MONROE
DOWNTOWN
DEVELOPMENT AUTHORITY

RULES OF THE CHAMBER

AGENDA
ANNUAL MEETING
Wednesday, July 21, 2021, 8:30 A.M.
CITY HALL, COUNCIL CHAMBER, 120 E. FIRST ST.

1. **Roll Call**

2. **Vision Statement**   (2 minutes)

3. **Additions/Deletions to the Meeting Agenda**   (1 minute)

4. **Public Comment** (2 minutes per individual)

5. **Consent Agenda** (2 minutes)   **Action Requested**

   A. Approval of Agenda
   B. Approval of Minutes
           i. Wednesday, June 19, 2019 Regular Meeting
   C. Financial Reports
           i. June, DDA Preliminary Revenue and Expenditure Report FY 2020-21
           ii. June, DDA Preliminary Itemized Expenditure Report FY 2020-21

6. **New Business**
   A. Presentation regarding EVIP Charging Station – Advocates Tom Harrill and Darrick Whitaker
   B. Revised 2021 meeting calendar   **Action Requested**

7. **Other Business**
   A. Fee Proposal for Riverwalk Connector Project (5 min)   **Action Requested**
   B. Selection of contractor for Web Site Redesign   (5 min)   **Action Requested**
   C. Replacement of site furnishings (5 min)   **Discussion**
   D. Bridge Underlighting Project Concept – Set Budget (5 min)   **Action Requested**
   E. Robert Seldon Duncanson Plein Air Paint Out Sponsorship (5 min) **Action Requested**
   F. Work Plan Updates (10 min)
   G. Election of Officers (5 min)   **Action Requested**

8. **Communications**

9. **Board Member and Administrative Comments**

10. Adjournment

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Vision Statement

In 2027, Downtown Monroe will be a state- and nationally-recognized vibrant and walkable downtown. The storefronts and upper floors are occupied and attract residents to shop and dine locally. It is the preferred downtown in the region for young and successful professionals and retired baby boomers to reside.

The Downtown Monroe retailers and restaurants combine into a lively shopping and entertainment district with an active nightlife. They leverage technology to augment their storefront sales online and to promote their businesses to the community and others in the region.

All historic downtown buildings have made improvements from facade renovations, new signage, and outdoor seating. Empty lots and underused properties are revitalized with productive real estate contributing to the tax base, creating jobs and places to live.

The downtown is connected by an attractive, functional streetscape that is welcoming to pedestrians and non-motorized modes of transportation. The downtown has created greater connection to major employers, education institute and other attractions in the area such as the River Raisin, National and State Parks, and the Center for the Arts.

Minutes

Monroe Downtown Development Authority
Regular Meeting
Wednesday, June 16, 2021
Electronic Meeting Held via ZOOM
Monroe City Hall

Chairperson Tony Trujillo called the meeting to order at 8:32 a.m.

1. Roll Call

Present: Mayor Robert Clark (City of Monroe), Scott Kegerreis (City of Monroe), Mary Hastings (Frenchtown Township), Deb Staelgraeve (Frenchtown Township), Mackenzie Swanson (City of Monroe), William Slicker (City of Monroe) and Anthony Trujillo (City of Monroe)

Staff: Michelle LaVoy, Clerk-Treasurer;
Annette Knowles, Downtown/Economic Development Coordinator

Absent: Tiffany Harper, Mackenzie Swanson

2. Vision Statement – Read by Deb Staelgraeve

3. Additions/Deletions to the Meeting Agenda

Anthony Trujillo request that under New Business add item 6B, Plein Air Festival Sponsorship.

Motion by Staelgraeve, seconded by Mayor Clark to add item 6B to the agenda under New Business. *Motion carried, all ayes.*

4. Public Comments – None

5. Consent Agenda
   A. Approval of Agenda
   B. Approval of Minutes
      ❖ Wednesday, May 19, 2021 Regular Meeting
   C. Financial Reports:
      ❖ May, DDA Revenue and Expenditure Report FY 2020-2021
      ❖ May, DDA Itemized Expenditure Report FY 2020-2021

Motion by Staelgraeve, seconded by Mayor Clark to approve items on the Consent Agenda. *Motion carried, all ayes.*

6. **New Business**

   A. Riverwalk Connector Project – Finalize Scope of Work

   Annette Knowles updated Board on the Riverwalk Connector Project. Discussion followed. Knowles will obtain a fee proposal from Russell Design based on approved scope of work.

   Motion by Mayor Clark, seconded by Staelgraeve to approve the scope of work of the west connector and include the east connector with string lights only. *Motion carried, all ayes.*

   B. Plein Air Festival Sponsorship

   Anthony Trujillo provided an introduction. Discussion followed.

7. **Other Business**

   A. Work Plan Update

   Annette Knowles provided written review.

8. **Board Member Comments/Administrative Comments** –

   Mayor Clark will follow up about future meetings being in person or on Zoom.

   Deb Staelgraeve stated she enjoys seeing everyone out on the scooters.

   Michelle LaVoy stated if you see any vendors on the streets, remind them that they need to get in contact with the City.

   Anthony Trujillo stated on July 17th will be the river clean up; it would nice to see everyone out helping and stated if you see garbage on the streets go to the MyMonroe App.

   Mayor Clark stated the river clean up is 9:00 am – 12:00.

9. **Adjournment**

   Motion to adjourn by Mayor Clark, seconded by Staelgraeve at 9:38 a.m. *Motion carried, all ayes.*

07/15/2021 12:00 PM   REVENUE AND EXPENDITURE REPORT FOR CITY OF MONROE   Page: 1/1
User: pstanifer
DB: Monroe   PERIOD ENDING 06/30/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 06/30/2021 MAL (ABNORMAL)	ACTIVITY FOR NTH 06/30/2021 ASE (DECREASE)	AVAILABLE BALANCE MAL (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	600.00	339.99	1.06	260.01
Total Dept 80.100 - GENERAL REVENUE		600.00	339.99	1.06	260.01
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	296,745.00	296,727.70	0.00	17.30
751-80.600-410.000	PERSONAL PROPERTY TAXES	(28,582.00)	(28,589.21)	0.00	7.21
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	11,881.00	11,880.64	0.00	0.36
Total Dept 80.600 - GENERAL REVENUE		280,044.00	280,019.13	0.00	24.87
TOTAL REVENUES		280,644.00	280,359.12	1.06	284.88
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	7,616.00	7,615.90	0.00	0.10
751-65.691-717.000	SOCIAL SECURITY	472.00	472.19	0.00	(0.19)
751-65.691-717.005	MEDICARE	110.00	110.43	0.00	(0.43)
751-65.691-718.010	WORKERS' COMP INSURANCE	8.00	8.26	0.00	(0.26)
751-65.691-727.000	OFFICE SUPPLIES	500.00	604.02	38.49	(104.02)
751-65.691-730.000	POSTAGE	2,500.00	1,703.54	2.04	796.46
751-65.691-750.015	UNIFORMS/CLOTHING	100.00	0.00	0.00	100.00
751-65.691-750.075	SEASONAL DECORATIONS-DDA	7,000.00	6,917.10	2,600.00	82.90
751-65.691-775.231	PARKING SIGNAGE	0.00	413.99	35.99	(413.99)
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,420.00	0.00	80.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	5,000.00	2,558.72	2,558.72	2,441.28
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	20,000.00	0.00	20,000.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	604.53	0.00	795.47
751-65.691-880.000	COMMUNITY PROMOTION	10,000.00	7,231.53	550.00	2,768.47
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	273.53	0.00	26.47
751-65.691-910.000	INSURANCE PREMIUM	1,337.00	1,337.04	0.00	(0.04)
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	5,000.00	0.00	0.00	5,000.00
751-65.691-943.000	RENTAL-EQUIPMENT	445.00	445.00	0.00	0.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	1,000.00	0.00	0.00	1,000.00
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	735.00	0.00	(135.00)
751-65.691-974.000	LAND IMPROVEMENTS	4,638.00	4,637.35	0.00	0.65
751-65.691-999.101	TRANSFER OUT-GENERAL	10,000.00	10,000.00	10,000.00	0.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	121,500.00	121,490.11	0.00	9.89
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		221,026.00	188,578.24	15,785.24	32,447.76
TOTAL EXPENDITURES		221,026.00	188,578.24	15,785.24	32,447.76
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		280,644.00	280,359.12	1.06	284.88
TOTAL EXPENDITURES		221,026.00	188,578.24	15,785.24	32,447.76
NET OF REVENUES & EXPENDITURES		59,618.00	91,780.88	(15,784.18)	(32,162.88)
BEG. FUND BALANCE		476,139.87	476,139.87		
END FUND BALANCE		535,757.87	567,920.75		

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07/15/2021 12:01 PM                  GL ACTIVITY REPORT FOR CITY OF MONROE              Page:        1/2
User: pstanifer                      TRANSACTIONS FROM 06/01/2021 TO 06/30/2021
DB: Monroe
Date       JNL   Type  Description                       Reference #      Debits        Credits       Balance
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Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
06/01/2021			**751-00.000-003.000 CERTIFICATES OF DEPOSIT**	BEG. BALANCE			245,500.00
06/24/2021	GJ	JE	INVESTING ACTIVITY FOR 06/24/21	24773		245,500.00	0.00
06/30/2021			751-00.000-003.000	END BALANCE	0.00	245,500.00	0.00
06/01/2021			**751-00.000-005.000 COOP LIQUID ASSET SEC SYS**	BEG. BALANCE			338,140.13
06/11/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24711		5,700.00	332,440.13
06/18/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24736		10,000.00	322,440.13
06/25/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24782	240,000.00		562,440.13
06/30/2021	GJ	JE	MICHIGAN CLASS INTEREST - JUNE 2021	24832	8.91		562,449.04
06/30/2021			751-00.000-005.000	END BALANCE	240,008.91	15,700.00	562,449.04
06/01/2021			**751-00.000-007.000 AUTOMATED PUBLIC FUNDS**	BEG. BALANCE			64.80
06/09/2021	CD	CHK	SUMMARY CD 06/09/2021			5,708.72	(5,643.92)
06/10/2021	GJ	JE	5/3 SERVICE FEES - MAY 2021	24720		21.66	(5,665.58)
06/11/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24711	5,700.00		34.42
06/17/2021	GJ	JE	DDA STAFFING FUNDING- FY20/21	24724		10,000.00	(9,965.58)
06/18/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24736	10,000.00		34.42
06/22/2021	CD	CHK	SUMMARY CD 06/22/2021			74.48	(40.06)
06/24/2021	GJ	JE	INVESTING ACTIVITY FOR 06/24/21	24773	245,533.06		245,493.00
06/25/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24782		240,000.00	5,493.00
06/30/2021	GJ	JE	POSTAGE - JUNE 2021	24851		2.04	5,490.96
06/30/2021			751-00.000-007.000	END BALANCE	261,233.06	255,806.90	5,490.96
06/01/2021			**751-00.000-202.000 ACCOUNTS PAYABLE**	BEG. BALANCE			0.00
06/07/2021	AP	INV	RUHLIG FARMS LLC	501		2,600.00	(2,600.00)
			SEASONAL DECORATIONS				
06/07/2021	AP	INV	RUSSELL DESIGN INC	2653		2,558.72	(5,158.72)
			M25-202 RIVERWALK CONNECTORS				
06/07/2021	AP	INV	GREAT LAKES PUBLISHING COMPANY	21782		550.00	(5,708.72)
			MONROE COUNTY VISITORS GUIDE ADVERTIS				
06/09/2021	CD	CHK	SUMMARY CD 06/09/2021		5,708.72		0.00
06/21/2021	AP	INV	FIFTH THIRD BANK	05/18/2021		26.49	(26.49)
			ADOBE SUBSCRIPTION				
06/21/2021	AP	INV	FIFTH THIRD BANK	05/05/2021		35.99	(62.48)
			ZIP TIES FOR PARKING METER COVERS				
06/21/2021	AP	INV	FIFTH THIRD BANK	05/02/2021		12.00	(74.48)
			GMAIL				
06/22/2021	CD	CHK	SUMMARY CD 06/22/2021		74.48		0.00
06/30/2021			751-00.000-202.000	END BALANCE	5,783.20	5,783.20	0.00
06/01/2021			**751-00.000-202.010 ACCOUNTS PAYABLE - VIA GJ**	BEG. BALANCE			0.00
06/30/2021	GJ	JE	5/3 SERVICE FEES - JUNE 2021	24874		19.25	(19.25)
06/30/2021			751-00.000-202.010	END BALANCE	0.00	19.25	(19.25)
06/01/2021			**751-65.691-727.000 OFFICE SUPPLIES**	BEG. BALANCE			565.53
06/21/2021	AP	INV	FIFTH THIRD BANK	05/18/2021	26.49		592.02
			ADOBE SUBSCRIPTION				
06/21/2021	AP	INV	FIFTH THIRD BANK	05/02/2021	12.00		604.02
			GMAIL				
06/30/2021			751-65.691-727.000	END BALANCE	38.49	0.00	604.02
06/01/2021			**751-65.691-730.000 POSTAGE**	BEG. BALANCE			1,701.50
06/30/2021	GJ	JE	POSTAGE - JUNE 2021	24851	2.04		1,703.54
06/30/2021			751-65.691-730.000	END BALANCE	2.04	0.00	1,703.54
06/01/2021			**751-65.691-750.075 SEASONAL DECORATIONS-DDA**	BEG. BALANCE			4,317.10
06/07/2021	AP	INV	RUHLIG FARMS LLC	501	2,600.00		6,917.10
			SEASONAL DECORATIONS				
06/30/2021			751-65.691-750.075	END BALANCE	2,600.00	0.00	6,917.10
06/01/2021			**751-65.691-775.231 PARKING SIGNAGE**	BEG. BALANCE			378.00
06/21/2021	AP	INV	FIFTH THIRD BANK	05/05/2021	35.99		413.99
			ZIP TIES FOR PARKING METER COVERS				
06/30/2021			751-65.691-775.231	END BALANCE	35.99	0.00	413.99
06/01/2021			**751-65.691-818.020 GENERAL CONTRACT SERVICES**	BEG. BALANCE			0.00
06/07/2021	AP	INV	RUSSELL DESIGN INC	2653	2,558.72		2,558.72
			M25-202 RIVERWALK CONNECTORS				
06/30/2021			751-65.691-818.020	END BALANCE	2,558.72	0.00	2,558.72
06/01/2021			**751-65.691-880.000 COMMUNITY PROMOTION**	BEG. BALANCE			6,681.53
06/07/2021	AP	INV	GREAT LAKES PUBLISHING COMPANY	21782	550.00		7,231.53
			MONROE COUNTY VISITORS GUIDE ADVERTIS				
06/30/2021			751-65.691-880.000	END BALANCE	550.00	0.00	7,231.53
06/01/2021			**751-65.691-999.101 TRANSFER OUT-GENERAL**	BEG. BALANCE			0.00
06/17/2021	GJ	JE	DDA STAFFING FUNDING- FY20/21	24724	10,000.00		10,000.00
06/30/2021			751-65.691-999.101	END BALANCE	10,000.00	0.00	10,000.00
06/01/2021			**751-80.100-665.005 INTEREST ON INVESTMENTS**	BEG. BALANCE			(338.93)
06/10/2021	GJ	JE	5/3 SERVICE FEES - MAY 2021	24720	21.66		(317.27)
06/24/2021	GJ	JE	INVESTING ACTIVITY FOR 06/24/21	24773		33.06	(350.33)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			751-80.100-665.005 INTEREST ON INVESTMENTS	(Continued)			
06/30/2021	GJ	JE	MICHIGAN CLASS INTEREST - JUNE 2021	24832		8.91	(359.24)
06/30/2021	GJ	JE	5/3 SERVICE FEES - JUNE 2021	24874	19.25		(339.99)
06/30/2021			751-80.100-665.005	END BALANCE	40.91	41.97	(339.99)
GRAND TOTALS:					522,851.32	522,851.32	597,009.66

