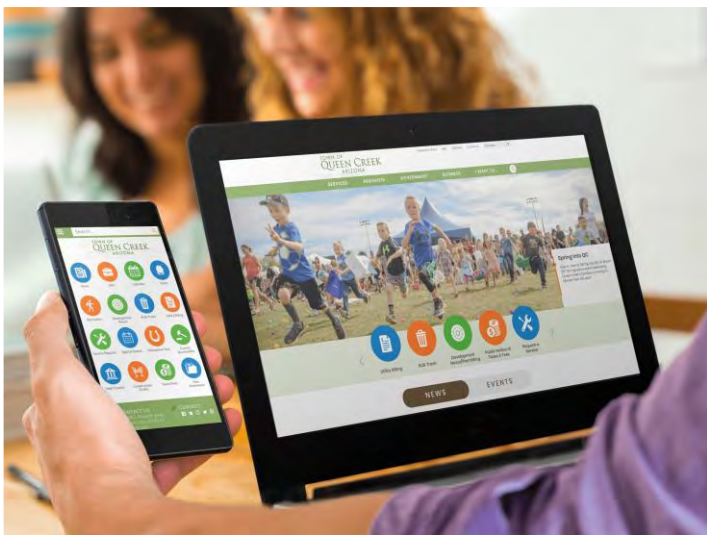
Queen Creek, AZ
www.queencreek.org
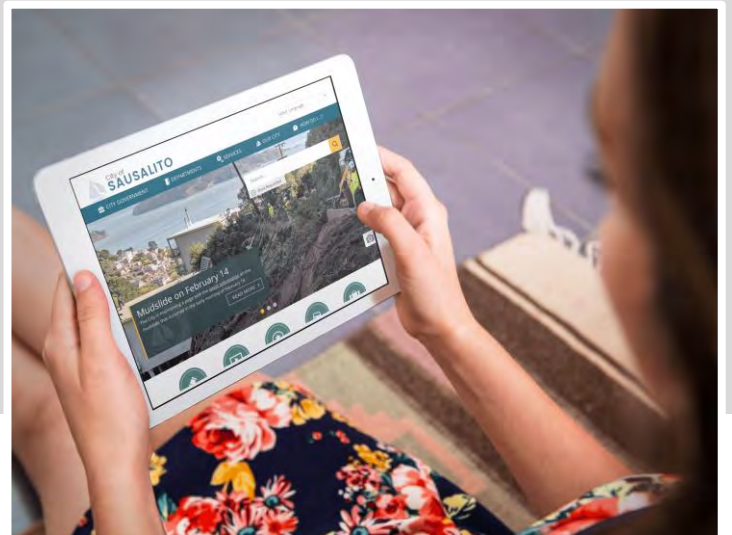
Sausalito, CA
www.sausalito.gov

Gilbert, AZ
www.gilbertaz.gov

Belmont, CA
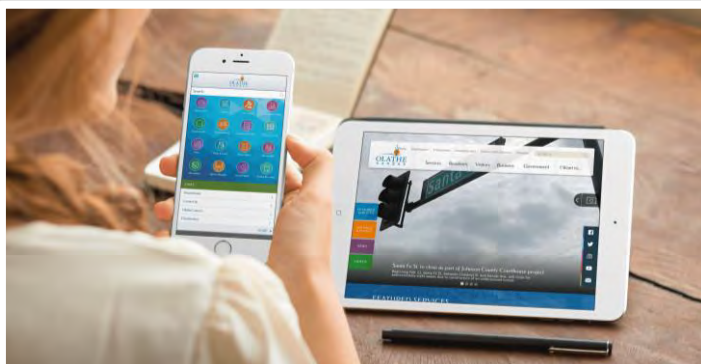www.belmont.gov

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www.stlouispark.org

Jason Huber, IT Manager

(952) 924-2168 | jhuber@stlouispark.org

City of Olathe, KS

www.olatheks.org

Erin Vader, Assistant Director of Communications

(913) 971-8612 | esvader@olatheks.org

Cerro Gordo County, IA

www.cgcounty.org

Ken Bahls, IT Director

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The Government Website Experts

MUNICIPAL WEBSITE PROPOSAL FOR

Verona, Wisconsin Dane County

Prepared by Joseph J. Nagrant

150 Kirts Blvd., Suite B, Troy, MI 48084

Ph: +1 248-766-9562 Fax: +1 866-346-8880

www.revize.com June 22, 2020

Pricing good for 30 days

Revize is a Minority Owned Business
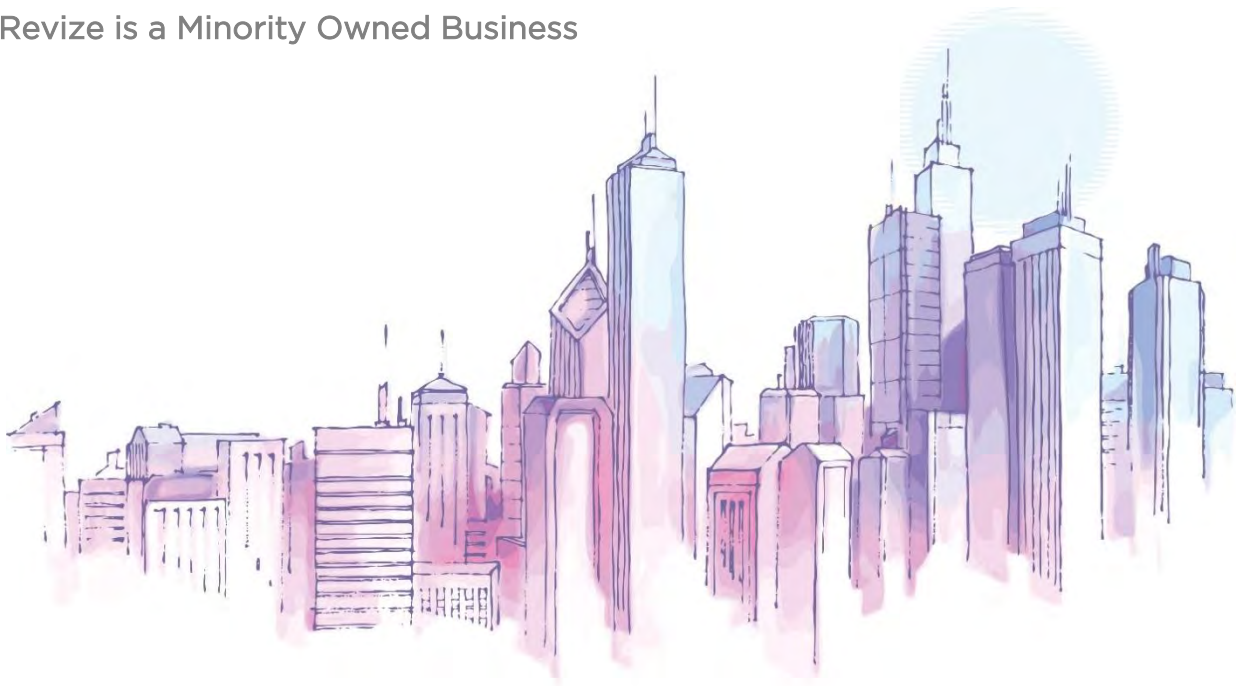
Dear Sarah Gaskell, Mark Gellar, John Wright, Amanda Arnold, and the Verona Town Board,

Thank you for considering Revize as your web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. Located in Troy, Michigan we have launched hundreds of government websites nationwide, including nearly 200 right here in Michigan, a myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

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

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

Some of our great clients in include:

- The City of Monroe, WI   www.cityofmonroe.org
- The Village of Suamico, WI   www.suamico.org
- Flagler County, FL   www.flaglercounty.org
- The Village of Harrison, WI   www.harrison-wi.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.

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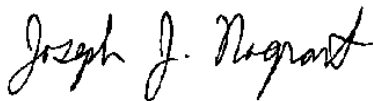**Government clients select Revize because we can help them**

- 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 town government.

Please contact me if you have any questions at all.

