

### **AGENDA**

### Meeting of the Little Egbert Joint Powers Agency Board of Directors

Friday, January 15<sup>th</sup>, 2020 11:00 am

### MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19

In Compliance with CA Executive Orders N-25-20 and N-29-20 members of the Board of Directors and members of the public will participate in this meeting by teleconference. The video conferencing and callin information for the Board of Directors and the public is as follows:

### Meeting Link:

 $\frac{https://larsenwurzelassociatesinc.my.webex.com/larsenwurzelassociatesinc.my/j.php?MTID=mf}{e1435dc2e12eefc79bad0ec062ecc78}$ 

Call in: 1-408-418-9388

Meeting number/access code: 126 599 6343

Meeting Password: 26977722 (from phones and video systems) -or-

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Any member of the public appearing virtually may speak during Public Comment. The Board of Directors anticipates conducting all meetings in this manner until further notice. During this period of modified Brown Act Requirements, Little Egbert Joint Powers Agency will use best efforts to swiftly resolve requests for reasonable modifications or accommodations with individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt whatsoever in favor of accessibility.

- 1. Call to Order
- 2. Roll Call and Opening Remarks
- **3. Public Comment (New Business)**

This is an opportunity for members of the public to directly address the Board on subject matter not on the agenda within the jurisdiction of the Board.

- 4. Agenda Approval
- **5. Consent Items** (Action Item)
  - a. Approval of Meeting Minutes
    - 1. November 13th, 2020

Enclosure 1: Agenda Item 5.a – Meeting Minutes

- **6. Board Items** (Action item unless otherwise noted)
  - a. Consider authorizing Board Chair to negotiate and execute reimbursement agreement with RD 2084.
  - b. Discuss District Staffing and consider accepting interim staff as permanent staff, subject to funding.
    - Enclosure 2: Qualifications for Larsen Wurzel & Associates to provide general manager and project implementation services.
    - Enclosure 3: Qualifications for Downey Brand to provide legal counsel services.
  - c. Discuss JPA website options and consider authorizing Board Chair to execute agreement with Revize, the Website Design Company.

Enclosure 4: Staff Report

Attachment A: Quote from Revize, the Website Design Company

Attachment B: Quote from DeltaWebs

d. Review insurance options and authorize the Board Chair to enter into contract for insurance services with GSRMA.

Enclosure 6: Staff Report

Attachment A: GSRMA Indication for Coverage

Attachment B: JPRIMA Insurance Quote

e. Discuss outreach approach and potential to request proposals from outreach consultants, legislative advocates, and/or any other needed consultants.

### 7. Other Reports (Information Only)

- a. Director Report(s)
- b. General Manager's Report
- c. Counsel Report

### 8. Adjourn

- a. The next meeting of the Board is scheduled for February 12th, 2021.
- Any documents related to agenda items that are made available to the Board before the meeting will be available for review by the public by contacting madeline@larsenwurzel.com.
- If you need reasonable accommodation due to a disability, please contact madeline@larsenwurzel.com at least 48 hours in advance of the meeting. This contact information may also be used for any questions you may have.
- Public comments are generally limited to three (3) minutes but may be more or less at the discretion of the Board.
- The Board may consider the agenda items listed above in a different order at the meeting, pursuant to the determination of the Board Chair. All items appearing on this agenda, whether or not listed expressly for action, may be deliberated upon and subject to action at the discretion of the Board.

# **ENCLOSURE 1**

**AGENDA ITEM 5.a** 



### **MINUTES**

### Meeting of the Little Egbert Joint Powers Agency Board of Directors

Friday, December 18<sup>th</sup>, 2020 11:00 am

### MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19

In Compliance with CA Executive Orders N-25-20 and N-29-20 members of the Board of Directors and members of the public will participate in this meeting by teleconference. The video conferencing and callin information for the Board of Directors and the public is as follows:

### Meeting Link:

https://larsenwurzelassociatesinc.my.webex.com/larsenwurzelassociatesinc.my/j.php?MTID=m0 4e374c17008688333c8aefded59c21d

Call in: 1-408-418-9388

Meeting number/access code: 126 211 6515

Meeting Password: 24268829 (from phones and video systems)

-or-

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Any member of the public appearing virtually may speak during Public Comment. The Board of Directors anticipates conducting all meetings in this manner until further notice. During this period of modified Brown Act Requirements, Little Egbert Joint Powers Agency will use best efforts to swiftly resolve requests for reasonable modifications or accommodations with individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt whatsoever in favor of accessibility.

### 1. Call to Order

Chairman Harris presided at the meeting. The meeting was called to order at 11:02am.

2. Roll Call and Opening Remarks

**Directors present: Richard Harris** 

Warren Gomes, Jr.

**3. Public Comment** (New Business)

Public comment was given by Michael Moncrief of MBK Engineers.

4. Agenda Approval



Phil Williamson, member of the public, requested Item 7.b be moved to immediately after Item 6.a.

Chairman Harris moved to approve the agenda with Item 7.b to occur after Item 6.a.

Director Gomes seconded and it passed by unanimous vote.

**AYES:** Harris, Gomes

NOES: (None)

ABSTAIN: (None)

RECUSE: (None)

### **5. Consent Items** (Action Item)

- a. Approval of Meeting Minutes
  - 1. November 13th, 2020

Enclosure 1: Agenda Item 5.a – Meeting Minutes

Director Gomes moved to approve consent items.

Chairman Harris seconded and it passed by unanimous vote.

- **6. Board Items** (Action item unless otherwise noted)
  - a. Present Little Egbert Multi-benefit Project (Information Only)

General Manager Nagy presented the Little Egbert Multi-benefit Project (Attachment A).

b. Discuss briefings to landowners and local stakeholders with potential action.

Director Gomes requested outreach to City of Rio Vista, Ryer Island (Reclamation District 501), and private landowners in and around the proposed project site. Staff was instructed to return with an outreach plan, including potential firms to complete outreach, if necessary.

c. Discuss development of Agency website with potential action.

Chairman Harris moved to direct staff to obtain website proposals.

Director Gomes seconded and it passed by unanimous vote.

**AYES:** Harris, Gomes

NOES: (None)

ABSTAIN: (None)

RECUSE: (None)

d. Discuss potential approaches to retaining permanent staff (Information Only).



Counsel Shapiro presented staffing options to the Board and recommended a funding agreement with Reclamation District 2084 to cover expenses associated with permanent staff.

Chairman Harris directed staff to negotiate a funding agreement.

In addition, staff was directed to return with Qualifications next month as well as options for seeking proposals from other qualified firms.

e. Consider approving a resolution to apply for and/or accept funds from California Natural Resources Agency in support of the Little Egbert Multi-benefit Project.

Enclosure 2: Resolution No. 3 – Resolution of the Little Egbert Joint Powers Agency approving the application for grant funds for the Protecting California's Rivers, Streams and Watersheds Program

Chairman Harris approved the resolution approving the application for grant funds. Director Gomes seconded and it passed by unanimous vote.

**AYES:** Harris, Gomes

NOES: (None)

ABSTAIN: (None)

RECUSE: (None)

### 7. Other Reports (Information Only)

a. Director Report(s)

None

b. General Manager's Report

Manager Nagy provided an update on recent engagement in regard to the project as well as upcoming activities.

Manager Nagy attended a site visit of the Little Egbert tract with representatives from both SAFCA and DWR in late November. He presented the project to the North Delta Water Agency Board of Directors earlier this month, as well as attending a coordination meeting with Solano County staff on the status of the project. In mid-December he attended a meeting of the Solano County Airport Land Use Commission in regard to their 2021 priorities; habitat projects are on their priorities list. Manager Nagy attended the recent Cache Slough HCP Steering Committee Meeting to track the discuss of water diversions in the area, and he facilitated a meeting between DWR and SAFCA to discuss the scope of work for the CNRA grant received by LEJPA.

Upcoming activities include a presentation to the Solano Water Forum on January 21<sup>st</sup> and a potential opportunity to present to the Solano County Board of Supervisors in March.



c. Counsel ReportNone

### 8. Adjourn

Chairman Harris moved to adjourn the meeting.

Director Gomes seconded and it passed by unanimous vote.

AYES: Harris, Gomes

NOES: (None)

ABSTAIN: (None)

RECUSE: (None)

The meeting was adjourned at 12:20pm.

- Any documents related to agenda items that are made available to the Board before the meeting will be available for review by the public by contacting madeline@larsenwurzel.com.
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# **ENCLOSURE 2**

**AGENDA ITEM 5.b** 





LARSEN WURZEL & Associates, Inc.

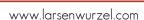
# Little Egbert Joint Powers Agency

# Project Development and Management Support

STATEMENT OF QUALIFICATIONS

Submitted to: Little Egbert JPA

Submission date: January 15th, 2021





January 15, 2021

Little Egbert Joint Power Agency Mr. Richard Harris, Chair

RE: Little Egbert Joint Powers Agency – Statement of Qualifications for Project Development and Agency Management Support Services

Dear Mr. Harris:

Larsen Wurzel and Associates, Inc. (LWA) appreciates the opportunity to submit the enclosed qualifications for project development and agency management support services to Little Egbert Joint Powers Agency (LEJPA). Services available include project development and management activities necessary to advance planning, preliminary design, and environmental compliance of the Little Egbert Multi-Benefit Project (LEMBP). It also includes support services necessary to administer and financially manage a viable and active special district.

LWA is uniquely qualified to provide these support services to LEJPA. LWA's Principals each have over 15-years of experience in private and public sector delivery of water resource projects. This includes extensive California experience in the processes required to advance planning, design, environmental compliance, State and federal permitting, and funding of water resource projects with the clear goal of constructing projects that are cost effective and acceptable to local stakeholders. LWA has first-hand understanding of the needs of LEJPA to advance the LEMBP and the support necessary to establish LEJPA as an active government agency through the firm's support for Reclamation District 2084. Each of LWA's Principals has Bachelor of Science Degree in Civil Engineering, three are licensed Civil Engineers in the State of California, and one is a registered Municipal Advisor with the U.S. Securities and Exchange Commission. LWA's Firm and Staff Profile is included in this proposal as Attachment A.

The firm's portfolio of clients is comprised of both urban and local flood-focused agencies including the West Sacramento Flood Control Agency (WSAFCA), the Sutter-Butte Flood Control Agency, and Hamilton City (Reclamation District 2140). LWA has provided support for the flood policy and strategy planning for WSAFCA for delivery of the Southport Early Implementation Project which includes approximately 4 miles of setback levee creating nearly 150-acres of new floodplain along the Sacramento River. LWA also leads effort to administer cash flow models, assists with the development of bonding strategies, and evaluate ongoing funding capacity assessment during project implementation. LWA is currently engaged by SBFCA as contract agency staff. In addition to developing and administering the agency's operating and capital budget, LWA administers all of the agency's funding agreements which includes preparing all required quarterly reporting documents to receive funding from DWR. LWA serves as staff for Reclamation District 2140 supporting delivery of the Hamilton City Flood Damage Reduction and Ecosystem Restoration Project. As part of this



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www.larsenwurzel.com

support, LWA administers the State of California grant used to fund the non-Federal cash contribution to the project and facilitates coordination with local stakeholders and other agencies. Additional detail on the firm's services for each of these clients is included as Attachment B.

Mr. Eric Nagy will lead LWA's effort in support of LEJPA. Eric has over 20-years in the planning, design, and construction of water resource project with a focus on California's Central Valley. His experience includes 13-years of service with the U.S. Army Corps of Engineers where he held positions in Civil Works Project design, construction management, and project management. He will be supported by Mr. Derek Larsen and Ms. Madeline Baker. Resumes for these three key staff members are included in this statement of qualifications as Attachment C.

We appreciate the opportunity to provide this Statement of Qualifications to LEJPA. A copy of our 2021 rate schedule is included as Attachment D for your reference. LWA will develop and submit a full proposal, including budget and standard contract, upon request by LEJPA. Please do not hesitate to contact the undersigned directly at (916) 600-9749 with any questions.

