

PUBLIC MEETING NOTICE

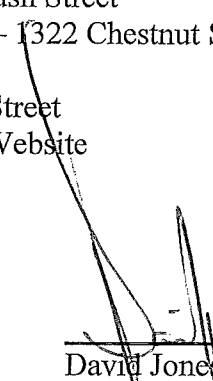
The Carlin City Council, City of Carlin, State of Nevada, will conduct a **Regular** meeting on **February 28, 2018**, at the Carlin Municipal Court Meeting Room, 101 South Eighth Street, Carlin, Nevada, 89822, and beginning at **7:00 pm**.

Attached, with this Notice, is the Agenda for the City Council Meeting. We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements are necessary, please notify LaDawn Lawson, City Clerk, in writing at PO Box 787, Carlin, Nevada 89822 or by telephoning 775-754-6354.

In accordance with Federal law and U.S. Department of Agriculture policy, the City of Carlin is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability. To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

Notice of the meeting was posted at the following Carlin locations:

- Carlin City Hall – 101 South Eighth Street
- Carlin Senior Citizen Center – 320 Chestnut Street
- Owen's Ace Hardware – 924 Bush Street
- Wells Rural Electric Company – 1322 Chestnut Street
- City of Carlin Website
- Public Works Shop – 810 Oak Street
- State of Nevada Public Notice Website



David Jones, Carlin City Manager

Posted on or before the **23rd** day of **February, 2018**.

The City of Carlin is an equal opportunity employer and provider.

**CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
REGULAR MEETING AT THE
CARLIN MUNICIPAL COURT ROOM
101 SOUTH EIGHTH STREET
CARLIN, NEVADA**

**February 28, 2018
7:00 pm**

The public may address the Board on agenda items as they are reviewed, at the discretion of the presiding officer or during the time reserved for Comments by the General Public, after being recognized by the presiding officer. The Public and all persons addressing the Board must abide by the requirements of the Carlin Municipal Code 1-6-11, detailed at the end of the agenda.

Note: The Mayor or Vice Mayor Reserves the Right to Change the Order of the Agenda. Additionally, the Council may, by majority vote, combine two or more agenda items for consideration or may remove any item from the agenda or delay consideration to a future City Council Agenda.

Call to Order and Roll Call

Pledge of Allegiance

1. Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.
(Non - Action Item)

2. City Council Members Reports:
(Non - Action Item)

Mayor Holbrook: Khoury's Ground Breaking;

Vice Mayor Litchfield: Planning Board Update, and Public Works Update;

3. **Public Comment maybe taken prior to any Action Being Taken by the Council:**
Review, discussion and possible approval of a recommendation to reappoint LaDawn Lawson as Carlin City Clerk and Carlin City Treasurer and all matters related thereto.
(Possible Action Item)
4. **Public Comment maybe taken prior to any Action Being Taken by the Council:**
Review, discussion and possible approval of a recommendation to reappoint Dennis Fobes as the Chief of Police of the City of Carlin and all matters related thereto.
(Possible Action Item)
5. **Public Comment maybe taken prior to any Action Being Taken by the Council:**
Review, discussion and possible approval of a recommendation to reappoint Linda Bingaman as Carlin City Fire Chief, per City Code Title 7.3.2.-(B) and all matters related thereto.
(Possible Action Item)
6. **Public Comment maybe taken prior to any Action Being Taken by the Council:**
Review, discussion and possible approval of a procedure to evaluate the Appointed Officials for the City of Carlin by the City Council and all matters related thereto.
(Possible Action Item)
7. **Public Comment maybe taken prior to any Action Being Taken by the Council:**
Review, discussion and possible approval to spend the balance of the Administration Capital Outlay funding in the amount of \$10,000.00, the total amount available, and the remaining balance from the City Manager Office Expense Fund of \$1,000.00 to update the City Website, and all matters related thereto.
(Possible Action Item)
8. **Public Comment maybe taken prior to any Action Being Taken by the Council:**
Review, discussion and possible approval of a grant from Pool/Pact to reimburse the City of Carlin to install four (4) Automatic ADA Doors at the Carlin Senior Center, in the amount of \$ 13,754.22 representing 75% of the grant from Pool/Pact and the remainder of the cost will be donated to the City of Carlin from the Senior Center Participants Board in the amount of \$ 4,584.74, \$ 2,000.00 of which may come from the Next Dollar Foundation and all matters related thereto.
(Possible Action Item)
9. **Public Comment maybe taken prior to any Action Being Taken by the Council:**
Review, discussion, and possible approval of the minutes from 2/5/2018 and all related matters.
(Possible Action Item)
10. **Public Comment maybe taken prior to any Action Being Taken by the Council:**
Review, discussion, and possible approval of the minutes from 2/14/2018 and all related matters.
(Possible Action Item)

11. **Public Comment maybe taken prior to any Discussion Being Taken by the Council:**
Review, discussion and possible approval of City expenditures for the period 2/10/2018 to 2/23/2018 and all related matters.
(Possible Action Item)

12. **Public Comment maybe taken prior to any Discussion Being Taken by the Council:** Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.
(Non - Action Item)

Municipal Code:

1-6-11: MANNER OF ADDRESSING BOARD; TIME LIMIT:

Each person addressing the board shall first give his name and address for the records, and unless further time is granted by the presiding officer, shall limit his address to five (5) minutes. All remarks shall be addressed to the board as a body and not to any member thereof. No person, other than the mayor, the members of the board and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the board, without the permission of the presiding officer. No question shall be asked except through the presiding officer. (Ord. 81, 9-10-1975, eff. 9-17-1975)


13. **Adjournment.**
(Possible Action Item)

14. **Closed Meeting with Labor Management Representative**
Closed session with the City's Management representative to discuss issues of future negotiations with the International Operating Engineers Local No. 3 and all matters related thereto.
(Information Only – Non - Action Item)
NOTE: this portion of the meeting may be closed pursuant to NRS 288.220 therefore the Council may move to adjourn the meeting prior to consideration of this item.

**Affidavit
Certification of Public Posting
Carlin, City Council Meeting**

The undersigned certifies that the public notice for the **Carlin City Council Meeting** to be held on, **28 February, 2018** at **7:00 PM** at the **City of Carlin Municipal Justice Building** and was posted on or before **23 February, 2018** at the following locations:

- 8:10 Carlin City Hall – 101 South Eighth Street
- 7:37 Carlin Senior Citizen Center – 320 Chestnut Street
- 7:47 Owen's Ace Hardware – 924 Bush Street Carlin
- 7:43 Wells Rural Electric Company – 1322 Chestnut Street
- 8:00 City of Carlin Website
- 7:52 Public Works Shop – 810 8th Street Carlin
- 8:04 State of Nevada Public Notice Website



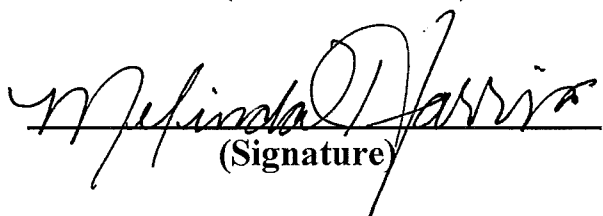
David Jones
(Print Name)

(Signature)

2/23/2018
(Date)

Melinda Harris

(Witness Name)



(Signature)

2/23/2018
(Date)

Carlin City Council Meeting

February 28, 2018 @ 7:00 PM

Agenda Item

1. Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I& II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.
(Non - Action Item)

Notes

Agenda Item

2. City Council Members Reports:

(Non - Action Item)

Mayor Holbrook: Khoury's Ground Breaking;

Vice Mayor Litchfield: Planning Board Update, and Public Works Update;

Agenda Item

3. **Public Comment maybe taken prior to any Action Being Taken by the Council:**

Review, discussion and possible approval to reappoint LaDawn Lawson as Carlin City Clerk and Carlin City Treasurer, all related matters thereto.

(Possible Action Item)

Issue & Information

Action & Options

I will make a motion to approve or not approve reappointing LaDawn Lawson as Carlin City Clerk and Carlin City Treasurer all related matters thereto.

Agenda Item

4. **Public Comment maybe taken prior to any Action Being Taken by the Council:**
Review, discussion and possible approval of a recommendation to reappoint Dennis Fobes as the Chief of Police of the City of Carlin and all matters related thereto.
(Possible Action Item)

Issue & Information

Action & Options

I will make a motion to approve or not approve reappointing Dennis Fobes as the Chief of Police of the City of Carlin, and all matters related thereto.

Agenda Item

5. **Public Comment maybe taken prior to any Action Being Taken by the Council:**

Review, discussion and possible approval of a recommendation to reappoint Linda Bingaman as Carlin City Fire Chief, per City Code Title 7.3.2.-(B), and all related matters thereto.

(Possible Action Item)

Issue & Information

Action & Options

I will make a motion to approve or not approve discussion and possible approval of a recommendation to reappoint Linda Bingaman as Carlin City Fire Chief, per City Code Title 7.3.2.-(B), and all related matters thereto.

Agenda Item

6. **Public Comment maybe taken prior to any Action Being Taken by the Council:**
Review, discussion and possible approval of a procedure to evaluate the Appointed Officials for the City of Carlin by the City Council and all matters related thereto.
(Possible Action Item)

Issue & Information

Please refer to resolution 1999/00-4.

Action & Options

I will make a motion to approve or not approve a procedure to evaluate the Appointed Officials for the City of Carlin by the City Council in the following manner _____ and in addition to Resolution 1999/00-4 and all matters related thereto

City of Carlin
Resolution No. 1999/00-4

**A RESOLUTION ADDRESSING A MONTH TO CONDUCT EVALUATIONS OF
APPOINTED OFFICERS AND A MONTH TO REAPPOINT THE APPOINTED
OFFICERS.**

WHEREAS, the Carlin City Council has determined Section 1.080 of the Carlin City Charter gives the board of councilmen the opportunity to appoint certain officers; and

WHEREAS, these officers are (a) city clerk; (b) city treasurer; (c) chief of police; (d) city engineer; (e) city attorney; (f) city auditor and (g) municipal judge, if the office of justice of the peace of Carlin Township ceases to exist; and

WHEREAS, every two years in June an election is conducted; and

WHEREAS, appointments have been traditionally done in July following an election; and

WHEREAS, the Carlin City Council has determined newly elected officials should have an opportunity to work with the appointed officials, prior to any reappointment; and

WHEREAS, the Carlin City Council has decided prior to the appointments evaluations need to be completed on each existing appointed person to determine whether they are qualified to be reappointed or whether it is in the best interest of the city to seek someone else.

NOW, THEREFORE BE IT RESOLVED, the following shall become policy for appointed officials:

- Each January the appointees will be evaluated by the members of the City Council and the evaluation will be reviewed with each appointee; and
- Each February the Carlin City Council shall appoint those officers as outlined in Section 1.080 of the Carlin City Charter to serve for that calendar year.

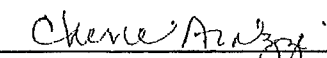
PASSED AND ADOPTED this 9th day of February, 2000.

APPROVED:



LINDA BINGAMAN, Mayor

ATTEST:



CHERIE AIAZZI, CMC
City Clerk

Agenda Item

7. **Public Comment maybe taken prior to any Action Being Taken by the Council:**

Review, discussion and possible approval to spend the balance of the Administration Capital Outlay funding in the amount of \$10,000.00, the total amount available, and the remaining balance from the City Manager Office Expense Fund of \$1,000.00 to update the City Website, and all matters related thereto.

(Possible Action Item)

Issue & Information

Action & Options

I will make a motion to approve or not approve discussion and possible approval to spend the balance of the Administration Capital Outlay funding in the amount of \$10,000.00, the total amount available, and the remaining balance from the City Manager Office Expense Fund of \$1,000.00 to update the City Website, and all matters related thereto.

Goals for the Website:

- Make it easy for ALL the departments to use.
 - At this moment it is up to Melinda or Heather to update the front and a lot of updating for other departments falls on Melinda.
- Have a system that will send emails or texts during emergencies or when situations affect the whole town.
 - The office was drowning in calls when the City was experiencing the recent citywide water shut off. We would like to have a system that automatically emails or texts our constituents through the website.
- Make it ADA & W3C Compliant.
 - Governments are getting sued over their websites because they are not ADA compliant and do not meet the W3C Guidelines.
- Have a hosting company that can handle the bandwidth and storage space needed for the storage of our documents, forms, agendas, and minutes.
 - The City of Carlin has to follow certain regulations to keep information available for the public. This means that we have a lot of data tied up in documents. We need a host that won't charge us a lot to keep all of our documents available. As a municipality we do have traffic and we need a host that can host all of that traffic.
- Make it mobile responsive.
 - Our current website is not mobile responsive – meaning that it is not easy to navigate when you visit it from a phone or tablet. In fact our website completely falls apart when you try to visit it from a mobile device.
 - We have to completely upgrade our current website through our current website provider in order to make it mobile responsive.
- Security and Reliability.
 - We are a government website. We need security. We also need reliability. We can't have the website going down during the first of the month when everyone is trying to access automatic bill pay or going down when we absolutely need it.
- Easy to navigate and user friendly.
 - The website we have right now is difficult to navigate for users and makes it difficult for both residents and visitors to find the information that they need.
- Unique and markets Carlin.
 - We need a website that is unique and brands Carlin, drawing both families and businesses to move here.

Revize

Revize Software Systems is a leader of Government and Municipal Website Design. “But there is more to becoming a relevant website than simply having one. The local government web design focuses on using simple, low text designs, featuring a search function and prioritizing accessibility and mobility.



City Council Agenda Request

City of Carlin

PO BOX 787

Carlin, NV 89822

Phone: 775-754-6354 Fax: 775-754-6912

Applicant/Responsible Party: LaDawn Lawson

Address: 151 S. 8th Street, Carlin, Nevada 89822

Email: llawson@cityofcarlin.com Telephone: (775)745-6354

Date of the Event (If Applicable): N/A

Location (If Applicable): N/A

Date of desired Council Meeting for consideration: February 28, 2018

(Council meetings are usually held the 2nd and the 4th Wednesdays of the Month, unless otherwise scheduled.)

*Agenda request items **MUST** be submitted **at least TWO (2) weeks** prior to the desired Council Meeting.

Agenda Item/Issue/Event: Approval to spend all of the Administration Capital Outlay funding to update the City Website.

Please answer the following so that the agenda accurately reflects the issue or concern you are bringing to the City Council:

1. Does your item require Action (vote) by the Council or is it informational only? Action

2. Do you anticipate any financial or budgetary impact to the City from your agenda item? (If so, please explain and provide documentation of the impact)

Financial impact will only be the amount budgeted for Capital Improvements.

3. Have you addressed your issue operationally through one of the City Departments? If so, have you made contact with the appropriate Department Head or City Manager?

Yes

4. Does your issue require Planning Commission action before going to the City Council? (If unsure, please check with the City Clerk's Office or City Manager) No

5. Have you provided copies of all materials, documents, maps, diagrams, etc. with this item for the Council to consider? (Submit to City Manager to be included in the Council's Agenda Packet)

Yes

*Other Comments/Notes regarding this item that might be of assistance to the Council in considering your item: See attached

Office Use only

Received: This _____ day of _____, 20____. Receiving Officer: _____



Superior Web Design and
Content Management

Revize Web Services Sales Agreement

This Sales Agreement is between City of Carlin, Nevada ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 2-6-18

CLIENT INFORMATION:

Company Name: City of Carlin
Company Address: PO Box 787 - 101 So. 8th Street
Company Address 2: _____
Company City/State/Zip: Carlin, NV 89822
Contact Name: Heather Trujillo 775-754-6354
htrujillo@cityofcarlin.com
Billing Dept. Contact: _____
Client Website Address: www.cityofcarlin.com

REVIZE LLC:

Revize Software Systems
1890 Crooks, Suite 340
Troy, MI 48084
248-269-9263

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

Quantity	Description	Price
1	Phase 1 – Project Planning and Analysis, onetime fee:	\$750
1	Phase 2 – Website Design, 1 concept, 3 rounds of changes, onetime fee:	\$1,995
1	Phase 3 & 4 – Revize Template Development, CMS module Integration, onetime fee:	\$1,500
1	Phase 5 – Quality Assurance Testing, onetime fee:	\$800
1	Phase 6 – Site Map Development and Content Migration up to 229 pages and 561 documents:	\$2,187
1	Phase 7 – Content Editing/Administrator Training, one-day session, onetime fee:	\$500
1	Phase 8 – Go Live, onetime fee:	\$300
1	Revize Annual Software Subscription, Tech Support, CMS Updates, and Website Hosting, pre-paid annual fee, 4 Users, 20 GB website storage:	\$2,800
	Grand Total	\$10,832

Five-year agreement with free website re-design during year five. Revize requires a check for \$ 8,124 to start this Initiative. Remaining balance due upon website delivered for content editor training or the first year anniversary of the kick off meeting, whichever comes first. Annual services and website hosting start the day of the Kick Off project meeting.

Terms:

1. *Payments: All Invoices are due upon receipt. Work begins upon receiving initial payment.*
2. *Additional content migration, if requested, is available for \$3 per web page or document.*
3. *This Sales Agreement is the only legal document governing this sale.*
4. *Both parties must agree in writing to any changes or additions to this Sales Agreement.*
5. *This Sales Agreement is subject to the laws of the State of Michigan.*
6. *Pricing expires in 30 days.*

AGREED TO BY:

Signature of Authorized Person: _____

Name of Authorized Person: _____

Title of Authorized Person _____

Date: _____

CLIENT

REVIZE

Dylan Johnston

Account Manager

Please sign and return to:

Dylan Johnston

Fax 1-866-346-8880

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

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

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

Citizen's Communication Center Apps

- Notification Center with Text/Email Alerts
- Document Center -Documents on Demand
- Email Notify Center
- FAQs
- News Center with Facebook/Twitter Integration
- "Share This" Social Media Flyout App
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar - Unlimited
- Sliding Feature Bar
- Language Translator

Citizen's Engagement CENTER Apps

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

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- 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
- Workflows by Department

Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD) -Latest Government Design Trend to accommodate better viewing of text and graphics for any size screen, i.e smart phones, tablets, iPads, iPhones, Windows and Android devices

LaDawn Lawson

From: margaret johnston <pjsmules@hotmail.com>
Sent: Friday, February 09, 2018 7:40 AM
To: LaDawn Lawson
Subject: website did you check out?