Part Time Salaries	Budget*	Expenditures		Balance
	$7,616.00			
7/9/2020		$239.50		
7/23/2020		$819.60		
8/6/2020		$819.60		
8/20/2020		$819.60		
9/3/2020		$819.60		
9/17/2020		$819.60		
10/1/2020		$819.60		
10/15/2020		$881.07		
10/29/2020		$758.13		
11/12/2020		$819.60		
				$0.10
Social Security	Budget*	Expenditures		Balance
	$472.00			
7/9/2020		$14.85		
7/23/2020		$50.82		
8/6/2020		$50.81		
8/20/2020		$50.82		
9/3/2020		$50.81		
9/17/2020		$50.82		
10/1/2020		$50.81		
10/15/2020		$54.63		
10/29/2020		$47.00		
11/12/2020		$50.82		
				-$0.19
Medicare	Budget*	Expenditures		Balance
	$110.00			
7/9/2020		$3.47		
7/23/2020		$11.88		
8/6/2020		$11.89		
8/20/2020		$11.88		
9/3/2020		$11.89		
9/17/2020		$11.88		
10/1/2020		$11.88		
10/15/2020		$12.78		
10/29/2020		$10.99		
11/12/2020		$11.89		
				-$0.43

Workers Comp Insurance	Budget*	Expenditures		Balance
	$8.00			
7/9/2020		$0.80		
7/23/2020		$0.83		
8/6/2020		$0.83		
8/20/2020		$0.83		
9/3/2020		$0.83		
9/17/2020		$0.83		
10/1/2020		$0.83		
10/15/2020		$0.89		
10/29/2020		$0.76		
11/12/2020		$0.83		
				-$0.26
Office Supplies - 727.000	**Budget**	**Expenditures**		**Balance**
	$500.00			
Computer protection		$63.59		
Adobe subscription		$26.49		
Go To Meeting Subscription		$192.00		
Adobe subscription		$26.49		
Cancel computer protection		-$63.59		
Email subscription		$12.00		
Adobe subscription		$26.49		
Email subscription		$12.00		
Adobe subscription		$26.49		
Email subscription		$12.00		
November office supplies		$0.63		
Adobe subscription		$26.49		
Email subscription		$12.00		
Adobe subscription		$26.49		
Email subscription		$12.00		
Adobe subscription		$26.49		
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Adobe subscription		$26.49		
Email subscription		$12.00		
Adobe subscription		$26.49		
Email subscription		$12.00		
Adobe subscription		$26.49		
Email subscription		$12.00		
Adobe subscription		$26.49		
Email subscription		$12.00		
				-$104.02

Postage	Budget*	Expenditures		Balance
	$2,500.00			
The Print House INC. - postage		$1,490.32		
September 2020		$2.00		
October 2020		$7.50		
December 2020		$14.70		
February 2021		$85.68		
March 2021 public hearing		$35.00		
March 2021		$66.30		
June 2021		$2.04		
				$796.46
Uniforms/Clothing	**Budget**	**Expenditures**		**Balance**
	$100.00			
				$100.00
Seasonal Decorations - 750.075	**Budget***	**Expenditures**		**Balance**
	$7,000.00			
Ruhlig Farms - 16 porch pots		$2,600.00		
Decoration - Deer		$1,717.10		
Ruhlig Farms - seasonal decorations June 2021		$2,600.00		
				$82.90
Parking Signage - 775-231	**Budget**	**Expenditures**		**Balance**
	$0.00			
RJS Parking Products -Kelly Green Hoods Signage		$378.00		
Zip ties for parking meter covers		$35.99		
				-$413.99
Audit Services	**Budget**	**Expenditures**		**Balance**
	$1,500.00			
Plante & Moran - progress bill 6-20-2020 Audit		$1,420.00		
				$80.00
General Contract Services - 818.020	**Budget***	**Expenditures**		**Balance**
	$5,000.00			
Russell Desgn - Riverwalk connectors		$2,558.72		

				$2,441.28
General Contract Services - 818.020	**Budget***	**Expenditures**		**Balance**
	$0.00			
				$0.00
General Contract Services - 818.020	**Budget***	**Expenditures**		**Balance**
	$0.00			
				$0.00
Façade Improvements - 818.080	**Budget***	**Expenditures**		**Balance**
	$40,000.00			
Peruski Holdings LLC - Reimbursement		$20,000.00		
				$20,000.00
Training & Travel - 860.000	**Budget**	**Expenditures**		**Balance**
	$1,400.00			
DDA Webinar		$25.00		
2020 Vitrual vMeeting		$100.00		
MCCC Excel training		$99.00		
Trujillo AM Soc Landscp Archt Webinar		$30.00		
P. Stanifer mileage reimb brochure distribution		$61.53		
MI Downtown Conference Nov 5-6 virtual		$75.00		
MDA Spring Workshop registration		$50.00		
Main Street Conference - Knowles, Trujillo		$198.00		
MI Downtown Summer Workshop 6/4/21 - Knowles		$50.00		
Platform Tour Webinar - Knowles		$15.00		
Main Street Conference - refund		-$99.00		
				$795.47
Community & Promotion 880.000	**Budget***	**Expenditures**		**Balance**
	$10,000.00			
The Print House Inc. - mailer		$276.85		

Postcards, static cling decal		$680.00	
Williams Ins beautification grant		$84.68	
Website hosting		$375.00	
Monroe News August web		$500.00	
Issue Media Group - sponsorship		$2,500.00	
New Moon Visions-Raisincation postcard design		$700.00	
Monroe News September web		$500.00	
Monroe News October web		$500.00	
Lotus Financial - reimbursement micro grant		$100.00	
Basic radio and TV sponsorship		$365.00	
Lotus Property Mngt - reimbursement micro grant		$100.00	
Great Lakes Publishing - Visitors Guide ad		$550.00	
			$2,768.47
Publishing/Advertising 905.000	**Budget**	**Expenditures**	**Balance**
	$300.00		
Monroe News February notices		$273.53	
			$26.47
Insurance Premium	**Budget**	**Expenditures**	**Balance**
	$1,337.00		
July		$111.42	
August		$111.42	
September		$111.42	
October		$111.42	
November		$111.42	
December		$111.42	
January		$111.42	
February		$111.42	
March		$111.42	
April		$111.42	
May		$111.42	
June		$111.42	
			-$0.04
Repair & Maintenance 934.751	**Budget**	**Expenditures**	**Balance**
	$5,000.00		
			$5,000.00
Rental - Equipment	**Budget**	**Expenditures**	**Balance**
	$445.00		

Computer rental through 6-30-2021		$445.00	
			$0.00
Miscellaneous Expense - 955.000	**Budget**	**Expenditures**	**Balance**
	$1,000.00		
			$1,000.00
Dues & Subscriptions - 958.000	**Budget**	**Expenditures**	**Balance**
	$600.00		
MI Downtown Assoc Membership in MDA		$200.00	
Main Street Membership renewal		$295.00	
Main Street Membership renewal		$295.00	
Refund of membership fee		-$295.00	
Associate Membership		$240.00	
			-$135.00
Land	**Budget***	**Expenditures**	**Balance**
	$0.00		
			$0.00
Land Improvements 974.000	**Budget**	**Expenditures**	**Balance**
	$4,638.00		
Smooth wood tiles - pedestals and braces		$4,637.35	
			$0.65
Transfer Out General 999.101	**Budget***	**Expenditures**	**Balance**
	$10,000.00		
DDA staffing funding 2020-2021		$10,000.00	
			$0.00
Transfer Out Debt Services	**Budget***	**Expenditures**	**Balance**
	$121,500.00		
Bond Payment		$121,490.11	
			$9.89

Transfer Out - Capital Project 999.401	Budget*	Expenditures		Balance
	$0.00			
				$0.00
Transfer Out - Capital Project 999.401	Budget*	Expenditures		Balance
	$0.00			
				$0.00
Totals	$221,026.00			$32,447.76

*Budget Amended 5/1/2021

DDA MEETING SCHEDULE 2021

All meetings held on the Third Wednesday of the Month

Council Chamber - Monroe City Hall, 120 East First Street

8:30 am – 10:00 am

January 20

February 17

March 17

April 21

May 19

June 16

July 21

August 18

September 15

October 20

November 17

December 15

*Interested persons should confirm start time and method (virtual or in-person) on the official agenda.
Virtual meeting start time is 8:30 am

Memo

Date: Monday, July 19, 2021

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: **FEE PROPOSAL FOR RIVERWALK CONNECTOR PROJECT**

BACKGROUND

At its June meeting, the board of directors agreed on a course of action for the Riverwalk connector projects. Since that time, Russell Design was contacted to update its fee proposal for professionals services necessary to complete the project (finalize construction drawings, solicit bids and monitor installation). You may recall that the board previously accepted sections A and B of this proposal; the board is asked to authorize items C through E based on the revised scope of work for the project. The proposal from February, 2020 is attached; Russell Design has not increased its fee from this version at this time.