Sincerely,

Eric E. Nagy, P.E.

Principal

Larsen Wurzel & Associates, Inc

### **Attachments**

- A. LWA Firm & Staff Profile
- B. LWA Project Experience
- C. LWA Key Staff Resumes
- D. LWA Fee Schedule



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### **Overview of Services Available**

### Little Egbert Multi-Benefit Project Support

LWA can provide advice and subject matter expertise to LEJPA, as requested, to support the development of and secure commitments to deliver the LEMBP. This includes but is not limited to clearly articulating project benefits and risks, researching projects and programs of similar scope to identify lesson learned, participating in and/or facilitating communication with critical agencies and stakeholders, and assisting in the development of financial models and/or agreements that support project implementation. Additional examples of support services include:

- Attend meetings with (or on behalf of) LEJPA to develop a strategy for partnering with one or more
  other local government agencies to deliver the Project. Collaborate with partner agencies to develop
  strategies for successfully achieving project commitments, financing, agency outreach, project
  governance, and implementation/delivery.
- Represent LEJPA, as requested, in project discussions with key federal, state and/or local agencies or stakeholders concerning the Project and how it supports broader efforts by the Yolo Bypass – Cache Slough Partnership in the Lower Sacramento – Delta North Region. This effort may include the development of work products intended to help facilitate and advance project development, financing, or implementation.
- Provide subject matter expertise in the development of state financial models and/or agreement terms and conditions, as necessary, to secure a state agency commitment and funding for project implementation. Assist with development of work products necessary to educate partner agencies on project costs and benefits. Advise LEJPA on project scoping and financial risk associated with specific agreement terms and conditions. Assist in communicating these risks to others.
- Administer federal or state grants or contracts, as necessary, on behalf of LEJPA. Develop quarterly
  reports, statements of costs, progress payments, and other work products required as part of grant
  management. Regularly update LEJPA Directors regarding financial status, cash flow, financial risk,
  and work progress.
- Provide subject matter expertise regarding local, regional, and systemwide flood management issues.
   Advise LEJPA regarding the potential flood benefits and impacts of a project. Assist in communicating these benefits and impacts to others.

### **LEJPA Management Support**

LWA can provide advice and subject matter expertise to LEJPA, as requested, to support routine operations of the JPA. Thisincludes but is not limited to providing staff support for general special district operations including general agency administration, financial management, resource planning and acquisition, technical service management, program and/or project management, public and stakeholder affairs, or contracting. Additional examples of these support services include:

- Director-Level finance, engineering, and program management.
- Financial Management
  - o Infrastructure funding and financing plan development



- Cost allocation modeling
- o Revenue implementation (e.g. Prop 218 elections)
- o Grant program application and administrative services
- o Agency budget development and accounting
- Program Management
  - o Resource planning and acquisition (e.g. RFP/RFQ administration)
  - o Interagency coordination and communications
  - o Federal and State Permit Management
  - o Public Affairs and Stakeholder Engagement
  - o Schedule and Budget Management
  - o Risk Management
  - o Strategic Planning
- Engineering Management (Flood Focused)
  - o Asset Management
  - o Facility Engineering and Design Management
  - o Independent Review



### Attachment A

LWA Firm & Staff Profile



# LARSEN WURZEL & Associates, Inc. FIRM & STAFF PROFILE

Larsen Wurzel & Associates, Inc. (LWA) is an independent public finance and management consulting firm based in Sacramento, California. We provide finance, program and project management consulting services to public and private entities with the goal of efficiently and cost effectively implementing public infrastructure improvements and services.

Successfully advancing projects requires experience in leading multidisciplinary teams to navigate dynamic and complex State and federal regulatory permitting processes to achieve client goals and implement projects. LWA helps local agencies manage the process required to advance design, environmental compliance, State and federal permitting, and funding, that leads to construction of projects that are cost effective and acceptable to local communities. The economic environment for public agencies continues to pose challenges to the improvement and ongoing maintenance of infrastructure. Local agency revenues remain constrained as current infrastructure fails to provide the desired level of service, while at the same time, new regulations raise standards beyond the reach of agency budgets. LWA helps local agencies find and implement solutions to their financial challenges.

### Seth Wurzel, CGFM - Principal

Since 2005, Seth Wurzel has served as a financial consultant advising many cities, counties, redevelopment agencies and special districts on funding strategies for infrastructure improvements and services. Seth is an expert at developing and implementing financing plans that include impact fee programs and financing districts such as Mello-Roos Community Facilities Districts and Benefit Assessment Districts. Seth has also advised and represented land-use and redevelopment agencies in their negotiations with developers, developing key terms and provisions for funding, disposition and development agreements. Seth also has experience assisting local agencies with State and Federal funding program applications and administration.

Seth received his Bachelor of Science Degree in Civil Engineering with honors from Rose-Hulman Institute of Technology in Terre Haute, Indiana. Seth worked as a project manager and project engineer on multi-million dollar projects for 5 years before pursuing and receiving his Master of Business Administration from the University of California, Davis. Seth is a member of Floodplain Management Association (FMA), Association of Government Accountants (AGA) and the California Society of Municipal Finance Officers (CSMFO). Seth retired from the City of Woodland Planning Commission in 2015 after serving as member and chairman for 8 years. Seth has earned the Certified Governmental Financial Manager (CGFM) designation from the AGA and is a Qualified Municipal Advisor Representative (FINRA Series 50).

### Derek Larsen, PE, CFM - Principal

Since 2000, Derek Larsen has experience in water resource engineering and currently focuses on financial, program, and project management. He assists local agencies with management of the scope, schedule and budget for multi-million dollar water resource infrastructure projects. Derek is an expert in developing and implementing financial plans, performing cash flow and bond analysis, directing flood risk reduction engineering, environmental compliance, and State and federal permitting for flood risk reduction projects. Derek provides local agencies with strategy support in developing project implementation plans to meet federal, State and local interests.

Derek received his Bachelor of Science Degree in Civil Engineering from Humboldt State University, California. Derek received his Master of Business Administration from the University of California, Davis. Derek has worked as an engineer in the public sector for the State of California Department of Water Resources and the City of Santa Cruz. Derek has worked in the private sector providing program and project management services. Derek is licensed Professional Civil Engineer and a Certified Floodplain Manager. He is an active member of the California Society of Civil Engineers and Floodplain Management Association (FMA).



### Scott L. Brown, PE – Principal

Since 1998, Scott Brown has experience in water resources engineering and project management. He has been involved in the planning, design, permitting and implementation of comprehensive flood control, irrigation, and hydroelectric projects. His project experience includes storm drains, levees, floodwalls, pump stations, canals and pipelines, diversion facilities, fish screens, and fish ladders. Scott also has significant design experience having designed concrete, masonry, steel and wood structures, including pump sumps, floodwalls, retaining walls, rock bin walls and control buildings.

Scott has worked with various flood control agencies, cities, counties and water purveyors to plan and implement projects including Sutter Butte Flood Control Agency, Sacramento Area Flood Control Agency, Natomas Mutual Water Company, the City of Sacramento and Sacramento County. Scott received his Bachelor of Science Degree in Civil Engineering from California Polytechnic State University, San Luis Obispo. Scott is a licensed Professional Civil Engineer.

### Eric E. Nagy, PE - Principal

Since 1997, Eric Nagy has experience in the planning, design, and construction of water resource projects. During this time, he served in both the public and private sectors with a focus on California's Central Valley. He has extensive experience leading multidisciplinary teams of technical professionals through the development and implementation of flood risk reduction and environmental restoration projects. Eric's experience includes 13 years of service with the U.S. Army Corps of Engineers (USACE) in Sacramento. In his last USACE assignment, he served for three years as the Chief of the Design Branch in Engineering Division. The Design Branch is comprised of over 100 technical professionals including civil, structural, mechanical, electrical engineers, and architects responsible for the planning and design of both Civil Works and Military Projects. He previously held positions at the USACE in Construction and Project Management.

Eric's work in the private sector includes providing strategic program management as well as leading the planning, design and implementation of multi-objective water resource projects. His experience with Federal and State water resource regulation and policy allows him to provide strategic advisory and engineering services for improved watershed management. Eric received his Bachelor of Science Degree in Civil Engineering from Pennsylvania State University, California. He is an active member of the California Society of Civil Engineers and Floodplain Management Association (FMA).



LWA has experience and expertise in many areas within the broad spectrum of public finance and management consulting services. In particular, LWA specializes in:

### **Public Finance Services including:**

- Infrastructure funding and financing plan development
- New revenue implementation:
  - Mello-Roos Community Facilities District (CFD) formations
  - o Benefit Assessment District formations (Prop 218 Ballot Proceedings)
  - Parcel Tax implementation
  - Development Impact Fee Nexus Study (AB 1600 Fees) preparation
  - o Fee Credit and Reimbursement Program development and administration
- Cost allocation modeling

### **Management Consulting including:**

- Program management and support
- Coordination with federal, State, and Local agencies
- Water resource engineering design
- State and Federal permitting
- Grant program application and administrative services
- Contract director level finance, engineering and program management

### **Flood Control Experience**

LWA specializes in working with various flood control agencies in the California Central Valley to develop, manage, and implement levee improvements. LWA specializes in establishment of funding mechanisms for levee improvements and operations & maintenance. At a planning level, LWA is currently working with six different regions throughout the Central Valley to develop Regional Financial Plans for funding regional flood control projects. At a local level, LWA's clients include Sacramento Area Flood Control Agency (SAFCA), West Sacramento Flood Control Agency (WSAFCA), Three Rivers Levee Improvement Authority (TRLIA), Sutter Butte Flood Control Agency (SBFCA), San Joaquin Area Flood Control Agency (SJAFCA), and Reclamation Districts 784 (Plumas Lake), 2103 (Wheatland), 1614 (Smith Tract), 817 (Weber Tract), 1000 (Natomas), & 2059 (Bradford Island).

### **DWR's Urban Levee Improvement Program Experience**

LWA is currently working with SAFCA, WSAFCA, SBFCA, TRLIA and SJAFCA on current and proposed urban levee improvement projects where Benefit Assessment Districts, Mello-Roos Community Facilities Districts and Development Impact Fee Programs are being used to fund and finance the local cost share of flood control projects. For these agencies, LWA has assisted with, managing multi-disciplinary teams to advance engineering design and permitting, managing independent technical review panels, coordination to secure approvals from federal, State, and local agencies to modify flood control facilities, preparing grant applications and developing detailed financial plans in conformance with DWR Guidelines.



# CLIENT PROFILES

### Sacramento Area Flood Control Agency

Since 2007, Derek Larsen has worked for SAFCA on the Natomas Levee Improvement Program (NLIP) assisting with program management and leading grant management efforts. The NLIP is approximately a 42 mile perimeter levee system protecting the Natomas Basin in Sacramento, CA. The State funding secured to date has helped construct over 18 miles of levee improvements.

Derek helped manage a multi-disciplinary consultant team to ensure flood control improvements were designed to meet State and federal standards. He helped SAFCA navigate the complex regulatory environment to ensure the project's ultimate construction. Derek's work completed on behalf of the Agency includes: managing the State grants, maintaining a program schedule, tracking NEPA/CEQA compliance, securing State and federal permitting, advancing engineering design, tracking real estate acquisition and construction activities.

Derek specialized in financial management support focused on assisting the agency in preparation of annual budgets and program cost estimates. Derek lead the development of SAFCA's DWR EIP funding agreement applications and helped provide Bond financing support for Sacramento County and SAFCA. Derek lead efforts to secure payments from the State during program implementation and the tracking of investments made from SAFCA's Capital Consolidated Assessment District.

Derek also assisted with the establishment of SAFCA's Natomas Basin Levee Assessment District by leading an effort to coordinate multiple engineering firms, environmental consultants and staff to prepare an updated 200-year program cost estimate. Derek supported the outreach and formation efforts Assessment District.