Sincerely,

Joseph J. Nagrant
Business Development Director
+1 248-766-9562
Joseph.Nagrant@revize.com

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Executive Summary

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

About Us

Having launched nearly 1,800 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.
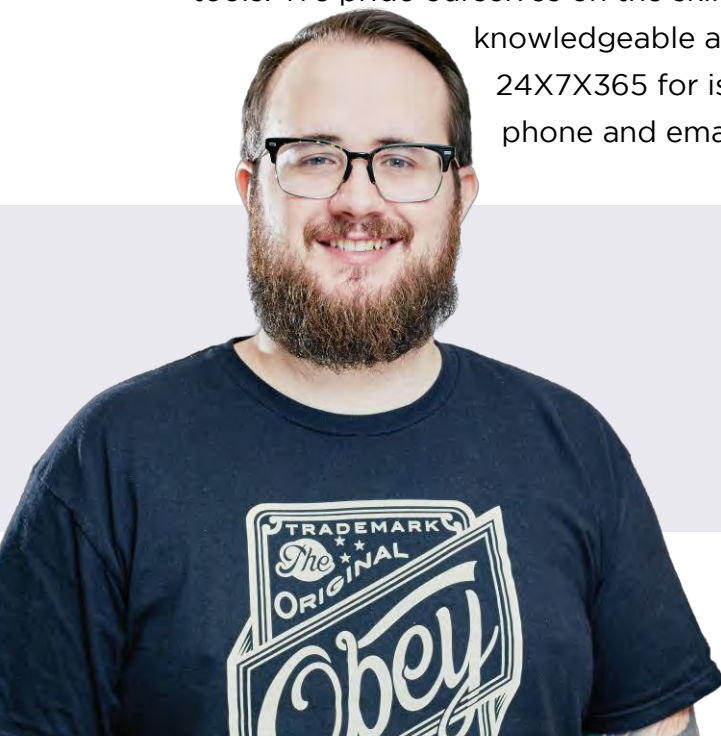
Did you know?

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

1995

HEADQUARTERS

150 Kirts, Suite B
Troy, MI 48084

PHONE

248-269-9263

WEB SITE

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 1,800 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

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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."
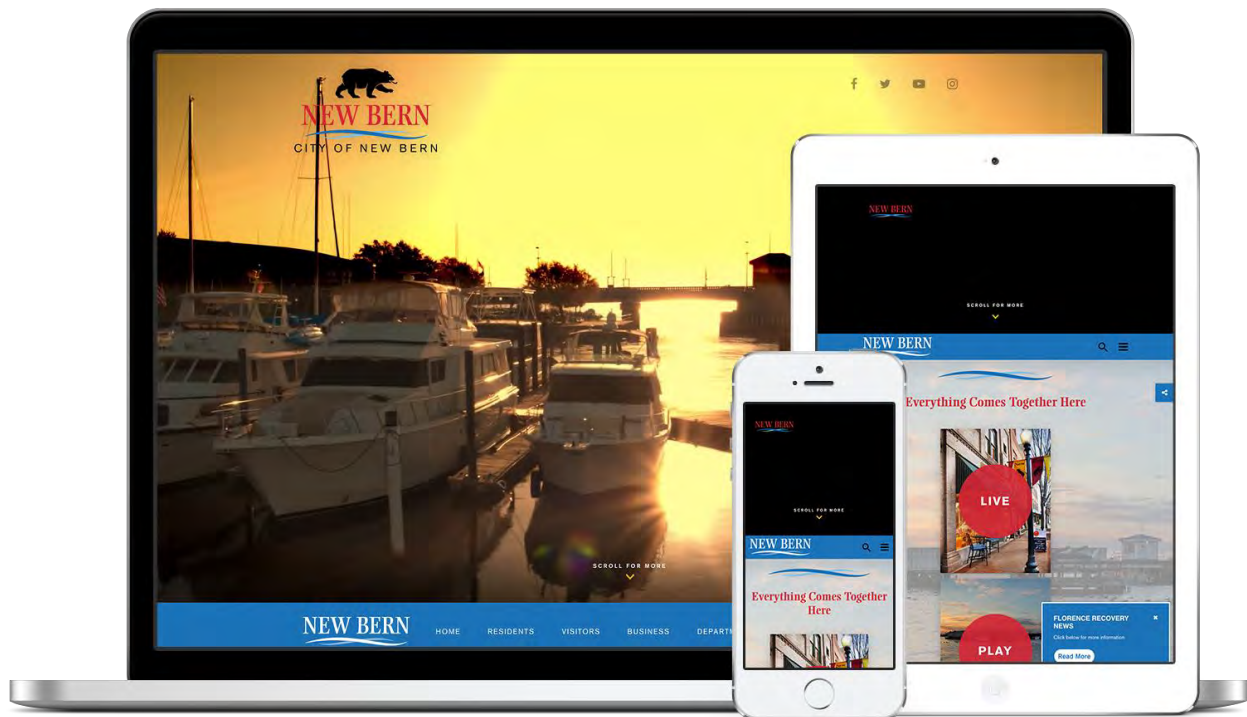
Did you know?

Revize has won national awards for our websites!

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Government Project Experience

## The City of New Bern, North Carolina

www.newbernnc.gov

Details:

New Bern, North Carolina 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 drone 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!

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Tipton County, Tennessee

www.tiptonco.com
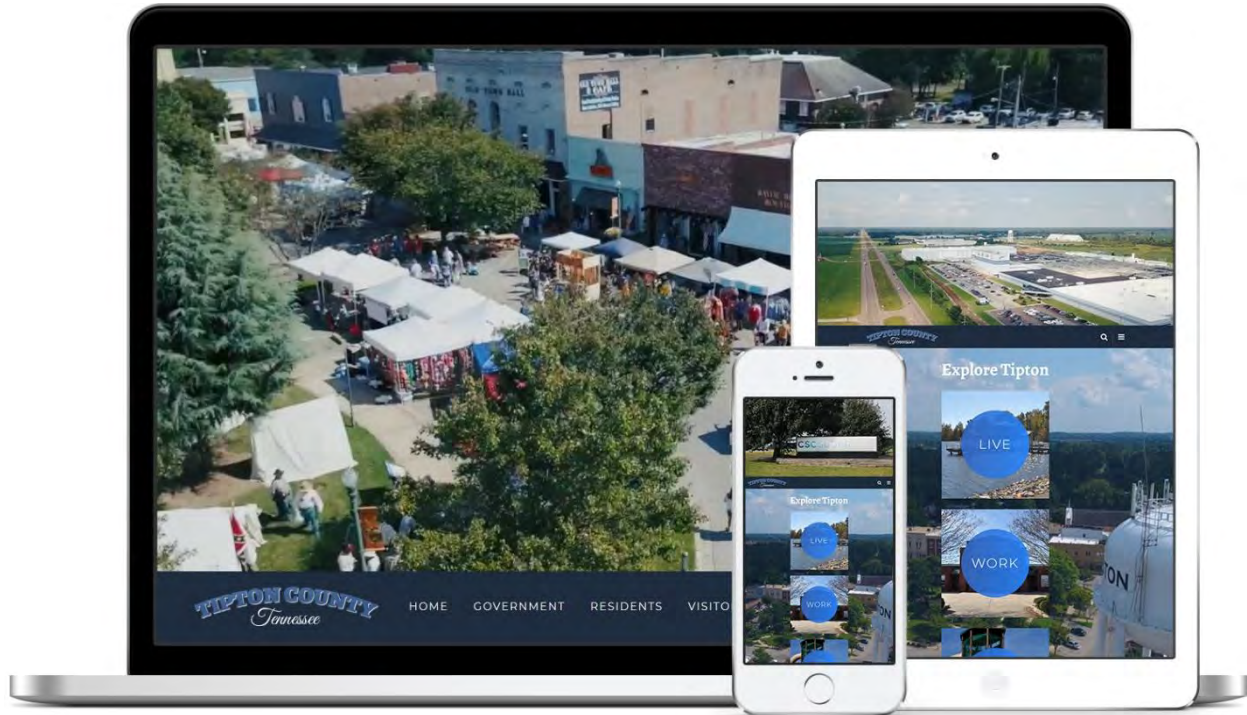
Details:

Tipton County is located on the Mississippi River north of Memphis and is one of the fastest growing counties in the state. Because of this fact, the website needed to refocus its attention. In addition to resident services, this website has a focus on economic development. To achieve this, we started off by integrating a drone video. That video instantly showcases the growth in industry that Tipton is experiencing. As you scroll down the website, this business-friendly atmosphere is intertwined with resident engagement features. Each department has their own icon that is used to identify them uniquely. The interior pages have distinctive features that make them stand out as if they were stand-alone websites. With its service for residents and its appeal to the business community, this is the next generation of government websites.

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The Village of Glencoe, Ilinois

www.villageofglenceo.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!

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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 users the Revize API to develop their own templates. This website is an elite representation of the power and beauty of the Revize process.