ACTION

Accept proposal from Russell Design for professional services for the Riverwalk connector project, Sections C through E, at a cost not to exceed $7,000.00, funds to be derived from Account Number 751.65.692-818.020, General Contract Services.

February 28, 2020

Ms. Annette Knowles
Downtown / Economic Development Coordinator
120 East First Street
Monroe, Michigan 48161

RE: **Riverwalk Pedestrian Connectors/Alleyways**
         Monroe, Michigan
         Landscape Architectural Design Services

Dear Annette:

We are pleased to submit the following proposal for landscape architectural services for the above referenced project. It is our understanding that the scope of work includes schematic design through construction administration services for the improvements to two pedestrian connectors/alleys on the north side of Front Street west of Monroe Street. One connector is located between the former Chamber of Commerce offices (currently vacant) and the currency exchange business (104 W. Front Street). The other connector is located between Scally Waggs (44 W. Front Street) and the former U and I Bar (36 W. Front Street).

Our proposed scope of services is outlined as follows:

A. Data Collection and Programming

1. A project orientation meeting with the design team shall be arranged to discuss programmatic requirements, special conditions, special requirements, budget, scheduling and review existing and surrounding site conditions relating to or impacting the project.

2. We assume existing drawings and any other documentation relating to or impacting the project will be forwarded electronically to our office.

3. We will visit the site to become familiar with the existing physical attributes of the project and to determine the extent of any additional data requirements.

4. We will coordinate with design team members as required to ensure accuracy of drawings. Two (2) meetings are included in this phase.

B. Schematic Design
We will delineate for review and acceptance, schematic drawings for the development of the pedestrian hardscape and landscape for the project.

1. Enhancement of pedestrian hardscape design elements (i.e. score joint pattern, color and/or texture)

2. Landscape design elements (i.e. trees, shrubs, ground covers, etc.)

3. Site furniture and pedestrian amenity elements (i.e., benches, bike racks, trash and ash receptacles, etc.)

4. We will coordinate our landscape design with the existing lighting and other existing improvements or elements.

5. We will engage adjacent building owners in conversation to discuss the structural integrity of their buildings and the possibility of attaching anything to the building facades.

6. We will determine the removal, replacement and painting specifications and procedures of the existing pedestrian light poles and wall units with a Sternberg representative. We also understand that the city will be converting the existing lighting to LED. We will coordinate with the city as well.

7. We will determine the structural integrity of the existing handrails and the necessary procedures for on-site surface preparation and painting.

8. We will prepare a statement of probable construction costs for all proposed improvements.

9. Present proposed schematic design and probable construction costs to the Owner and design team for approval.

10. Revise schematic landscape design to obtain owner approval.

11. We will coordinate with Owner and design team members as required to ensure accuracy of drawings. Two (2) meetings are included in this phase.

12. We will forward schematic level drawings electronically to your office for publication and distribution to design team members.

C. Construction Documents

We will prepare detailed working drawings and specifications. We understand the project will be separated into separate bid packages which may include lighting removal, painting and reinstallation, handrail preparation and painting, signage, landscape and site furniture. The construction documents will include the following:

1. Preparation of construction drawings for all exterior hardscape and landscape related elements.

2. We will investigate the possibility of using an automatic irrigation system to water proposed plant material. If a water source is not available, we assume the city will water all installed plantings as required following the final approval and warranty of the installed plant material.

3. Details and all necessary technical information will be generated to ensure the proper installation of the design components.

4. Preparation of complete technical specifications for competitive bidding. We assume the city will provide and forward front end (boiler plate) specifications for the project.

5. Coordination of construction documentation with Owner and design team as required. We have included two (2) coordination meetings in this proposal.

D. Bid Assistance and Review

We will provide bid assistance and review services as follows:

1. Attendance at the pre-bid conference with prospective contractors. We assume this meeting will be held on-site.

2. Prepare addendums during bidding as required.

3. Interpret drawings and specifications as required to clarify the intent of construction documents.

4. We will attend the bid opening.

5. We will tabulate bids, assist in evaluating bid prices, check references

6. If necessary, we will prepare a letter of recommendation

E. Construction Follow-Up
We will provide construction phase services as follows:

1. Attendance at a pre-construction meeting with selected contractors and city officials.

2. During construction, a representative will visit the site to review construction progress and to assist in the resolution of any construction issued, as related to the scope of services defined by this proposal.

3. Tag or approve by other method (i.e. photographs) plant material proposed for the project.

4. Review all project submittals and shop drawings that pertain to the scope of work and forward them to your office for distribution.

5. Determine the dates of provisional acceptance, a follow-up meeting and final acceptance of the work.

F. Compensation

1. Our proposed fee to provide services outlined in Items A through E shall be billed as a lump sum of $9,500.00.00 (Nine Thousand Five-Hundred Dollars).

2. Payment for services would be invoiced monthly as a percent of our total fee as follows:

Schematic Design	$2,500.00
Construction Documentation	$4,500.00
Construction Follow-up	$2,500.00

Page 4
Ms. Annette Knowles

We thank you for this invitation to be involved with this project and hope that this proposal meets your approval. We look forward to working with you on this project.

If we can provide you with any additional information or answer any questions regarding our proposed services, please do not hesitate to contact us.

Sincerely,   Approved and Accepted:
RUSSELL DESIGN, INC.

                                                             By: _____

Marc R. Russell, RLA   Title: _____
Principal
                                                             Date: _____

HOURLY RATE SCHEDULE FOR PROFESSIONAL SERVICES
(Valid through December 31, 2020)

Personnel

Principal………………….. 165.00
Landscape Architect……. 100.00
Landscape Architect II….. 75.00
Landscape Designer……. 65.00

Billing rates are to remain constant through December 31st of each year. Services covered by this agreement that are incomplete, through no fault of the Landscape Architect, as of December 31st in the year of the date of the agreement, shall be compensated at new rates and the amounts of compensation shall be equitably adjusted.

Additional services

Owner approved services beyond those outlined in this proposal would be invoiced hourly per the attached rate schedule.

Reimbursable Expenses

Reimbursable expenses will be invoiced in addition to professional services and are expenses incurred as a necessary part of producing the work and shall include:

All outside reproduction will be billed at cost plus a 20% mark-up, all other items (i.e. postage, express mail, deliveries and in-house reproduction) will be billed at cost as necessary to perform the services listed herein.

Automobile travel necessary to perform the work specified herein will be billed at the current federal tax rate.

Any other long-distance travel expenses necessary to complete the project as approved by Owner will be billed at actual cost.

STATEMENTS

Fees for Professional Services shall be billed the 1st of each month. Reimbursable Costs (if applicable) shall be billed with fee invoices.

ACCOUNTS

Accounts are due and payable net 30 days from two business days following the date of invoice at our office.

A 1.5% late charge shall be added to all balances over 30 days past due and increased by every 30 days thereafter on the remaining balance until the total amount is paid in full.

OWNERSHIP OF DOCUMENTS

Drawings and other documents prepared by Russell Design, Inc. (RDI and/or RDI's subcontractor) pursuant to this Agreement shall become the property of the Client upon completion or termination of this Agreement, and shall be delivered to Client within 30 days of any request for same by Client. However, none of these shall be used on other projects except by written agreement with RDI. One copy of all plans and specifications will be provided to the Client in both graphic and digital format.

CREDITS / ACKNOWLEDGMENTS

RDI shall be given proper credit and acknowledgments for all services including, but not limited to planning, design, and implementation. Proper credit shall be defined as being named by the Client or their agent in such circumstances as construction identification boards, and, if appropriate, promotional materials and brochures. Such credit is not meant to infer that RDI need be identified on park signage or referred to in future publications.

INDEMNIFICATION

Landscape Architect accepts all risks associated with, and shall be liable for any injury to the Landscape Architect and/or others, as well as for any property damage incurred by the Landscape Architect and/or others, occurring on account of the negligent acts, errors or omissions of the Landscape Architect in rendering professional services under this agreement. Consistent with this liability, Landscape Architect agrees to indemnify, pay on behalf of, and hold harmless the Client, its elected and appointed officials and employees, and all others working on its behalf from and against any claims, demands, suits, losses and settlements, including reasonable attorney fees, to the extent caused by the negligent acts, errors or omissions of the Landscape Architect. The Landscape Architect shall not be obligated to indemnify the Client for the Client's own negligence.

ARBITRATION

All claims, disputes and other matters in question between the parties to this Agreement shall be subject to and decided by arbitration in accordance with the rules of the Commercial American Arbitration Association currently in effect, unless the parties mutually agree otherwise.

Demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has risen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on

such claim, dispute or other matter in question would be barred by the applicable statutes of limitations.

No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a signing party to this Agreement, except by written consent containing a specific reference to this Agreement signed by Client, RDI, and any other person or entity sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to arbitrate and other agreement to arbitrate with an additional person or entity duly consented to by the parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

Client and RDI agree that any disputes, claims, or other matters arising out of or relating to this Agreement shall first be submitted in writing to the other party in an attempt to settle these matters before pursuing other legal actions. The communication shall clearly state the problem or concern, allow sufficient time (7 calendar days) for a written response, and culminate in a face-to-face meeting to determine if a course of remedial action is possible. In no event shall this process take more than 30 days. The communications shall indicate whether the party is willing to submit the dispute to non-binding mediation with the cost of same to be equally shared, and, if so, the identity and cost of the parties' proposed mediator. Upon the parties agreeing to such mediation, including the mediator and a timetable for completion, pursuit of other legal actions shall be deferred until the mediation has been completed.

ATTORNEY'S FEES

Should any legal proceeding be commenced between the parties to this Agreement seeking to enforce and of its provisions, including, but not limited to, fee provisions, the predominantly prevailing in such proceeding shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for attorney's and expert witnesses' fees, which shall be determined by the court of forum in such a proceeding or in a separate action brought for that purpose. For purposes of this provision, "prevailing party" shall include a party which dismisses an action for recovery hereunder in exchange for payment of the sum allegedly due, performance of covenants allegedly breached, or consideration substantially equal to the relief sought in the action or proceeding.

TERMINATION

This Agreement may be terminated by either party upon not less than thirty days written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination or should project funding be withdrawn or not awarded. Accordingly, in the event such funding is not available to client or is withdrawn, RDI shall be compensated for such work as has been duly performed pursuant to this Agreement prior to the date of notification of termination for such reasons.

PARTIAL SERVICES

In the event that the Client contracts with RDI for partial professional services or that this Agreement is terminated prior to the completion of full professional services by RDI, and/or assigned sub-consultants, including design development, construction documents and construction phase, the Client agrees to hold harmless, indemnify and defend RDI and/or

assigned sub-consultants, from and against any and all claims, liabilities, losses, damages and costs, including but not limited to costs of defense, arising out of the modification, misinterpretation and misuse of the plans and specifications in the completion of this project by others or arising out of any reuse of the plans and specifications on any other project, excepting only those liabilities, losses, damages and costs caused by the negligence of RDI and/or assigned sub-consultants. SUCCESSORS, ASSIGNS AND SUBCONTRACTORS

It is mutually understood and agreed that this Agreement shall be binding upon the Client and its successors and assigns and upon RDI, its successors and assigns. Neither party shall assign nor transfer its interest in this Agreement or any part thereof without the written consent of the other party.

RDI is responsible for all work and services required under this Agreement, including any work and services described in this Agreement as being provided by or through any assigned sub-consultant. If sub-consultant fails to perform any of the work or services described herein, RDI remains obligated to perform such work and services, or hire another qualified subcontractor to perform subject to written notice to the Client and consent of the Client to such assignment of work to a new subcontractor. In all events, the Client is not in any way obligated in law or equity to pay any sums to assigned sub-consultants under this Agreement or otherwise. The obligation to pay for any work or services performed by assigned sub-consultants benefiting the Client shall be solely that of RDI. RDI agrees to indemnify and pay for the defense of the Client in the event of any claims made by assigned sub-consultants of RDI, which include the Client as a named defendant.

SCHEDULE

The Client shall approve time limits established by the schedule. RDI or the Client shall not, except for reasonable cause and causes beyond the control of RDI and the Client, exceed time limits established by the schedule approved by the client.

COMMUNICATIONS

Except as may otherwise be provided in the construction contract documents, or when the Client and contractor have authorized direct communications shall primarily communicate through RDI. Communications by and with RDI's consultants shall be through RDI.

Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run as provided by law.

This Agreement represents the entire and integrated agreement between Client and RDI and supersedes all prior negotiations, representations and agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and RDI.

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third-party against either the Client or RDI.