As a Vice President at Economic & Planning Systems, Seth Wurzel worked with the SAFCA's consulting team to help establish two funding mechanisms for capital improvements to the levee systems protecting Sacramento and the surrounding area. Seth assisted with the formation of an assessment district, which was approved by property owners in 2007. He also managed the process of developing and implementing a Development Impact Fee to be levied from new development within the floodplain. The Development Impact Fee covers the City of Sacramento, as well as portions of unincorporated Sacramento and Sutter counties. Seth prepared the required nexus study for the fee program and worked to put in place collection agreements with all three land use jurisdictions. Finally, Seth also worked to help model the job creation impacts of the flood control improvements to aid SAFCA in obtaining federal appropriations for its projects.

On behalf of SAFCA, LWA continues to administer multiple funding with DWR and supports the Agency with managing projects funded by their Assessment Districts.

### **West Sacramento Area Flood Control Agency**

Since 2007, Derek has worked with WSAFCA and DWR to help advance the West Sacramento Levee Improvement Program (WSLIP). The WSLIP is an approximately 50 mile perimeter levee system protecting the City of West Sacramento. Derek has directed a multi-disciplinary consultant teams to ensure flood control improvements are designed to meet State and federal standards. Derek has helped WSAFCA navigate the complex regulatory environment and manage construction efforts. Derek's work completed on behalf of the Agency includes; securing State funding, developing and managing the program schedule, tracking NEPA/CEQA compliance, securing State and federal permitting, coordination and direction of engineering design, management of the independent technical review panel, and tracking real estate acquisition and construction activities. Derek served as the City's Interim Flood Protection Manager during the recruitment of a permanent replacement.

On behalf of WSAFCA, Derek has lead successful to secure grants in excess of \$52 million. Through innovative contracting strategies, Derek has helped maximize State grant funding for WSAFCA and secure a 90% State cost share for flood risk reduction improvements in the Northern portion of the City. Derek also helped secure over \$160 million in State capital outlay funds for the agency.

As a Vice President at Economic & Planning Systems, Seth Wurzel worked with the City of West Sacramento and Reclamation District 900, jointly WSAFCA, to create the needed financing mechanisms for funding levee improvements and long term enhanced



maintenance. WSAFCA looked to Seth to help aid a team of consultants to put in place an assessment district, which passed a property owner election in July 2007, as well as an in-lieu development fee for flood control improvements. Seth worked with WSAFCA staff and its consultants to set the in-lieu development fee amounts, prepare the nexus study, and develop a pro forma cash flow analysis to model the revenues generated by the assessment district and development fees.

LWA currently leads efforts to administer cash flow models, assist with development of bonding strategies, and assess ongoing funding capacity assessment during project implementation. LWA administers multiple funding agreements with DWR and is working to securing State funding for additional projects for the Agency.

### Three Rivers Levee Improvement Authority

LWA currently serves as contract Financial Manager for the Agency. Since 2005, Seth Wurzel has worked with TRLIA, Yuba County, Reclamation District 784, DWR and various landowner groups to secure funding for over 46 miles of levee improvements in the southern portion of Yuba County. The funding has helped construct needed levee improvements to bring 200-year flood protection to the communities of Linda, Olivehurst and Plumas Lake. LWA's work completed on behalf of the Agency includes; a development impact fee nexus study, a fee credit and reimbursement program, negotiation and implementation of various advanced funding agreements, the formation of two Mello-Roos Community Facilities Districts, and assistance with a \$78 million Bond issuance by the County and local water agency. In addition, as Agency staff, Seth advised on the formation of its Benefit Assessment District for ongoing operations and maintenance. Seth continues to administer multiple funding agreements with DWR on behalf of the Agency.

### **Sutter Butte Flood Control Agency**

LWA is currently engaged by SBFCA as contract agency staff. Seth Wurzel serves as the agency's Budget Manager. Seth is in charge of developing and administering the agency's operating and capital budget and debt financing. In this role, Seth has developed a cost tracking system geared toward administering the Agency's EIP funding. Seth works closely with all Agency staff and the City of Yuba City to administer all aspects of the Agency's finances. Seth regularly reports to the Agency's board of directors. LWA also administers all of the Agency's funding agreements which includes and preparing all required quarterly reporting documents to receiving funding from DWR.

### San Joaquin Area Flood Control Agency / Reclamation Districts 1614 & 828

LWA led a multidisciplinary team including engineering and public outreach consultants, to successfully develop and implement a new Benefit Assessment District for the construction, operation and maintenance of a closure structure at the mouth of the Smith Canal in Stockton. Seth was responsible for overall project coordination and implementation, the preparation of the project financing plan and required Engineer's Report, the Proposition 218 ballot proceeding, and the required local agency legislative process. SJAFCA and RD 1614 successfully formed assessment districts in July 2013 after property owner approval of the proposed assessments. As part of this effort, Seth also assisted SJAFCA with its submission an EIP Grant Application for the design of closure structure.



### **Reclamation District 2103**

Seth led a multidisciplinary team including engineering and public outreach consultants, to develop and implement a new Benefit Assessment District for the maintenance of the Bear River North Levee near Wheatland. The assessment district was successfully formed in July 2010, with nearly 90% approval of the weighted vote by property owners. The assessment district funds the enhanced maintenance associated with new flood control improvements along the Bear River constructed as part of an EIP project funded by the City of Wheatland and DWR. Seth managed all aspects of the assessment district formation including project coordination and implementation, public outreach, the Proposition 218 ballot proceeding, and the required local agency legislative process as well as having prepared the Engineer's Report.

### FloodSAFE Yolo Pilot Program

As a Vice President at Economic & Planning Systems, Seth worked with FloodSAFE Yolo Pilot Program staff to evaluate various flood control funding options to resolve flooding issues associated with Lower Cache Creek. The evaluation provided a thorough review of various local funding mechanisms available to participating agencies in FloodSAFE Yolo and an overview of the various local governance structures for project implementation.



# **DISCLOSURES**

### Regulatory Disclosure / Conflicts of Interest / Other Notices

Larsen Wurzel & Associates is registered as a Municipal Advisory Firm with the U.S. Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB). The firm's MSRB ID Number is K0689 and its SEC ID Number is 867-01165.

MSRB Rule G-42 requires us to provide you with information regarding any conflicts of interest that we may have and with information about where to find our SEC filings on the SEC website.

### Regarding conflicts of interest

As it relates to compensation, LWA charges for the services it provides on an hourly basis based on the time dedicated to the effort for which LWA is engaged. Our fees are never contingent on the size or closing of any transaction for which LWA is providing advice. We believe this type of compensation arrangement mitigates any potential for a conflict of interest related to compensation.

In the connection of providing Municipal Advisory services, LWA may determine, after exercising reasonable diligence, that it may have a material conflict of interest that could impair its ability to provide advice in accordance with its fiduciary duty to municipal entity clients. To the extent any such material conflict of interest arises after the date of such disclosure, LWA will provide information with respect to such conflicts.

LWA serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another LWA client. For example, LWA serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it would to you. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, LWA could potentially face a conflict of interest arising from these competing client interests. LWA fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with each client. Should LWA become aware of any additional potential or actual conflict of interest after an initial disclosure, LWA will disclose the detailed information in writing to each client, issuer or obligated person in a timely manner.

### Where you can find more information

The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority. Copies of our registration filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at https://www.sec.gov/edgar/searchedgar/companysearch.html and searching for either Larsen Wurzel & Associates or for our CIK number which is 1623107. As part of this registration LWA is required to disclose to the SEC any information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving LWA. Pursuant to MSRB Rule G-42, we are required to disclose any legal or disciplinary event that is material to your evaluation of us or the integrity of our management or advisory personnel. As reflected in our filings with the SEC, LWA has determined that no such events exist.



# REFERENCES

### **Paul Brunner**

**Executive Director** 

**Three Rivers Levee Improvement Authority** 

1114 Yuba Street, Suite 218 Marysville, CA 95901 (530) 749-5679 pbrunner@co.yuba.ca.us

### Michael Bessette

**Executive Director** 

**Sutter Butte Flood Control Agency** 

PO Box M Yuba City, CA 95991 (530) 755-9859 m.bessette@sutterbutteflood.org

### William H. Edgar

President Central Valley Flood Protection Board

### **Edgar & Associates LLP**

7311 Greenhaven Drive, Suite 110 Sacramento, CA 95831 (916) 392-4909 bedgar@edgarandassociates.com

### E-mail:

Seth Wurzel: seth@larsenwurzel.com
Derek Larsen: derek@larsenwurzel.com
Scott Brown: scott@larsenwurzel.com
Eric Nagy: eric@larsenwurzel.com

### Rick Johnson

Executive Director

Sacramento Area Flood Control Agency

1007 7th Street, 7th Floor Sacramento, CA 95814 (916) 874-7606 johnsonr@saccounty.net

### Gary Bardini

Director of Planning

**Sacramento Area Flood Control Agency** 

1007 7th Street, 7th Floor Sacramento, CA 95814 (916) 874-7606 bardinig@saccounty.net

### **Greg Fabun**

Flood Protection Manager

**West Sacramento Area Flood Control Agency** 

1110 West Capitol Avenue West Sacramento, CA 95691 (916) 617-4850 gregf@cityofwestsacramento.org

### Attachment B

**LWA Project Experience** 





### Key Staff

Eric Nagy, PE
Derek Larsen, PE, CFM
Seth Wurzel, CGFM
Scott Brown, PE
Bob Morrison, PE, Broker (Monument)
Kim Floyd (KFC)

### Client Reference

Greg Fabun
City of West Sacramento
Flood Protection Manager
gregf@cityofwestsacramento.org
(916) 617-4855

Since 2014, as an extension of the Agency, LWA provides support for the flood policy and strategy, planning to West Sacramento Area Flood Control Agency's (WSAFCA) staff for the delivery of the \$170 million Southport Early Implementation Project (Southport). The Southport project is a 6 mile perimeter levee improvement project that includes approximately 4 miles of setback levee creating nearly 150-acres of new floodplain along the Sacramento River. LWA closely worked with the City of West Sacramento and WSAFCA management teams on developing a strategy and implementation plan that supported the City of West Sacramento in making a finding of Adequate Progress toward a 200-year level of urban flood protection as required by State law. LWA provided strategic guidance and implementation support in developing of the City of West Sacramento's Urban Level of Protection (ULOP) findings report and developed the ULOP Financial Plan.

LWA continues its ongoing partnership with WSAFCA and currently leads efforts to administer cash flow models, assist with the development of bonding strategies, and evaluate ongoing funding capacity assessment during project implementation. LWA manages and processes various funding agreements with DWR and is also currently working in securing State funding for additional projects for the Agency.





Key Staff

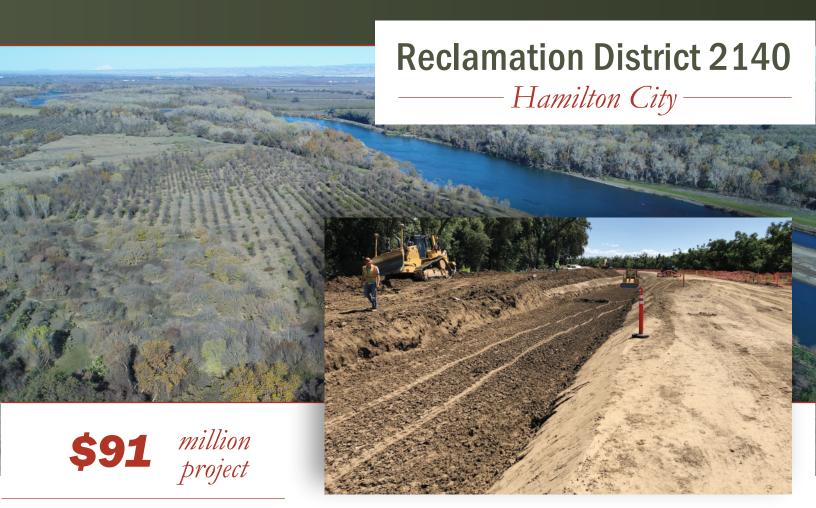
Eric Nagy, PE Seth Wurzel, CGFM Scott Brown, PE

### Client Reference

Michael Bessette Sutter Butte Flood Control Agency Executive Director m.bessette@sutterbutteflood.org (530) 755-9859 Since 2010, LWA has worked on the Feather River West Levee Project (FRWLP) for the Sutter Butte Flood Control Agency (SBFCA) and assisted with the flood risk program management and public finance. LWA is currently engaged by SBFCA as a contract agency staff. LWA's team serves as the agency's Budget Manager, in charge of developing and administering SBFCA's operating and capital budget and debt financing. In this role, LWA staff have developed a cost tracking system geared toward administering the Agency's EIP funding efforts. LWA staff work closely with all Agency staff and the City of Yuba City to administer all aspects of the Agency's finances. LWA principles regularly reports to the Agency's board of directors. LWA also administers all of the Agency's funding agreements, which includes preparing all required quarterly reporting documents to receive funding from Department of Water Resources (DWR).