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City of Des Moines, Iowa

www.dsm.city
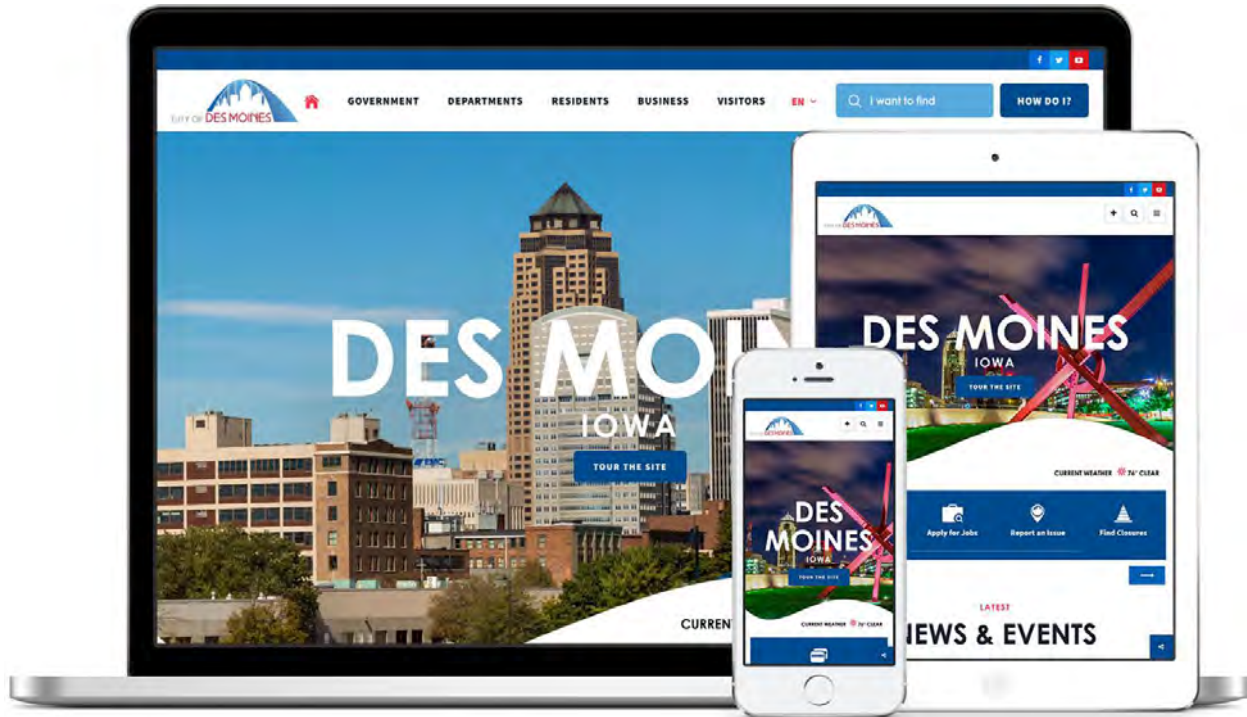
Details:

The City of Des Moines, Iowa came to Revize for a website that was completely different. Coming from an internally developed site, they wanted to work with a vendor that could lead them to a new way of interacting with their users. Page layouts were created to allow unique interaction with the City. This included board listings, Q&As, interactive park directories, plain language, and a resident focused navigation. We also incorporated some of their internal databases and features that had been built internally. This site improves the online experience for residents, business owners, and visitors!

City of Largo, Florida

www.largo.com

Details:

Largo, Florida wanted a website like no other. Through a collaboration between the city marketing team and Revize, we were able to create this award winning website. Each page in this website was designed to uniquely fit the needs of the community. We also built unique designs for the city parks, library, and theater. The navigation within this site is built based on services rather than department silos. Overall this website brings together an amazing mix of design expertise and functional clarity to create a great user experience!

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The City of Troy, Michigan

www.troymi.gov
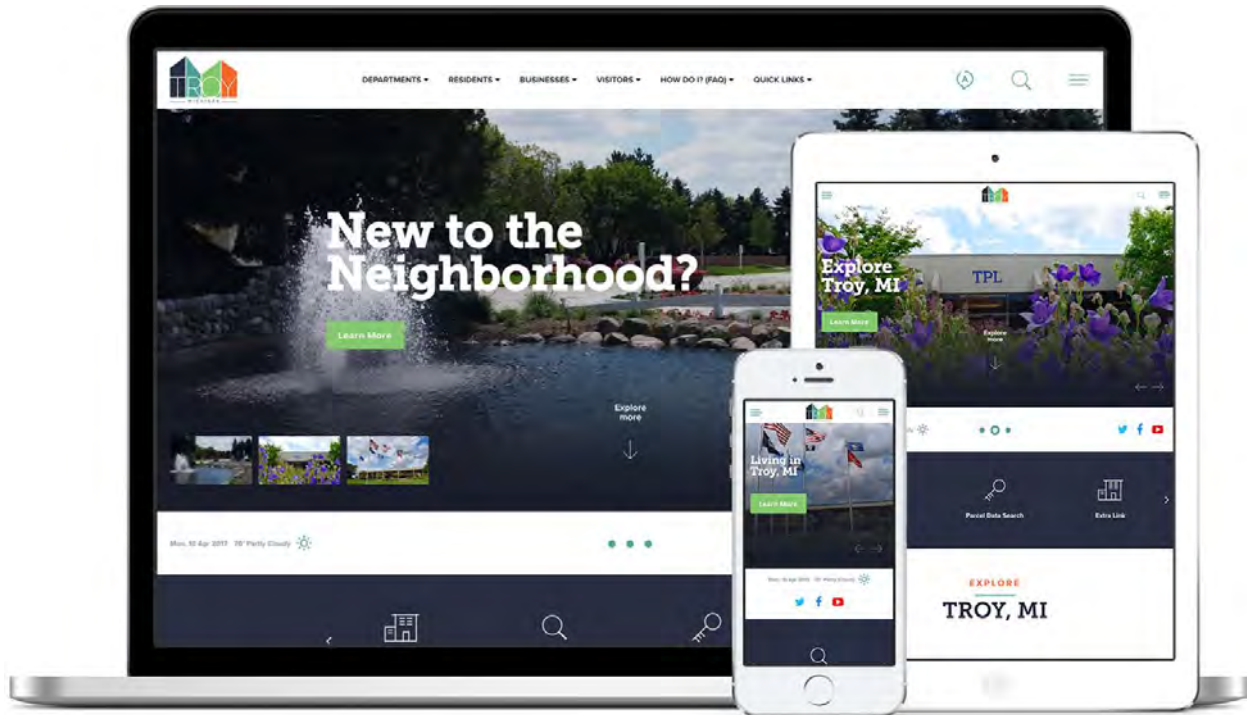
Details:

The City of Troy wanted a website to increase ease of communication to all of their audiences. In addition, the city has been experiencing an economic resurgence particularly in the technology sector. In fact, Revize headquarters are in the City of Troy! This project included custom designs for The City, Library, and Recreation Department. Integration with the City's existing 3rd party software was a major linchpin of this project. Included is a live-searchable "How Do I" section that narrows down results as the user is typing. This allows any user to easily find what they are looking for regardless of which department it exists under.

The City of Burlingame, California
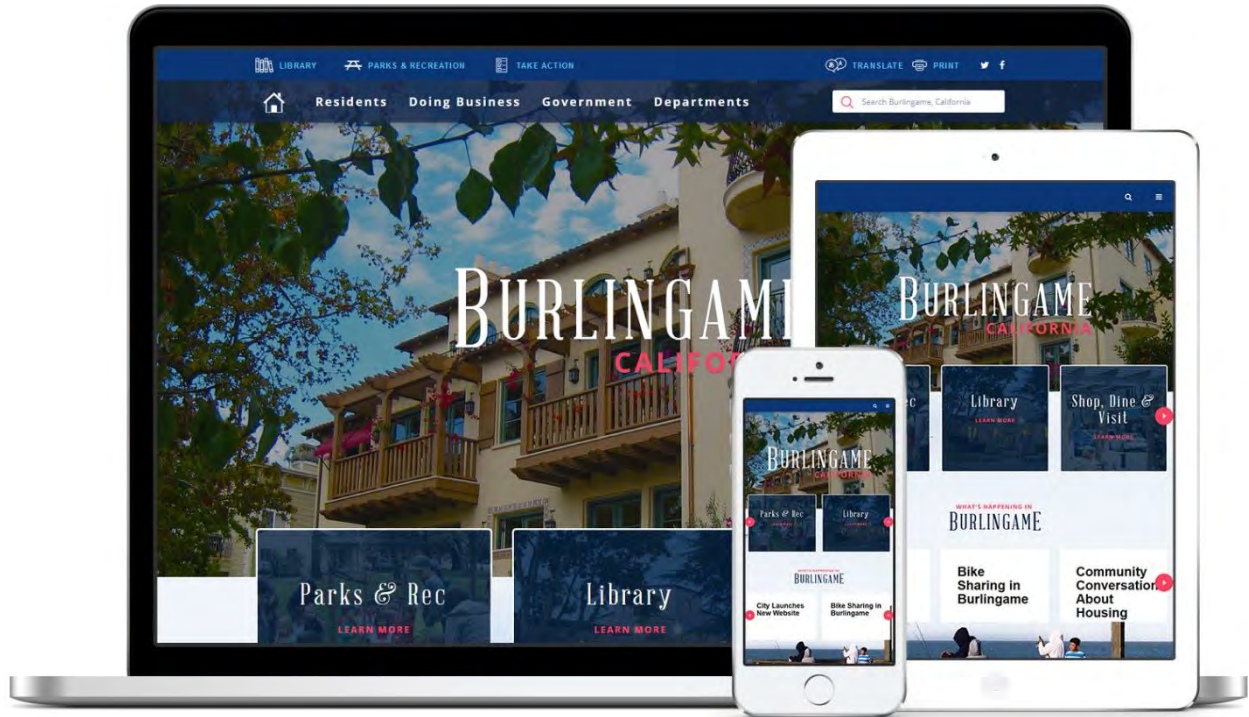
Details:

The City of Burlingame came to Revize after a previous website redevelopment project was stalled. We were able to get their project started quickly and live within the proposed timeframe. In fact, it was three websites. One for the City, one for the Parks and Recreation Department, and one for the Library. Sites include specialized page types built specifically for the needs of each department.