For purposes of this Agreement, the following words and phrases shall have the meanings indicated. Terms, words and phrases not separately defined shall have the meaning customarily assigned to them in the context of public works and

improvement contracts by local units of government.

"Assist" shall mean RDI preparing, providing and revising documents as necessary for Client reviews and approvals.

"Contract documents" shall mean all plans, specifications, bid documents, contracts, contract conditions, bonds, insurance certificates and policies and other writings related to the actual construction of the project which is the subject of this Agreement. The parties acknowledge that as of this Agreement, the identity, terms and conditions of the contract document have not been determined.

This Agreement has been accepted and signed by RDI below. If this Agreement meets with your approval, please sign below and return one copy for our files.

Russell Design, Inc.

By:_____

Title:_____

Date:_____,2020

Item 7B

Memo

Date: Monday, July 19, 2021

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: **SELECTION OF CONTRACTOR FOR WEB SITE REDESIGN**

BACKGROUND

The Board of Directors previously agreed to accept proposals for the development of a next generation web site. Three proposals were received from Revize, Municipal Web Services and Keystone Media. Board members Trujillo and Harper, with support from Staelgraeve, reviewed and ranked the proposals and interviewed their top contender, Revize. The proposal is attached for your review.

At this time, the review team would like to recommend the board accept the proposal from Revize for an initial five-year contract. This would provide for the creation of the new site as well as hosting services. During year four of the contract, the site would receive a complimentary refresh. Revize has a proprietary Content Management System that is easy to learn and manage so that updates to the site can be accomplished efficiently. The review team felt that Revize has the best qualifications and representative work over the other two respondents.

Per the proposal, the cost for the development and first-year hosting would be $12,520 (does not include email and text alerts at this time). The financial commitment in year two through five would be $3,500. These costs would be derived from the annual marketing budget.

ACTION

Accept proposal from Revize the amount of $12,520 for the redevelopment of the web site and the annual fee for year one, and concur with an initial five-year agreement, the funds to be derived from Account Number 751-65.691-880.000, Community Promotion.

revize.

Website Redesign, Reorganization & Hosting RFP Proposal for

Monroe Downtown Development Authority, Michigan

Revize is a Minority Owned Business

No Pricing

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 15, 2021
Pricing good for 90 days

Revize Clients!

- Lago Vista, TX   www.lagovistatexas.org

- New Bern, NC   www.newbern-nc.org

- El Paso Housing Authority, TX – Under development, Launching Soon!

  https://cms9.revize.com/revize/authoritycoe

- Kemp EDC, TX   www.kempedc.com

- Arcadia, CA   www.arcadiaca.gov

- Des Moines, IA   www.dsm.city

- Gatlinburg, TN   www.gatlinburgtn.gov

- Hitchcock, TX   www.cityofhitchcock.org

- Largo, FL   www.largo.com

- Myrtle Beach, SC   www.cityofmyrtlebeach.com

- Somerset County, MD   www.somersetmd.us

- And Over 100 Clients in Texas Alone!

Michael Bruckner, Assistant to the City Manager,
City of Arcadia, CA

"Revize has done it again! Another game changing, cutting edge website that moves the industry forward by connectir citizens to services in as few clicks as possible."

Dear **Annette M. Knowles** and the Monroe Downtown Development Authority Website RFP committee,

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 DDA, tourism, non-profit, and government websites nationwide, including over 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.

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 constituents and business partners to easily fill out and submit documents, review and pay bills, view shopping and dining information, 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.

In regards to the actual design and build of your new website, and ongoing hosting and support, Revize has been doing this for over 20 years. What you need to know is that over the last 6 months there's been an increase of hacking of government agency websites by 394%, especially if they're using what's called free software, open source software like WordPress and Drupal. Revize does not use that technology. We have a secure, refined content management system developed specifically for non-profit and government class organizations like yourself for use by non-technical individuals to edit the website easily. Revize has a full proof, secure hosting environment that so far has been bulletproof against hackers for over 8 years. We have 4 redundant Server Farms across the whole United States and multiple backups of all the information.

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.

Downtown Business District clients select Revize because we can help them

- Effectively engage new visitors, customers and business partners.

- 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 shopping community. With our help, your Shopping District can serve your customers better, increase merchant visitation, inspire them more, and get residents & businesses actively shopping and involved in your Downtown Development Authority.

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

Table of Contents

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 organization 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 organizational 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 2,300 websites 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 non-profit and 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 Revize Communication Center for constituents, 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 CMS specifically for non-profit and government use. 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 non-profit/government website design, which remains our specialty. We now boast more than 2,300 clients in North America and have created acclaimed website designs for hundr8ds of non-profits, 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 non-profits and 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 organizations choose Revize to develop and cost-effectively manage their website

content, clients also use Revize as an information-sharing platform. Our suite of Revize 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 non–profit/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 clients."

Did you know?

Revize has won national awards for our websites!

revize.
The Government Website Experts

Project Experience

Downtown Farmington, Michigan

www.downtownfarmington.org
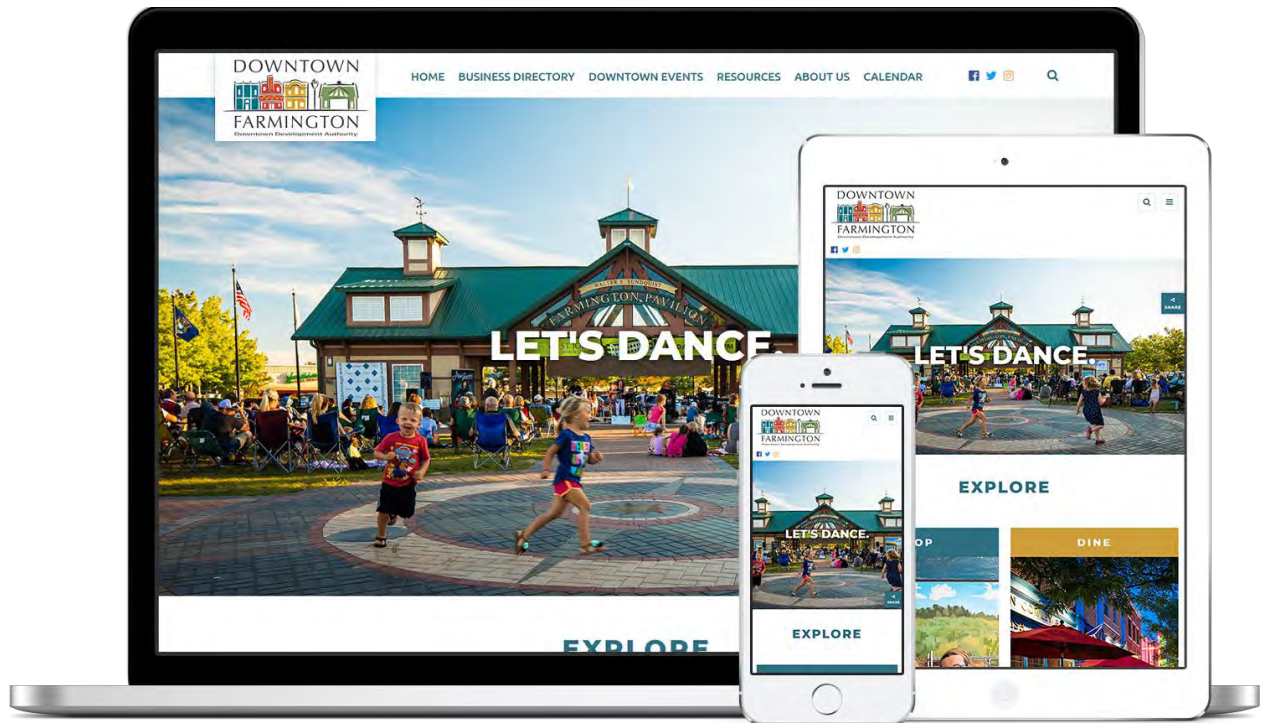
Details:

The Downtown Farmington website was recently redesigned in 2019 to highlight all of what the Farmington shopping district has to offer from restaurants, gift shops, to events and tourism. The design does not overburden the user with too much content. It separates that content into different focus areas. This lets the residents get information in a way that is much more of an experience. The straightforward news and events feature images that promote click-through. With the Revize CMS, this DDA is able to quickly and easily update the website in just a few clicks!

revize.
The Government Website Experts

Streator Tourism, Illinois

www.streator.org
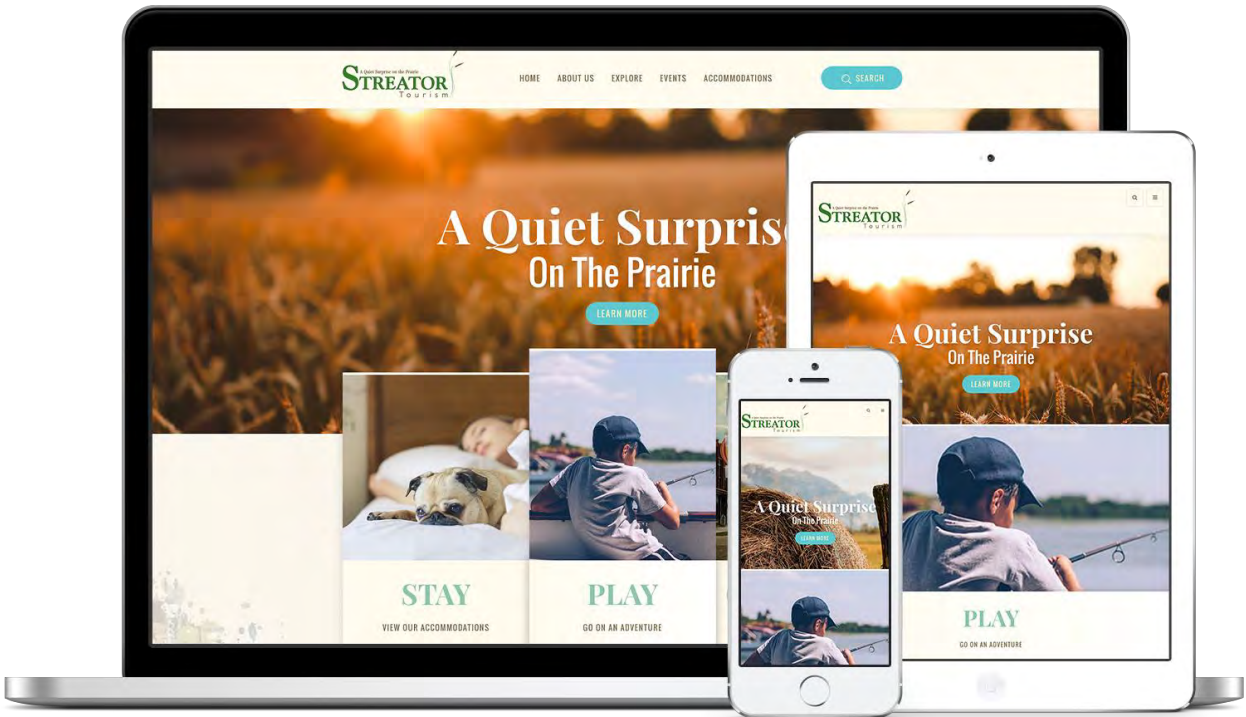
Details:

Streator Tourism wanted a design unlike any Tourism website out there. With this design we pushed the limit of what people think when they see a tourism website. 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 Tourism Bureau's brand in a way that is unmatched in the industry! We integrated a way for them to switch between a rotating photo slider to a video that plays on the full width homepage. Using video in this manner increases web visitor return visits by 59% and 93% of first-time visitors watch the entire video.