The financial and project management services provided by LWA include, auditing and processing consultant invoices, tracking and forecasting costs through project specific developed cash flow models, and administering various funding agreements to obtain State Funding. LWA's project support on behalf of SBFCA include both State and Federal led projects.

LWA continues to work closely with SBFCA to advance current and future projects by securing and overseeing required capital for improving and implementing flood control systems and maintaining and operating efforts.



### Key Staff

Eric Nagy, PE Seth Wurzel, CGFM Adam Riley, PE, CFM David Lee Megan Jonsson

### Client Reference

Lee Ann Grigsby-Puente Reclamation District 2140 President grigsbyleeann@gmail.com (530) 321-1525 Since 2014, LWA has worked with Reclamation District 2140 (RD 2140) supporting delivery of the Hamilton City Flood Damage Reduction and Ecosystem Restoration Project (Project). The Project significantly reduces the risk of flooding to the town of Hamilton City and the surrounding orchards through the construction of nearly 7-miles of levee improvements, including approximately a 5-mile setback levee. The setback levee creates the opportunity to reconnect approximately 1,400 acres of agricultural land to the Sacramento River floodplain and restore it to native riparian habitat. The Project, authorized in the Water Resources Development Act of 2007, has a total estimated cost of \$91.0 million.

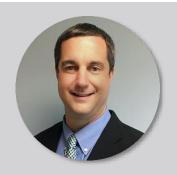
LWA currently serves RD 2140 directly as staff. Mr. Eric Nagy serves as the District's Engineer overseeing financing and implementation of the overall Project. This responsibility includes (1) serving as the primary interface with the US Army Corps of Engineers (USACE), (2) managing all real estate acquisition and relocations required in support of project construction, (3) administering the State of California grant used to fund the non-Federal cash contribution to the Project, (4) facilitate coordination with local stakeholders, other agencies, and Native American tribes regarding implementation of the Project, and, (5) advising RD 2140 regarding USACE policies and procedures. Eric manages other LWA staff members and a team of subconsultants to accomplish these responsibilities.

LWA also managed the development and implementation of a new benefit assessment RD 2140 required to fund long-term operations and maintenance of the Project. The benefit assessment was implemented in compliance with Proposition 218, and, as such, LWA developed the benefit methodology, prepared the Engineer's Report, managed the property owner ballot proceeding, and advised RD 2140 regarding the required legislative process.

### Attachment C

LWA Key Staff Resumes





**EDUCATION**Bachelor of Science, Civil
Engineering, Pennsylvania
State University, 1997

### PREVIOUS EMPLOYMENT

MBK Engineers, 2014-2016 Supervising Engineer

US Army Corps of Engineers, Sacramento, CA, 2011-2014 Chief, Design Branch

HDR, 2007-2011 Associate Vice President

US Army Corps of Engineers, Sacramento, CA, 1997-2007 Various Positions

#### **AFFILIATIONS**

National Waterways Conference, Board of Directors (2020 – 2023)

American Society of Civil Engineers

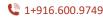
Floodplain Management Association

#### **REGISTRATIONS**

Professional Engineer California (C61543)

### Eric E. Nagy, PE Principal







Mr. Nagy has over 20 years of experience with the planning, design, and construction of water resource projects. During this time, he has served in both the public and private sectors with deep experience leading multidisciplinary teams through the development and implementation of flood risk reduction and habitat restoration projects.

Mr. Nagy's experience includes 13 years of service with the U.S. Army Corps of Engineers (USACE) in Sacramento. In his last USACE assignment, Eric served for three years as the Chief of the Design Branch. The Design Branch is comprised of over 100 technical professionals including civil, structural, mechanical, electrical engineers, and architects responsible for the design of both Civil Works and Military Projects. Eric also previously held positions at the USACE in Construction and Project Management. Eric's experience with Federal and State water resource regulation and policy allows him to provide strategic advice and engineering services for improved watershed management.

### West Sacramento Area Flood Control Agency (WSAFCA) - Flood Program Management Support

Program Manager / Project Manager / Engineer-of-Record. Mr. Nagy supported the WSAFCA Flood Program from 2007 to 2011 as Project Manager and Engineer-of-Record during his tenure at HDR Engineering, Inc. (HDR). Support included leading the development of the engineering evaluations (Problem Identification Report & Alternatives Analysis) which outlined the scale and complexity of levee improvements necessary for the City to achieve a 200-year level of flood protection. This program of improvements includes levee rehabilitation or replacement spanning nearly 50-miles of levees. During this period, Eric also led the design of the City's first three early implementation projects totaling nearly \$40 million.

Since March 2014, Mr. Nagy has provided flood program management support to WSAFCA's staff through both an advisory role and direct support on initiatives including (1) further partnering with the USACE on the West Sacramento Project, a \$1.2 billion project authorized by Congress in 2016, to advance the project through design and into the construction phase, (2) compliance with requirements of the State of California's Urban Level of Protection (ULOP) standards, (3) management of the Lower Sacramento / Delta North Regional Flood Management Planning team; (4) development and implementation of a System-Wide Improvement Framework (SWIF) for the West Sacramento Levee System, and, (5) project management support to WSAFCA's staff for the delivery of the \$170 million Southport Early Implementation Project (EIP). This project includes the construction of over 4-miles of setback levee creating nearly 150-acres of new floodplain along the Sacramento River.

### Reclamation District 2140 - Hamilton City Flood Risk Management & Ecosystem Restoration Project

District Engineer. Mr. Nagy serves as the Reclamation District 2140 Engineer as well as the non-Federal sponsor's representative to the USACE for design and construction of the \$91 million Hamilton City Flood Risk Management and Ecosystem Restoration Project. These services include project team coordination, independent review of design and construction deliverables, schedule and cost risk management, and utility relocations.

The Hamilton City Project consists of the replacement of an existing private levee with a new 6.8-mile reach of setback levee along the Sacramento River. This setback levee provides increased flood protection to nearly 3,700 acres including the town of Hamilton City with a population of 2,070 residents. It includes the restoration of nearly 1,360 acres of floodplain created by the setback levee.

### Sacramento Area Flood Control Agency - Sacramento River General Reevaluation Report

Project Manager. Since 2016, Mr. Nagy's responsibilities have included representing the Sacramento Area Flood Control Agency (SAFCA) and the Lower Sacramento / Delta North Region (LSDN Region) in the development of a flood risk management and ecosystem restoration feasibility study of a portion of the Sacramento River Flood Control Project. The study is under development through a partnership between USACE and the Central Valley Flood Protection Board (CVFPB).

Eric was also responsible to lead the development of a Locally Preferred Plan (LPP) for consideration by USACE and the CVFPB. The LPP submitted for review had an estimated cost of \$450 million and included (1) construction of a 5.5-mile long setback levee within the Upper Elkhorn Basin, (2) construction of a 2.4-mile extension of the Freemont Weir, and (3) the restoration of approximately 1,000-acres of existing and newly incorporated lands in the Yolo Bypass.

#### Sacramento Area Flood Control Agency (SAFCA) - American River Watershed (Common Features) 2016

Project Integrator. Mr. Nagy's responsibilities include serving as a facilitator between the US Army Corps of Engineers (USACE), State of California Department of Water Resources (DWR), and SAFCA project teams to ensure the seamless delivery of both a 1,500-foot extension to the Sacramento Weir as well as a corresponding setback of approximately 2-miles levee along the north side of the Sacramento Bypass. The USACE is leading delivery of the widened Sacramento Weir through the 2016 Common Features Project; while, DWR is leading delivery of the setback levee through the Lower Elkhorn Basin Levee Setback Project.

Eric is responsible to facilitate coordination across both lead agencies' project teams in order to manage project schedule and budget risk. He is also responsible to identify gaps in resource availability and/or specific technical expertise and facilitate the provision of those resources through SAFCA. The Sacramento Weir and Bypass Widening has an estimated cost of \$260 million.

#### Sacramento Area Flood Control Agency (SAFCA) - Little Egbert Tract Feasibility Study

Project Manager. Mr. Nagy's responsibilities include managing the development of a multi-objective feasibility study for Little Egbert Tract. Eric is responsible to facilitate a Steering Committee of key stakeholders in the development of a study scope, consultant selection, study and project financing, and agency outreach. The Steering Committee is comprised of representatives from SAFCA, County of Solano, Reclamation District 2084, and the California Department of Water Resources (DWR).

The Little Egbert Tract is comprised of 3,100-acres of farmland protected by restricted height levees at the outlet of the Yolo Bypass near Rio Vista. The Tract is valued for the potential to update the existing landuse to optimize the balance between its flood risk reduction, habitat, and agricultural values.

### Sutter Butte Flood Control Agency (SBFCA) - Sutter Basin Flood Risk Management Project

Project Manager. Mr. Nagy serves as the Sutter Butte Flood Control Agency's representative to the USACE and DWR for design and construction of the \$77 million last phase of the Sutter Basin Flood Risk Management Project. These services include project team coordination, schedule and cost risk management, value engineering management, and advice regarding USACE project delivery policy.

The overall project reduces flood risk for approximately 95,000 people and \$7 billion of damageable assets in Sutter and Butte Counties, including Yuba City. Flood risk is reduced through the strengthening of 42-miles of existing Federally-authorized levee along the west bank of the Feather River. The original project was authorized by Congress in 2014 with an estimated cost of \$689 million.

### Ecosystem Investment Partners (EIP) – Lookout Slough Tidal Habitat Restoration and Flood Improvement Project

Independent External Peer Review Panel (IEPR) Chairman. Mr. Nagy's responsibilities included serving as Chairman of the three-member Type II Independent External Peer Review Panel for the Lookout Slough Project. In addition to this capacity, he served as the panel member responsible to conduct the Civil Engineering review of the project design.

The Lookout Slough Project is in Solano County within Reclamation District 2098. It creates over 3,000-acres of habitat for threatened and endangered species. It also reduces flood risk through the construction of an approximately 2.5-mile long setback levee along with various improvements to the adjacent levees.



#### **EDUCATION**

Master of Business Administration University of California, Davis, 2005

Bachelor of Science, Civil Engineering, Humboldt State University, Arcata, CA, 1999

#### **PREVIOUS EMPLOYMENT**

MBK Engineers, 2007-2013 Supervising Engineer

CH2M Hill, 2006-2007 Project Engineer

KB Home, 2005-2006 Forward Planner

City of Santa Cruz, 2001-2003 Project Engineer

State of California, Department of Water Resources, 1999-2001 Water Resource Engineer

### **AFFILIATIONS**

American Society of Civil Engineers

Floodplain Management Association

#### REGISTRATIONS

Professional Engineer: California (C64336)

Certified Floodplain Manager

# Derek B. Larsen, PE, CFM Principal



derek@larsenwurzel.com

1+530.665.8225

Derek Larsen has over 18 years of experience as a civil engineer and 11 years helping public agencies implement flood risk reduction projects. Derek has extensive expertise directing engineering, planning, design, environmental compliance, and State and federal permitting for flood risk reduction projects. Derek is an expert in developing and implementing financial plans as well as performing cash flow analyses and assisting with program administration. Derek has extensive experience working with the State of California to secure funding and developing financial justifications required to support investments in flood risk reduction.