The City of Seguin, Texas

www.seguintexas.gov
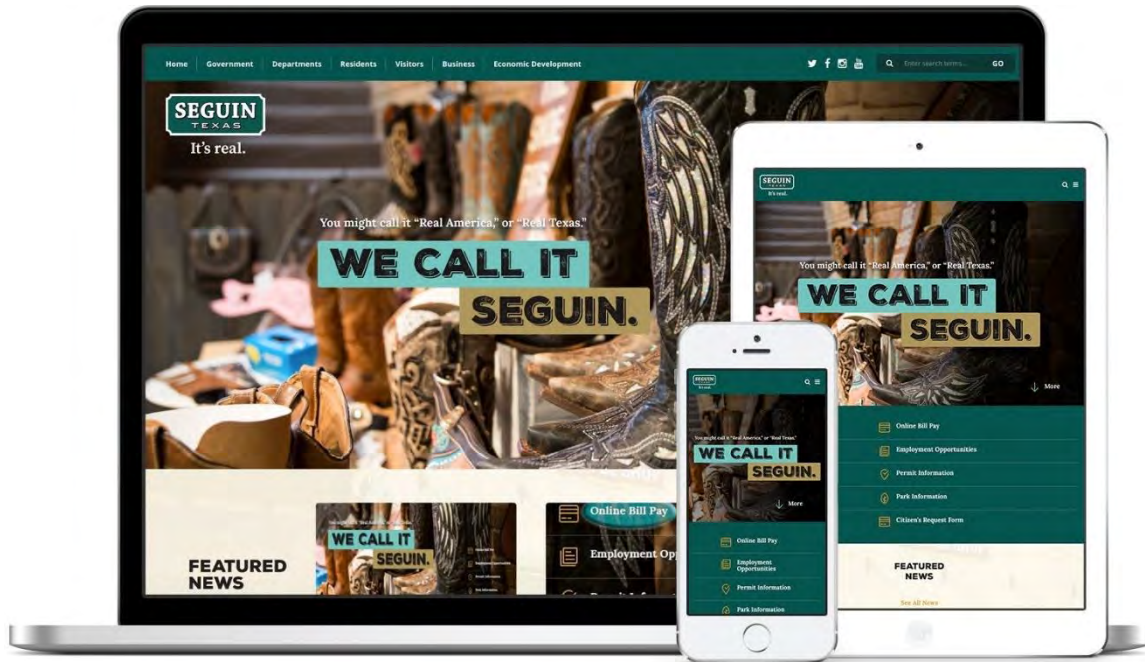
Details:

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

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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 Treasure Island, FL
Mark Santos, Communications & IT Director
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Email: msantos@mytreasureisland.org
Website: www.mytreasureisland.org

Client: Pittsfield, MA
Scott Connors, IT Administrator
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Website: www.cityofpittsfield.org

Client: Flagler County, FL
Julie Murphy, Public Information Officer
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Email: JMurphy@FlaglerCounty.org
Website: www.FlaglerCounty.org

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

Client: City of Seguin, TX
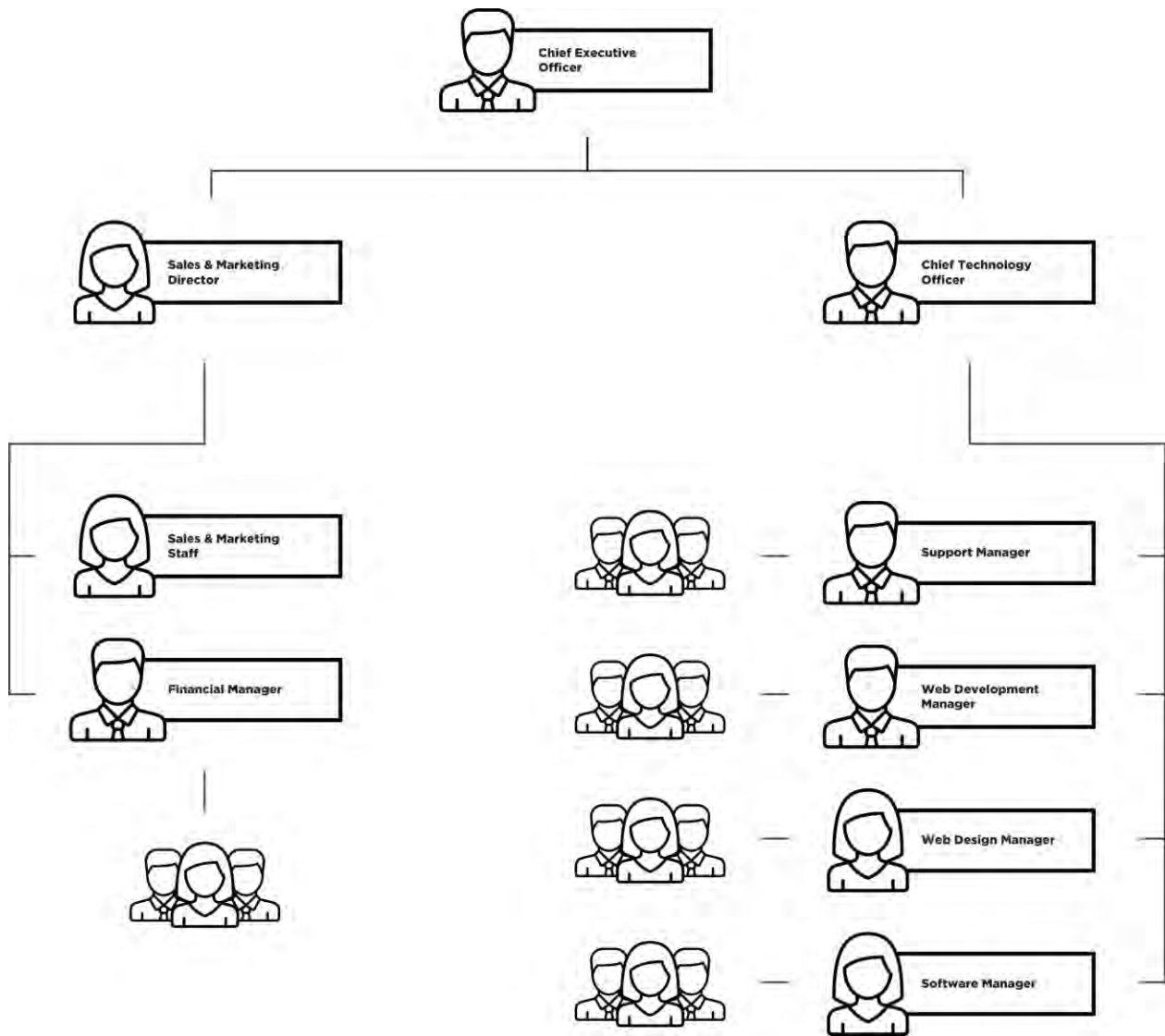*Morgan Ash, Public Information Officer*
Office: (830) 386-2590
Email: mash@seguintexas.gov
Website: www.seguintexas.gov

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Revize Organization Chart

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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."

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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.

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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.

65

Awards & Accolades

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

- Tori Mathes, Media Communications, City of Auburn Hills, MI

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.

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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.

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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.

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#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.

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- **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!

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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.