GoDaddy

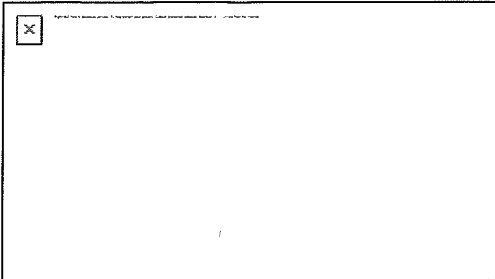
Okay, We offer 2 business Go central Website Builder plans that comes with FREE 24/7 support, FREE hosting ,FREE year of email, FREE domain, FREE SSL certificate(protects your site), Mobile ready site, PayPal button integration, and UNLIMITED color and site combinations ready to go out of the box. The first is our Business plan : \$251.64 total for 3 years on sale at 41% off.

The second option comes with everything in the first plan including a tool to help you market your business with a tool to get you listed and found on local searches such as yelp and yellow pages for more exposure , appointments and bookings ,social media integration to bring in more customers, and global optimized speed. 2nd option is our Business plus plan : \$287.64 total for 3 years on sale at 55% off

LaDawn Lawson

From: margaret johnston <pjsmules@hotmail.com>
Sent: Friday, February 09, 2018 7:19 AM
To: LaDawn Lawson
Subject: website

<https://www.youtube.com/watch?v=X7xOB694V2U>



How To Create A Website For Beginners 2018 [IN 20 MINUTES]

www.youtube.com

How To Create A Website For Beginners 2018 Website
Hosting Discount Here - [http://createwpsite.com/special-
deals/](http://createwpsite.com/special-deals/) If at some point of your life you wanted to make or ...

HELPING GOVERNMENT
WORK BETTER

Carlin, NV
Website Redesign



Presented By:
Julia Brown
Account Executive

CivicPlus
302 S. 4th St. Suite 500
Manhattan, Kansas 66502
888-228-2233

Recommended Approach

Carlin's vision to update your user-friendly, self-service web environment for its community and employees is commendable. You should have complete confidence that the firm you choose to achieve your vision and create your website is the right choice. Remaining your strategic, trusted partner is paramount to the professionals at CivicPlus.

It's time for a new, updated look. CivicPlus will help you re-envision, re-new and re-invigorate your website. Working closely with you, we will assist in designing a new look, updated usability, accessibility and quality for the delivery and exchange of information for your audience.

Executive Summary

We propose the following approach to help you meet your goals:

- **EASY-TO-USE CMS**

Our CivicEngage Content Management System (CMS) is developed specifically for local government with unique functionality to streamline your processes and offer self-service options. CivicEngage will empower your staff to update your website content easily and often with robust, straight forward editing tools and permission-based access.

- **SECURE, CLOUD BASED HOSTING**

Provide peace of mind for your staff and community that your site is in good hands. Our solution is supported by an enterprise-level hosting environment with vigilant 24/7/365 monitoring and continual system updating. We guarantee a 99.7% uptime for your website.

- **24/7/365 SUPPORT**

Our helpful in-house support team is available via telephone, email and live chat to ensure your complete and ongoing satisfaction with our products and services.

- **CUSTOM DESIGN**

Our experienced designers will work with you until you are 100% satisfied to create a custom, impactful design that reflects your unique story visually and meets the needs of your community.

- **FULLY RESPONSIVE**

With responsive web design throughout, the content on your site will automatically adjust to the screen size of any device.

- **CONTENT MIGRATION**

One of our Content Development teams will manually migrate text, documents and images from your current site to your new site – saving your staff hours of effort, ensuring consistency, accessibility and that your information is easier to access and navigate.

- **DEDICATED PROJECT TEAM**

A specialized team of experts will assist you throughout the development process including a project manager, an art director, content developers and a trainer/consultant.

- **CUSTOMIZED TRAINING**

We have many training options. Our trainers will ensure your staff gains the confidence to effectively and easily maintain your new site.

- **DESIGN ESSENTIALS**

The design tools within CivicEngage allow your staff to build, modify and manage your website's look and feel within the design and structure parameters of your website.

.....

COMPANY & CONTACT INFORMATION

Contact Information	<p>Julia Brown</p> <p>Account Executive</p> <p>brown@civicplus.com</p> <p>785-370-7790</p>	Primary Office	<p>302 S. 4th Street, Suite 500</p> <p>Manhattan, KS 66502</p> <p>Toll Free 888-228-2233</p> <p>Fax 785-587-8951</p>
Legal Name	CivicPlus, Inc.	Company Founder	Ward Morgan, Chairman of the Board
Incorporated In	State of Kansas	Date Incorporated	June 1998
Company Website	www.CivicPlus.com	Purchasing Vehicles	<p>GSA Contract # GS-35F-0124U</p> <p>TIPS/TAPS Contract # 2092613</p> <p>CMAS Contract # 3-13-70-2966A</p> <p>Interlocal Purchasing</p>

Investment Proposal

All quotes are priced per project and presented in US dollars. Pricing is valid for 60 days from May 12th, 2017.

Basic Redesign Option

- New responsive design presented on latest CivicEngage CMS Platform (Aurora)
- Banner administration
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup – wireframe
- Email this page option
- Dynamic breadcrumbs & Sitemap
- Google Translate tool
- Redevelop graphic elements of website (News Flash, FAQs, Calendar, etc.)
- Project Management, Testing, Review
- Content
 - Includes migration of all existing content and retouching or published pages to ensure new site styles are applied and modules are related to feature columns. Contact information will be moved to info advanced area if previously formatted in a right contact layout. Pages will be moved to coordinate with new menu structure.
 - NOTE: Content will not be rewritten, reformatted or broken up. No new content will be developed.
- Spelling and broken links will be checked and updated.
- Inclusion of all standard modules.
- 8 hours of virtual Aurora training for up to 20 individuals.

Basic Redesign Initial Investment \$8,000

No Increase to Annual Hosting, Maintenance and Support Fee

CivicPlus Recurring Redesign Option - \$2,100

With our recurring redesign option, you are eligible to receive a basic website redesign with no further out-of-pocket expense at the end of every fourth year of continuous service.

Optional Enhancements

■ CIVICADVISE CONSULTING – ONSITE OR VIRTUAL

Implementing an enterprise-wide software solution is a huge undertaking. Not only does new software touch every department in your organization, it has the potential to positively impact the hundreds of end-users in your community. Our expert consultants don't just hand you a strategy document and take off – they help develop a plan that is practical and ready to execute. Let us help you align goals, get everyone excited and on-board and identify your audience, top services and most relevant information!

■ ONSITE OR VIRTUAL TRAINING

We offer many options of training to equip you and your staff to effectively maintain your website solution. Ask us about the best option for you!

■ VIRTUAL WEBMASTER

This service is designed to allow us to help you keep your website up-to-date and relevant at the highest level of convenience to you. Purchasing this will give you access to a personal point of contact who can make additions and changes to your content – up to ten hours per month.

■ MOBILE ADMIN APP

Manage key administrative functions of your CivicEngage website anytime, anywhere from an Apple® or Android™ smartphone or tablet using the Mobile Admin app. This powerful tool allows you to quickly add, modify or approve categories and items for the following modules: Alert Center, News Flash and Calendar.

■ LDAP INTEGRATION

This integration gives you the ability to login into CivicEngage from any device with an Active Directory username and password and allows for auto-account generation and group syncing.

■ ADFS INTEGRATION

This integration gives you the ability to login into CivicEngage from any device with an Active Directory username and password and allows for auto-account generation and group syncing. Take it a step further – ADFS also has one-time login for users logged into a domain computer, option to choose which internal pages and modules are used for ADFS login, and lets you customize the design of your ADFS login page.

■ DEPARTMENT HEADER PACKAGES

A department header will provide a distinguished look of department pages, while remaining under the administrative access of the main site. You will get a customized banner, unique global navigation headers and graphic buttons, unique URL if desired and will share all modules with the parent site.

■ **THEME FOR DEPARTMENT HEADER**

Theme your department header package if you want a customized color palette for the homepage and interior pages.

■ **CIVICMEDIA STORAGE**

CivicMedia enables you to engage your citizens through easy-to-use live streaming capabilities and accessible on demand videos.

■ **SUBSITE PACKAGE**

Our staff can create a completely unique website that allows sections of your website to stand out and reflect a distinct focus – at a reduced cost. Subsites give administrative access separate from the parent site, a completely custom design, unique and permanent URL, and 20 pages of content developed by our experts.

■ **BRANDING PACKAGE**

Includes initial consultation with our experts, evaluation of current logo and branding analysis, branding style guide and stationary set layouts which include business card, letterhead and envelope press ready files. Your image will be enhanced by the use of our branding style guide which ensure proper use of your logo and colors.

■ **LOGO DEVELOPMENT PACKAGE**

Includes initial consultation with our expert designers, development including four original designs, feedback meetings and three rounds of revisions to finalize your new logo.

■ **LOGO DEVELOPMENT WITH BRANDING AND GRAPHICS DEVELOPMENT PACKAGE**

Includes logo development and branding package as described above.

■ **CIVICHR**

CivicHR is the easiest-to-use local government human resource management solution. CivicHR offers a flexible, comprehensive and integrated cloud-based solution that allows human resource managers to recruit, identify and hire talent, onboard new employees, and assess employee performance, as they move from job seeker, to new hire, to employee. It streamlines the hiring process, improves engagement, and manages employee data in a centralized, secure system. Find more information at civichr.com.

■ **CIVICREADY**

CivicReady is a cloud-based mass notification system that is designed to empower local governments to communicate information to citizens quickly and effectively, no matter where they are in the community. We offer multiple reliable and secure measures for sending notifications. You can email you message form an external email account, text it in from your cell phone, call it in through our 24/7 emergency support team, or sent it with a single tap on your smartphone using our mobile app. Find more information at civicready.com.

■ **CIVICREC**

Powered by Rec1, an industry leader in Parks and Recreation management software, CivicRec provides an interface that is easy to use for both staff and citizens. There are robust tools for managing activities, facilities and point-of-sale transactions with integrated functionality to manage memberships, instructors, sports leagues and ticketing. CivicRec is the complete solution needed to run an efficient organization. Find more information at civicrec.com.

Investment Proposal

All quotes are priced per project and presented in US dollars.

Pricing is valid for 30 days from 1/30/2018.

Website Redesign Option

- New design presented on latest platform
- Redvelop navigation method (may choose top drop-down or other options)
- Design setup – wireframe
- Sitemap
- Redvelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content
 - Includes migrating of all existing content and retouching of published pages to ensure new site styles are applied and modules are related to feature columns.
 - Contact information will be moved to a feature column area if previously formatted in a right contact layout.
 - Ensure modules are related to feature columns

Note: Content will not be rewritten, reformatted or broken up. Additionally, new pages will not be created.

- Spelling and broken links will be checked and updated by our team where possible. Additional report will be provided to client.

Website Redesign Initial Investment \$7,900

No Increase to Annual Hosting, Maintenance and Support Fee

- CivicPlus Recurring Redesign Option - \$1,875

With our recurring redesign option, you are eligible to receive a basic website redesign with no further out-of-pocket expense at the end of every fourth year of continuous service.

PROPOSAL FOR

City of Carlin, Nevada

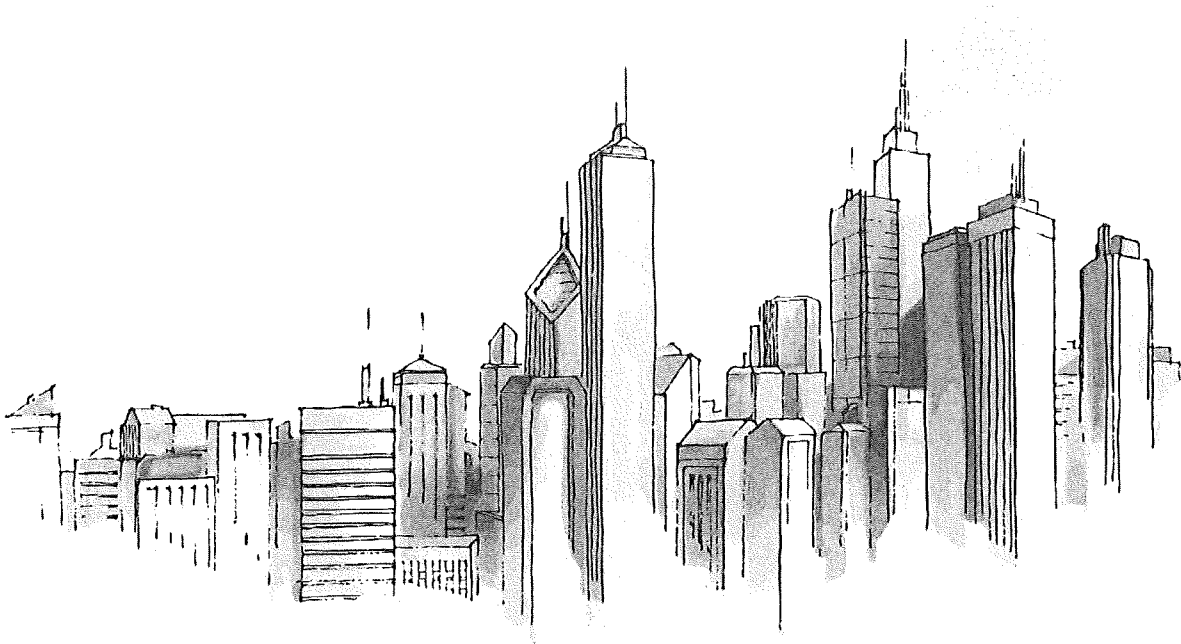
Prepared by Dylan Johnston

1890 Crooks Rd, Troy, MI 48084

Ph: 248-269-9263 x23 Fax: 866-346-8880

www.revize.com January 18, 2018

Pricing Valid 30 days from Date of Proposal



Dear Heather Trujillo and David Jones,

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

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

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

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

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

Government clients select Revize because we can help them

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

"Revize Websites build
engagement with your
constituents."

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

Please contact me if you have any questions at all.

Sincerely,

Dylan Johnston

Dylan Johnston
Senior Sales Executive
248-269-9263 x23
dylan@revize.com

Table of Contents

About Us	5
Our Innovative Responsive Web Design (RWD) and Web Apps	5
Here you will find the communication tools you need such as	6
Our Award-Winning Government CMS	6
Quick Deployment, Personalized Training and Support	6
Company Profile	7
Revize Organization Chart	9
Top Ten Reasons Why Revize gives you the Greatest Value!	11
Project Planning and Setup	17
Revize Eight-Sets & Go Live	19
Phase 1: Initial Meeting, Communication Strategy, SOW	20
Phase 2: Discovery & Design	20
Revize Design Trends	22
Key Phase Objectives & Deliverables:	23
Wire Frame to Concept	25
Phase 3: Template Development, CMS Integration	26
Phase 4: CMS Modules Setup	26
Phase 5: Custom Functionality Development	26
Phase 6: Quality Assurance Testing	26
Phase 7: Content Development / Content Migration	27
Phase 8: Training Your Staff (in-person or web based training)	27
Standard Training Agendas	28
Final Phase: You Go Live!	31
Marketing & Ongoing Consultation	31
Search Engine Registration and Marketing	31
Security	31
Security Controls and Protocols	32
Application Security Authentication	32
Government Account References	41
Revize Quote	47
The Following Applications & Features will be integrated into Your Website Project	48
Staff Productivity Apps	58
Thank you	63

Executive Summary

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

About Us

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

Our Innovative Responsive Web Design (RWD) and Web Apps

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

Here you will find the communication tools you need such as

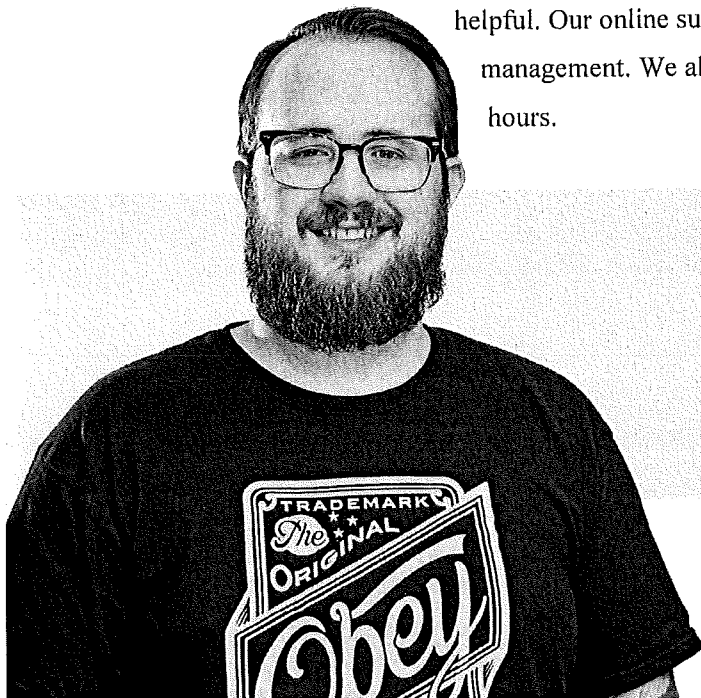
- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records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

Our Award-Winning Government CMS

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

Quick Deployment, Personalized Training and Support

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



Did you know?

Our technical and development staff holds a variety of certifications and has a combined 50 years experience.

Company Profile

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

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

"The empowerment of
people through simplified
information management
technologies."