### FLOOD RISK REDUCTION EXPERIENCE

### Sacramento Area Flood Control Agency (SAFCA)

Since 2007, Derek has worked for SAFCA assisting with program management and leading financial and State funding agreement management efforts. Derek is directly involved in the congressionally authorized Natomas Basin and American River Common Features Projects. The Natomas Basin Project is a \$1.2 billion Flood Risk Reduction Project authorized by Congress in 2014 and includes improvements to a 42-mile perimeter levee system protecting the Natomas Basin in Sacramento, CA. Approximately 18 miles of levee improvements in Natomas were constructed in advance of congressional authorization. The American River Common Features Project is a \$1.6 billion flood risk reduction project authorized by Congress in 2016 and includes about 20 miles of levee improvements, 20 miles of bank protection, and widening of the Sacramento Weir and Bypass.

In advance of congressional authorization, Derek assisted with program management of a multi-disciplinary consultant team to ensure flood risk reduction improvements were designed to meet State and federal standards. He aided SAFCA in navigating the complex regulatory environment to ensure the project's ultimate construction. Derek's work completed on behalf of SAFCA includes: managing State funding agreements, maintaining a program scope, schedule and budget, cash flow management, securing State and federal approvals, and tracking NEPA/CEQA compliance, design, real estate acquisition and construction progress.

Derek specializes in management support focused on assisting the agency in preparation of annual budgets, cash flow modeling, program cost estimates and scheduling. Derek led the development of the Capital Consolidated Assessment District No. 2 (CCAD) cash flow model in the Agency's Proposition 218 Engineer's Report in 2016. The CCAD was developed to fund approximately \$3.6 billion in flood risk reduction infrastructure and the necessary operations and maintenance of new facilities. The CCAD includes eight benefit zones and the local share of the planned improvements and actions is approximately \$550 million. Derek assisted with stakeholder and public outreach meetings leading up to the successful Proposition 218 balloting proceeding.

### West Sacramento Area Flood Control Agency (WSAFCA)

Since 2007, Derek has worked with WSAFCA providing program management support to advance the West Sacramento Levee Improvement Program (WSLIP). Derek directed a multi-disciplinary consultant team to advance flood risk reduction improvements that met State and federal standards through planning, design and implementation. Derek's work completed on behalf of the Agency includes: securing State funding, developing and managing a program scope, schedule, and budget, tracking NEPA/CEQA compliance, real estate acquisition and construction activities, securing State and federal permitting, coordinating and directing planning, engineering and design, and managing the independent technical review panel. Derek was a part of the consultant team that planned, designed and implemented the Southport setback levee project.

On behalf of WSAFCA, Derek has successfully led efforts to secure State funding in excess of \$190 million and supports WSAFCA with State funding agreement administration. Through innovative contracting strategies, Derek helped maximize State funding and secure a 90% State cost share for local-State led flood risk reduction improvements. Derek worked with WSAFCA to reassess the USACE Benefit-Cost Ratio (BCR) for the West Sacramento Project. This effort resulted in an increase to the BCR submitted by the USACE to the Office of Management and Budget from 1.1 to 2.3 for the authorized project. This was achieved by working closely with USACE and local agency staff to provide necessary documentation to the USACE to reevaluate their BCR.

### Pajaro River Flood Risk Reduction Project

Since 2018, Derek has worked with The Flood Control and Water Conservation District – Zone 7 in Santa Cruz County to assist with the formation of a joint power authority and establish a local funding mechanism. Derek provides strategic financial support services in an effort to develop a finance plan and a local funding mechanism to match State and federal funds to implement multi-benefit flood risk reduction projects along the Pajaro River.



### **EDUCATION**

Master of Sciences, Civil Engineering, San Jose State University, 2015

Bachelor of Sciences, Biological Sciences, University of California, Merced, 2010

#### **PREVIOUS EMPLOYMENT**

Harris & Associates, 2019-2020 Senior Project Engineer

Waterways Consulting, Inc., 2016-2019, Staff Engineer

Schaaf & Wheeler Consulting Civil Engineers, 2015-2016, Junior Engineer

#### **AFFILIATIONS**

Floodplain Management Association (FMA)

American Society of Civil Engineers (ASCE)

### **REGISTRATIONS**

Professional Engineer: California (C88461)

Certified Floodplain Manager

# Madeline L. Baker, PE, CFM Project Manager



madeline@larsenwurzel.com



Madeline Baker is a registered civil engineer with over six years' experience in water resources engineering, including work in open channel, pressurized, and non-pressurized systems. A background in ecology and evolutionary biology, combined with her experience in design of floodplain and stream restoration projects, provide Madeline a unique outlook on projects at the nexus of the natural and constructed environment.

### Reclamation District 2084 - Little Egbert Tract

Madeline serves as a Project Manager for the Little Egbert Tract Reclamation District. She assists the General Manager and Secretary in developing agendas, minutes, and resolutions. Madeline also supports the District in engagement strategy for development of a multi-benefit project within the Tract.

### Madera County Flood Control and Water Agency

Madeline serves as Project Manager for the Madera County Flood Control and Water Agency to support the development of farmer-led levee and channel maintenance programs. In addition, she is assisting with, and has written Technical Memorandum in support of, the Agency's 1602 Permit efforts.

### West Sacramento Area Flood Control Agency (WSAFCA)

Madeline assisted WSAFCA in submitting an approved Systemwide Improvement Framework (SWIF) and remain eligible in for P.L. 84-99 assistance. As part of this effort, Madeline was responsible for leading coordination between WSAFCA, Reclamation District 900, and the Flood Maintenance Office of the Department of Water Resources. Following submission of the SWIF, Madeline led the effort to establish a GIS database to track deficiencies and prepare for submission of the annual progress report.

#### City of Santa Barbara

While with Waterways, Madeline completed design for the Arroyo Burro Open Space Restoration, an extensive creek and floodplain restoration project in Santa Barbara, California. The project was designed to improve water quality and habitat conditions through the restoration of floodplain habitat and stabilization of eroding creek banks. The design involved local topographic mapping, hydrologic and hydraulic modeling and reporting, and extensive grading and erosion control plans. Madeline also developed the Storm Water Pollution Prevention Plan for the project.

### City of Mountain View

While with Schaaf & Wheeler, Madeline assisted in determining the costs of capital improvements to wet utility infrastructure intended to meet the demand of new development in the North Bayshore Precise Plan. The effort included developing a method to determine the appropriate percentage of cost attributed to North Bayshore Development based upon the results of existing and future hydraulic models. Madeline developed the equation, completed calculations, and assisted in the writing of the technical memorandum to support the impact fee resulting from the new development.

### **Trout Unlimited**

Potrero Creek winds along a golf course fairway and residential yards immediately upstream of the confluence with Carmel River. Prior efforts to control flooding led to channel incision and degradation of fish passage function. While with Waterways, Madeline developed preliminary designs and feasibility report for restoration of the channel through the golf course. She provided topographic mapping of the project site and hydraulic modeling of the channel to develop recommendations in the report.

Madeline was also involved in the CVAC Culvert Replacement project, part of a larger collection of projects intended to remove fish passage barrier along Potrero Creek in Carmel Valley. A secondary goal of the project was to limit flooding throughout the parking lot of the Carmel Valley Athletic Club so maximizing culvert capacity within the existing footprint was also a goal. Madeline performed hydraulic modeling to determine the capacity of the existing culverts and performed fish passage calculations. She also assisted with design of the replacements and wrote the draft design report.

### Reclamation District 2059 - Bradford Island

Madeline served as a Senior Project Engineer for Bradford Island Reclamation District. She assisted the District Engineer in preparation of Delta Levee subventions documentation and routine levee inspections. In addition, she helped develop the Five-Year Plan Update.

### Attachment D

2021 LWA Rate Sheet



# Larsen Wurzel & Associates, Inc. Hourly Rate Schedule

Staff Billing Rates	2021*
Principal	\$229
Senior Consultant	\$239-\$281
Supervising Project Manager	\$229
Senior Project Manager	\$218
Associate Project Manager	\$208
Project Manager	\$198
Senior Technical Associate	\$187
Senior Associate	\$177
Associate	\$166
Senior Analyst	\$156
Analyst II	\$140
Analyst I	\$125
Supervising Engineer	\$224
Project Engineer	\$203
Associate Engineer	\$182
Assistant Engineer	\$161
CAD Tech/GIS Specialist	\$140
Junior Engineer	\$130
Intern	\$73
Senior Project Coordinator	\$140
Project Coordinator	\$125
Project Assistant	\$120
Technical Editor	\$104
Clerical Staff	\$86

<sup>\*</sup>Rates increase on January 1st of each year.

Automobile mileage is billed at the IRS federal reimbursement rate.

Professional services provided by others billed through LWA are billed at cost plus a service charge of 5%.

# **ENCLOSURE 3**

**AGENDA ITEM 5.b** 



DOWNEY BRAND LLP 621 CAPITOL MALL, 18<sup>TH</sup> FLOOR SACRAMENTO, CA 95814 916.444.1000 MAIN DOWNEYBRAND.COM

### Statement of Qualifications Little Egbert Joint Powers Agency Outside General Counsel January 15, 2021

Practical, client-focused service has been a Downey Brand tradition since the firm was established in 1926. It remains one of our most fundamental values today.

This client-first mentality means truly getting to know the client and understanding its interests and goals, and then helping the client to achieve those goals. It demands attorneys that are practical, pragmatic, and focused on the best interests of the clients we serve. Sometimes, that approach means cautioning a client that a promising opportunity bears considerable risk. At other times that approach means telling a client that it is not in the client's interest to have Downey Brand perform a service, even though it is a lost business opportunity for the firm.

Too often, lawyers are taught to protect the client by saying "no." Where our attorneys add value is in their ability to say: "there is a significant risk from that action, but this other action doesn't carry the same risk and may get you to your goal as well." This ability to problem-solve and proactively plan with clients is what makes Downey Brand's attorneys special. We are proud of the decades-long personal and professional relationships that we have cultivated with many of our clients. Our attorneys do superior work. We do it in a timely manner. We are responsive to our clients. Your victories are the successes that matter most to us.

### Overview of Services to be Provided

Downey Brand currently provides General or Special Counsel services to over 150 public agencies, focused almost exclusively on water, flood protection, storm water, and sanitary sewer. As such, Downey Brand has an in-depth understanding of the requirements to be General Counsel. The scope of our work as General Counsel includes but is not limited to attendance at Board and staff meetings as requested; reviewing actions of the agency for compliance with the Brown Act, Public Records Act, Government Code section 1090, the Fair Political Practices Act, and other controlling law; drafting or reviewing agreements to be considered for execution by the agency; working with the agency Board or staff on projects as assigned; representing the agency in court or administrative proceedings; preparing memoranda or legal opinions to assist the agency; advising on laws and regulations related to flood control and habitat creation; and other legal services to support the proper functioning of the agency.

Scott Shapiro is proposed as Lead Counsel for this representation. Scott Shapiro has significant experience with public agency General Counsel work and California Flood Control. Scott just celebrated his 26th anniversary as a member of the California Bar and as an attorney at Downey Brand working with public agencies. Scott is a graduate of Rutgers University (B.S., Environmental Planning and Design) and Northwestern School of Law of Lewis and Clark College (J.D., Certificate in Environmental and Natural Resources Law). In addition, Scott has

been Managing Partner of Downey Brand for the past seven years, a unique opportunity to hone management and business skills. A bios for Scott Shapiro can be found here: <a href="https://www.DowneyBrand.com">www.DowneyBrand.com</a>.