Downtown Evansville, Indiana

www.downtownevansville.com
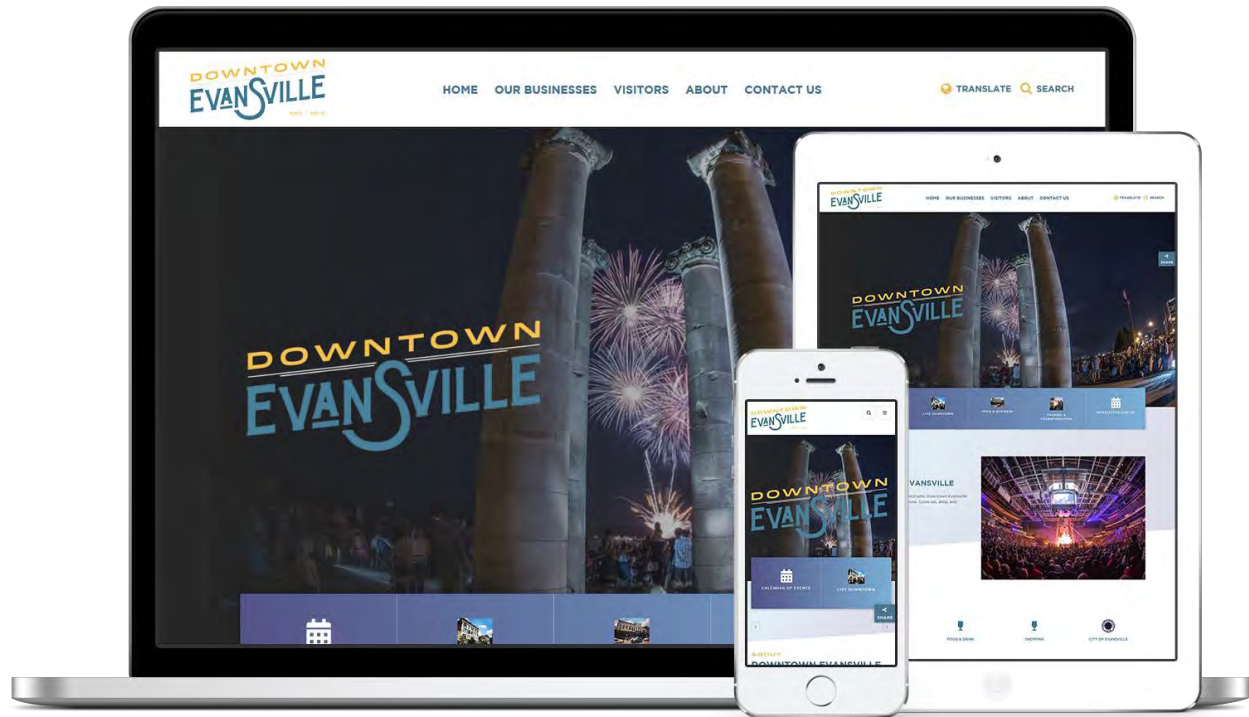
Details:

The Downtown Evansville website is now up and live with their newly redesigned site. Downtown Evansville has many merchants, restaurants, and businesses listed in a clean easy to use directory with an Anticipative Search Bar. As you type in your key words, only those businesses with those keywords appear. The success of any DDA website relies on balancing these business partners' needs, whilst showcasing a unified vision and encouraging their downtown business market to go full steam ahead.. In this website, we did just that. While respecting the DDA's history, we also designed the site to towards innovation. Users will notice that they can easily find the most important online services without having to search through line after line of text. This website is the perfect mix of functionality and beautiful design!

Puerto Rico Hotel & Tourism Association

www.prhta.org

Details:

The Puerto Rico Hotel & Tourism Association had over 24 proposals and Revize won the contract over all of them. Even after the hurricane, Puerto Rico is still a beautiful place with a kind community with beautiful beaches and resorts open for business! This website brings together an amazing design with a full suite of web apps to engage tourists while they are on the island or planning a trip.. 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 FAQ, Calendar, and Document Center, and a high traffic featured news and headlines area round out this website!

Forest County Tourism, Pennsylvania

www.forestcounty.com
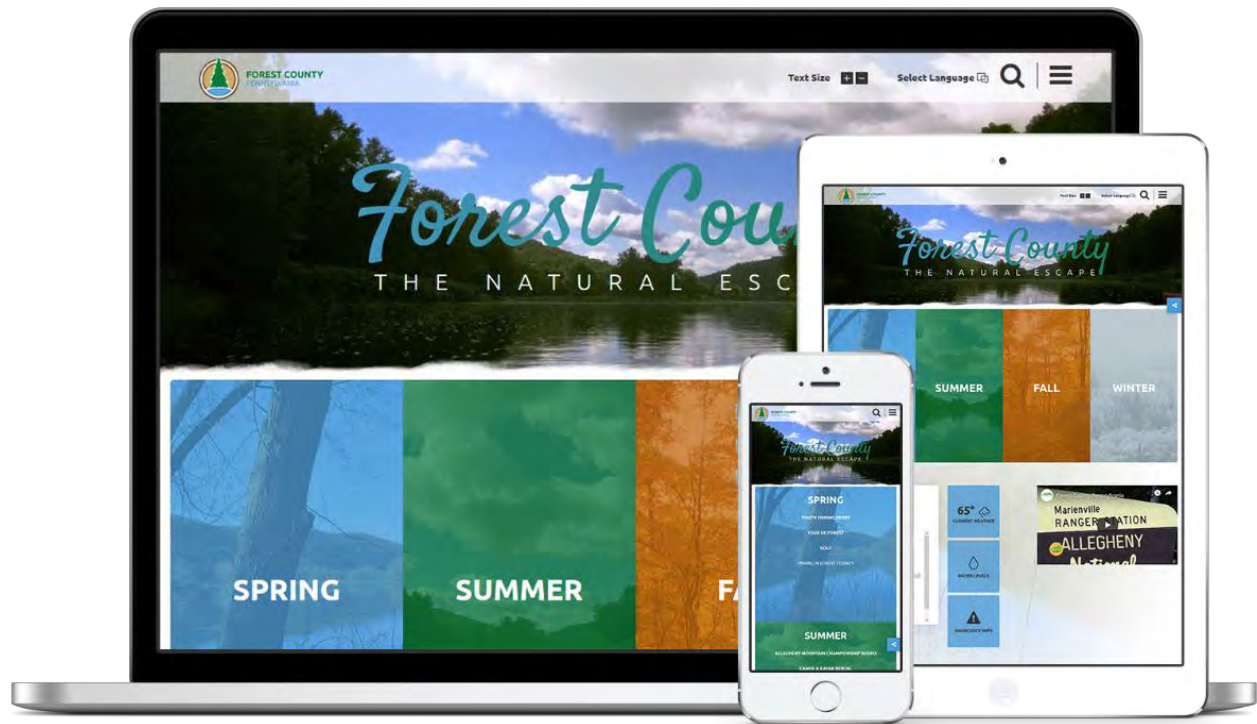
Details:

As Pennsylvania's smaller county, they are still an iconic County with something to offer everyone. Inner pages are flexible to allow promotions of special annual events as well as show off places to stay and eat. These specialty tourism topics have dedicated pages with a cohesive feel across all pages. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube all on the homepage! This website is an elite representation of the power and beauty of the Revize process.

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

Client: Farmington Downtown Development Authority, MI
Suzanne Bargowski, Administrative Assistant
Phone: (248) 474-5500 x 2211
Email: sbargowski@farmgov.com
Website: www.downtownfarmington.org

Client: City of Treasure Island, FL
Mark Santos, Communications & IT Director
Phone: (727) 547-4575 x 234
Email: msantos@mytreasureisland.org
Website: www.mytreasureisland.org

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Revize Organization Chart

Chief Executive Officer

Sales & Marketing Director

Chief Technology Officer

Sales & Marketing Staff

Financial Manager

Support Manager

Web Development Manager

Web Design Manager

Software Manager
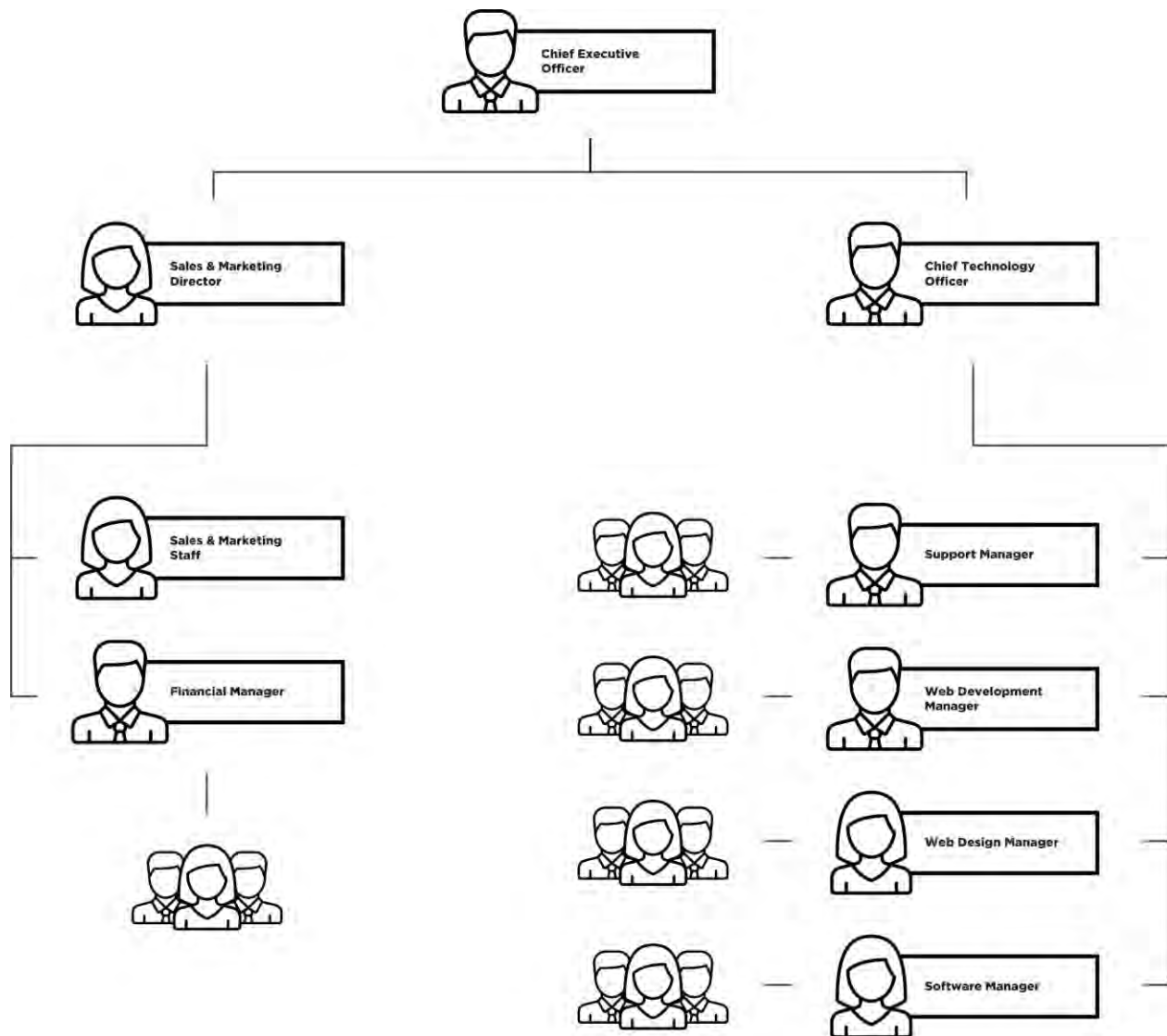
Why Choose Revize?

We Have Non-Profit & Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 20 years of experience building and maintaining websites for all types of organizations 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 (WCAG 2.0 AA), 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 Communication Center that Works for Your Community!

The Revize website design, CMS and interactive tool sets have been developed exclusively for our clients to help them effectively communicate with their key target audiences. Some of our most popular website and web applications and modules include: a new and improved Online Calendar, the comprehensive Online Fillable Forms Center, our News Center with real-time social media connectivity, Home Page Alerts, E-Notifications, Public Service 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 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 clients seeking the best value for their organization'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 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 and secure 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 might come and 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 web 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 your constituents
- An easy CMS to train employees quickly with a very small learning curve
- Extended phone, online, and email support
- 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
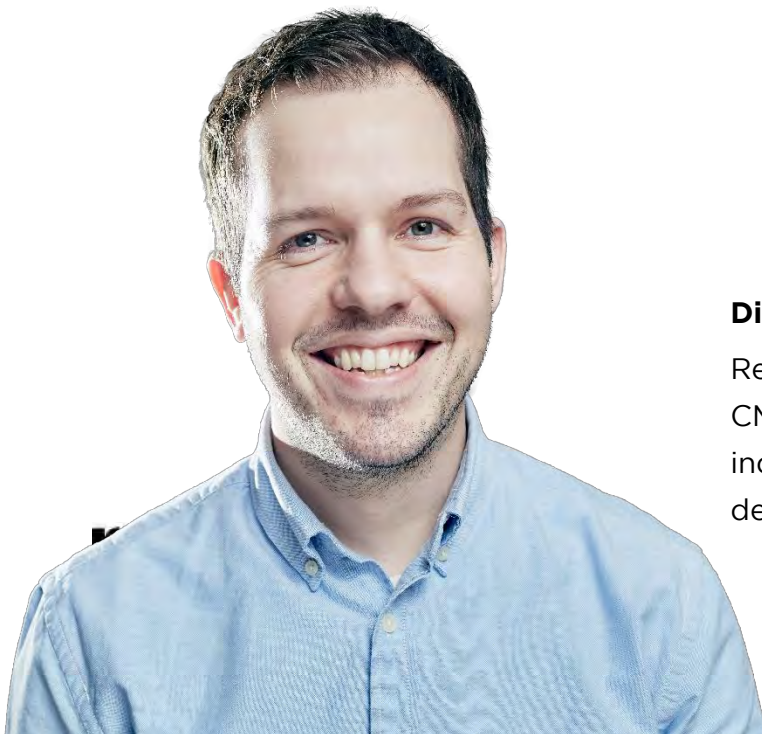
Did you know?