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that

empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

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

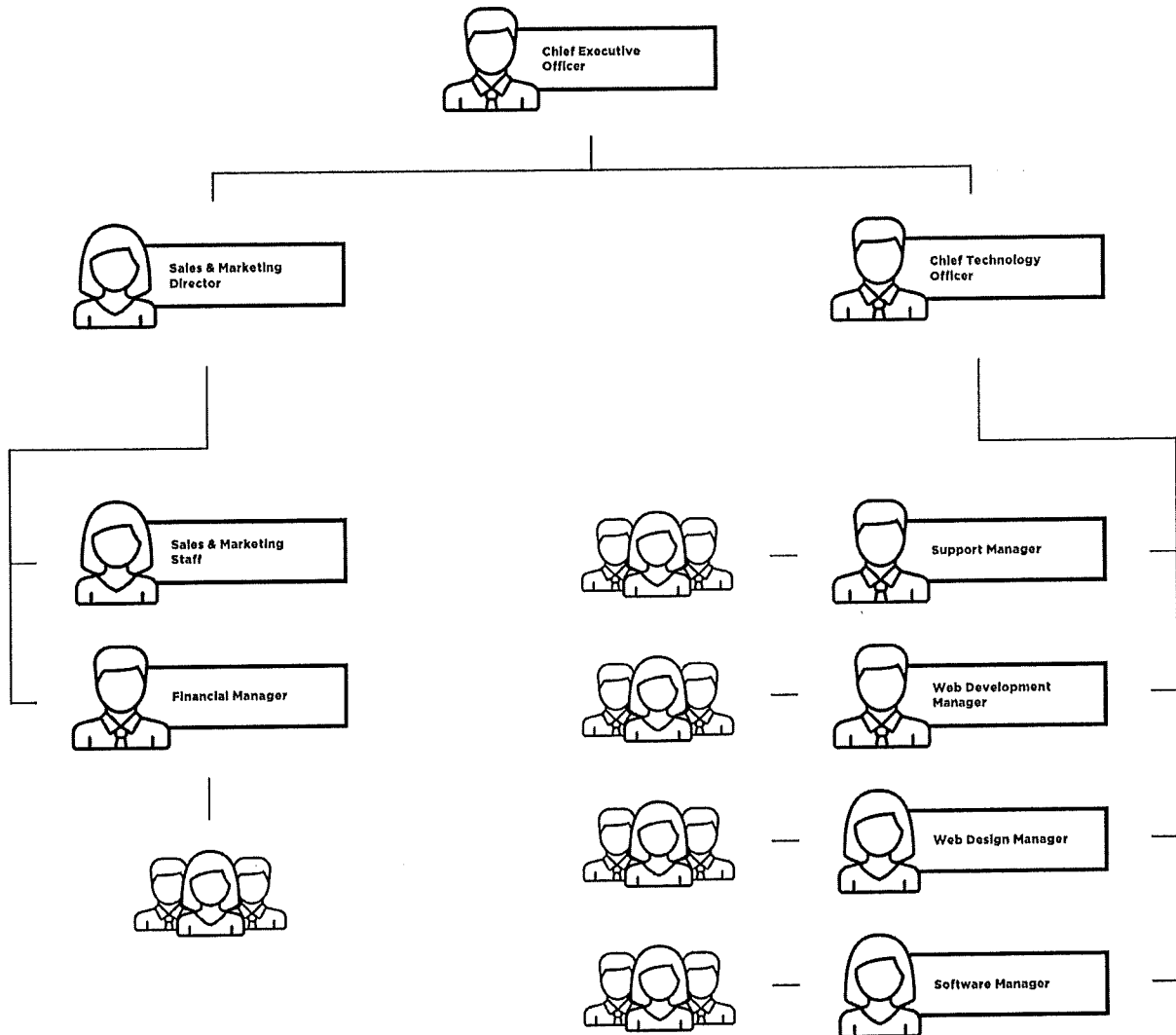


Revize

Did you know?

Revize websites have received over 100 web awards in the last 5 years alone making us #1 in awards received.

Revize Organization Chart



Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

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

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

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

"We Build Superior
Technology into Every
Website with CMS
Performance & Reliability
That's Second to None."

What sets Revize apart from other companies? Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable

website solutions in the industry today. By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

**"We Always Provide Knowledgeable,
Friendly and Responsive Service!"**

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

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

Top Ten Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
- On-time delivery
- Competitive pricing
- Responsible stewardship of the organization's stakeholders

- Full functionality to update and manage your website
- All the tools/apps needed to increase communications with citizens
- An easy CMS to train employees quickly
- Extended phone and email support
- Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you.
-
- 1,200+ satisfied government clients 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.

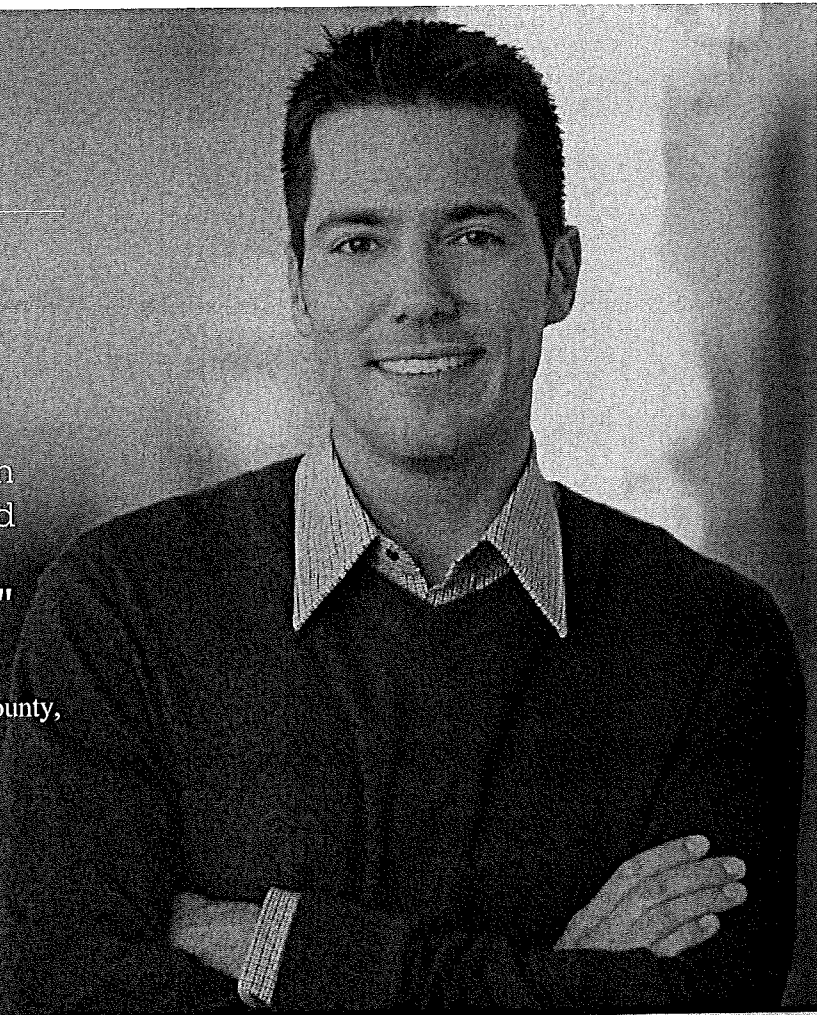
"The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website's progressive look captures the vibrant culture of our community.

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



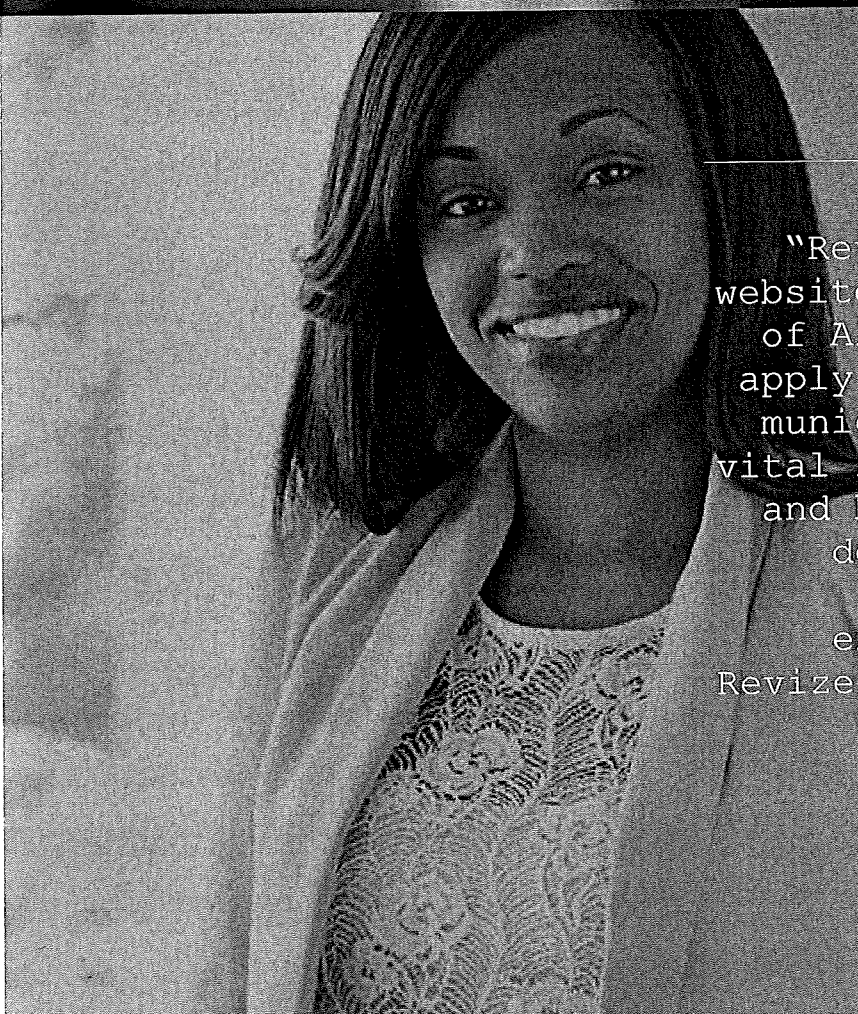
Did you know?

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

A black and white portrait of Karl Sparks, a man with short dark hair, wearing a dark sweater over a collared shirt. He is smiling and has his arms crossed.

"Revize did a great job building our website design. Not only did Revize capture the character of our Michigan county, but it has helped connect our citizens to their county government."

— Karl Sparks, County Administrator, Benzie County, MI

A black and white portrait of Sheryl Mitchell, a woman with long dark hair, wearing a light-colored blazer over a patterned top. She is smiling.

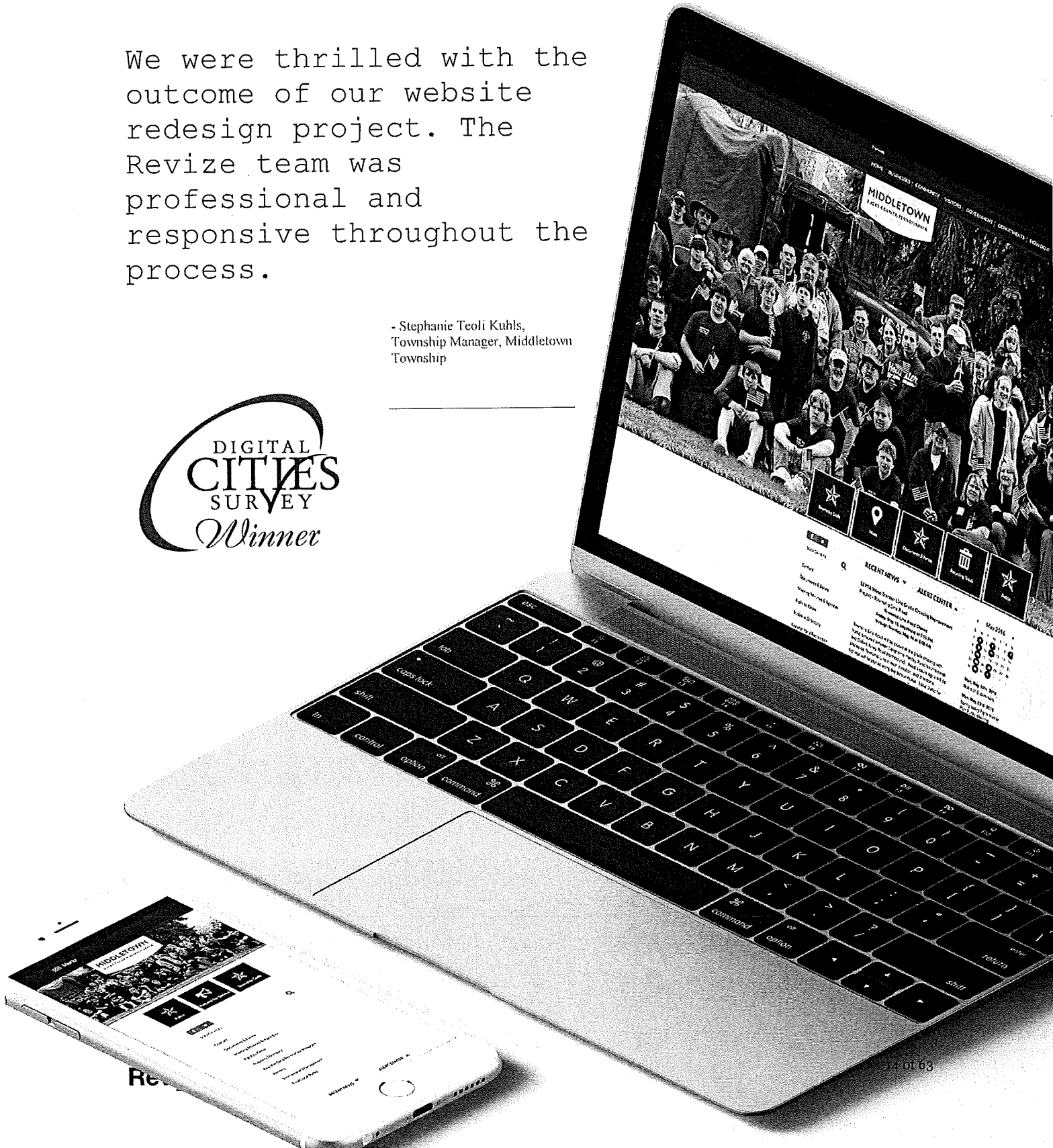
"Revize provided a dynamic website platform for the City of Albion. It allowed us to apply the best practices for municipalities in conveying vital information to citizens and businesses. Most of our department heads are not "tech savvy" but the exceptional training and Revize platform makes content management a breeze."

— Sheryl Mitchell, City Manager, Albion, MI

Awards & Accolades

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

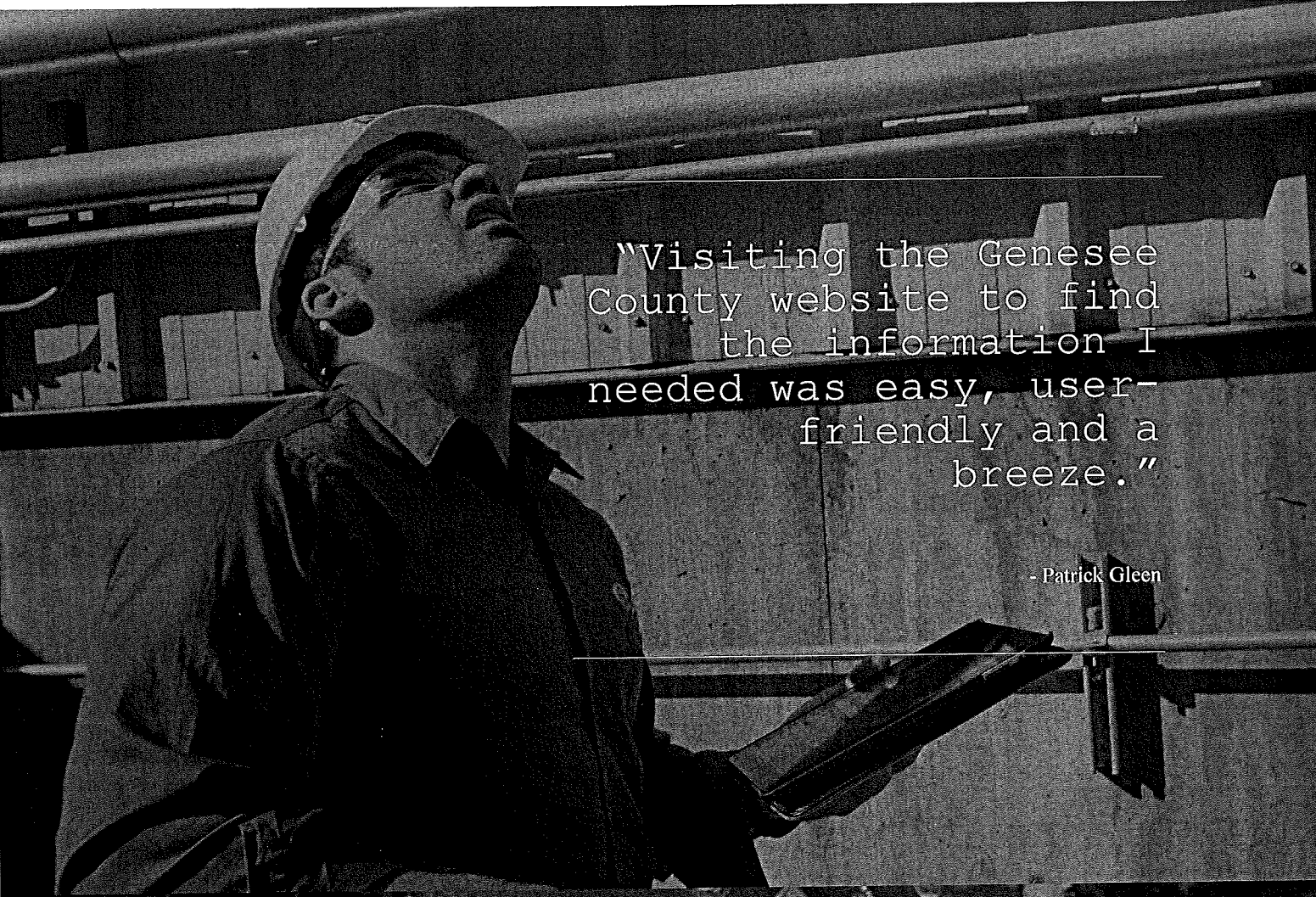
- Stephanie Teoli Kuhls,
Township Manager, Middletown
Township



Revize provided a dynamic website platform for Genesee County. It allowed us to apply the best practices for counties in conveying vital information to citizens and businesses.