Downey Brand has the broadest flood protection practice in the State. Our attorneys represent dozens of public agencies in the flood protection arena. We regularly appear before the Central Valley Flood Protection Board. We regularly meet with and negotiate with the California Department of Water Resources. We have excellent relations with the U.S. Army Corps of Engineers in Sacramento, San Francisco, and Washington D.C. We regularly interact with the Federal Emergency Management Agency, in both Oakland and Washington D.C. We curate the only flood blog of its kind. We speak annually at the Floodplain Management Association conference and the National Association of Flood and Stormwater Management Agencies, where Scott was recently added to the NAFSMA Advisory Board. We have defended and prosecuted flood cases at the trial and appellate levels in Sacramento, San Joaquin, and Napa counties. In short, there is no firm or team that can compete with our expertise in this area.

Scott Shapiro's flood expertise is uniquely applicable for this agency. Scott is General Counsel for the San Joaquin Area Flood Control Agency, the Sutter Butte Flood Control Agency, and the Three River Levee Improvement Authority, all joint powers agencies collectively developing several billion dollars' worth of flood protection improvements. Scott represents the City of Watsonville on the formation of a new flood control JPA on the coast. Scott is advising the San Bernardino Valley Municipal Water District on the creation of a joint powers agency to implement a habitat conservation plan with an expected cost of nearly \$1 billion. Scott is General Counsel for the California Central Valley Flood Control Association, which advocates for sensible flood protection policy with the State and the Federal government. Scott is General Counsel for another dozen or so small flood control agencies. And finally, Scott has been part of the team for Reclamation District 2084 which has advanced the Little Egbert Project to date and which is now handing stewardship of that project to LEJPA to advance it.

#### **Overview of Related Services Available**

In addition to water and flood public agency law, our firm specializes in environmental and natural resources law, construction law counseling and litigation, employment law counseling and litigation, eminent domain, bankruptcy, real estate, corporate, commercial litigation, and many other areas. In some cases, our general counsel clients rely on these broader resources as well. In others, we refer the client to other lawyers or service providers. In this (as in all client work), we work with our clients to identify the solution that meets their needs most effectively.

Downey Brand currently has approximately 45 partners, five of counsel, 40 associates/counsel, seven paralegals, and a total count of 185 people. Many law firms describe themselves only in terms of their attorneys. But a successful law firm is more than just the lawyers; it also includes amazing staff. In 2018 and 2020, Downey Brand was proud to be awarded the "Best Place to Work" award among all large employers in Sacramento. In 2019 Downey Brand was recognized in the second place position in this category. We received these recognitions because of the way

we treat our employees, and the way that they feel about us. To us, this is as important as our size, locations, and practice areas.

Downey Brand litigation attorneys are additional resource that we bring to the table. These litigators try cases by themselves or with the relevant transactional attorney, depending upon the circumstances. Because Downey Brand has a cadre of litigation attorneys who specialize specifically in water, flood, or CEQA matters, it is often the case that our litigation attorney is also a transactional specialist. The same is true in regard to our construction and employment litigators. However, at times a matter does require the expertise of a transactional attorney. In those cases, the transactional attorney may simply help work the case up, or may participate in the trial, after consultation with the client.

Due to its reputation, effectiveness, and myriad practice areas, Downey Brand has thousands of active clients.

#### **Sample References**

We think that our success with our client base is the best evidence of the services we provide. With more than 150 public agency clients, we present this abbreviated list for your consideration. These are significant clients for whom Scott Shapiro has acted as General Counsel or played a significant role. If additional names would be helpful, a complete list can be provided:

San Joaquin Area Flood Control Agency Executive Director Chris Elias 22 E. Webber Ave., Room 301 Stockton, CA 95202

phone: 209-937-8211

email: chris.elias@stocktonca.gov

Reclamation District No. 563 President Steven Mello P.O. Box 305 Walnut Grove, CA 95690

phone: 916-825-1698

email: mellofarmer@yahoo.com

Sutter Butte Flood Control Agency Executive Director Michael Bessette

Suite C

Yuba City, CA 95991

phone: 530-755-9859 phone: 530-740-2448

email: m.bessette@sutterbutteflood.org email: inaminemike@gmail.com

Reclamation District No. 999

Former Executive Director Mike Inamine

President and Interim General Manager Tom Slater

phone: 916-240-5610

email: tslaterdee@yahoo.com

American River Flood Control Agency General Manager Tim Kerr 165 Commerce Circle, Suite D Sacramento, CA 95815

phone: 916-929-4006 email: tkerr@arfcd.org

Sacramento Municipal Utility District Deputy General Counsel Joe Schofield 6201 S Street, Mailstop B406 Sacramento, CA 95817 phone: 916-732-5446

email: joe.schofield@smud.org

#### **Downey Brand's Rates**

Downey Brand's public agency lawyers have among the lowest rates in the firm, recognizing public agencies' oft-constrained budgets. From time to time, LEJPA may have work that is more cost-effective for a more junior attorney to take on, with appropriate supervision. Work performed by those attorneys would be billed at a lower hourly rate. In our experience, this division of labor is most cost-effective for many clients and allows the client to take advantage of the considerable depth of expertise at Downey Brand.

Standard rates for some of the key personnel who would assist LEJPA are as follows:

Scott Shapiro \$460 Austin Cho \$340

In addition, our rates are subject to annual adjustments on the first of each year.

Our representation is tailored to the clients we serve, with an eye toward ensuring that those clients receive the full value of the firm's considerable expertise. That means that we make conscious decisions about what services are appropriate to bill for, and what services are not. While attorneys' invoices are privileged, they should always be prepared with an eye toward a public reaction if they were on the front page of the newspaper.

As to expenses, Downey Brand does not charge a mark-up on any expenses. Basic costs such as phone, copies, and the like are included in the firm's hourly rates. Other expenses such as FedEx, major copy jobs, or legal research, are charged at actual cost.

We very much appreciate the opportunity to share this information on our firm and our services. We look forward to the opportunity to continue this conversation in person.

Respectfully submitted by:

Scott L. Shapiro

# **ENCLOSURE 4**

## **AGENDA ITEM 5.c**

Attachment A

Attachment B

#### **Little Egbert Joint Powers Agency**

January 15, 2021

**TO:** Board of Directors

**FROM:** Eric Nagy, Interim General Manager

**SUBJECT:** Staff Recommendation for District Web Developer

#### Recommendation

The Board of Directors select Revize to design and create the LEJPA website and authorize the Board Chair to enter into an agreement with Revize for a duration of five years.

#### **Background**

California State Law Government Code 53087.8 requires every independent special district to maintain an Internet Web site. The law allows for a hardship exemption, in the event that an agency is not able to maintain a website. However, LEJPA does not have a very good case for a hardship exemption, and a website can be extremely helpful for project communication in additional to typical updates on JPA activities.

#### **Summary**

At the December 2020 Board Meeting, the LEJPA Board directed staff to return with quotes for development of a website. The LEJPA website will be used to communicate the activities of the JPA, including meeting schedule and documentation, as well as a strategic communications tool for development and implementation of the LEMBP. Therefore, a well-designed and accessible website is more important than for similar small agencies.

Staff requested three quotes from website developers that provide services for other government agencies in the area: Mayaco, Delta Webs, and Revize. The two quotes received, from Delta Webs and Revize, are included as attachments A and B and summarized in the table below:

Developer	First Year Cost	Subsequent Annual Cost
Delta Webs	\$1,295	\$698
Revize	\$5,200	\$1,500

Mayaco is the website developer for RD 2084. While they did not respond to the request for a quote, the recently approved contract values with RD 2084 for first year and subsequent year costs are \$2,860 and \$360, respectively.

While the cost difference is large, staff feel that the services and support offered from Revize will be necessary for a government agency committed to transparency and outreach. Revize has a staff better able to incorporate the LEMBP maps, figures, and information necessary to describe the LEMBP efficiently and effectively to the public. In addition, the website layouts provided by Revize provide more options to clearly articulate the LEMBP story. Staff has discussed the cost of such a website with others and has found the costs from Revize to be the norm for this quality of website.

Staff recommends the Board authorize the Chairman to enter into contract with Revize to create and design the LEJPA website.

#### **Attachments:**

Attachment A – Website Quote from Revize Attachment B – Website Quote from DeltaWebs



#### **REVIZE WEBSITE PROPOSAL for**

# Little Egbert Joint Powers Agency

Prepared by Robert J. Suchomel 150 Kirts Blvd, Suite B, Troy, MI 48084 Ph: 248-269-9263 x8059 Fax: +1866-346-8880





Dear Madeline Baker.

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

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

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

Some of our great clients in include:

Three Rivers Levee Improvement Agency

• Yucaipa Valley Water District

• California Health Benefits Review Program

Clark County, NV

• The City of Arcadia, CA

• The City of St. Petersburg, FL

The City of Des Moines, IA

And Many More!

www.trlia.org

www.yvwd.us

www.chbrp.org

www.clarkcountynv.gov

www.arcadiaca.gov

www.stpete.org

www.dsm.city

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 municipal government.

Please contact me if you have any questions at all.

Sincerely,

Robert J. Suchomel
Sales Account Manager
Office: 248-269-9263 x8059

Cell: 248-508-4575 Robert@revize.com



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# **Executive Summary**

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

#### About Us

Having launched nearly 1,400 government clients nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

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



Here you will find the communication tools you need such as

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

#### Our Award-Winning Government CMS

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

#### Quick Deployment, Personalized Training and Support

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

knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.

#### Did you know?

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



# **Company Profile**

FOUNDED HEADQUARTERS PHONE WEB SITE

1995 150 Kirts Blvd, 248-269-9263 <u>www.revize.com</u>

Suite B, Troy, MI

48084

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 1400 clients in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

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

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



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

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



#### Did you know?

Revize has won national awards for our websites!



# Government Project Experience

# Flagler County, Florida

www.FlaglerCounty.org



#### **Details:**

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



#### **Tipton County, Tennessee**

#### www.tiptonco.com



#### **Details:**

Tipton County is located on the Mississippi River north of Memphis and is one of the fastest growing counties in the state. Because of this fact, the website needed to refocus its attention. In addition to resident services, this website has a focus on economic development. To achieve this, we started off by integrating a drone video. That video instantly showcases the growth in industry that Tipton is experiencing. Using video in this manner increases resident return visits by 59% and 93% of first-time visitors watch the entire video. As you scroll down the website, this business-friendly atmosphere is intertwined with resident engagement features. Each department has their own icon that is used to identify them uniquely. The interior pages have distinctive features that make them stand out as if they were stand-alone websites. With its service for residents and its appeal to the business community, this is the next generation of government websites.



#### The City of Pittsfield, Massachusetts

#### www.cityofpittsfield.org



#### **Details:**

The City of Pittsfield, Massachusetts is beautiful community just 10 miles east of the New York state line. This website brings together an amazing design with a full suite of web apps to engage City residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. Their unique design, streamlined integration of web applications, and a high traffic featured news and headlines area top off this website!



#### The Village of Glencoe, Illinois

#### www.villageofglencoe.org



#### **Details:**

The Village of Glencoe is beautiful community on the shores of Lake Michigan just north of Chicago. This website brings together an amazing design with a full suite of web apps to engage Village residents. The Revize Public Service Request App, Village Manager's Blog, fillable online form database, and a high traffic featured news and headlines area round out this website!