Revize CMS is one of the most advanced CMS in the government web design industry with over 20 years of development.

Awards & Accolades

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

- Tori Mathes, Communications Manager, City of Berkley, 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 organizations, 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!.

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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 to fit your schedule if required.

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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 your constituents on the new website 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 website and 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, coding for the vision impaired, 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.

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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 constituents and business partners 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 and economic development.

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

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

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

"Over the past 20 years, Revize has mastered the art of designing websites."

Key Phase Objectives & Deliverables:

The following steps are followed while designing new sites

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

- **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.

- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for E-Notify, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

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

Did you know?

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

Wire Frame to Concept

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

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

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

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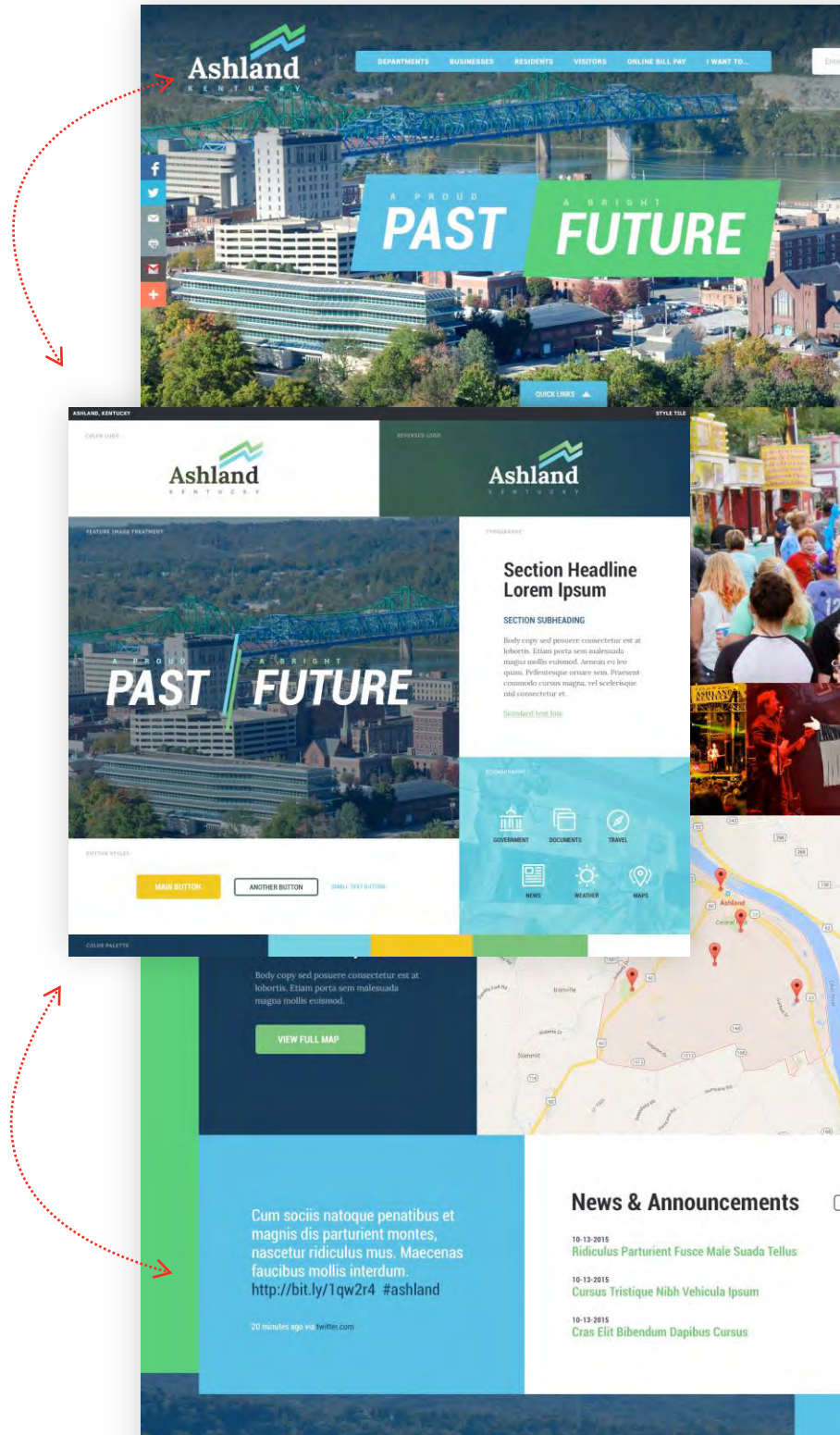
Phase 3: Template Development, CMS Integration

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
- 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 non-profit, commercial, education, municipal and county websites large and small!

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."

Revize Technology Architecture

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

Revize Intelligent Publishing WCM
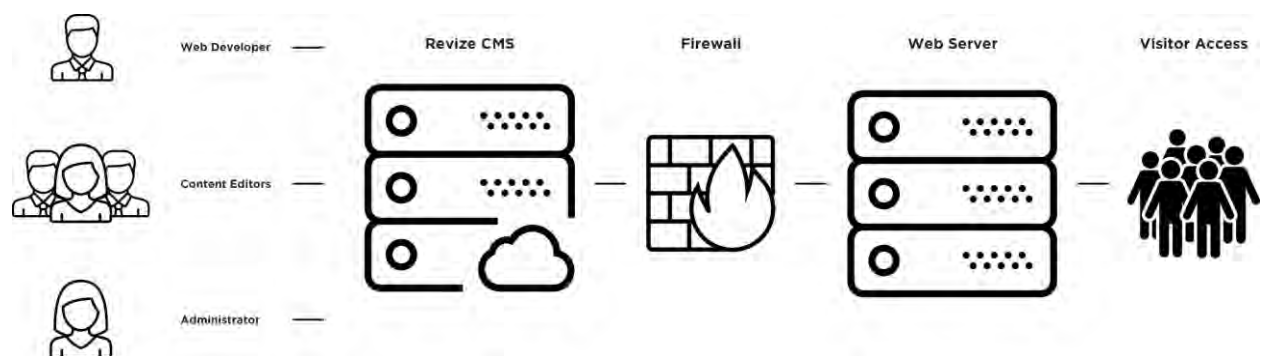
"Security, Performance, Redundancy"

![revize. The Government Website Experts]
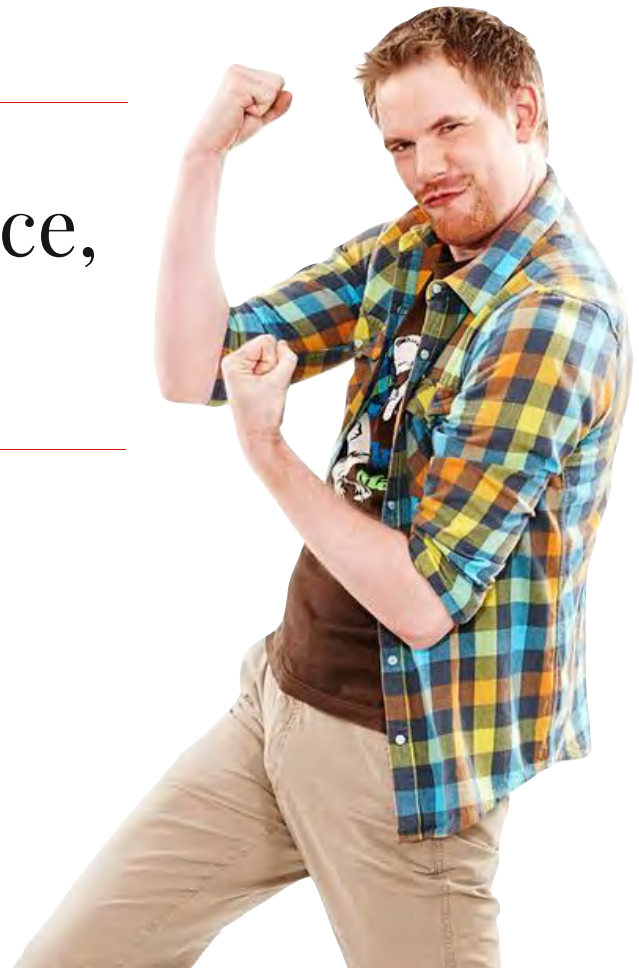
Revize Project Team

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/BSD Account 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

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 25 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 25+ 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.

Alec Armstrong

Website Developer / Front End Application Designer, Illustrator

Alec 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 website development 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 through website programming.
  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:** Web development of website templates 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
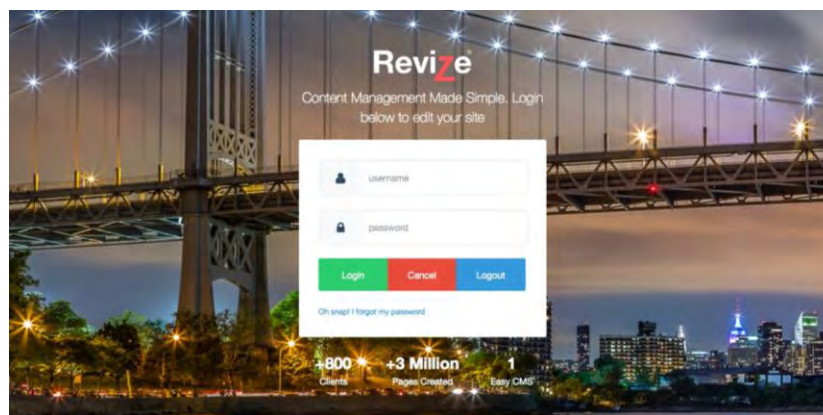
Did you know?

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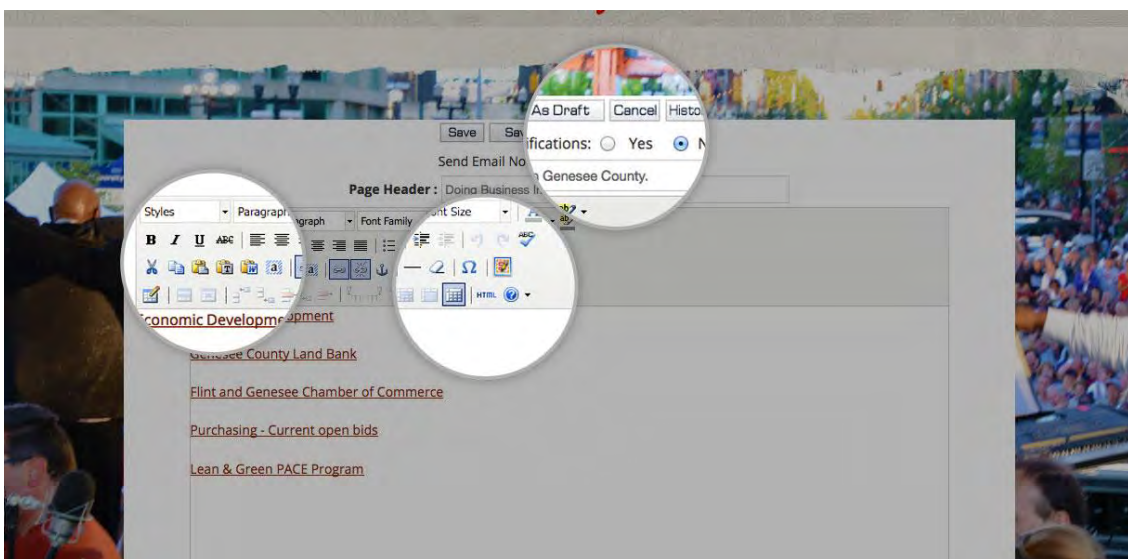
After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.