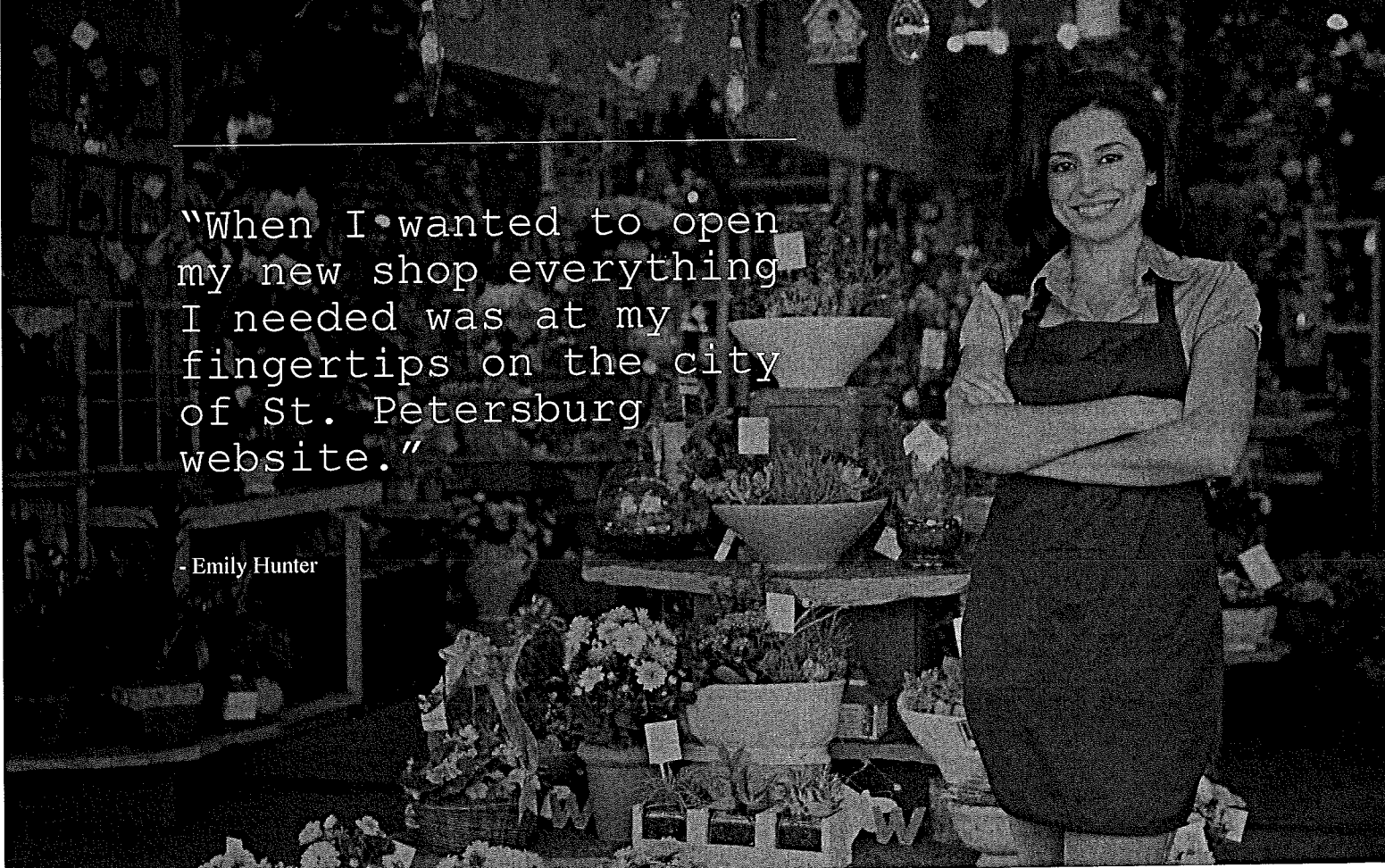
Jamal Powell – IT Systems Manager, Genesee County, Michigan





"Visiting the Genesee
County website to find
the information I
needed was easy, user-
friendly and a
breeze."

- Patrick Gleen



"When I wanted to open
my new shop everything
I needed was at my
fingertips on the city
of St. Petersburg
website."

- Emily Hunter

The Revize Solution

Project Planning and Setup

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

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

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

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

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

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

"We guarantee the best support in the industry that's 24/7 365 by the trained developers & technicians"



Did you know?

Revize has launched over municipal 1200 websites both small and large.

Revize Eight-Sets & Go Live

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?

Revize was the first to bring Responsive Modern Web Practices to the government industry.

Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

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

Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

The questionnaire addresses various issues such as:

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

Phase 2: Discovery & Design

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

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

Revize Design Principles

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

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

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

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

Revize Design Trends

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

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

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

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

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

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

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

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

Key Phase Objectives & Deliverables:

The following steps are followed while designing new sites

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

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

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



Did you know?

Revize is one of the fastest growing web design companies.

Wire Frame to Concept

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

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

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



Phase 3: Template Development, CMS Integration

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

Phase 4: CMS Modules Setup

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

Phase 5: Custom Functionality Development

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

Phase 6: Quality Assurance Testing

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

Phase 7: Content Development / Content Migration

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

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

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

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

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

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

Standard Training Agendas

Basic Administrator Training (How to)

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

Content Editor Training (How to)

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

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Training on use of specific Modules included, such as

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

- News Center
- Frequently Asked Questions
- Request Center
- Bid Posting Center
- Job Posting Application
- RSS
- And more....

Revize Maintenance Covers

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



Did you know?

Revize has launched over municipal 1000 websites both small and large.

Hosting Service

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

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

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

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

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

Final Phase: You Go Live!

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

Marketing & Ongoing Consultation

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

Search Engine Registration and Marketing

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

Security

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

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

Security Controls and Protocols

- 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

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 launched over 300 websites last year alone.

Maximum Response Times

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

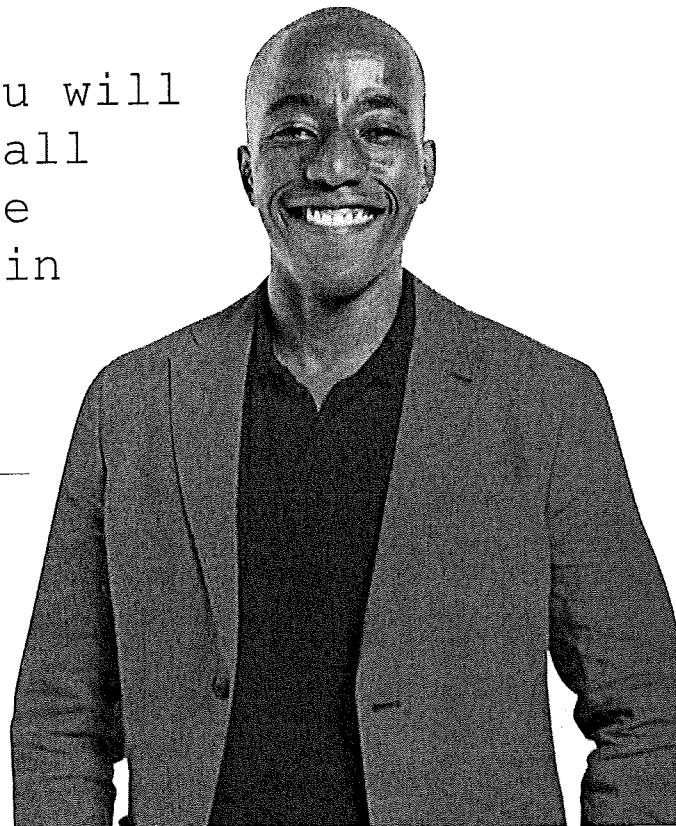
Revize Support

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

Software Maintenance

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

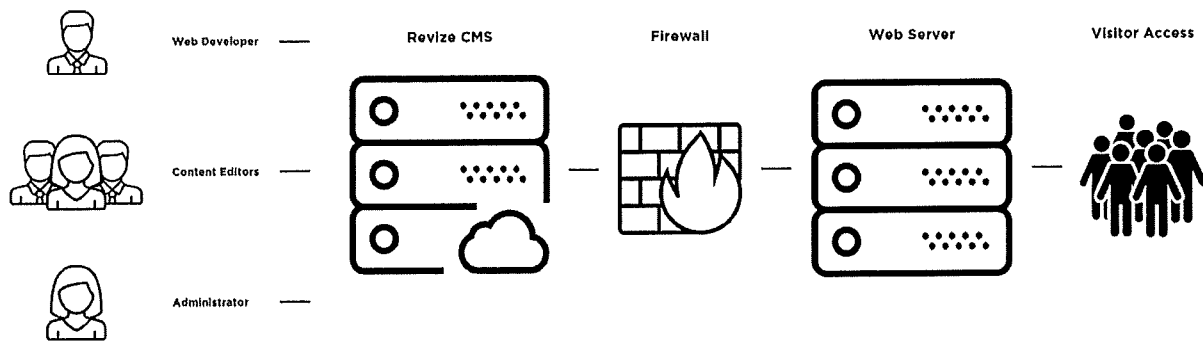
"As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge."



Revize Technology Architecture

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

Revize Intelligent Publishing WCM



"Security,
Performance,
Redundancy"



Revize Project Team

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

Thomas Jean

Government Subject Matter Expert/Proposal Manager

As a Government Subject Matter Expert, business development and account executive, Thomas has brought to Revize a very special skill set. Not only does he sell Revize products and services, he is also a genuine subject matter expert when it comes to the inner workings of government. As an elected Township Trustee in Genesee Township Michigan, 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 as an elected official, president of a non-profit organization, 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:** As a township trustee, I know the challenges that elected officials face and what is important to them. I very much enjoy helping them by showing them all of the advantages of modernizing a community's technology.
- **Education:** BA degree in Political Science from University of Michigan; studied under top government academics.
- **Expertise:** Business development, business management, government procedure, public affairs, community development.
- **Role on your website project:** Account and client management

Joseph J Nagrant

Business Development Director

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

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

Ray Akshaya

Technical Director

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

- **Philosophy:** "Work Hard, Help People and Live Honest."
- **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge
- **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps
- **Role on your website project:** Technical Director

Samir Alley

Creative Director

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

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

Tom Gooden

Website Developer / Graphic Designer, Illustrator

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

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

Denise Brazier

Project Manager/Trainer

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

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

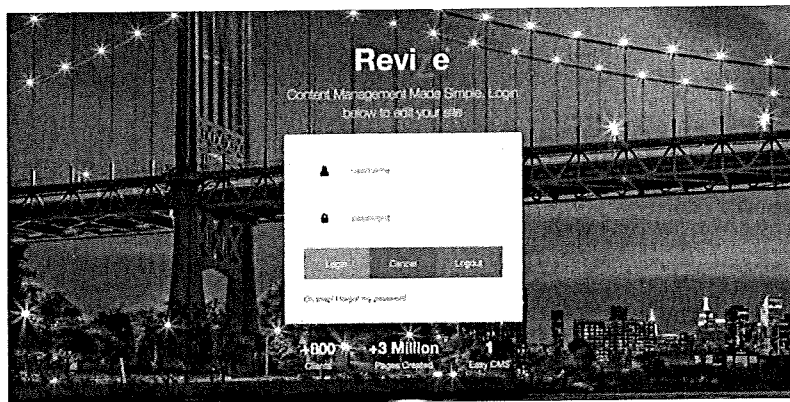
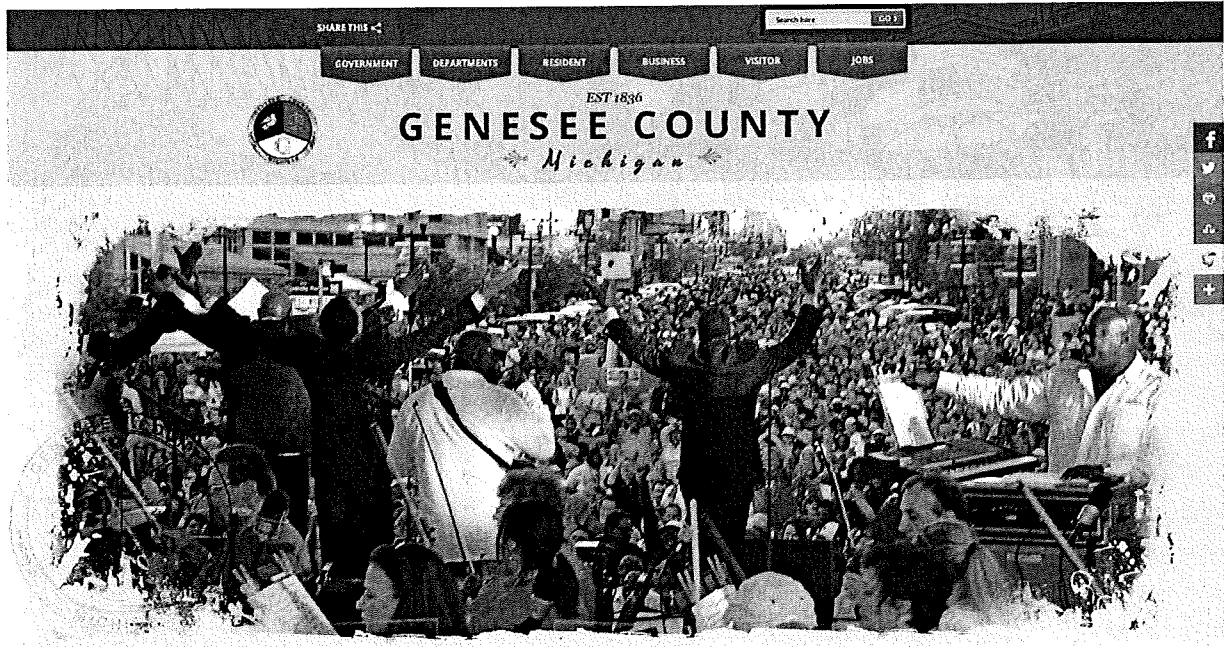


Did you know?

Revize has launched over municipal 1200 websites both small and large.

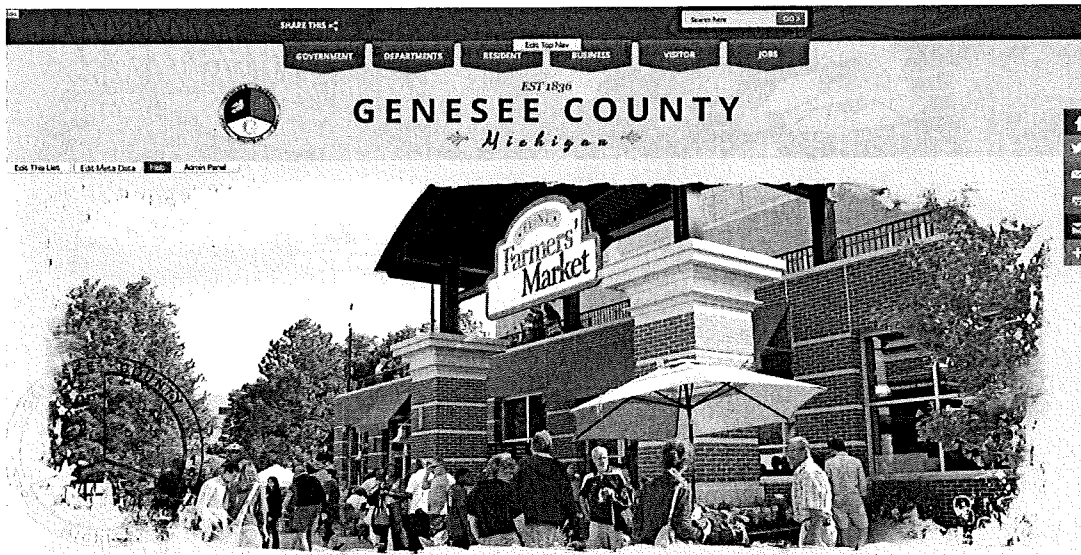
Revize Government CMS User Interface

1. Revize CMS User Interface Home Page



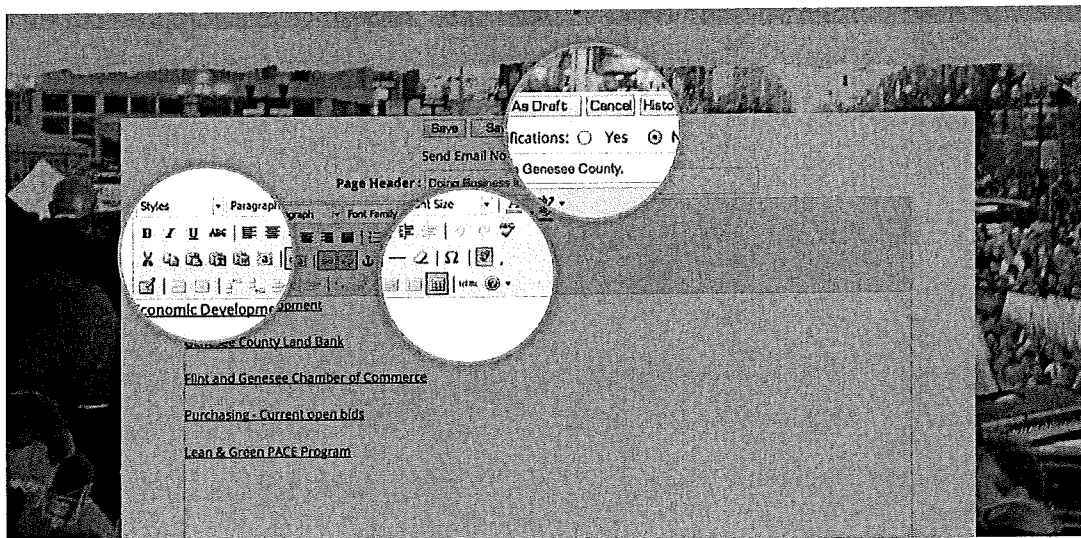
2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

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.