#### The City of St. Petersburg, Florida

www.stpete.org



#### **Details:**

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



#### The City of Seguin, Texas

#### www.seguintexas.gov



#### **Details:**

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

- www.seguintexas.gov
- www.seguinedc.com
- library.seguintexas.gov
- <u>www.visitseguin.com</u>



### **Government Account References**

Client: California Health Benefits Review Program

Garen Corbett, Director Phone: (510) 664-5306

Email: garen.corbett@chbrp.org

Website: www.chbrp.org

Client: Three Rivers Levee Improvement Agency Leslie Wells, Executive Assistant to the Director

Phone: (530) 749-7841 Email: lwells@co.yuba.ca.us Website: www.trlia.org

Client: Buena Park, CA Police Department

Simon Mikiewicz, IT Manager

Office: (714) 562-3931 Email: simon@bppd.com Website: www.bppd.com

Client: City of Anderson, CA Liz Cottrell, City Manager Office: (530) 378-6631

Email: <u>lcottrell@ci.anderson.ca.us</u> Website: www.ci.anderson.ca.us

Client: San Juan Bautista, CA Todd Kennedy, Associate Planner

Office: (831) 623-4661

Email: cityplanning@san-juan-bautista.ca.us Website: www.san-juan-bautista.ca.us

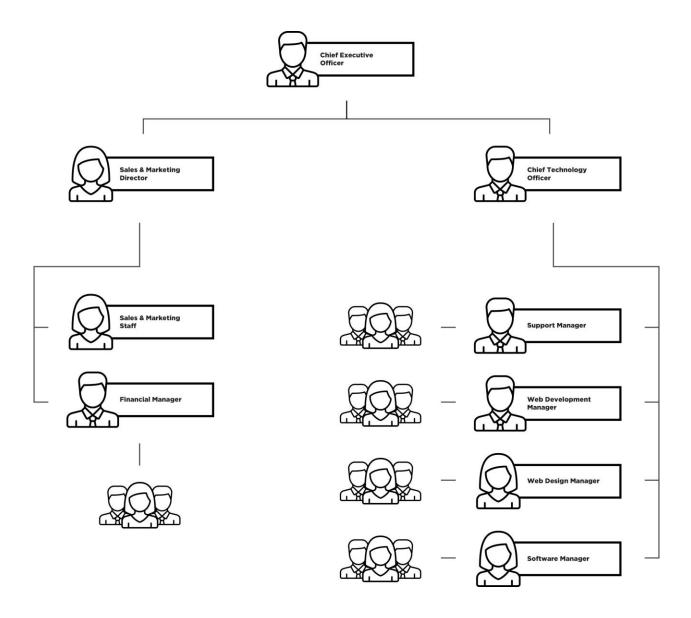
Client: City of Burlingame, CA Karen Hager, Management Analyst

Office: 650-558-7317

Email: khager@burlingame.org Website: www.burlingame.org



# **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.
- Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

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

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



#### Did you know?

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

## The Revize Solution

#### **Project Planning and Setup**

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

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

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

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

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



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

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



#### Did you know?

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



# **Timeline**

#### **Project Timeline**

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

#### Did you know?

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

# Revize Project Life Cycle

#### Phase 1: Initial Meeting, Communication Strategy, SOW

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

#### The questionnaire addresses various issues such as:

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

#### Phase 2: Discovery & Design

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



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

#### **Revize Design Principles**

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

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

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

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



#### **Revize Design Trends**

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

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

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

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

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



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

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

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

#### **Key Phase Objectives & Deliverables:**

The following steps are followed while designing new sites

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



design direction of the website.

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

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



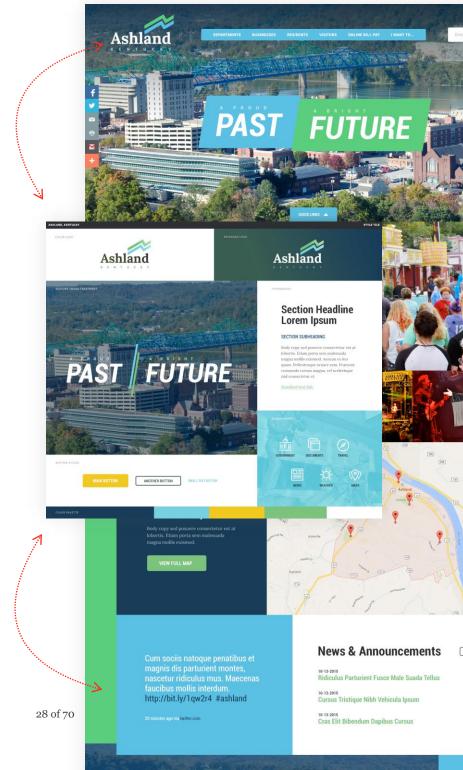
#### Did you know?

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



# Wire Frame to Concept

- **Design Deliverable**: The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.
- Final Home Page Sign Off: When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.
- Final Inner Page Sign Off: When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.





#### Phase 3: Template Development, CMS Integration

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

#### Phase 4: CMS Modules Setup

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

#### **Phase 5: Custom Functionality Development**

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

#### **Phase 6: Quality Assurance Testing**

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



### Phase 7: Content Development / Content Migration

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

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

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

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

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

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



### Standard Training Agendas

### **Basic Administrator Training (How to)**

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

### **Content Editor Training (How to)**

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

### **Advanced Administrator Training (How to)**

- Run back-end reports
- Run Google Analytics reports

### Training on use of specific Modules included, such as

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



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

### **Revize Maintenance Covers**

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



### Did you know?

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

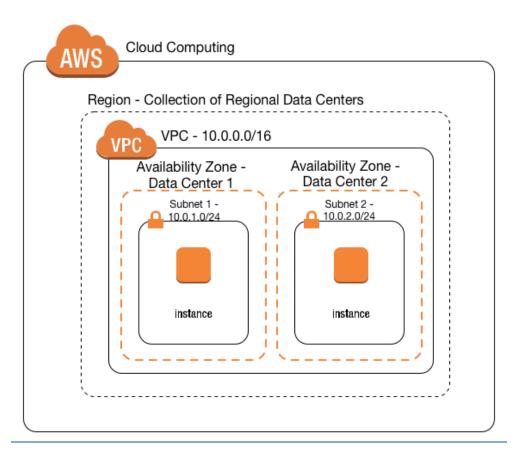


# Revize Cloud Hosting & Disaster Recovery

### Resilient Hosting for Your Website & All Content:

Revize uses Amazon Web Services (AWS) Hosting Infrastructure that is offered in multiple *Regions* in the United States and around the World. Each Region is a separate geographic area completely isolated one from another. AWS Regions are connected to multiple Internet Service Providers (ISPs) and to a private global network backbone to offer lower cost and more consistent cross-region network latency when compared with the public internet

A region has multiple, isolated locations known as *Availability Zones* (AZ). Availability Zones are inter-connected through low-latency links. A Virtual Private Center (VPC) spans across multiple availability zones.





Revize Web Sites are hosted on a Virtual Machine running Windows Server operating system with Internet Information Service (IIS) as a Web Server. Virtual Machine is an EC2 instance in AWS terms is hosted inside a VPC in an availability zone of a preselected region. A number of EC2 are provisioned in multiple locations across the United States inside a Virtual Private Center isolated from the Internet and the rest of Amazon Web Services infrastructure to offer faster access to the end-users and to minimize the impact of an outage, whether of a specific EC2 instance, an availability zone or an entire AWS region.

### **Disaster Recovery:**

Windows Web Server virtual disk or EC2 Elastic Block Storage (EBS) is backed up on evry night at 10 PM EST. Additionally, the snapshots or virtual disk backups are subsequently automatically copied between regions to enable cross-region recovery capabilities.

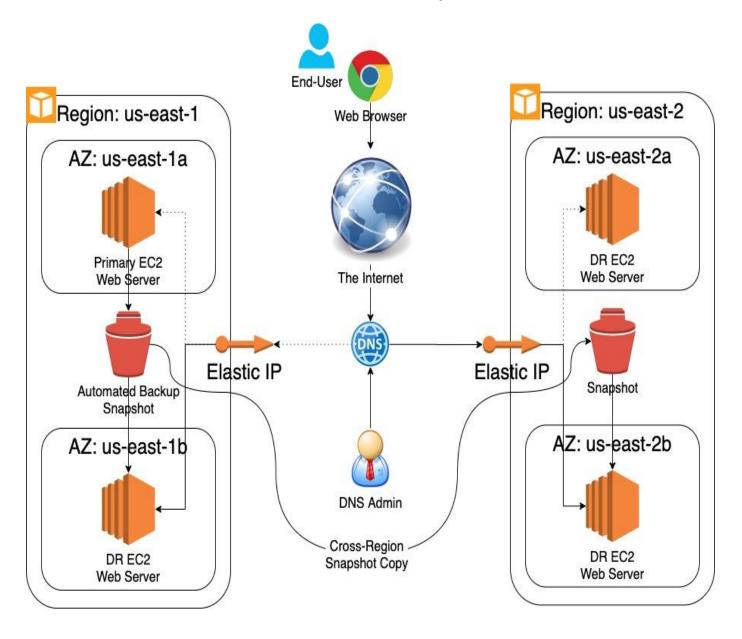
Should a Web Site hosted by Revize and monitored in automated fashion become unavailable, another EC2 instance can be restarted. When that proves insufficient EC2 instance will be reprovisioned in the same availability zone, a different availability zone, or, in a different region using the latest snapshot in the matter of a couple of minutes.

The incoming request, from the Internet traffic, is bound to a static IP address or Elastic IP in AWS terms that leverages NAT to forward traffic to a running EC2 instance private IP address. In the case of an EC2 instance re-provisioned in the same region, whether in the same or a different availability zone, Elastic IP is re-assigned to the new EC2 instance.

Elastic IP is represented to the public internet using CName or A-Host domain name services entry. In case of an EC2 instance or an availability zone failure, no adjustment to domain name service is required. In the case of a regional, wide-spread AWS outage, an EC2 instance is reprovisioned in a different region, re-using the latest snapshot preserving the content as of the last automated backup. However, an Elastic IP is specific to the region and, therefore a change to CName or A-Host configuration is required to point to the disaster recovery regional Elastic IP.



# Revize Disaster Recovery Infrastructure Diagram. AZ stands for Availability Zones





### Final Phase: You Go Live!

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

### **Marketing & Ongoing Consultation**

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

### **Search Engine Registration and Marketing**

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

### Security

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

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



### Security Controls, SSL, and Active Directory (LDAP)

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

### **Application Security Authentication**

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update



 Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers

### Did you know?

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

### **Maximum Response Times**

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

### **Revize Support**

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

### **Software Maintenance**

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

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

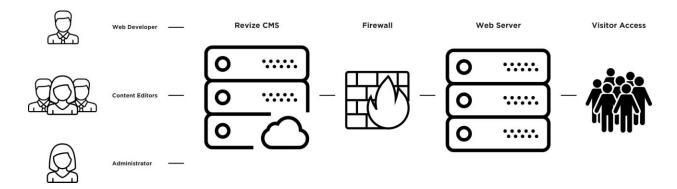


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# Revize Technology Architecture

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

### **Revize Intelligent Publishing WCM**



# "Security, Performance, Redundancy"





## 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:

### **Robert Suchomel**

Account & Project Manager

Robert is a proven and experienced website design and IT services consultant with over 10 years of account management experience. His attention to detail, assertive personality and general desire to help his clients make him a great asset to have and is someone you can truly trust to manage your website project. He has worked with hundreds of municipalities across the US and has extensive knowledge on the current trends, industry standards, and advanced applications that help make Revize Government Websites a leader in municipal government web design.

- **Philosophy**: "The most important thing any municipality can do for it's residents is provide a clear line of communication from the resident to the administration."
- Education: Bachelor of Science Oakland University 2014.
- Expertise: 10+ years of experience in account management, project
  management, sales and marketing with a focus in consultative web design
  sales, digital marketing strategies including SEO, Google Adwords, and other
  digital solutions.
- Role on your website project: Account & Project Manager



### Joseph J Nagrant

Business Development Director

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

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

### Ray Akshaya

**Technical Director** 

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

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



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

### Samir Alley

Creative Director

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

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

### Tom Gooden

Website Developer / Graphic Designer, Illustrator

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

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



### **Denise Brazier**

Project Manager/Trainer

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

- Philosophy: "Always explain things in the terms of your audience to ensure their understanding"
- Education & Training: MS in the Art of Education from Marygrove College.