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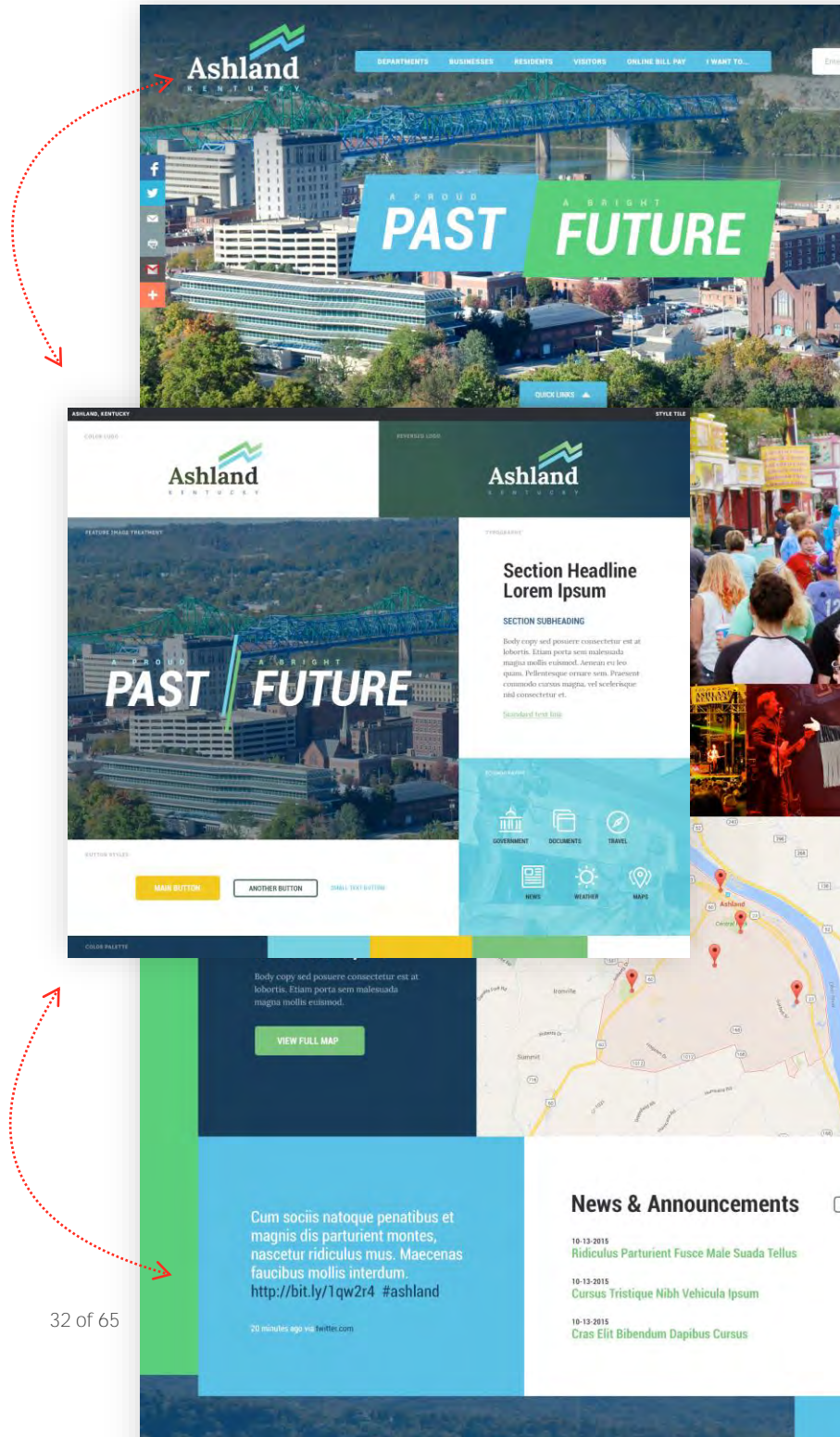
Phase 3: Template Development, CMS Integration

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.

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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.

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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

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- 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!

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Hosting Service

Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for it's LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft 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 sites and web applications on redundant (3 TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance and reliability. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy/security. 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 several hours or days time frame our competitors offer).

"Revize can provide 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.

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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 compatable 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."

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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
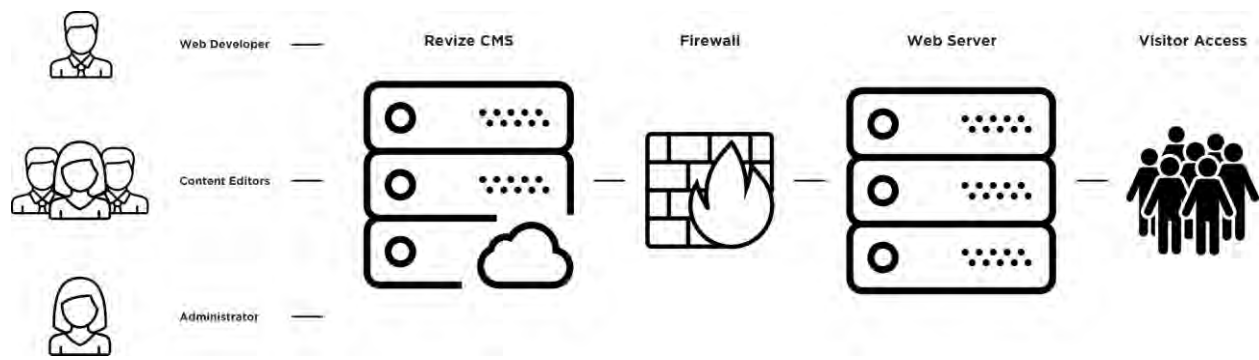
"Security, Performance, Redundancy"

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Revize Project Team

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

Thomas Jean

Project Manager

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

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

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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.

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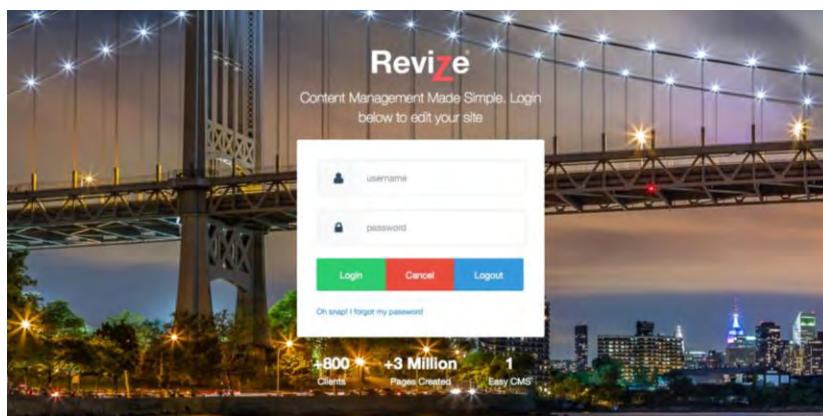
2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

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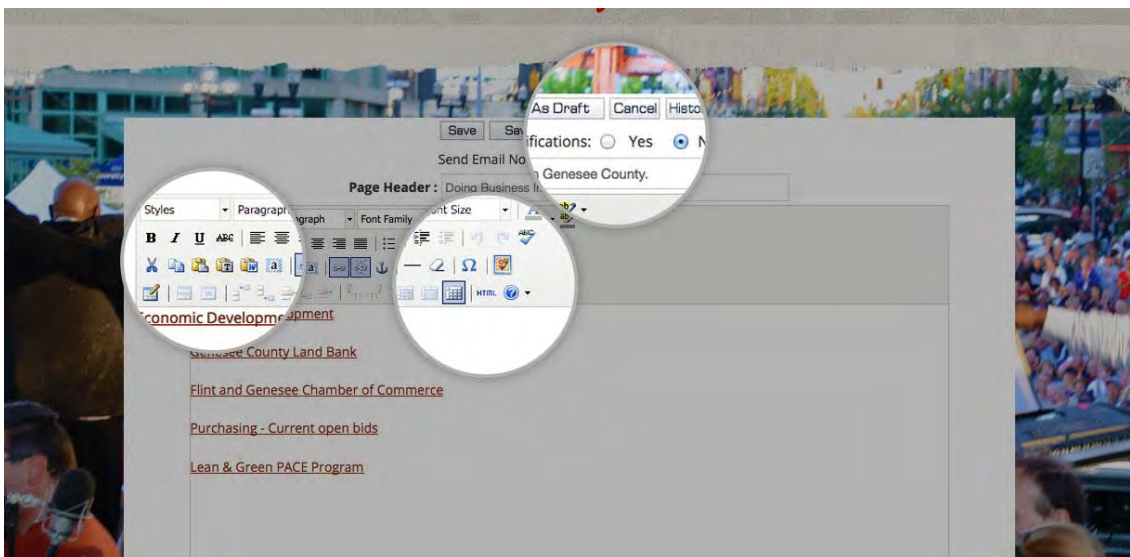
After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.