Government Account References

Client: City of Elko, NV

Shanell Owen, City Clerk

Phone: (775) 777-7126

Email: sowen@elkocitynv.gov

Website: www.ci.elko.nv.us

Client: City of Morristown, TN

Pavel Plasencia, IT Director

Office: (423) 585-1832

Email: pavel@mymorristown.com

Website: www.mymorristown.com

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: Riverton City, UT

Angie Trammel, Communications Manager

Phone: (801) 208-3189

Email: atrammell@rivertoncity.com

Website: www.rivertoncity.com

Client: Elko County, NV

Michele A. Petty, Executive Assistant

Office: (775) 738-5398

Email: mpetty@elkocountynv.net

Website: www.elkocountynv.net

Government Project Experience

City of North Las Vegas, NEVADA

www.cityofnorthlasvegas.com

Open Branding, Responsive Web Design

Details: North Las Vegas is a highly desirable and well-planned community that wanted a website to show off its character and increase resident communications. It has an intuitive layout that guides the web visitor to important information while delivering ease of use among the community.

Features: Events Calendar, Document Center, Alert Center, Changeable Rotating Photo Gallery, FAQ, eNotify, Print This Page, Email This Page, etc.



Elko City, NEVADA

www.elkocity.com

Responsive Web Design

Details: A heavy government informational city website design that allows to you get to anywhere in the website within 2-3 clicks from the home page! As well as feel like you are part of the community right from the home page. Social media sharing from each page!

Features: How Do I section, Event Calendar, Document Center, Quick Links, Citizen Request Center, Advanced Photo Gallery, Language Translator, Community Alerts and Social Media Center



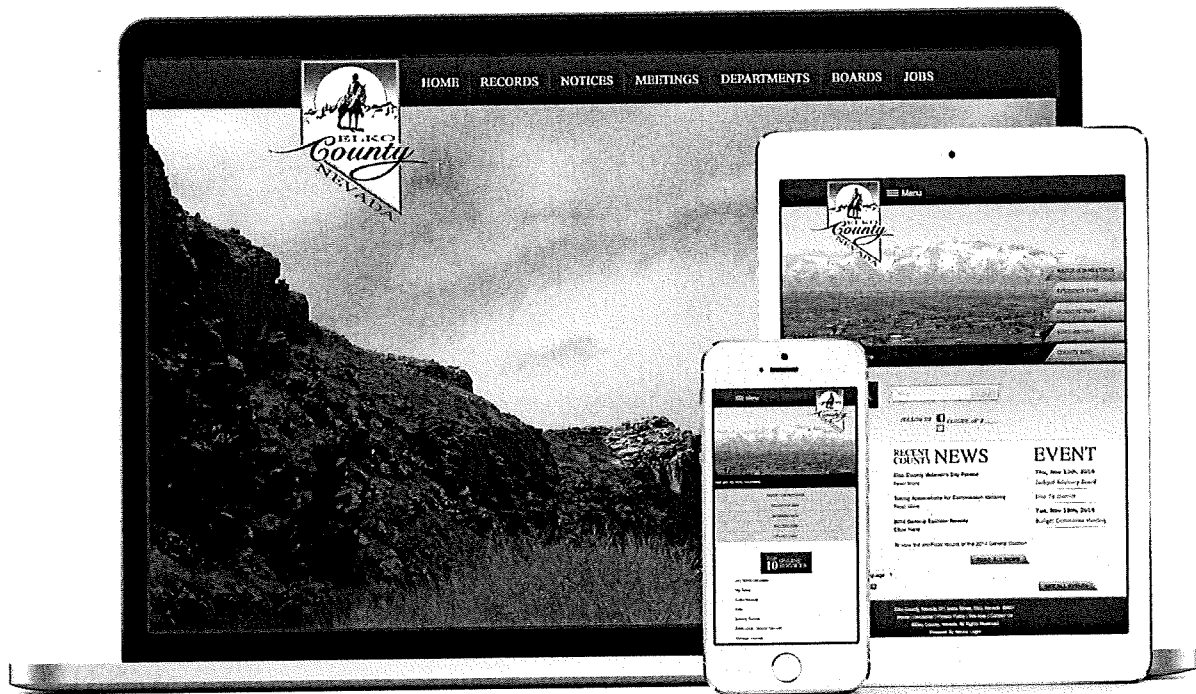
Elko County, NEVADA

www.elkocountynv.net

Responsive Web Design

Details: The Elko County design masters bringing together the beauty of the county with a straight forward connection to everyday resident information. The website not only functions as a community engagement center but has quick links to the county's top 10 online services.

Features: Event Calendar, Latest News, Document Center, Community Alerts, Staff Directory, Bid Posting, Job Posting and Quick Links.



Wylie, TEXAS

www.wylietexas.gov

Responsive Web Design – TAMIO Award Winning Website

Details: City website designed to make you feel like you are in this charming community. The website not only functions as a community engagement center but has special SEO attraction for tourism interests with easy navigation! The website makes you feel like you want to go there! As well as feel like you are part of the community right from the home page

Features: Mega Menu, Members Center, Event Calendar, Document Center, Quick Links and Online Bill Payment



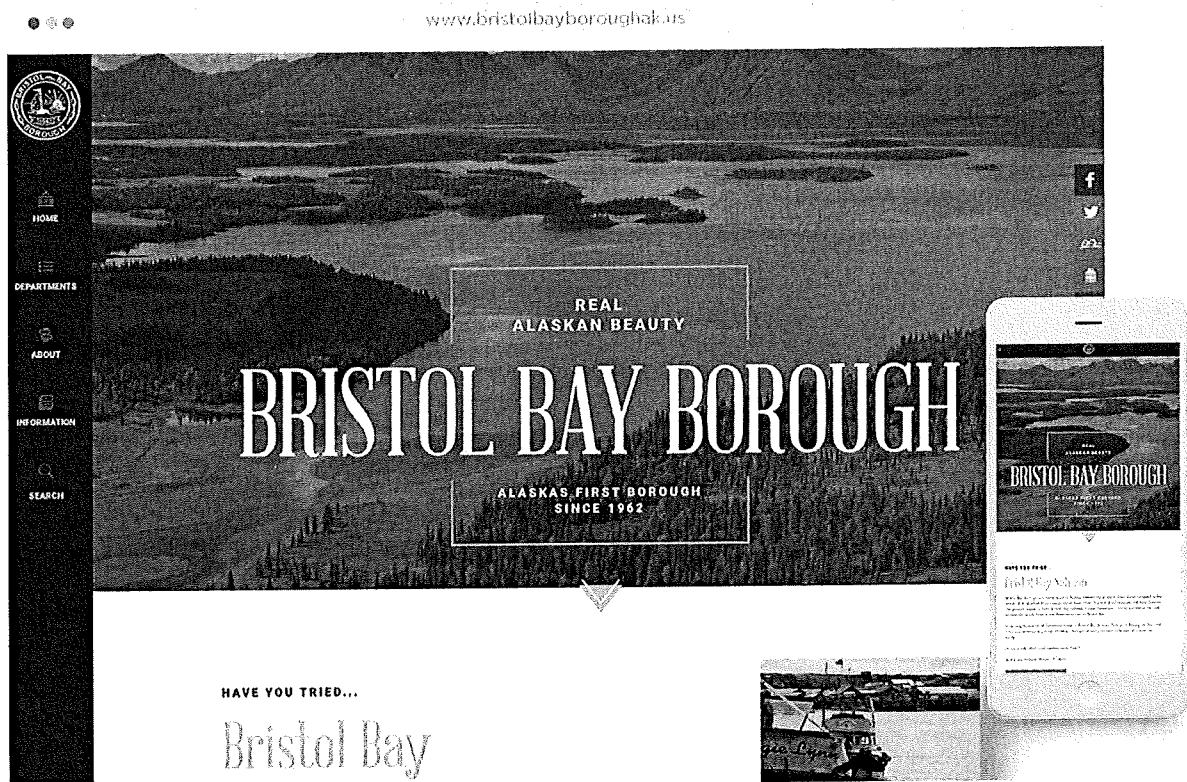
Bristol Bay, ALASKA

www.bristolbayboroughak.us

Open Branding Responsive Web Design

Details: Municipal website design to reflect the beauty of the area within seconds. Features a panoramic photo slider along with a next generation side navigation. Also, features beautifully incorporated mega menus. This is not your average government website!

Features: Members Center, Event Calendar, Document Center and Online Bill Payment



Revize Quote

Phase 1: Project Planning and Analysis, SOW	\$750
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page template and inner page design and layout, includes Responsive Web Design for great viewing on any size handheld internet viewing device complete with pictures and no need to zoom in on the text!	\$1,995
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	\$1,500
Phase 5: QA Testing	\$800
Phase 6: Site map development/content development for all the top tier department home pages and content migration from old website into new website including spell checking and style corrections – up to 229 webpages and 561 documents (approximate number on your website today)	\$2,187
Phase 7: Content editing and site administration training (one day session via web conference)	\$500
Phase 8: Go live!	\$300
Annual tech support, CMS software updates (4 users), and website health checks, website hosting, Documents on Demand Included (20 GB storage space):	\$2,800
Grand Total (1st year) Second year and onward investment	\$10,832 \$2,800/year

Revize provides a free website redesign after four years of service, if the client chooses to sign a locked-in rate contract for five years. This includes a lifetime warranty.

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

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

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

Citizen's Communication Center Apps

- Notification Center with Text/Email Alerts
- Document Center –Documents on Demand
- Email Notify Center
- FAQs
- News Center with Facebook/Twitter Integration
- "Share This" Social Media Flyout App
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar - Unlimited
- Sliding Feature Bar
- Language Translator

Citizen's Engagement CENTER Apps

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

Staff Productivity Apps

- Image Manager
- iCal Integration

- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- 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
- Workflows by Department

Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD) –Latest Government Design Trend to accommodate better viewing of text and graphics for any size screen, i.e smart phones, tablets, iPads, iPhones, Windows and Android devices

Revize Support Includes

- 8 AM – 8PM EST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
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- Quarterly Newsletters on major feature updates
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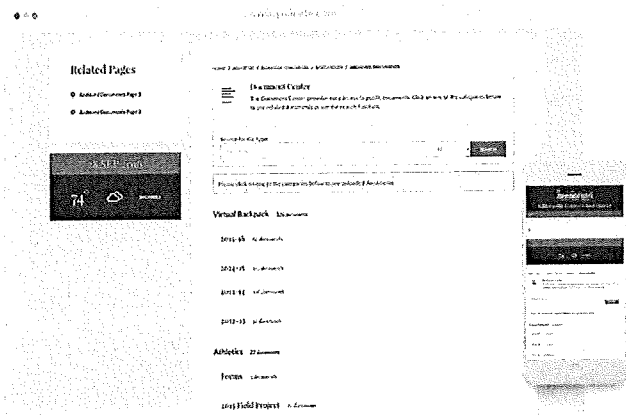
Did you know?

Revize Support is second to none among all government design companies.

Citizen's Communication Center Apps

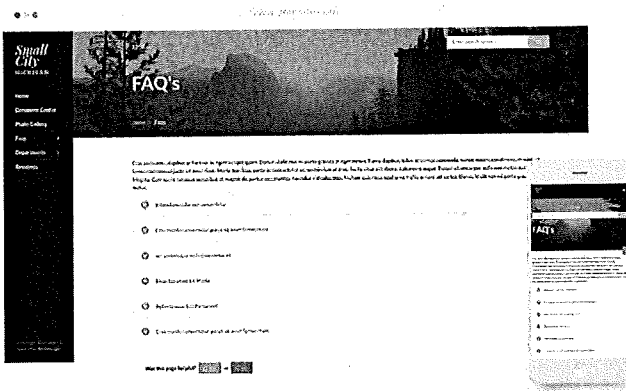
DOCUMENT CENTER APP

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



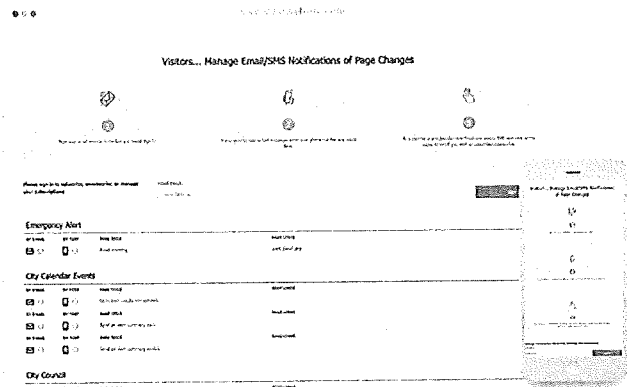
FAQ

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



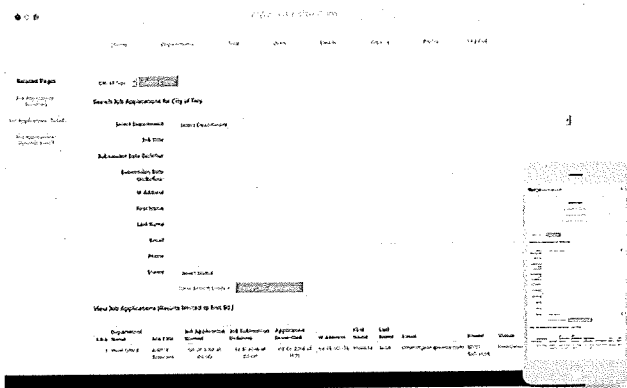
E-NOTIFY

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



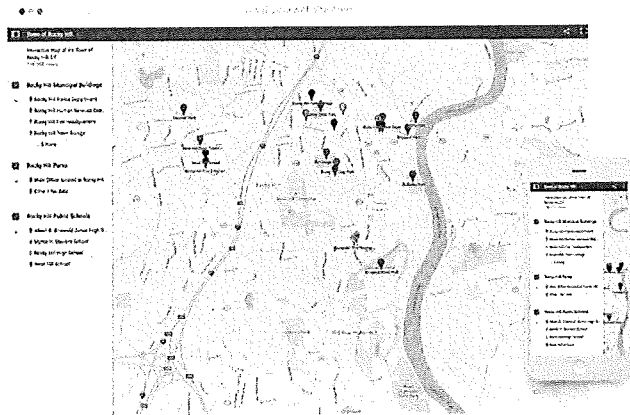
JOB POSTING

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



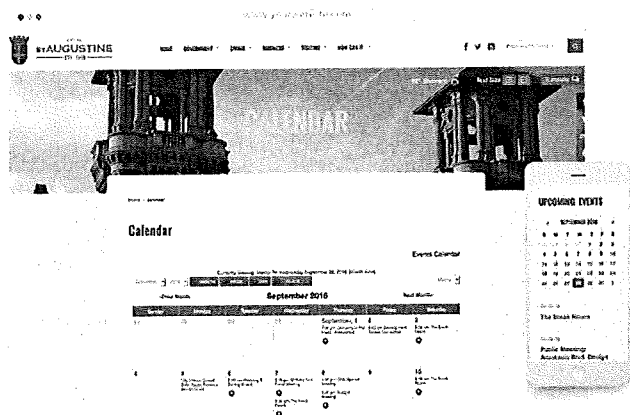
INTERACTIVE MAP

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



CALENDAR APP

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



NOTIFICATION CENTER

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

BID POSTING

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

BUSINESS DIRECTORY

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

NEWS CENTER WITH FACEBOOK INTEGRATION

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

ONLINE FORMS

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

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.

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.

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.

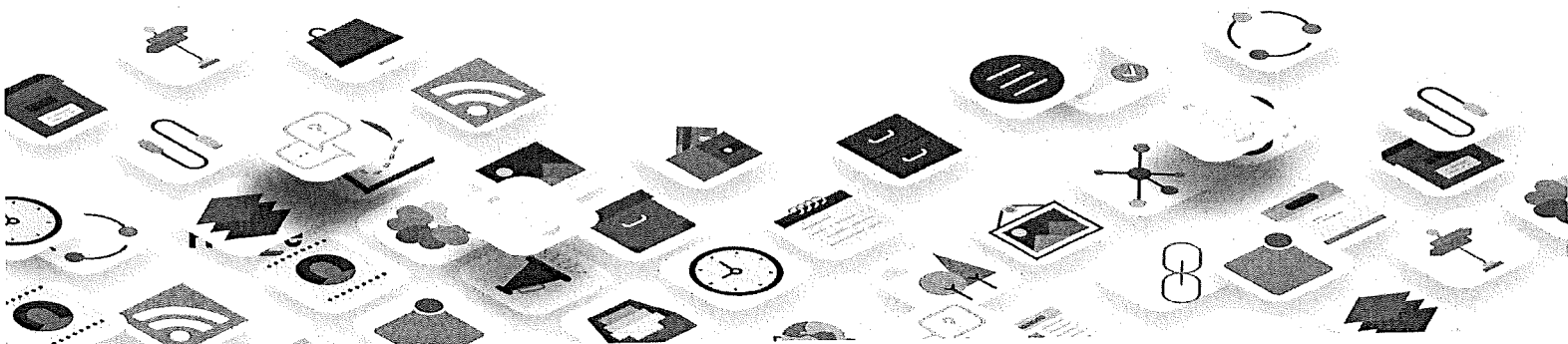
Revize integrates the Google Translator into your website templates and translates from English to over 40 other international languages. Provides users a large visual display at the top of the web page to choose any language to convert the text into.

Citizens will be able to create a service request to alert officials of things such as traffic light outage, flooding, potholes and more. Allows governments to easily track issues reported by citizens and provide resolution information and updates.

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.

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.

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



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

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

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

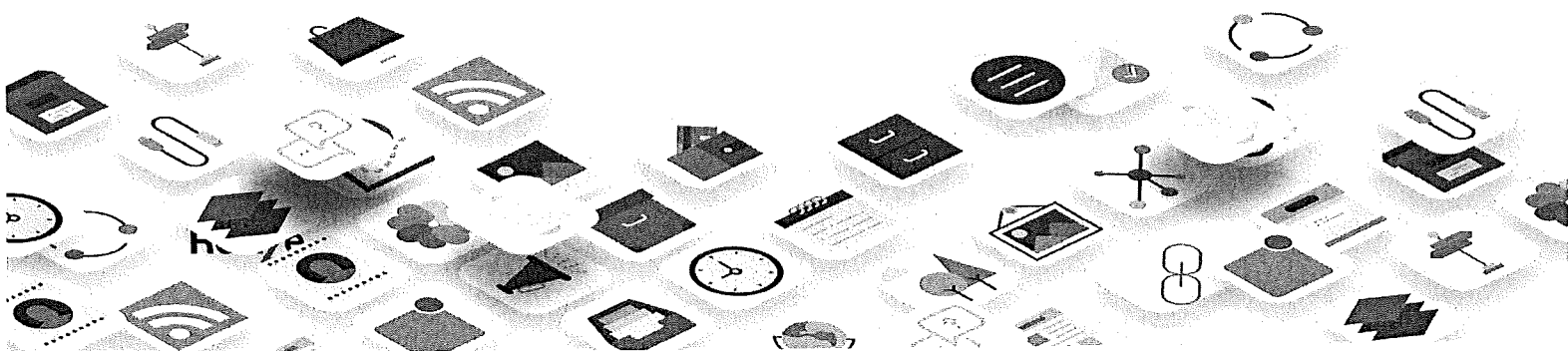
Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.