Revize – No pricing

Phase 1: Project Planning and Analysis, SOW	
Phase 2: Discovery & Design from scratch – Up to two Design concepts, select one, three rounds of changes, home page, interior page, and 3 special purpose page design and layout, includes Responsive Web Design.	
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with linking or I-frame integration 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!	
Phase 5: QA Testing	
Phase 6: Site map development/content reorganization and content migration of from your old website into new website including spell checking and style corrections up to 496 pages and 385 documents (amount on your website today after deleting stale content like old events, announcements, news, and calendar items. Also includes an **Interactive Business Directory** with Keyword Search, Images, Direct Dial Phone numbers, Google Map location and viewing, website link, and email communication links. Example: https://www.largo.com/facilities_directory/index.php	
Phase 7: Content editing and site administration training (one day session – on-site or remote)	
Phase 8: Go live!	
Annual Fee including unlimited tech support, CMS software updates (unlimited users), security software updates, and 24-hour website health monitoring, and 4 redundant server farms (includes the Google Cloud and Amazon AWS). Website hosting included free of charge with SSL security certificate (10 GB storage space, 100GB monthly bandwidth limit) with pre-paid annual fee:	
Unlimited Email and Text Alerts with Resident/Member E-Notification Center: Annual Fee (Optional):	
Grand Total (1st year) Second year and onward investment	

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> **Three year agreement. Revize provides a free website design refresh during year four of service when a 5 year locked-in annual rate agreement is signed!**

These Website Features Come With your New Website:

The Following Applications & Features will be integrated into Your Website:
In addition to the Revize 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 non-profit organizations. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

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

Constituent's Communication Center Apps

- Full Width Video on Home Page or Rotating Photo Gallery
- Home Page Alert
- E-Notification Center with Email/Text Alerts
- Bid Posting
- Document Center with Keyword Search
- FAQs with Keyword Search
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Social Media Center
- Online Web Forms
- Photo Galleries
- Multi use Business Directory with phone, email, Google Navigator directions, etc.
  Example: https://www.largo.com/facilities_directory/index.php
- Google Mapping template for businesses and area attractions
- Quick Link Buttons
- Revize Web Calendars
- Sliding Feature Bar
- I-frame embedding of any 3rd Party App, if allowed, such as online payment apps
- Language Translator over 95 languages
- Mega Menu – Horizontal navigation menu showing ever web page under a tab.

Constituent's Engagement Center Apps

- Web Visitor Request Center with Captcha
- Blog
- Online Bill Pay via Revize Partner
- RSS Feed

Staff Productivity Apps

- Agenda Posting Center
- SEO optimized web pages
- SEO Toolkit
- Image Manager
- iCal Integration
- Drag and Drop Menu Management
- Drag and Drop Photo Management
- Drag and Drop Document Management
- Link Checker
- Menu Manager
- Online Web Form Builder
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- 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

Mobile Device and Accessibility Features

- WCAG 2.1 AA ADA Compliant
- ADA Accessibility Widget – brings Vision Impaired and Disabled individuals website software to them! as they use your new website.
- Language translator – over 95 languages
- Responsive Website Design (RWD) for great mobile phone viewing.

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Revize Support Includes

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

DOCUMENT CENTER APP

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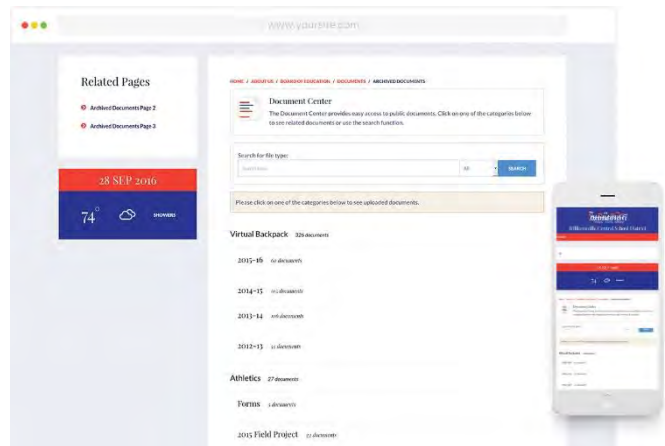
FAQ

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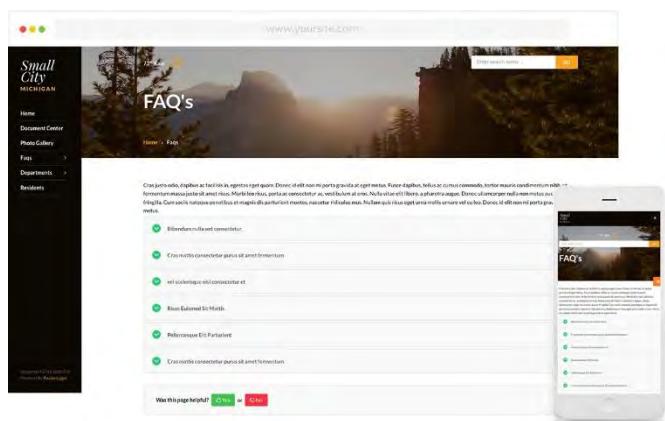
E-NOTIFY

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested Constituents 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.

![revize. The Government Website Experts]
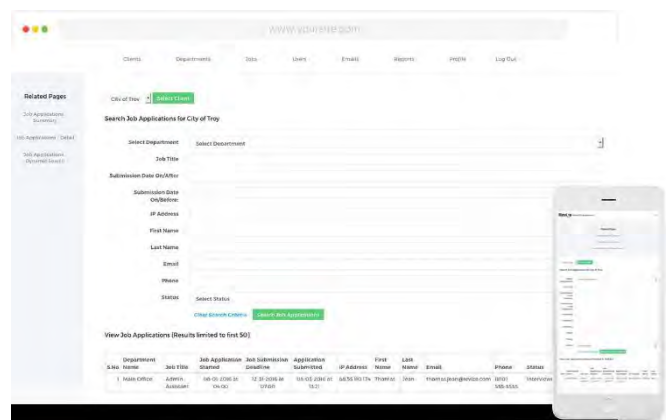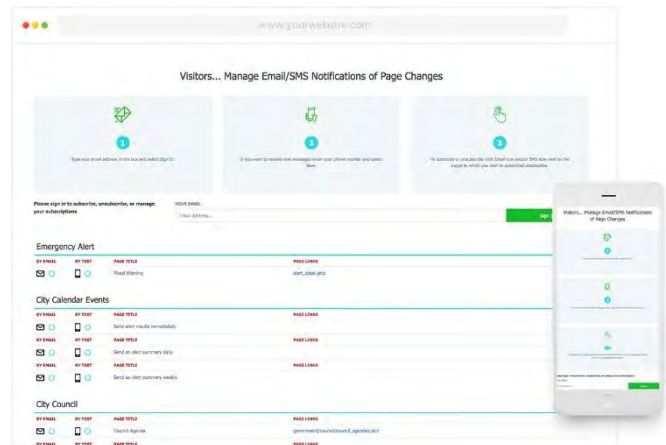
INTERACTIVE MAP

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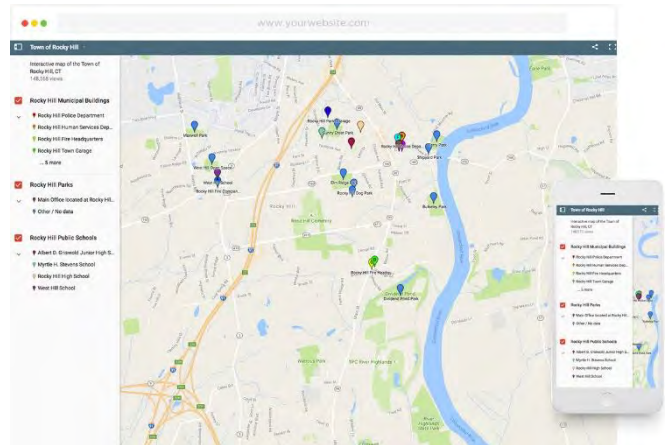
CALENDAR APP

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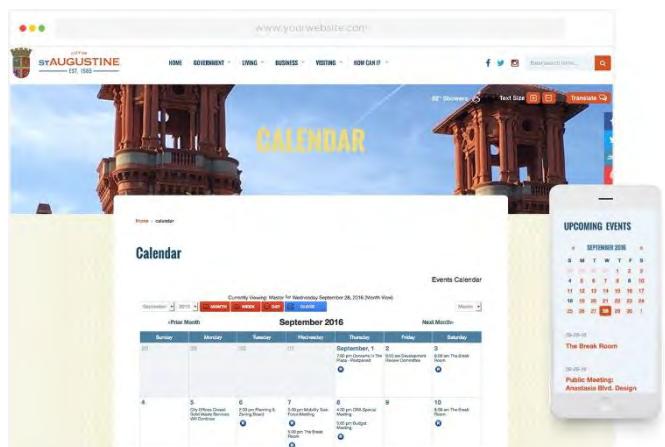
NOTIFICATION CENTER

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

BID POSTING

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

BUSINESS DIRECTORY

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

NEWS CENTER WITH FACEBOOK INTEGRATION

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested Constituents 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.

Constituent'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!

CONSTITUENT 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.

CONSTITUENT CONNECT

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

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. The Revize 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.
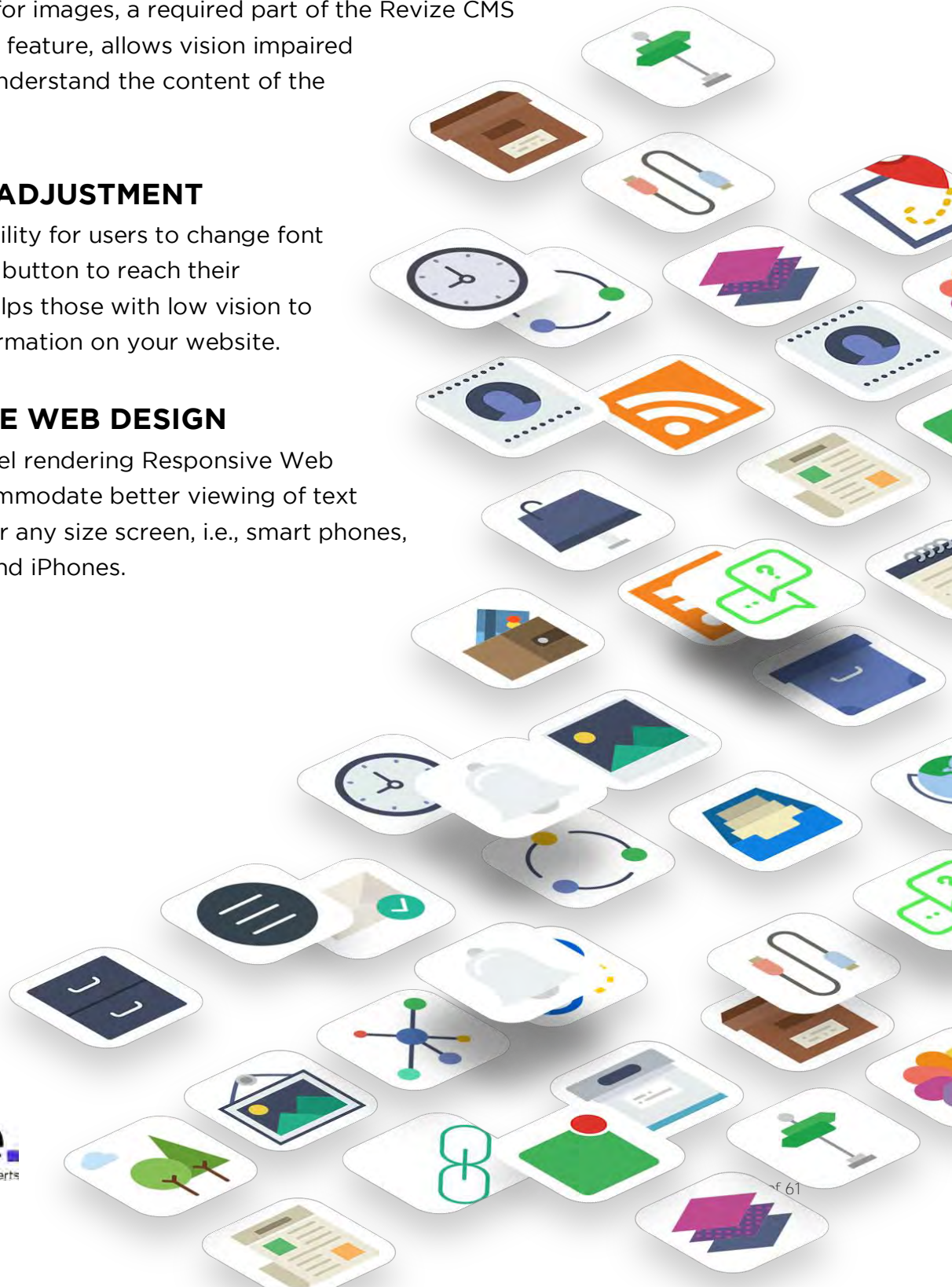
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Thank you