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Revize Quote

Phase 1: Project Planning and Analysis, SOW	$600
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.	$1,100
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!	$3,000
Phase 5: QA Testing	$700
Phase 6: Site map development/content migration from old website into new website including spell checking and style corrections – up to 177 webpages and documents. To help remove stale content, Revize will not be moving over old news, announcements, events or calendar items.	$500
Phase 7: Content editing and site administration training (one day session – remote)	$600
Phase 8: Go live!	Included
Revize Annual Fee, pre-paid: Includes Unlimited Tech Support, CMS software updates (3 users), security software updates, SSL security certificate, and website health checks. Website hosting Included free of charge (10 GB storage space, 100GB month bandwidth limit) with pre-paid annual fee:	$1,800
Grand Total (1st year) Second year and onward investment	$8,300 $1,800/year

Payment Options

Revize provides a free website redesign during year four of service, with a signed 5 year agreement!

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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 first 3 years 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 website design refresh at the end of their fourth year with Revize Free of Charge.

The Revize Client First Plan Annual Recurring Fees – Interest Free

First Year ……………………………………………………………………………………………$ 3,967
Second Year………………………………………………………………………………… $ 3,966
Third Year……………………………………………………………………………………… $ 3,966
Fourth Year…………………………………………………………………………………… $ 1,800
Fifth Year……………………………………………………………………………………… $ 1,800

Website Features Included in your Website Project:

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

- Home Page Alert
- Document Center with Anticipative Search
- FAQs with Anticipative Search
- News Center with Facebook/Twitter Integration
- "Share This" Social Media Sharing App
- Online Web Forms
- Photo Galleries
- Quick Link Buttons
- Revize Web Calendars - unlimited
- Sliding Feature Bar
- Language Translator – over 95 languages

Citizen's Engagement CENTER Apps

- Online Bill Pay via Revize Partner

Staff Productivity Apps

- Image Manager
- iCal Integration
- Intranet with Secure Login
- Link Checker
- Menu Manager
- Online Web Form Builder
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- Dreamweaver Extension (Revize API)
- 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

- ADA Compliant WCAG 2.1 AA
- ADA Accessability Widget
- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD) for great mobile viewing

Revize Support Includes

- 7AM – 7 PM CST 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

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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.
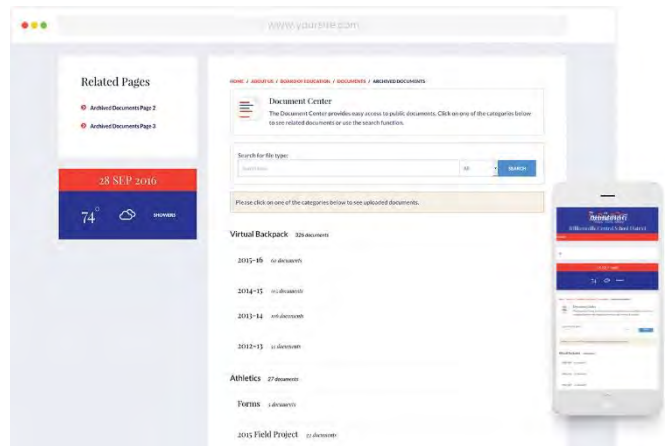
FAQ

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%!

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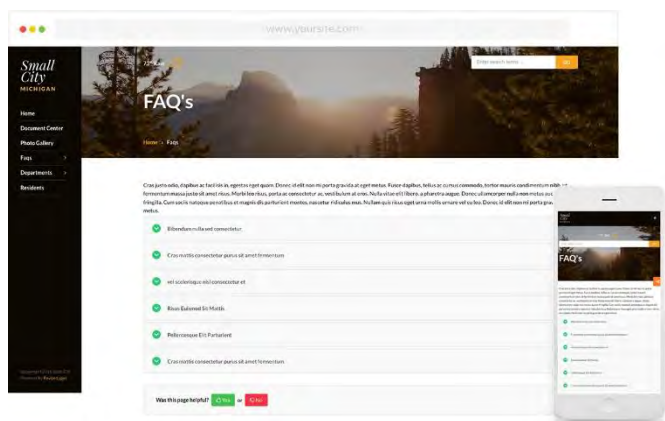
E-NOTIFY

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.
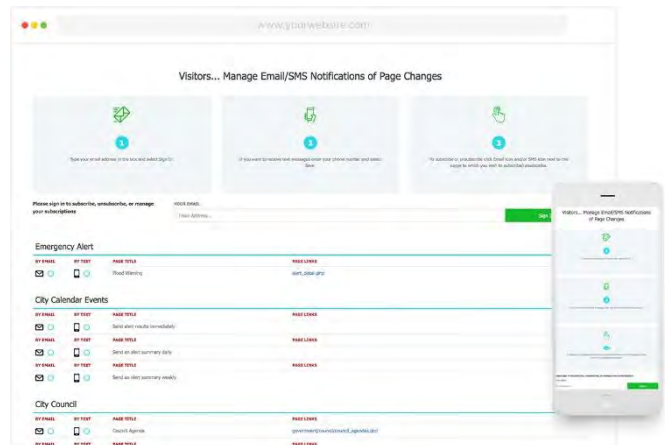
JOB POSTING

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.
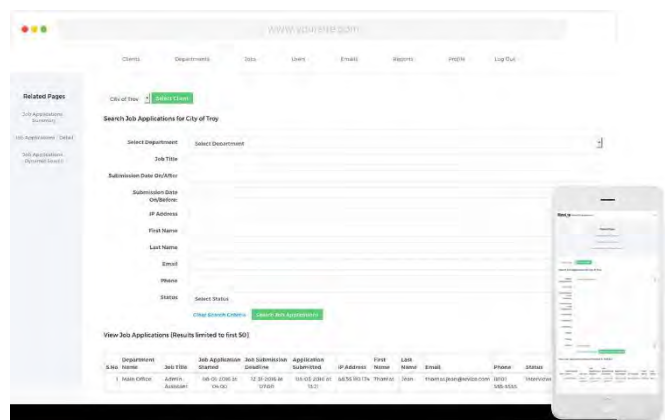
INTERACTIVE MAP

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.
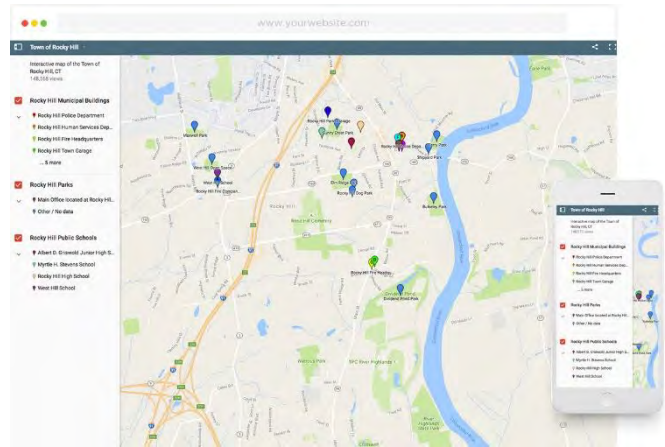
CALENDAR APP

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.
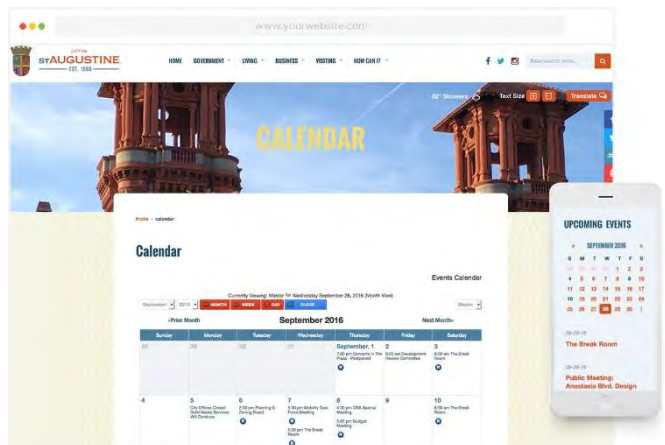
NOTIFICATION CENTER

You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting e
mergency 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.

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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 esclation, 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 constiuents, increasing transparency and contiuent interaction. It is a blog that features the option to allow constiuent comments for feedback (comments can be moderated before being published to the website).

PARKS RESERVATION

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

ONLINE BILL PAY

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

RSS FEED

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

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Staff Productivity Apps

AGENDA POSTING CENTER

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

JOB POSTING APP

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

IMAGE MANAGER

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

INTRANET

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

LINK CHECKER

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

MENU MANAGER

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

NEWS LETTER APP

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

ONLINE FORM BUILDER

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

WEB CONTENT ARCHIVE

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

WEB CONTENT SCHEDULE

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

AUDIT TRAIL

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

AUTO SITEMAP TOOL

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

HISTORY LOG

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

ROLES/PERMISSION SETUP

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

SECURE SITE GATEWAY

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

WEBSITE STATISTICS

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

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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!