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.

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.

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.

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.



AUDIT TRAIL

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

AUTO SITEMAP TOOL

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

HISTORY LOG

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

ROLES/PERMISSION SETUP

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

SECURE SITE GATEWAY

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

WEBSITE STATISTICS

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

WORKFLOWS BY DEPARTMENT

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

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



Did you know?

Revize introduce responsive web design to the government industry

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RESPONSIVE WEB DESIGN

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For Considering Revize

Prepared by Dylan Johnston
1890 Crooks Rd, Troy, MI 48084
Ph: 248-269-9263 x23 Fax: 866-346-8880
www.revize.com

Agenda Item

8. Public Comment maybe taken prior to any Action Being Taken by the Council:

Review, discussion and possible approval of a grant from Pool/Pact to reimburse the City of Carlin to install four (4) Automatic ADA Doors at the Carlin Senior Center, in the amount of \$ 13,754.22 representing 75% of the grant from Pool/Pact and the remainder of the cost will be donated to the City of Carlin from the Senior Center Participants Board in the amount of \$ 4,584.74, \$ 2,000.00 of which may come from the Next Dollar Foundation and all matters related thereto.

(Possible Action Item)

Issue & Information

The Senior Center Participants Board has graciously offered to assist the City with additional funding for this project.

Action & Options

I will make a motion to approve or not approve discussion and possible approval of a grant from Pool/Pact to reimburse the City of Carlin to install four (4) Automatic ADA Doors at the Carlin Senior Center, in the amount of \$ 13,754.22 representing 75% of the grant from Pool/Pact and the remainder of the cost will be donated to the City of Carlin from the Senior Center Participants Board in the amount of \$ 4,584.74, \$ 2,000.00 of which may come from the Next Dollar Foundation, and all matters related thereto



City Council Agenda Request

City of Carlin

PO BOX 787

Carlin, NV 89822

Phone: 775-754-6354 Fax: 775-754-6912

Applicant/Responsible Party: Carlin Senior Center / Ella Trujillo

Address: P.O. Box 123 320 Chestnut Carlin NV

Email: etrujillo@cityofcarlin.com Telephone: 754-6465

Date of the Event (If Applicable): N/A

Location (If Applicable): Senior Center

Date of desired Council Meeting for consideration: 2/28/18 or earliest meeting
(Council meetings are usually held the 2nd and the 4th Wednesdays of the Month, unless otherwise scheduled.)

*Agenda request items **MUST** be submitted at least a minimum of TWO (2) weeks prior to the desired Council Meeting and may be placed on a subsequent future meeting agenda.

Agenda Item/Issue/Event: Approval of Pool/Pact Risk Management Grant and how to pay with future reimbursement.

Please answer the following so that the agenda accurately reflects the issue or concern you are bringing to the City Council:

1. Does your item require Action (vote) by the Council or is it informational only? Action needed

2. Do you anticipate any financial or budgetary impact to the City from your agenda item? (If so, please explain and provide documentation of the impact) Yes, we pay for work and then get reimbursed.

3. Have you addressed your issue operationally through one of the City Departments? If so, have you made contact with the appropriate Department Head or City Manager? Yes

4. Does your issue require Planning Commission action before going to the City Council? (If unsure, please check with the City Clerk's Office or City Manager) NO

5. Have you provided copies of all materials, documents, maps, diagrams, etc. with this item for the Council to consider? (Submit to City Manager to be included in the Council's Agenda Packet) yes

*Other Comments/Notes regarding this item that might be of assistance to the Council in considering your item: _____

Office Use only

Received: This _____ day of _____, 20____. Receiving Officer: _____

djones@cityofcarlin.com

From: Zaria Hanses <zariahanses@poolpact.com>
Sent: Monday, January 29, 2018 3:19 PM
To: etrujillo@cityofcarlin.com; djones@cityofcarlin.com; llawson@cityofcarlin.com
Cc: Mike Rebaleati; Marshall Smith
Subject: Risk Management Grant #0025-RM-2017

Hi Ella,

Grant Number: 0025-RM-2017

Your application for City of Carlin, Senior Center submitted on December 11, 2017 has been reviewed and approved by the POOL/PACT Loss Control Committee in the amount of \$13,754.22. This represents 75% of the total amount requested. When all costs and expenditures have been paid, please submit a request for Grant Payment within 30 days, along with all invoices and receipts. Funding of the grant will be remitted to City of Carlin, attention LaDawn Lawson.

Thank you,

Zaria

Zaria Hanses
Administrative Assistant/
Grant Administrator
NPAIP/PACT
775-885-7475
201 S. Roop Street, Ste. 102
Carson City, NV 89701

Agenda Item

9. **Public Comment maybe taken prior to any Action Being Taken by the Council:**

Review, discussion and possible approval of the minutes from 2/5/2018, and all related matters.

(Possible Action Item)

Issue & Information

The minutes are in your packet.

February 5, 2018	Present	Mayor	Dana Holbrook
	Present	Vice Mayor	Lincoln Litchfield
	Present	Councilperson	Pam Griswold
	Present	Councilperson	Margaret Johnston
	Present	Councilperson	Sabra Esparza

Action & Options

I will make a motion to approve or not approve the City Council Meeting Minutes **changes noted if any** for February 5, 2018, and all related matters.

**CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
SPECIAL MEETING
CARLIN MUNICIPAL COURT ROOM
101 SOUTH EIGHTH STREET
CARLIN, NEVADA**

**February 5, 2018
7:00 P.M.**

Call to Order and Roll Call

Mayor Dana Holbrook called the meeting of the Carlin City Council to order at 7:00 p.m.

Council Members Present:

Mayor Dana Holbrook
Vice Mayor Lincoln Litchfield
Councilperson Margaret Johnston
Councilperson Pam Griswold
Councilperson Sabra Esparza

Council Members Absent:

None

Staff: David Jones, City Manager
LaDawn Lawson, City Clerk
Linda Bingaman, Fire Department Chief
Roger L. Curry, Fire Department Chief
Keegan Baty, Police Officer
Floyd Davey, Police Officer
Dennis Fobes, Carlin Police Chief
Lyndsie Whigham, Public Works Department

Public:

Bill Bender
Gayle Zomar
Delinda Chase
Robert Rakestraw
Patricia L. Whitlock
Rachel Wright
Gary L. Wright
Donnetta Skinner
Eole Pacini
Fred Montes de Oca
Andrea Andrews

Kayla Kinney
Sara Anthony
Brent Jacobson
Ellen Meshefski
Beth Brown
Lonny Brown
Shaunna Buster
Danny Harris
Al Leavitt
Sam Khoury
Jared Mitchell
Marie Cutler
Charlie Kendrick
Karla M. Jones
Cameron Kinney

Pledge of Allegiance

- 1. Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item. (Non-Action Item).**

There was no public comment.

- 2. Public Comment may be taken prior to any discussion Being Taken by the Council: Review, discussion and possible approval to enter into a Development Agreement and/or approve a Draft Development Agreement with Khoury, and their/its related entities and/or Associated Foods relating to APN# 002-020-010 and/or APN# 002-020-011 pursuant to NRS 278 and/or Carlin City Code 3-15-1 through 3-15-5 for construction and/or operation of a grocery store located in Carlin, Nevada, wherein the City, among other things, may offer the developer an economic incentive of the sum not to exceed \$50,000.00 USD over 5 years, subject to revisions by the City Council and direction to Staff regarding the same and all related matters thereto. (Possible Action Item).**
 - a. Mayor Dana Holbrook stated the City has determined that it is in the City's best interest and the public's best interest to enter into this agreement and to provide an incentive to the owner of Khourys' Market. After the store is built and opened up the City would pay \$10,000 a year for the next five years. Mayor Holbrook stated he feels that Khourys' is willing to come in and invest in Carlin and the City should be willing to

- invest in Carlin also.
- b. Jared Mitchell stated he appreciates them taking time to speak to discuss this matter. Jared Mitchell stated he works for Associated Foods and Khourys' orders most of their food through them. Jared Mitchell says they help their members with development of new stores. Jared Mitchell stated they initially hoped to begin the project last July but when they received the construction bids they felt the costs were exceptionally high and the availability of contractors at the time was low so they postponed the project. Jared Mitchell stated they went back to bid in January and costs did not change but availability of contractors increased. Jared Mitchell stated with the high costs of construction they have had to reduce costs to proceed with the development. Jared Mitchell stated the project is currently 40% over budget but Khourys' is very interested in coming to Carlin and their business is dedicated to the people they employ and the communities they serve. Jared Mitchell stated they are very grateful for any assistance the City can provide.
 - c. Lonny Brown asked if there are any other initiatives that Khourys' has approached them about or if money is the only thing they can help with.
 - d. Mayor Holbrook stated they considered other options but they feel this is the best way to assist in the development of the store.
 - e. Councilperson Margaret Johnston asked if they have a tentative timeline.
 - f. Jared Mitchell stated they hope to begin construction in mid-March and they already have the permits in place. Jared Mitchell stated it will take about 6 months to build the store.
 - g. Al Leavitt with Associated Foods stated he has the store on the schedule for merchandizing for September.
 - h. Delinda Chase asked if the store would have a pharmacy.
 - i. Sam Khoury stated they are trying but it is difficult.
 - j. Lonny Brown asked about the drainage issues at the proposed location.
 - k. Jared Mitchell stated they will have to capture all of their drainage water on sight and they will have a drainage pond on site.
 - l. Gayle Zomar asked if they will have a bank.
 - m. Sam Khoury stated they are working on it.
 - n. Jared Mitchell stated it will be a full grocery store with a deli and will be 16,500 square feet.
 - o. Delinda Chase asked if it would have a butcher block. Sam Khoury said it would have a meat department and there will be 6 to 10 local employees.

Vice Mayor Lincoln Litchfield made a motion to approve entering into a Development with Khoury Leasing, LLC, relating to APN# 002-020-010 and APN# 002-020-011 pursuant to NRS 278 and Carlin City Code 3-15-1 through 3-15-5, for construction and operation of a grocery store located in Carlin, Nevada, wherein the City, will offer the developer an economic incentive of the sum of \$10,000.00 dollars a year for a period of five years, totaling \$50,000.00. Councilperson Margaret Johnston seconded the motion. The motion passed.

- 3. Public Comment may be taken prior to any Discussion Being Taken by the Council: Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item. (Non - Action Item).**

There were no comments by the General Public.

- 4. Adjournment. (Possible Action Item)**

Vice Mayor Lincoln Litchfield moved to adjourn. Councilperson Sabra Esparza seconded the motion. The motion passed. The meeting was adjourned at 7:19 p.m.

Approved:

Attest:

Mayor Dana Holbrook

City Clerk LaDawn Lawson

Agenda Item

10. **Public Comment maybe taken prior to any Action Being Taken by the Council:**

Review, discussion and possible approval of the minutes from 2/14/2018, and all related matters.

(Possible Action Item)

Issue & Information

The minutes are in your packet.

February 14, 2018	Present	Mayor	Dana Holbrook
	Present	Vice Mayor	Lincoln Litchfield
	Absent	Councilperson	Pam Griswold
	Present	Councilperson	Margaret Johnston
	Present	Councilperson	Sabra Esparza

Action & Options

I will make a motion to approve or not approve the City Council Meeting Minutes **changes noted if any** for February 14, 2018, and all related matters.

**CARLIN CITY COUNCIL
CITY OF CARLIN, STATE OF NEVADA
REGULAR MEETING
CARLIN MUNICIPAL COURT ROOM
101 SOUTH EIGHTH STREET
CARLIN, NEVADA**

**February 14, 2018
7:00 P.M.**

Call to Order and Roll Call

Mayor Dana Holbrook called the meeting of the Carlin City Council to order at 7:00 p.m.

Council Members Present:

Mayor Dana Holbrook
Vice Mayor Lincoln Litchfield
Councilperson Margaret Johnston
Councilperson Sabra Esparza

Council Members Absent:

Councilperson Pam Griswold

Staff: David Jones, City Manager
LaDawn Lawson, City Clerk
Floyd Davey, Police Officer
Carlos Esparza, Director of Public Works
Lyndsie Whigham, Public Works Department

Public:

Armed Martin, Elko Sanitation
Laura L. Oslund, PACE Coalition
Karla M. Jones
Cameron Kinney
Lonny Brown
Bob DeMars, GRMX
Chris P. Wooster, Farr West Engineering
Logan Whigham
Amy Mealey
Thomas J. Burney
Fred Montes de Oca

Pledge of Allegiance

- 1. Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item. (Non-Action Item).**
 - a. Laura Oslund with PACE Coalition stated she participated in the STEM Festival at the school, which it was a fantastic event, and they are already planning for next year. Laura Oslund further stated they have started planning for the Clean up Green up Take Ride event for Elko County and she has volunteer applications for people to take. Laura Oslund stated if Carlin would like to put together a group then they should fill out an application so they can get supplies and support. Laura Oslund stated the event would be on April 28th.
- 2. City Council Members Reports (Non-Action Item):**
 - a. Councilperson Sabra Esparza stated she attended the Parks and Recreation meeting and they reviewed the Christmas event and feel it was the best yet. Councilperson Sabra Esparza further stated they discussed the 4th of July celebration including the 150th Birthday Celebration and the Car Show.
- 3. Staff Reports (Non-Action Item):**

No reports.
- 4. Department Reports (Non-Action Item):**

No Reports.
- 5. Board Reports (Non-Action Item):**

No Reports.
- 6. Public Comment may be taken prior to any discussion Being Taken by the Council: Review, discussion and possible approval to renew the Contract with Elko Sanitation for trash collection service, for the City of Carlin, for a term of 5 years and all related matters. (Possible Action Item).**
 - a. City Manager David Jones stated joining the meeting was Jared Martin of Elko Sanitation.
 - b. Vice Mayor Lincoln Litchfield stated they did not have page 1 in their packet. City Manager David Jones stated he did not know why it was

- missing as he just pulled it out of the file. Karla M. Jones stated it says in the document that it starts at Section 2.
- c. Jared Martin of Elko Sanitation stated the contract is coming up in October but with summer events and fall budget time they are just trying to get a jump on the renewals. Jared Martin stated they want to renew the contract but they have not had a price increase since November 1, 2015 and they will need to do one either now or in the near future.
 - d. Vice Mayor Lincoln Litchfield stated he would prefer that the price increase be spelled out in the renewal contract.
 - e. Jared Martin stated it will probably be a 4% increase which for a typical resident would be 40 cents for a month.
 - f. Mayor Dana Holbrook stated he would also like the increase be in writing before they renew the contract.
 - g. Jared Martin stated he will do that.
 - h. Mayor Holbrook stated everyone he has talked to is happy with the service Elko Sanitation provides.
 - i. Thomas Burney stated he had an issue and Jared Martin responded right away but the issue still hasn't been resolved. Thomas Burney stated they should take into account that Jared Martin has refused to deal with the issue.
 - j. Jared Martin stated he does not believe there is an issue and he has resolved everything he can on his side.

Vice Mayor Lincoln Litchfield made a motion to table the matter. Councilperson Margaret Johnston seconded the motion. The motion passed.

7. Public Comment may be taken prior to any Discussion Being Taken by the Council: Review, discussion, and possible approval to reappoint Lauren Landa of Goicoechea, DiGrazia, Coyle & Stanton, Ltd. as City Attorney for the City of Carlin and authorization of attorneys in said firm to act as deputy city attorneys and all related matters thereto. (Possible Action Item).

- a. Mayor Dana Holbrook stated he has visited them several times and they have always been helpful.
- b. MaDawn Lawson stated Lauren Landa has signed her confidentiality waiver.
- c. Vice Mayor Lincoln Litchfield stated he feels the same as the Mayor and that every time he has gone to see the attorneys they have always been readily available.
- d. Thomas Burney stated the last time he shared the room with Lauren he read out a letter from Lauren's predecessor that he was going to get back to him and he never did. Thomas Burney stated he thinks the Council needs to refocus on what they consider is doing the people's business.
- e. Councilperson Sabra Esparza stated she wonders sometimes about the turn round when things go to the lawyers. Councilperson Esparza stated she feels that things take a long time.
- f. Mayor Dana Holbrook stated it was brought to his attention that things

were taking a long time and he visited with the attorneys about this problem. Mayor Holbrook stated he found there was a communication issue and they need to do a better job at prioritizing their requests when they turn them in. Mayor Holbrook feels this will resolve the issue.

Vice Mayor Lincoln Litchfield moved to reappoint Lauren Landa, of Goicoechea, DiGrazia, Coyle & Stanton, Ltd. as City Attorney for the City of Carlin and authorization of attorneys in said firm to act as deputy city attorneys and all related matters thereto. Councilperson Margaret Johnston seconded the motion. The motion passed.

- 8. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of a recommendation to reappoint Chris Woster, of Farr West Engineering, Inc. as City Engineers for the City of Carlin and authorization of engineers in said firm to act as deputy city engineers and all related matters thereto. (Possible Action Item).**
- a. Mayor Dana Holbrook asked David Jones if he believes the quality of service has been acceptable.
 - b. David Jones stated he has no qualms whatsoever.
 - c. Vice Mayor Lincoln Litchfield stated he has dealt with Chris on a couple occasions and has always been very pleased.