For Considering Revize

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Joseph.nagrant@revize.com
www.revize.com

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Website Redesign, Reorganization & Hosting RFP Proposal for

Monroe Downtown Development Authority, Michigan
PRICING PROPOSAL
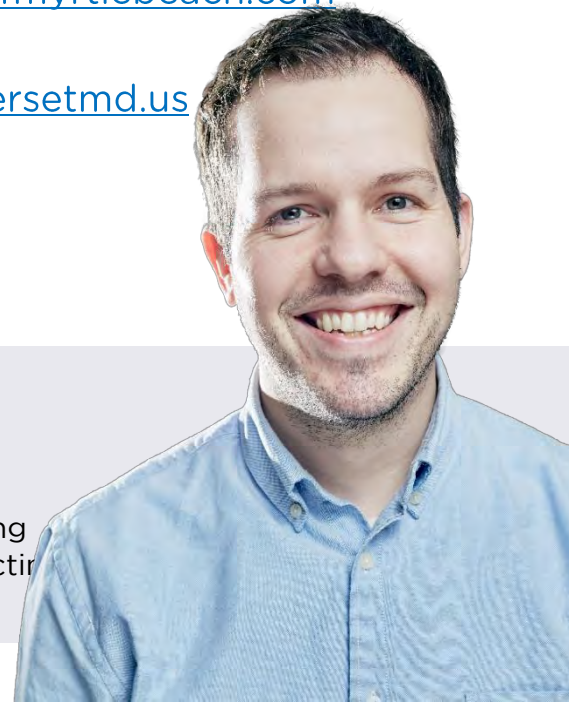
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Revize is a Minority Owned Business

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 15, 2021
Pricing good for 90 days

Revize Clients!

- Lago Vista, TX   www.lagovistatexas.org

- New Bern, NC   www.newbern-nc.org

- El Paso Housing Authority, TX – Under development, Launching Soon!

    https://cms9.revize.com/revize/authoritycoe

- Kemp EDC, TX   www.kempedc.com

- Arcadia, CA   www.arcadiaca.gov

- Des Moines, IA   www.dsm.city

- Gatlinburg, TN   www.gatlinburgtn.gov

- Hitchcock, TX   www.cityofhitchcock.org

- Largo, FL   www.largo.com

- Myrtle Beach, SC   www.cityofmyrtlebeach.com

- Somerset County, MD   www.somersetmd.us

- And Over 100 Clients in Texas Alone!

Michael Bruckner, Assistant to the City Manager,
City of Arcadia, CA

"Revize has done it again! Another game changing, cutting edge website that moves the industry forward by connectir citizens to services in as few clicks as possible."

Dear **Annette M. Knowles** and the Monroe Downtown Development Authority Website RFP committee,

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 DDA, tourism, non-profit, and government websites nationwide, including over 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.

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 constituents and business partners to easily fill out and submit documents, review and pay bills, view shopping and dining information, 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.

In regards to the actual design and build of your new website, and ongoing hosting and support, Revize has been doing this for over 20 years. What you need to know is that over the last 6 months there's been an increase of hacking of government agency websites by 394%, especially if they're using what's called free software, open source software like WordPress and Drupal. Revize does not use that technology. We have a secure, refined content management system developed specifically for non-profit and government class organizations like yourself for use by non-technical individuals to edit the website easily. Revize has a full proof, secure hosting environment that so far has been bulletproof against hackers for over 8 years. We have 4 redundant Server Farms across the whole United States and multiple backups of all the information.

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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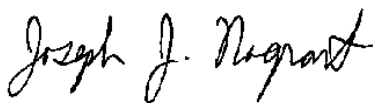**Downtown Business District clients select Revize because we can help them**

- Effectively engage new visitors, customers and business partners.
- 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 shopping community. With our help, your Shopping District can serve your customers better, increase merchant visitation, inspire them more, and get residents & businesses actively shopping and involved in your Downtown Development Authority.

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

Revize Quote

Phase 1: Project Planning and Analysis, SOW	$100
Phase 2: Discovery & Design from scratch – Up to two Design concepts, select one,three rounds of changes, home page, interior page, and 3 special purpose page design and layout, includes Responsive Web Design.	$2,300
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with linking or I-frame integration 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 reorganization and content migration of from your old website into new website including spell checking and style corrections up to 496 pages and 385 documents (amount on your website today after deleting stale content like old events, announcements, news, and calendar items. Also includes an **Interactive Business Directory** with Keyword Search, Images, Direct Dial Phone numbers, Google Map location and viewing, website link, and email communication links. Example: https://www.largo.com/facilities_directory/index.php	$3,170
Phase 7: Content editing and site administration training (one day session – on-site or remote)	$900
Phase 8: Go live!	$250
Annual Fee including unlimited tech support, CMS software updates (unlimited users), security software updates, and 24-hour website health monitoring, and 4 redundant server farms (includes the Google Cloud and Amazon AWS). Website hosting included free of charge with SSL security certificate (10 GB storage space, 100GB monthly bandwidth limit) with pre-paid annual fee:	$2,100
Unlimited Email and Text Alerts with Resident/Member E-Notification Center: Annual Fee (Optional):	$1,400
Grand Total (1st year)	$13,920

Second year and onward investment	$3,500/year

> **Three year agreement. Revize provides a free website design refresh during year four of service when a 5 year locked-in annual rate agreement is signed!**

These Website Features Come With your New Website:

The Following Applications & Features will be integrated into Your Website:
In addition to the Revize 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 non-profit organizations. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

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

Constituent's Communication Center Apps

- Full Width Video on Home Page or Rotating Photo Gallery
- Home Page Alert
- E-Notification Center with Email/Text Alerts
- Bid Posting
- Document Center with Keyword Search
- FAQs with Keyword Search
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Social Media Center
- Online Web Forms
- Photo Galleries
- Multi use Business Directory with phone, email, Google Navigator directions, etc.
  Example: https://www.largo.com/facilities_directory/index.php
- Google Mapping template for businesses and area attractions
- Quick Link Buttons
- Revize Web Calendars
- Sliding Feature Bar
- I-frame embedding of any 3rd Party App, if allowed, such as online payment apps

- Language Translator over 95 languages
- Mega Menu – Horizontal navigation menu showing ever web page under a tab.

Constituent's Engagement Center Apps

- Web Visitor Request Center with Captcha
- Blog
- Online Bill Pay via Revize Partner
- RSS Feed

Staff Productivity Apps

- Agenda Posting Center
- SEO optimized web pages
- SEO Toolkit
- Image Manager
- iCal Integration
- Drag and Drop Menu Management
- Drag and Drop Photo Management
- Drag and Drop Document Management
- Link Checker
- Menu Manager
- Online Web Form Builder
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- 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

Mobile Device and Accessibility Features

- WCAG 2.1 AA ADA Compliant
- ADA Accessibility Widget – brings Vision Impaired and Disabled individuals website software to them! as they use your new website.
- Language translator – over 95 languages
- Responsive Website Design (RWD) for great mobile phone viewing.

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Revize Support Includes

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

Thank you

For Considering Revize

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Memo

Date: Monday, July 19, 2021

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: **REPLACEMENT OF SITE FURNISHINGS**

BACKGROUND

Please see attached a spreadsheet which reflects costs to replace site furnishings in the downtown district; an inventory was collected in order to reflect current counts.

ACTION

The board may plan for replacement of site furnishings to be implemented all at once or in increments beginning in the 2021 season.

SITE FURNISHING REPLACEMENT COSTS

UNIT	EXISTING NUMBER	REPLACEMENT	COST EA		TOTAL COST
	Rounded to nearest 5		*2021 Pricing*		
BIKE RACK	10	LandscapeForms Loop	$	420	$ 4,200
PLANTER	20	Lansdscpe Forms Sorella	$	1,200	$ 24,000
BENCH	20	Dumor Bench 165	$	1,395	$ 27,900
TRASH CAN	40	Landscape Form, Scarborough	$	1,300	$ 52,000
		TOTAL			$ 108,100

WITH 10 EXTRA QTY

$ 8,400

$ 36,000

$ 41,850

$ 65,000

$ 151,250

![Monroe Downtown Development Authority logo]

Memo

Date: Monday, July 19, 2021

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: **BRIDGE UNDERLIGHTING PROJECT CONCEPT**

BACKGROUND

Previously, the board discussed a goal to complete one project annually that will enhance the Riverwalk. The connector project is the first project intended to accomplish that goal. The current Riverwalk team discussed the follow up project for completion in 2022 and arrived at the concept of installing underlighting under any combination of the Monroe Street, Macomb Street and/or the MLK pedestrian bridges that traverse the River Raisin.

As follow up, Chairman Trujillo and I met with a representative from a supplier called Vincent Lighting Systems, which completed many of the current bridge lighting projects in Michigan for basic reconnaissance. And, other projects in Michigan were investigated to obtain a cost comparison; see below:

Kentucky, Cost $107,000

Item 7D

Charlevoix, Cost $175,000

The VLS rep suggested a peer project on the Monroe Street bridge would run about $85,000.

ACTION

Establish a budget for the bridge lighting project. Following this action, steps will be taken to complete a concept plan for the underlighting.

MONROE DDA
2020-2021 WORK PLAN UPDATE

Goal 1: **Preserve and enhance downtown by facilitating development**
Goal 2: **Establish an environment that promotes residential growth**
Goal 3: **Market the downtown to encourage people to frequent local businesses and events**
Goal 4: **Support downtown businesses and property owners through financial incentives, advocacy and**
Goal 5: **Inform and educate building owners and public of the actions and accomplishments of the DDA and**
Goal 6: **Serve as an intermediary between the organizations that connect to downtown and link to other**
Goal 7: **Implement strategies to improve parking management and infrastructure**

PROJECT	CHAMPION	STATUS
Enhance the Riverwalk	Swanson	Prof Svcs on agenda
Riverfront parking lot redevelopment – market analysis/RFP/legal	/Staff	
~~Schedule quarterly stakeholder/partner meetings~~	Staelgraeve	No progress; no in-person gatherings due to pandemic
Implement recommendations in Downtown Master Plan that calm streets.	City	
a. One way conversion on Cass/Harrison		Council approved partial, pending install
c. Traffic analysis for First/Front and Monroe Streets		Plan to Carry over to 2021-2022
b. One way conversions on First/Front		
Annual Marketing Plan	Swanson/Staff	On agenda for action
Annual Communications Plan, focus on master plan implementation	Clark	
Implement recommendations in Downtown Master Plan to activate storefronts.	Harper/Clark	
a. Activate blank facades with arts-focused treatments and installations		Research best practices
b. Promote sidewalk shopping and outdoor seating with streamlined approval process		
c. Animate empty spaces thorugh pop up events, food trucks and temporary art installations		
e. Enhance the Farmers Market experience	Harper/Staelgraeve	
Streetscape Projects – Washington/Macomb/Second	Trujillo/Staff	Site furnishing replacements on agenda for possible action
~~Help drive alleyway improvements~~	Staff	

MONROE DDA
2020-2021 WORK PLAN UPDATE

Tree Maintenance – Year 3	Staff	Done
Infill development – RFP/legal	Staff	Nothing pending at this time
Building Investment Grant Program	Slicker	No active applicants at this time
Informed Buyers Education		
Potential DDA Boundary Change	Staff	Effective 7/1/21
Parking	Swanson	COMMITTEE WORK ON HOLD

Create employee and residential permits as recommended in Downtown Master Plan

Cover meters/make parking fee on street and in visitor lots until demand rises — Demonstration project underway

Establish first-time forgiveness program; escalating fines

Establish loading zones in on-street spaces for commercial deliveries in key retail zones during off-peak hours

Create visitor-priority parking lots that prohibit parking before 10am — City staff needs to review

Establish new, simplified regulations for on-street parking — On-street recommendations east of Washington implemented

Mind Sets

Focus on development	Be more informative and informed
Work with partners, not in isolation	Be transparent
Be proactive	Raise the bar
Be active	Seek funding solutions
Drive plan implementation	