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Mobile Device and Accessibility Apps

ALT-TAGS

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

FONT SIZE ADJUSTMENT

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

RESPONSIVE WEB DESIGN

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

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Thank you

For Considering Revize

Prepared by Joseph J. Nagrant
150 Kirts Blvd., Suite B, Troy, MI 48084
Ph: 248-766-9562 Fax: 866-346-8880
www.revize.com

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Revize Web Services Sales Agreement

This Sales Agreement is between __Town of Verona, Dane County, Wisconsin__ ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179   Date: 6-29-2020

CLIENT INFORMATION:		REVIZE LLC:
Client Name:	**Town of Verona**	**Revize Software Systems**
Client Address:	**7669 County Highway PD**	**150 Kirts Blvd., Suite B**
Client Address 2:		**Troy, MI 48084**
Client City/State/Zip:	**Verona, WI 53593**	**248-269-9263**
Contact Name:	**Sarah Gaskell 608-845-7187 sgaskell@town.verona.wi.us**	
Billing Dept. Contact:	**Sarah Gaskell 608-845-7187 sgaskell@town.verona.wi.us**	
Client Website Address:	**https://www.town.verona.wi.us/**	

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:**	$600
1	**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.**	$1,100
1	**Phase 3 & 4 – Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web applications and CMS module updates, onetime fee:**	$3,000
1	**Phase 5 – Quality Assurance Testing, onetime fee:**	$700
1	**Phase 6 – Site map development/content migration from old website into new website including spell checking and style corrections – up to 177 webpages and documents. To help remove stale content, Revize will not be moving over old news, announcements, events or calendar items.**	$500
1	**Phase 7 – Content Editing/Administrator Training, one-day session, remote, onetime fee:**	$600
1	**Phase 8 – Go Live, onetime fee:**	Included
1	**Revize Annual Fee, pre-paid: Includes Unlimited Tech Support, CMS software updates (3 users), security software updates, SSL security certificate, and website health checks. Website hosting Included free of charge (10 GB storage space, 100GB month bandwidth limit) with pre-paid annual fee:**	$1,800
	Grand Total	$8,300

Five-year agreement with free website design refresh during year five. If the client cancels this sales agreement before the sales agreement expiration date, the full amount of the 5 year agreement is still due. Revize requires a check for $9,790 to start this Initiative. Remaining balance due upon website delivered for content editor training or the first year anniversary of the kick off meeting, whichever comes first. Annual services and website hosting start the day of the Kick Off project meeting. For project timeline and details please refer to our proposal dated 8-2-19. CLIENT understands that the project completion date is highly dependent on their timely communication with REVIZE.

CLIENT also agrees and understands that:
   a.   The primary communication tool for this project and future tech support is the REVIZE customer portal found at https://support.revize.com.
   b.   During the project, CLIENT will respond to REVIZE inquiries within 48 hours of the request to avoid any delay in the project timeline.
   c.   CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.

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. If the contract is terminated before the expiration date, the full amount of the contract is still owed.*
4. *Both parties must agree in writing to any changes or additions to this Sales Agreement.*
5. *Proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Wisconsin.*

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6. *Pricing expires in 30 days.*

AGREED TO BY:	CLIENT	REVIZE
Signature of Authorized Person:	_____	_____
Name of Authorized Person:	_____	_Joseph J. Nagrant_____
Title of Authorized Person	_____	_Business Development Director_
Date:	_____	_____

Please sign and return to: _Joseph J. Nagrant_____   Fax 1-866-346-8880

The Following Applications & Features will be integrated into Your Website Project

Revize provides applications and features specifically designed for government websites.

The applications and features are categorized into:

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

Citizen's Communication Center Apps

- Home Page Alert
- Document Center with Keyword Search
- FAQs with Keyword Search
- News Center with Facebook/Twitter Integration
- "Share This" Social Media Sharing App
- Online Web Forms
- Photo Galleries
- Quick Link Buttons
- Revize Web Calendars - unlimited
- Sliding Feature Bar
- Language Translator – over 95 languages

Citizen's Engagement CENTER Apps

- Online Bill Pay via Revize Partner

Staff Productivity Apps

- Image Manager
- iCal Integration
- Intranet with Secure Login
- Link Checker
- Menu Manager
- Online Web Form Builder
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- Dreamweaver Extension (Revize API)
- 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

- ADA Compliant WCAG 2.1 AA
- ADA Accessability Widget
- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD) for great mobile viewing

Service Level Agreement

Revize Maximum Response Times via Severity Level

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

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

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

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

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

Revize Support

- 7 a.m. – 7 p.m. CST Phone Support (Monday thru Friday)
- 24X7X365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- Training refreshers
- Video tutorials and online training manual

ALL SKY ENERGY
Solar PV & EV Charging
Station Installer
www.allskyenergy.com
608-356-0830

Prepared For:

Sarah Gaskell
7669 County Rd PD
Verona, WI 53593

Prepared By:

Lisa Kahlow
608-356-0830
lisa@allskyenergy.com

Solar Proposal

About All Sky Energy, LLC.

Proven Track Record

We're Wisconsin's leading, full-service solar energy provider, having installed over 200 solar systems over the last 10 years, throughout Wisconsin. Our customers have said they were "extremely satisfied" with our work. We have an A+ rating with the Better Business Bureau. Feel free to ask us for references from past clients.

Custom Approach

We believe that when it comes to designing and installing an integrated solar PV system, one size does not fit all. We custom tailor every system to best fit our customers' homes, businesses, lifestyles and savings goals. We will work with you to determine the best fit technology, system size, and financing offerings for your needs.

Highest Quality

We hire and train the best installers in the business, many of which have been with us for over a decade. We do everything in-house, allowing us to design and install high-performance integrated solar energy systems, and then guarantee the performance and production. We have a rigorous 100-point quality assurance process.

Your Utility Today, Without Solar

Utility Details			Cost Details		
Utility Company	Current Rate Schedule	Utility Escalation Rate	Total Utility Bill	Total Usage (kWh)	Avg blended cost
WPL	GS-1	3.0%	$6,988	59,860 kWh	$0.117/kWh

Your Information

**Town of Verona
7669 County Rd PD
Verona, WI 53593**

Monthly usage & billing data:

Time Periods	Energy Use (kWh)	Charges	Charges	
Bill Ranges & Seasons	Total	Other	Energy	Total
1/1/2020 - 2/1/2020 S1	6,000	$26	$670	$696
2/1/2020 - 3/1/2020 S1	4,200	$24	$469	$493
3/1/2020 - 4/1/2020 S1	3,500	$26	$391	$417
4/1/2020 - 5/1/2020 S1	3,360	$25	$375	$400
5/1/2020 - 6/1/2020 S1	3,800	$26	$424	$450
6/1/2020 - 7/1/2020 S1	5,800	$25	$647	$672
7/1/2020 - 8/1/2020 S1	5,400	$26	$603	$629
8/1/2019 - 9/1/2019 S1	5,200	$26	$580	$606
9/1/2019 - 10/1/2019 S1	5,400	$25	$603	$628
10/1/2019 - 11/1/2019 S1	5,800	$26	$647	$673
11/1/2019 - 12/1/2019 S1	5,600	$25	$625	$650
12/1/2019 - 1/1/2020 S1	5,800	$26	$647	$673
Totals:	59,860	$307	$6,681	$6,988

Prepared By: Lisa Kahlow
P: 608-356-0830, **E:** lisa@allskyenergy.com

ALL SKY ENERGY

Solar PV System Details

Energy Use (kWh)   **Solar Generation (kWh)**

System Size & Generation:

27,750 W-DC	System Size (DC)
29,100 W-AC	System Size (AC)
35,467 kWh	1st Year Generation
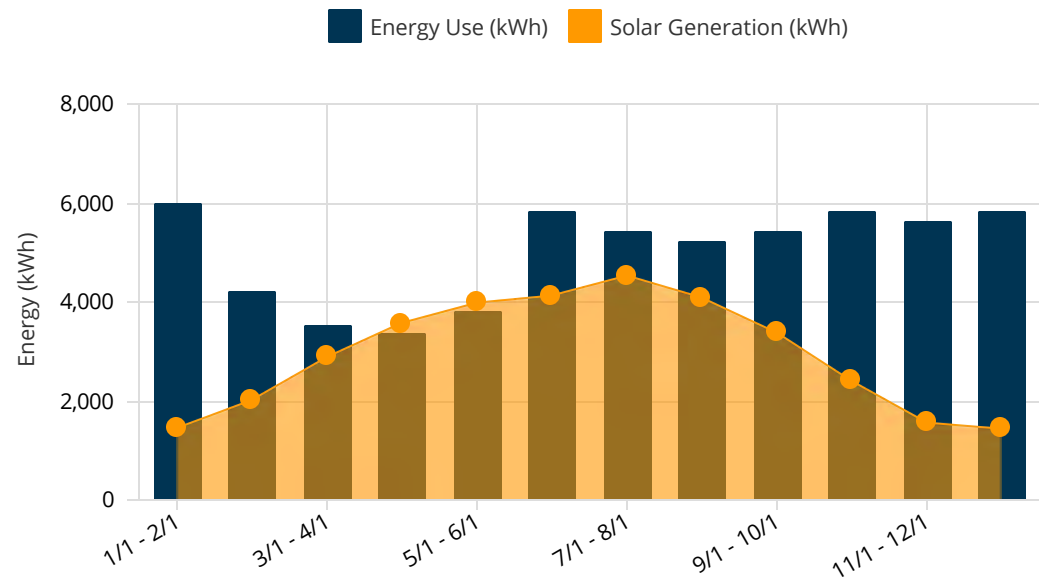
Equipment:

(75) Philadelphia Solar PS-M72(BF) 370	Solar panels
(2) Fronius Primo 10.0-1 (2019)	Inverter(s)

System Pricing & Incentives:

Solar PV System Cost	$49,980
Net Solar PV System Cost:	**$49,980**

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Your Future Utility, With Solar

Utility Details			Savings Details		
Utility Company	Post-solar Rate Schedule	Annual usage	Total Savings	Total Solar Production	Avg blended savings
WPL	GS-1	59,860 kWh	$3,958	35,467 kWh	$0.112/kWh

Monthly Utility Bills, Post-Solar

Time Periods	Energy Use (kWh)	Charges	Charges	
Bill Ranges & Seasons	Total	Other	Energy	Total
1/1/2020 - 2/1/2020 S1	4,544	$26	$507	$533
2/1/2020 - 3/1/2020 S1	2,187	$24	$244	$268
3/1/2020 - 4/1/2020 S1	610	$26	$68	$94
4/1/2020 - 5/1/2020 S1	-214	$25	-$24	$1
5/1/2020 - 6/1/2020 S1	-187	$26	-$21	$5
6/1/2020 - 7/1/2020 S1	1,672	$25	$187	$212
7/1/2020 - 8/1/2020 S1	867	$26	$97	$123
8/1/2019 - 9/1/2019 S1	1,106	$26	$123	$149
9/1/2019 - 10/1/2019 S1	2,022	$25	$226	$251
10/1/2019 - 11/1/2019 S1	3,388	$26	$378	$404
11/1/2019 - 12/1/2019 S1	4,038	$25	$451	$476
12/1/2019 - 1/1/2020 S1	4,360	$26	$487	$513
Totals:	24,393	$307	$2,722	$3,029

Solar Production Offset %:

■ Utility	24,393 kWh (40.75%)	
■ Solar PV	35,467 kWh (59.25%)	

Avoided Cost calculation:

Pre-solar utility bill:	$6,988
Post-solar utility bill:	$3,029
Savings:	$3,958

Financing Summary

Payment Options	Cash Purchase
Upfront Payment	$49,980
Total Payments	$49,980
Rebates and Incentives	-
Net Payments	$49,980
30-Year Electric Bill Savings	$172,609
30-Year IRR	9.22%
30-Year LCOE PV	$0.051
30-Year NPV	$95,872
Payback Period	11.1 Years

Cummulative Energy Costs By Payment Option

Legend:
- Avoided Utility Cost
- Cash Purchase

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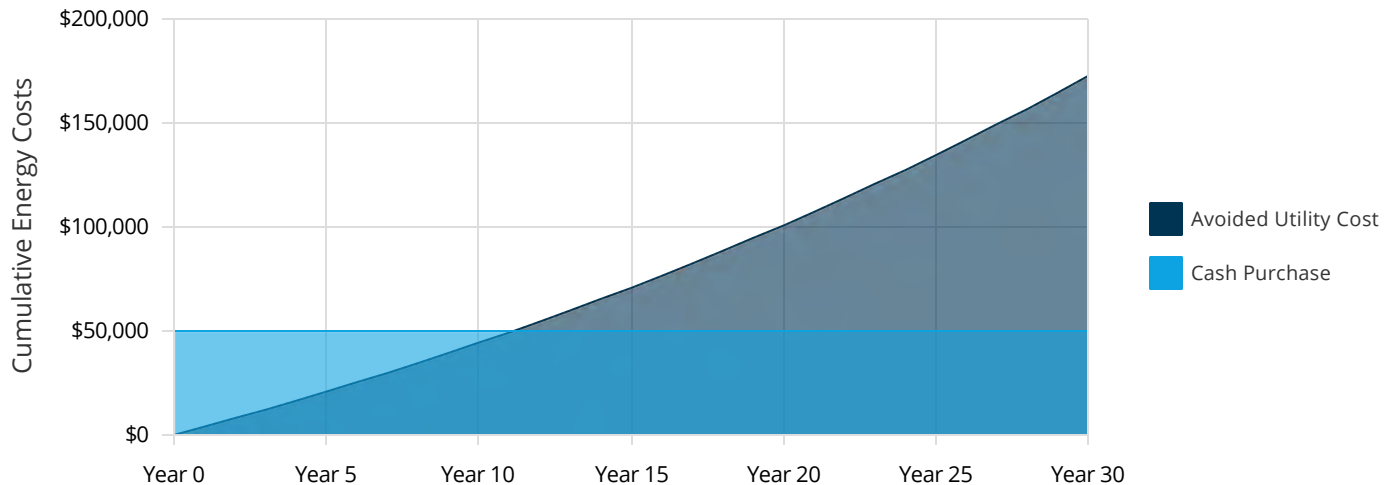
Benefits of Payment Options:

Cash Purchase:

- Maximize your savings by owning a secure long-term investment.
- Use federal investment tax credit to reduce your tax liability.
- Increase the market value of your home.

Loan:

- Numerous low-cost, low interest rate loan programs are available.
- 'Own' an asset that generates significant financial value, unlike other home improvement loans.
- Achieve immediate savings, as you repay the loan over time.

Cash Purchase - Cash Flow Analysis

Years	Project Costs	Electric Bill Savings	PV Generation (kWh)	Total Cash Flow	Cumulative Cash Flow
Upfront	-$49,980	-	-	-$49,980	-$49,980
1	-	$3,958	35,467	$3,958	-$46,022
2	-	$4,057	35,290	$4,057	-$41,965
3	-	$4,157	35,112	$4,157	-$37,807
4	-	$4,261	34,935	$4,261	-$33,547
5	-	$4,366	34,758	$4,366	-$29,181
6	-	$4,474	34,580	$4,474	-$24,707
7	-	$4,585	34,403	$4,585	-$20,122
8	-	$4,698	34,226	$4,698	-$15,424
9	-	$4,814	34,048	$4,814	-$10,610
10	-	$4,932	33,871	$4,932	-$5,678
11	-	$5,054	33,694	$5,054	-$624
12	-	$5,178	33,516	$5,178	$4,554
13	-	$5,305	33,339	$5,305	$9,859
14	-	$5,435	33,162	$5,435	$15,294
15	-	$5,568	32,984	$5,568	$20,862
16	-	$5,704	32,807	$5,704	$26,567
17	-	$5,844	32,630	$5,844	$32,410
18	-	$5,986	32,452	$5,986	$38,397
19	-	$6,132	32,275	$6,132	$44,529
20	-	$6,282	32,098	$6,282	$50,811
21	-	$6,434	31,920	$6,434	$57,245
22	-	$6,591	31,743	$6,591	$63,836
23	-	$6,750	31,566	$6,750	$70,586
24	-	$6,914	31,388	$6,914	$77,500
25	-	$7,081	31,211	$7,081	$84,581
26	-	$7,252	31,034	$7,252	$91,833
27	-	$7,427	30,856	$7,427	$99,260
28	-	$7,606	30,679	$7,606	$106,865
29	-	$7,789	30,502	$7,789	$114,654
30	-	$7,976	30,324	$7,976	$122,629
Totals:	-$49,980	$172,609	986,869	$122,629	-

Financial Metrics

Payback: 11.1 Years

ROI: 245.4%

10 Year IRR: (2.1%)

20 Year IRR: 7.1%

Assumptions

Utility Escalator: 3.0%

Federal tax rate: 0.0%

State tax rate: 0

Modeling: Before Tax

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