Vice Mayor Lincoln Litchfield made a motion to reappoint Chris Woster, of Farr West Engineering, Inc., as City Engineers for the City of Carlin and authorization of engineers in said firm to act as deputy city engineers and all related matters thereto. Councilperson Sabra Esparza seconded the motion. The motion passed.

- 9. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion and possible approval to qualify Gold Rush Motor Cross Park as a Special Recreational Event pursuant to Resolution 2017 – 03 a Resolution Establishing a Fee Schedule for Temporary Water Use Pursuant to Carlin City Code 9-4-28(G) and possible approval of temporary water use permit related thereto and all related matters related thereto. (Possible Action Item).**
- a. Bob DeMars stated the resolution was made last year for special events such as themselves and is asking for a permit for the new year as he did last year. Bob DeMars stated the season would be from March 1st to August 31st. Bob DeMars stated under the resolution it was \$32.22 for the first 29,000 gallons of water and then \$.05 a gallon he thinks. Bob DeMars wanted whatever he had last year because it worked great. Bob DeMars stated they have one major event the weekend of April 14th and 15th and it will require a lot of preparation.
 - b. Vice Mayor Lincoln Litchfield asked if he would have any events after August 31st. Bob DeMars stated they will not because they just don't have the attendance with school and hunting season.

Vice Mayor Lincoln Litchfield made a motion to qualify Gold Rush Motor Cross Park as a Special Recreational Event pursuant to Resolution 2017 – 03 a Resolution Establishing a Fee Schedule for Temporary Water Use Pursuant to Carlin City Code 9-4-28(G) and to approve a temporary water use permit for the water to be picked up at the Equestrian Center through a meter from March 1, 2018 to August 31, 2018, and all related matters related thereto. Councilperson Margaret Johnston seconded the motion. The motion passed.

10. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of a procedure to evaluate the Appointed Officials for the City of Carlin by the City Council and all matters related thereto. (Possible Action Item).

- a. Mayor Dana Holbrook stated that when they do an evaluation for the City Manager they have a procedure but for the other appointed managers and department heads they do not have a procedure. Mayor Dana Holbrook stated there are several different ways they could do it. Mayor Holbrook stated the city manager could do the evaluations, the city council could do the evaluations, they could do it as they do the City Manager, or the Department liaison could do it in conjunction with the City Manager. Mayor Holbrook stated his preference is to have the liaison and City Manager do the evaluation.
- b. City Manager David Jones stated he just found a resolution that addresses this issue and it sets forth the evaluation procedure which requires the City Council to do the evaluation.
- c. Vice Mayor Lincoln Litchfield stated they could do a new resolution and he would like the city manager and liaison do the review.
- d. Mayor Holbrook stated with this resolution coming to light perhaps they should table the matter.
- e. City Manager David Jones stated they normally appoint the individuals in February and he needs to know what they want him to do.
- f. Mayor Holbrook stated he still wants to table it.

Councilperson Margaret Johnston moved to table the matter until the next meeting. Councilperson Sabra Esparza seconded the motion. The motion passed.

11. Public Comment will be taken to any Action Being Taken by the Council: Review, discussion and possible approval to create a Lew Eklund Family Memorial at the Carlin Senior Center and all matters related thereto. (Possible Action Item).

- a. Lonny Brown stated he hopes they can approve the plan. Lonny Brown stated he has joined forces with the Senior Center and their board has approved the project for placement at the Senior Center. Lonny Brown reviewed the details of the plan.
- b. Vice Mayor Lincoln Litchfield asked where Lonny is planning on putting

- the memorial. Lonny Brown stated it would be right by the flag pole.
- c. Vice Mayor Lincoln Litchfield asked what they will do when the next person and the next comes wanting to put in a memorial. Lonny Brown stated no one is like Lew Eklund. Vice Mayor Litchfield stated he is fearful of what is going to happen. Lonny Brown stated Lew Eklund donated a lot to the senior center and the seniors want to honor him for that.
 - d. Mayor Dana Holbrook stated he agrees Lew Eklund should be honored and he is in favor of the memorial.
 - e. Councilperson Sabra Esparza stated she never knew Lew Eklund but she is discovering he did a lot and his name keeps coming up as she works on other things.
 - f. Vice Mayor Lincoln Litchfield stated he is also in favor of the memorial but it is of a significant size and he knows Lew Eklund didn't want to be recognized for most of what he had done.
 - g. Mayor Dana Holbrook stated he understands they might be setting a precedent but he feels sometimes the council just has to make a decision and justify it.
 - h. Bob DeMars stated he knows everyone would like to recognize Lew Eklund but he feels the size Lonny is asking for is too big and the City Council needs to set limits and specifications so there is room for more memorials.
 - i. Lonny Brown stated he doesn't think it will be that big.
 - j. Bob DeMars stated there are a lot of folks that will want to recognize others such as John Gift.
 - k. Vice Mayor Lincoln Litchfield asked if Lonny could do away with the side rocks.
 - l. Lonny Brown stated the rocks would be rather small and it would be tastefully done.
 - m. Councilperson Margaret Johnston stated she would like to point out that the Seniors approved this and if they want it she is in favor of it.

Councilperson Margaret Johnston made a motion to approve the creation of a Lew Eklund memorial at the Senior Center, pending approval by the legal department of the verse that will be on the memorial, and all related matters. Councilperson Sabra Esparza seconded the motion. The motion passed.

- 12. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of the minutes from 1/24/2018, and all related matters. (Possible Action Item).**

Councilperson Sabra Esparza made a motion to approve the City Council Meeting Minutes for January 24, 2018 and all related matters. Vice Mayor Lincoln Litchfield seconded the motion. The motion passed.

13. Public Comment will be taken prior to any Action Being Taken by the Council: Review, discussion, and possible approval of City expenditures for the period of 1/20/2018 to 2/9/2018 and all related matters. (Possible Action Item).

- a. Councilperson Sabra Esparza stated she would abstain from voting because her daughter works for Fastenal.
- b. Thomas Burney asked if all the bills that get submitted to the City go before the Council for approval. Thomas Burney asked if the staff has the authority to turn a way a bill without Council approval. Mayor Dana Holbrook stated he believes they can. Thomas Burney stated he does not care what he believes he wants an answer. Mayor Dana Holbrook stated he will look into it.

Vice Mayor Lincoln Litchfield made a motion to approve the City expenditures for the period 1/20/2018 to 2/9/2018, and all related matters. Councilperson Margaret Johnston seconded the motion. Councilperson Sabra Esparza abstained. The motion passed.

14. Public Comment may be taken prior to any Discussion Being Taken by the Council: Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item. (Non - Action Item).

There were no comments by the public.

15. Adjournment. (Possible Action Item)

Councilperson Margaret Johnston moved to adjourn. Vice Mayor Lincoln Litchfield seconded the motion. The motion passed. The meeting was adjourned at 7:51 p.m.

Approved:

Attest:

Mayor Dana Holbrook

City Clerk LaDawn Lawson

Agenda Item

11. **Public Comment will be taken prior to any Action Being Taken by the Council:**

Review, discussion and possible approval of City expenditures for the period 2/10/2018 to 2/23/2018 and all related matters.

(Possible Action Item)

Issue & Information

The expenditures are in your packet.

Action & Options

I will make a motion to approve or not approve the City expenditures for the period's 2/10/2018 to 2/23/2018, and all related matters.

Payment Approval Report - With Description
Report dates: 2/10/2018-2/23/2018

CITY OF CARLIN

Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-22710								
3183	Internal Revenue Services	01/22/18-02/04	FICA SS	10-22710 FICA PAYABLE	02/09/2018	1,232.20	.00	
3183	Internal Revenue Services	02/05/18-02/18	FICA SS	10-22710 FICA PAYABLE	02/23/2018	1,979.98	.00	
	Total 10-22710:					3,212.18	.00	
10-22720								
3183	Internal Revenue Services	01/22/18-02/04	FEDERAL WITHHOLDING	10-22720 FEDERAL WITHHOLDING P	02/09/2018	4,582.62	.00	
3183	Internal Revenue Services	02/05/18-02/18	FEDERAL WITHHOLDING	10-22720 FEDERAL WITHHOLDING P	02/23/2018	9,773.13	.00	
	Total 10-22720:					14,355.75	.00	
10-22750								
3007	WELLS FARGO BANK BY MAIL	PR0218181	Retire Reg Employer Paid Pay P	10-22750 RETIREMENT PAYABLE	02/21/2018	6,755.48	6,755.48	02/21/2018
3007	WELLS FARGO BANK BY MAIL	PR0218181	Retirement Legislative Pay Perio	10-22750 RETIREMENT PAYABLE	02/21/2018	303.80	303.80	02/21/2018
3007	WELLS FARGO BANK BY MAIL	PR0218181	Police Employee/Employer Pay P	10-22750 RETIREMENT PAYABLE	02/21/2018	754.20	754.20	02/21/2018
3007	WELLS FARGO BANK BY MAIL	PR0218181	Police Employee/Employer Pay P	10-22750 RETIREMENT PAYABLE	02/21/2018	754.20	754.20	02/21/2018
3007	WELLS FARGO BANK BY MAIL	PR0218181	Retire Reg - Employee Pd Pay P	10-22750 RETIREMENT PAYABLE	02/21/2018	594.61	594.61	02/21/2018
3007	WELLS FARGO BANK BY MAIL	PR0218181	Retire Reg - Employee Pd Pay P	10-22750 RETIREMENT PAYABLE	02/21/2018	594.61	594.61	02/21/2018
3007	WELLS FARGO BANK BY MAIL	PR0218181	Retirement Police Pay Period: 2/	10-22750 RETIREMENT PAYABLE	02/21/2018	2,464.35	2,464.35	02/21/2018
	Total 10-22750:					12,221.25	12,221.25	
10-22755								
1793	GREAT AMERICAN FINANCIAL	PR0218181	457 Pay Period: 2/18/2018	10-22755 457 PAYABLE	02/21/2018	1,100.00	1,100.00	02/21/2018
	Total 10-22755:					1,100.00	1,100.00	
10-22760								
2193	METLIFE SMALL BUSINESS CE	PR0218181	DENTAL AND LIFE INSURANCE	10-22760 HEALTH INSURANCE PAYA	02/21/2018	1,188.66	1,188.66	02/21/2018
2193	METLIFE SMALL BUSINESS CE	PR0218181	rounding	10-22760 HEALTH INSURANCE PAYA	02/21/2018	.01-	.01-	02/21/2018
2193	METLIFE SMALL BUSINESS CE	PR0218181	DENTAL AND LIFE INSURANCE	10-22760 HEALTH INSURANCE PAYA	02/21/2018	.41	.41	02/21/2018
2193	METLIFE SMALL BUSINESS CE	PR0218181	DENTAL AND LIFE INSURANCE	10-22760 HEALTH INSURANCE PAYA	02/21/2018	81.90	81.90	02/21/2018
2193	METLIFE SMALL BUSINESS CE	PR0218181	DENTAL AND LIFE INSURANCE	10-22760 HEALTH INSURANCE PAYA	02/21/2018	17.99	17.99	02/21/2018
3544	SIERRA HEALTH AND LIFE	PR0218181	Baty	10-22760 HEALTH INSURANCE PAYA	02/21/2018	15.39	15.39	02/21/2018
3544	SIERRA HEALTH AND LIFE	PR0218181	Health Ins. Pay Period: 2/18/2018	10-22760 HEALTH INSURANCE PAYA	02/21/2018	13,465.06	13,465.06	02/21/2018

Payment Approval Report - With Description
Report dates: 2/10/2018-2/23/2018

CITY OF CARLIN

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3544	SIERRA HEALTH AND LIFE	PR0218181	Health Ins. Pay Period: 2/18/2018	10-22760 HEALTH INSURANCE PAYA	02/21/2018	404.26	404.26	02/21/2018
2969	VISION SERVICE PLAN, NV	PR0218181	Vision Ins Pay Period: 2/18/2018	10-22760 HEALTH INSURANCE PAYA	02/21/2018	218.70	218.70	02/21/2018
2969	VISION SERVICE PLAN, NV	PR0218181	Vision Ins Pay Period: 2/18/2018	10-22760 HEALTH INSURANCE PAYA	02/21/2018	2.98	2.98	02/21/2018
Total 10-22760:							15,395.34	15,395.34
10-22770								
1053	AMERICAN FAMILY LIFE ASSU	PR0218181	AFLAC/Tax Pay Period: 2/18/201	10-22770 INSURANCE PAYABLE	02/21/2018	85.14	85.14	02/21/2018
1053	AMERICAN FAMILY LIFE ASSU	PR0218181	AFLAC Pre-tax Pay Period: 2/18/	10-22770 INSURANCE PAYABLE	02/21/2018	164.13	164.13	02/21/2018
3557	CONNECTYOURCARE	PR0218181	ConnectYourCare HSA Pay Perio	10-22770 INSURANCE PAYABLE	02/21/2018	25.00	25.00	02/21/2018
3013	WESTERN INSURANCE SPECIA	PR0218181	increase	10-22770 INSURANCE PAYABLE	02/21/2018	.05	.05	02/21/2018
3013	WESTERN INSURANCE SPECIA	PR0218181	Western Pay Period: 2/18/2018	10-22770 INSURANCE PAYABLE	02/21/2018	23.29	23.29	02/21/2018
Total 10-22770:							297.61	297.61
10-22790								
2283	NEVADA STATE TREASURER	PR0218181	CHILD SUPPORT FEE Misc-Chil	10-22790 MISC DEDUCTIONS PAYAB	02/21/2018	2.00	2.00	.00
2395	Operating Engineers L U #3	PR0218181	Union Dues Union Dues Pay Per	10-22790 MISC DEDUCTIONS PAYAB	02/21/2018	92.00	92.00	.00
2755	State Coll & Disb Unit-SCADU	PR0218181	DAVEY, FLOYD 497248100A Ch	10-22790 MISC DEDUCTIONS PAYAB	02/21/2018	232.15	232.15	02/21/2018
Total 10-22790:							326.15	232.15
10-42-315								
1595	ELKO COUNTY COMPTROLLER	7/1/2017-9/30/	PUBLIC DEFENDER FOR MUNI	10-42-315 PUBLIC DEFENDER	02/09/2018	150.00	150.00	.00
Total 10-42-315:							150.00	.00
10-42-600								
3270	JCG TECHNOLOGIES, INC	6259	JCG SUPPORT SERVICES PAC	10-42-600 OFFICE EXPENSE	02/21/2018	247.50	247.50	.00
Total 10-42-600:							247.50	.00
10-45-430								
3445	Executech Utah, Inc.	44602	MONTHLY MAINTENANCE AGR	10-45-430 EQUIPMENT REPAIRS	02/01/2018	210.00	210.00	.00
3445	Executech Utah, Inc.	45698	ONLINE BACKUP	10-45-430 EQUIPMENT REPAIRS	01/31/2018	28.62	28.62	.00
Total 10-45-430:							238.62	.00
10-45-600								
2281	NEVADA STATE BANK	38535510	BLUEHOST - HOSTING FOR EM	10-45-600 OFFICE EXPENSE	01/16/2018	375.51	375.51	.00
2281	NEVADA STATE BANK	P10142533441	FLOWERS	10-45-600 OFFICE EXPENSE	01/22/2018	150.00	150.00	.00

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2281	NEVADA STATE BANK	4153006	OFFICE SUPPLIES	10-54-600 OFFICE SUPPLIES	01/17/2018	83.89	.00	
2565	RUBY MOUNTAIN NATURAL SP	61269R	DISPENSER FEE	10-54-600 OFFICE SUPPLIES	02/22/2018	13.00	.00	
2565	RUBY MOUNTAIN NATURAL SP	751323	WATER - PD	10-54-600 OFFICE SUPPLIES	02/22/2018	6.00	.00	
2565	RUBY MOUNTAIN NATURAL SP	752678	WATER-PD	10-54-600 OFFICE SUPPLIES	02/22/2018	12.00	.00	
Total 10-54-600:							137.75	.00
10-54-605								
2281	NEVADA STATE BANK	1408	NV IT - NETWORK EQUIPMENT	10-54-605 COMPUTER SUPPLIES	01/17/2018	570.00	.00	
Total 10-54-605:							570.00	.00
10-54-610								
2281	NEVADA STATE BANK	RS-10074	RADAR SHOP	10-54-610 MATERIALS & SUPPLIES	01/17/2018	227.50	.00	
Total 10-54-610:							227.50	.00
10-54-616								
2281	NEVADA STATE BANK	024221	EVIDENCE POSTAGE	10-54-616 INVESTIGATIVE EXPENSE	02/01/2018	15.89	.00	
2281	NEVADA STATE BANK	2017-1130	LEXIS NEXIS - INVESTIGATIVE	10-54-616 INVESTIGATIVE EXPENSE	11/22/2017	50.00	.00	
2281	NEVADA STATE BANK	2017-1231	LEXIS NEXIS - INVESTIGATIVE	10-54-616 INVESTIGATIVE EXPENSE	01/09/2018	50.00	.00	
Total 10-54-616:							115.89	.00
10-54-617								
2281	NEVADA STATE BANK	755501	EVIDENCE BAGS	10-54-617 EVIDENCE SUPPLIES	02/01/2018	8.55	.00	
Total 10-54-617:							8.55	.00
10-54-618								
2281	NEVADA STATE BANK	1001302566	DUES RENEWAL FOR IACP	10-54-618 DUES & SUBSCRIPTIONS	01/17/2018	150.00	.00	
Total 10-54-618:							150.00	.00
10-55-435								
1937	INTERSTATE BATTERY SYSTE	33142409	BATTERIES FOR CHIPPER & U	10-55-435 AUTO EXPENSE	02/13/2018	235.90	.00	
2391	NAPA AUTO PARTS, INC.	205224	OIL FILTER UNIT #2616	10-55-435 AUTO EXPENSE	02/02/2018	3.94	.00	
2281	NEVADA STATE BANK	13120	AUTO EJECT UNIT #58	10-55-435 AUTO EXPENSE	01/17/2018	223.57	.00	
2281	NEVADA STATE BANK	CD99377906	120V DIRECT IMM HEATER	10-55-435 AUTO EXPENSE	02/05/2018	143.95	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-55-435:								
						607.36	.00	
10-60-430								
1660	FAIRMONT SUPPLY COMPANY	4912202-00	FILTERS FOR UNIT #07	10-60-430 EQUIPMENT REPAIRS	02/20/2018	20.17	.00	
2141	LOSTRA BROTHERS TOWING	62638	LOSTRA BROTHERS TOWING	10-60-430 EQUIPMENT REPAIRS	01/19/2018	235.00	.00	
3542	METROQUIP	00039436	4" SEALING DISC	10-60-430 EQUIPMENT REPAIRS	02/08/2018	125.00	.00	
3542	METROQUIP	00039460	PRIMARY CONTROL	10-60-430 EQUIPMENT REPAIRS	02/09/2018	398.34	.00	
2391	NAPA AUTO PARTS, INC.	204651	BAR LAMP MARKER UNIT # 5	10-60-430 EQUIPMENT REPAIRS	02/01/2018	29.09	.00	
2391	NAPA AUTO PARTS, INC.	204665	MUD FLAPS UNIT #2-08	10-60-430 EQUIPMENT REPAIRS	02/01/2018	46.14	.00	
2391	NAPA AUTO PARTS, INC.	205730	SPLASH GUARD UNIT #2-08	10-60-430 EQUIPMENT REPAIRS	02/06/2018	39.72	.00	
2281	NEVADA STATE BANK	20076063	FLOOR MATS FOR UNIT #79	10-60-430 EQUIPMENT REPAIRS	01/12/2018	85.49	.00	
2281	NEVADA STATE BANK	5243418	MASTER SPRING COMPRESSO	10-60-430 EQUIPMENT REPAIRS	01/12/2018	68.67	.00	
Total 10-60-430:								
						1,047.62	.00	
10-60-435								
2391	NAPA AUTO PARTS, INC.	137295	CORE DEPOSIT	10-60-435 AUTO EXPENSE	05/01/2017	49.50-	.00	
Total 10-60-435:								
						49.50-	.00	
10-60-610								
2391	NAPA AUTO PARTS, INC.	204393	MECHANIC STETHOSCOPE	10-60-610 MATERIALS & SUPPLIES	02/02/2018	8.49	.00	
2281	NEVADA STATE BANK	2259080	DRIVER INSPECTION BOOKLET	10-60-610 MATERIALS & SUPPLIES	01/24/2018	20.94	.00	
2281	NEVADA STATE BANK	2263738	DRIVER INSPECTION BOOKLET	10-60-610 MATERIALS & SUPPLIES	02/01/2018	13.96	.00	
2829	TETON SIGNS & GRAPHICS	5006	TRUCK DECALS - PW DEPT.	10-60-610 MATERIALS & SUPPLIES	01/15/2018	285.00	.00	
Total 10-60-610:								
						328.39	.00	
10-79-311								
1605	ELKO DAILY FREE PRESS	42158	Election Publication - NOTICE/CA	10-79-311 LEGAL NOTICES	02/20/2018	123.56	.00	
1605	ELKO DAILY FREE PRESS	42159	ELECTION PUBLICATION	10-79-311 LEGAL NOTICES	02/20/2018	454.32	.00	
1605	ELKO DAILY FREE PRESS	42328	NOTICE - COPE REZONE COUN	10-79-311 LEGAL NOTICES	02/13/2018	86.64	.00	
Total 10-79-311:								
						664.52	.00	
10-79-380								
3281	A1 ALCOHOL & DRUG COLLEC	11738	DRUG TEST	10-79-380 DRUG TESTING	02/11/2018	135.00	.00	
Total 10-79-380:								
						135.00	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-79-445								
3235	AHERN RENTALS, INC	185494070-1	COURT HOUSE FLAG REPAIR	10-79-445 BUILDING MAINTENANCE	01/25/2018	393.59	.00	
1345	CHARLES CHESTER PLUMBING	W027126	FIRE HOUSE HEATER REPAIR	10-79-445 BUILDING MAINTENANCE	01/10/2018	1,698.61	.00	
1875	HOME DEPOT	95261	GAP SEAL	10-79-445 BUILDING MAINTENANCE	02/09/2018	106.74	.00	
3443	I&E ELECTRIC, INC	1830	COURT HOUSE LIGHT REPAIR	10-79-445 BUILDING MAINTENANCE	02/09/2018	278.00	.00	
3443	I&E ELECTRIC, INC	1832	COURT HOUSE LIGHT REPAIR	10-79-445 BUILDING MAINTENANCE	02/09/2018	581.00	.00	
2281	NEVADA STATE BANK	100112052	FLAGE POLE REPAIRS	10-79-445 BUILDING MAINTENANCE	01/26/2018	414.57	.00	
Total 10-79-445:							3,472.51	.00
10-79-622								
3009	WELLS RURAL ELECTRIC CO.	772402-02/18	facilities	10-79-622 ELECTRICITY	02/04/2018	3,538.63	.00	
Total 10-79-622:							3,538.63	.00
11-40-750								
1419	CONVERSE CONSULTANTS	08-73103-01-0	BROWNSFIELDS GRANT	11-40-750 Brownfields HazMat Assess	01/31/2018	390.00	.00	
Total 11-40-750:							390.00	.00
11-40-751								
1419	CONVERSE CONSULTANTS	08-73103-02-0	BROWNFIELDS Grant	11-40-751 Brownfields Petroleum Asses	01/31/2018	130.00	.00	
Total 11-40-751:							130.00	.00
20-40-650								
1599	ELKO COUNTY RECREATION B	JANUARY 201	LODGING JANUARY 2018	20-40-650 STATE/COUNTY PORTION-	02/21/2018	136.13	.00	
2367	NV TAX COMMISSION	JANUARY 201	STATE LODGING TAX	20-40-650 STATE/COUNTY PORTION-	02/21/2018	81.68	.00	
Total 20-40-650:							217.81	.00
50-71-430								
3015	WESTERN NEVADA SUPPLY C	27315910	MARCO CLAMPS	50-71-430 EQUIPMENT REPAIRS	02/06/2018	820.00	.00	
3015	WESTERN NEVADA SUPPLY C	27330025	C900 PVC PIPE	50-71-430 EQUIPMENT REPAIRS	02/13/2018	398.01	.00	
Total 50-71-430:							1,218.01	.00
50-71-535								
3155	AT&T Mobility	JAN-2018	JANUARY 2018 - PW PHONE CH	50-71-535 TELEPHONE	02/01/2018	210.94	.00	

Payment Approval Report - With Description
Report dates: 2/10/2018-2/23/2018

CITY OF CARLIN

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 50-71-535:								
						210.94	.00	
50-71-580								
2281	NEVADA STATE BANK	0096381	GOLDEN GATE PETROLEUM - F	50-71-580 TRAVEL & TRAINING	01/20/2018	70.11	.00	
2281	NEVADA STATE BANK	2003121	MAVERIK - FUEL CARSON CITY	50-71-580 TRAVEL & TRAINING	01/20/2018	50.05	.00	
2281	NEVADA STATE BANK	2913404	GOLDEN DUST WEST - LODGIN	50-71-580 TRAVEL & TRAINING	01/20/2018	127.87	.00	
2281	NEVADA STATE BANK	3218	CHINS CAFE - WORK LUNCH F	50-71-580 TRAVEL & TRAINING	01/17/2018	73.03	.00	
2281	NEVADA STATE BANK	FLG5G-5	ROOM REFUND	50-71-580 TRAVEL & TRAINING	02/20/2018	101.02	.00	
2281	NEVADA STATE BANK	FLG5G-5	ROOM REFUND	50-71-580 TRAVEL & TRAINING	02/20/2018	101.02	.00	
Total 50-71-580:								
						119.02	.00	
50-71-585								
2971	VOGUE LAUNDRY & CLEANER	2847950	PW-UNIFORMS	50-71-585 UNIFORMS	02/08/2018	73.38	.00	
2971	VOGUE LAUNDRY & CLEANER	2849420	PW-UNIFORMS	50-71-585 UNIFORMS	02/15/2018	76.66	.00	
Total 50-71-585:								
						150.04	.00	
50-71-600								
2281	NEVADA STATE BANK	6579-3-7165	OFFICE SUPPLIES	50-71-600 OFFICE EXPENSE	02/02/2018	179.41	.00	
2281	NEVADA STATE BANK	9102689619	DRIVER INSPECTION BOOKLET	50-71-600 OFFICE EXPENSE	02/01/2018	112.54	.00	
1911	RICOH USA, INC	100041382	JANUARY MONTHLY RENTAL	50-71-600 OFFICE EXPENSE	01/24/2018	188.38	.00	
Total 50-71-600:								
						480.33	.00	
50-71-610								
1669	FASTENAL	NVELK91356	BLUE PAINT - MARK WATER BO	50-71-610 MATERIALS & SUPPLIES	01/26/2018	122.82	.00	
3015	WESTERN NEVADA SUPPLY C	27305641	REPAIR CLAMP	50-71-610 MATERIALS & SUPPLIES	02/02/2018	430.74	.00	
3015	WESTERN NEVADA SUPPLY C	27310118	REPAIR CLAMP PARTS	50-71-610 MATERIALS & SUPPLIES	02/08/2018	840.76	.00	
3015	WESTERN NEVADA SUPPLY C	27313777	TURBULL BOX LIDS	50-71-610 MATERIALS & SUPPLIES	02/14/2018	180.62	.00	
3015	WESTERN NEVADA SUPPLY C	27317152	WATER BOX BRASS NUTS	50-71-610 MATERIALS & SUPPLIES	02/08/2018	45.00	.00	
Total 50-71-610:								
						1,619.94	.00	
50-71-660								
2735	SPB UTILITY SERVICES, INC.	18-004	JANUARY 2018 - TESTING	50-71-660 TESTING - WATER	02/01/2018	972.25	.00	
Total 50-71-660:								
						972.25	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
50-73-600								
2281	NEVADA STATE BANK	5524058565	MICROSOFT OFFICE - BUILDIN	50-73-600 OFFICE EXPENSE	01/16/2018	149.99	.00	
	Total 50-73-600:					149.99	.00	
50-73-610								
2013	K & L SUPPLY, INC.	41498	SEWER CITRA SOLVE	50-73-610 MATERIALS & SUPPLIES	01/19/2018	3,245.30	.00	
	Total 50-73-610:					3,245.30	.00	
50-73-660								
2735	SPB UTILITY SERVICES, INC.	18-004	JANUARY 2018 - TESTING	50-73-660 TESTING - SEWER	02/01/2018	972.25	.00	
	Total 50-73-660:					972.25	.00	
50-79-370								
3175	First Payment System	JAN-18	CREDIT CARD PROCESSING F	50-79-370 POSTAGE	01/31/2018	490.07	.00	
	Total 50-79-370:					490.07	.00	
50-79-622								
3009	WELLS RURAL ELECTRIC CO.	772402-02/18	water	50-79-622 ELECTRICITY	02/04/2018	5,866.76	.00	
3009	WELLS RURAL ELECTRIC CO.	775001-02/18	water	50-79-622 ELECTRICITY	02/04/2018	478.57	.00	
	Total 50-79-622:					6,345.33	.00	
54-40-100								
2281	NEVADA STATE BANK	3717052	AMAZON - LIGHT CONTROLLER	54-40-100 POLICE FUND EXPENSE	02/01/2018	410.33	.00	
2281	NEVADA STATE BANK	9862665	AMAZON - LIGHT CONTROLLER	54-40-100 POLICE FUND EXPENSE	02/01/2018	393.25	.00	
	Total 54-40-100:					17.08	.00	
73-81-610								
2281	NEVADA STATE BANK	013285	DOLLAR TREE - NAPKINS	73-81-610 MATERIALS & SUPPLIES	01/13/2018	29.68	.00	
2281	NEVADA STATE BANK	013545	ZURCHERS - PLACEMATS	73-81-610 MATERIALS & SUPPLIES	01/13/2018	177.19	.00	
2281	NEVADA STATE BANK	1/20/2018	WALMART - PAPER PLATES & I	73-81-610 MATERIALS & SUPPLIES	01/20/2018	55.44	.00	
	Total 73-81-610:					262.31	.00	
73-81-625								
2281	NEVADA STATE BANK	2/1/18-4:29 PM	WALMART - RAW FOOD	73-81-625 USDA FOOD	02/01/2018	197.58	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2281	NEVADA STATE BANK	2/2/2018	WALMART - RAW FOOD	73-81-625 USDA FOOD	02/02/2018	13.90	.00	
Total 73-81-625:								
						211.48	.00	
73-81-650								
1663	FARMER BROTHERS CO	67213977	coffee and spices	73-81-650 RAW FOOD	02/15/2018	262.00	.00	
2281	NEVADA STATE BANK	1/17/2018	WALMART - RAW FOOD	73-81-650 RAW FOOD	01/17/2018	27.20	.00	
2281	NEVADA STATE BANK	1/18/2018	WALMART - RAW FOOD	73-81-650 RAW FOOD	01/18/2018	220.79	.00	
2281	NEVADA STATE BANK	1/25/2018	WALMART - RAW FOOD	73-81-650 RAW FOOD	01/25/2018	180.30	.00	
2281	NEVADA STATE BANK	1/29/2018	WALMART - RAW FOOD	73-81-650 RAW FOOD	01/29/2018	12.94	.00	
2281	NEVADA STATE BANK	2/10/2018	WALMART - RAW FOOD	73-81-650 RAW FOOD	02/10/2018	265.98	.00	
2281	NEVADA STATE BANK	2/6/2018	WALMART - RAW FOOD	73-81-650 RAW FOOD	02/06/2018	178.33	.00	
2281	NEVADA STATE BANK	2/7/2018	PAPA MURPHY'S PIZZA	73-81-650 RAW FOOD	02/07/2018	121.00	.00	
2281	NEVADA STATE BANK	2/8/2018	WALMART - RAW FOOD	73-81-650 RAW FOOD	02/08/2018	168.53	.00	
2299	NICHOLAS & COMPANY, INC.	5280695	RAW FOOD	73-81-650 RAW FOOD	02/13/2018	336.97	.00	
2565	RUBY MOUNTAIN NATURAL SP	751925	WATER - SC	73-81-650 RAW FOOD	02/14/2018	13.50	.00	
Total 73-81-650:								
						1,787.54	.00	
73-81-660								
2281	NEVADA STATE BANK	013728	DOLLAR TREE - HOLIDAY DEC	73-81-660 OTHER EXPENSE	01/13/2018	45.58	.00	
2281	NEVADA STATE BANK	013865	MICHAELS - VALNETINES DAY	73-81-660 OTHER EXPENSE	01/13/2018	44.29	.00	
2281	NEVADA STATE BANK	2/1/18-4:30 PM	WALMART - FLOWERS	73-81-660 OTHER EXPENSE	02/01/2018	4.87	.00	
Total 73-81-660:								
						94.74	.00	
73-82-110								
1061	AMERICAN STAFFING	63434	TEMP EMPLOYEE AT SC	73-82-110 SALARIES AND WAGES	02/08/2018	430.70	.00	
1061	AMERICAN STAFFING	63592	TEMP EMPLOYEE AT SC	73-82-110 SALARIES AND WAGES	02/15/2018	394.20	.00	
Total 73-82-110:								
						824.90	.00	
73-82-440								
2281	NEVADA STATE BANK	1/29/2018	WALMART - MATERIAL/SUPPLI	73-82-440 FACILITY	01/29/2018	45.30	.00	
2281	NEVADA STATE BANK	4768229	AMAZON - RUG	73-82-440 FACILITY	01/29/2018	36.99	.00	
Total 73-82-440:								
						82.29	.00	
73-82-630								
2281	NEVADA STATE BANK	1/17/2018	WALMART - RAW FOOD	73-82-630 EQUIPMENT REPAIR/PURC	01/17/2018	21.68	.00	
2281	NEVADA STATE BANK	4599468	AMAZON - PARING KNIVES	73-82-630 EQUIPMENT REPAIR/PURC	01/16/2018	18.58	.00	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2281	NEVADA STATE BANK	5317055	AMAZON - ADAPTOR FOR HOT	73-82-630 EQUIPMENT REPAIR/PURC	01/16/2018	35.58	.00	
Total 73-82-630:								
73-82-650								
1127	BAIR DISTRIBUTING, INC.	217173	MILKS FOR HOMEBOUNDS	73-82-650 RAW FOOD	02/08/2018	39.48	.00	
1127	BAIR DISTRIBUTING, INC.	217368	MILKS FOR HOMEBOUND	73-82-650 RAW FOOD	02/15/2018	16.28	.00	
Total 73-82-650:								
73-83-435								
1660	FAIRMONT SUPPLY COMPANY	4912204-00	OIL & AIR FILTERS BUS # 2	73-83-435 AUTO EXPENSE	02/20/2018	57.53	.00	
Total 73-83-435:								
73-83-440								
3155	AT&T Mobility	JAN-2018	JANUARY 2018 - SC PHONE CH	73-83-440 FACILITY	02/01/2018	20.48	.00	
Total 73-83-440:								
Grand Totals:								
						81,539.03	29,246.35	

Vendor	Vendor Name	Invoice Number	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:
 Detail report.
 Invoices with totals above \$0.00 included.
 Paid and unpaid invoices included.

12. **Public Comment may be taken prior to any Discussion Being Taken by the Council:**
Comment by the General Public: Pursuant to NRS 241.020(2)(D)(3)(I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.
(Non - Action Item)

Notes:

Municipal Code:

1-6-11: MANNER OF ADDRESSING BOARD; TIME LIMIT:

Each person addressing the board shall first give his name and address for the records, and unless further time is granted by the presiding officer, shall limit his address to five (5) minutes. All remarks shall be addressed to the board as a body and not to any member thereof. No person, other than the mayor, the members of the board and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the board, without the permission of the presiding officer. No question shall be asked a councilman except through the presiding officer. (Ord. 81, 9-10-1975, eff. 9-17-1975)

13. **Adjournment.**
(Possible Action Item)
14. **(Possible Action Item) Closed Meeting with Labor Management Representative**
Closed session with the City's Management representative to discuss issues of future negotiations with the International Operating Engineers Local No. 3 and all matters related thereto.
(Information Only – Non - Action Item)
NOTE: this portion of the meeting may be closed pursuant to NRS 288.220 therefore the Council may move to adjourn the meeting prior to consideration of this item.