  Certification in Secondary Education
- Expertise: Training, education, teaching, public affairs and project management.
- Role on your website project: Trainer for the Content Management toolset and project manager



### Did you know?

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



# Revize Government CMS User Interface

1. Revize CMS User Interface Home Page



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

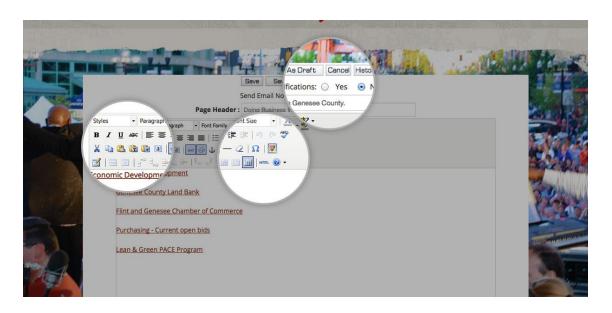




3. Edit buttons appear on the page after the Login executes. Based on users roles/permissions, the appropriate buttons are displayed.



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



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



### **Revize Custom Quote**

Phase 1: Project Planning and Analysis, SOW	\$1,200
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page template and inner page design and layout, includes Responsive Web Design.	\$1,900
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	\$2,700
Phase 5: QA Testing	\$800
Phase 6: Site map development/content organization and migration of up to 100 webpages and documents to the new website. The client will provide content for pages in word format and documents in pdf format files.	\$300
Phase 7: Content editing and site administration training (one day session)	\$900
Phase 8: Go live!	Included
Annual Unlimited Tech Support, CMS software updates (Unlimited Users), security software updates, and website health checks. Website hosting Included free of charge (10 GB storage space, 100 GB Monthly Bandwidth) includes SSL security certificate:	\$2,400
Grand Total (1st year) Second year and onward investment	\$10,200 \$2,400/year

Revize provides a free website redesign beginning in year FIVE of service with Revize



### Flexible Payment Plans Available

### Option One: Pay in full Year One

Year One	\$10,200.00	
Year Two	\$2,400.00	
Year Three	.\$2,400.00	
Year Four	\$2,400.00	
Year Five	\$2,400.00	
Option Two:		
Revize Client First Five Year Interest Free Payment Plan		
Year One	\$5,000.00	
Year Two		
Year Three		
Year Four	•	
Year Five	•	
	,_,	
Option Three:		
Revize 50/50 Payment Plan		
Year One 1st Payment	\$5,100.00	
(due upon start of project)		
Year One 2 <sup>nd</sup> Payment	\$5,100.00	
(due upon completion of phase 7)		
Year Two	.\$2,400.00	
Year Three	.\$2,400.00	
Year Four	\$2,400.00	
Year Five	\$2,400.00	



# The Following Applications & Features will be integrated into Your Website:

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for government. 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**

- Emergency Alert Banner
- Home Page Alert & Announcement Center
- E-Notify (Email Alert Notifications)
- Searchable Document Center
- Searchable How Do I? (FAQs)
- News Center with Facebook/Twitter Integration
- Online Web Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Staff Directory
- Employee Intranet
- 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
- Bid Posting Management System via Vendor Registry
- Website Content Archiving
- Website Content Scheduling

### **Site Administration and Security Features**

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- SSL Security Certificate
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics

### **Mobile Device and Accessibility Features**

- Font Size Adjustment
- Alt-Tags
- ADA Compliant Website According to WCAG 2.1 AA Level
- Responsive Website Design (RWD) for mobile friendly viewing and navigation on smart phones and tablets



### **Revize Quote - Option 2**

### Revize Ready-To-Go Design - 5 to 6 Week Delivery

Revize WEBGEN "Ready to Go" Website Design – includes Color Scheme and Banner customization, Revize CMS integration, and Content Editor training, onetime fee	\$3,700
Revize CMS Annual Software Subscription (Users), Tech Support, Software Updates, and Website Hosting up to 5GB storage, 30GB monthly bandwidth limit – annual fee	\$1,500
Grand Total (1st year) Second year and onwards investment	<b>\$5,200</b> \$1,500/year

- Revize WEBGEN "Ready to Go" Website Design pick from one of four designs, starting on page 53. Revize will change the color scheme, add your logo, and upload your pictures. No design layout changes allowed. Each design includes Response Website Design programming for great viewing on any size mobile phone screen without having to zoom in on the text! Takes approximately 4 6 weeks.
- Revize CMS web content management software subscription Unlimited Content Editors/Administrative Users
- Revize Web Calendar Module, Document Center, and other modules as indicated on the next page
- Site map development/content organization and migration of up to 100 webpages and documents to the new website. The client will provide content for pages in word doc format and documents in pdf file format.
- Instructor Led Training Revize content editing and administrative training, one session up to 3 hours, or two sessions 1.5 hours each up via web conference and phone. Additional re-training is always complimentary.
- Technical Support and Product Upgrades, Website Hosting
- Five-year agreement



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

Revize provides applications and features specifically designed for government organizations.

The applications and features are categorized into:

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

### Citizen's Communication Center Apps:

- Home Page Alert
- Document Center with search bar
- Agenda & Minute Posting Center
- News Center
- Photo Gallery/YouTube Video Upload
- Quick Link Buttons
- Revize Web Calendar Unlimited Calendars

### Citizen's Engagement Center Apps

- Social Media Sharing App
- Citizen Request Center
- Online Bill Pay

### **Staff Productivity Apps:**

- Image Manager
- Link Checker
- Menu Manager
- Vendor Registration/RFP Management System via Vendor Registry
- Website Content Archiving

### Site Administration and Security Features:

- Audit Trail
- History Log
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor



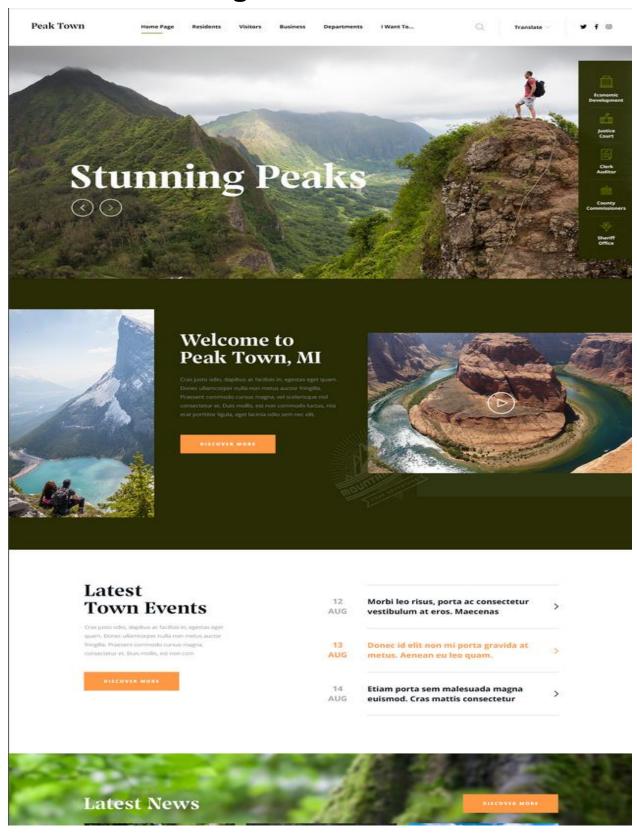
### Mobile Device and Accessibility Features:

- Alt-Tags
- ADA Compliant Website According to WCAG 2.1 AA Level
- Responsive Website Design (RWD) for mobile friendly viewing and navigation on smart phones and tablets

Select one of the following Website Designs on the following pages and Revize will create a new custom banner and change the color scheme to reflect your organization's character. The Revize CMS is already built into it saving you the cost of a custom design and CMS technology development. Turnaround time: approximately 4-6 weeks

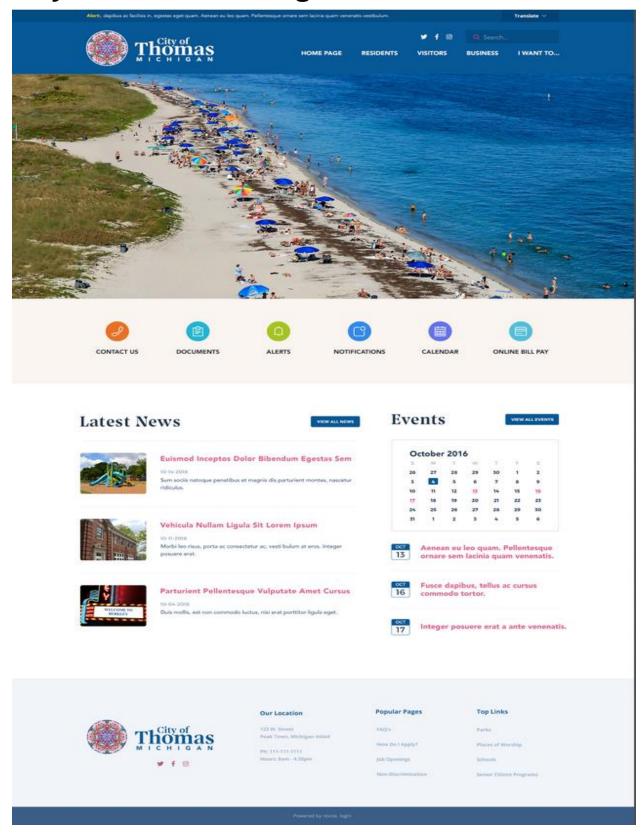


### **Peak Town Design**





## **City of Thomas Design**



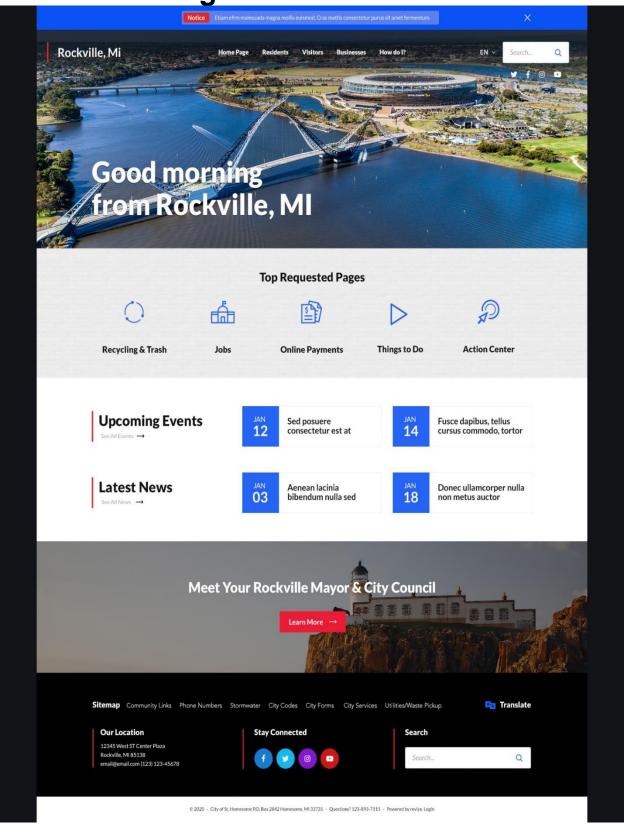








**Rockville Design** 





# **Revize Support Includes**

• 8 AM - 8PM EST Phone Support (Monday thru Friday)

• 24X7X365 Portal and Email Support

• Staff provides assistance and answers all questions

Dedicated support staff

New/existing user training

- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage



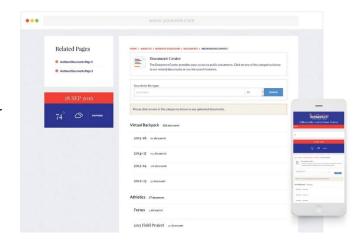


# Citizen's Communication Center Apps

### **DOCUMENT CENTER APP**

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research

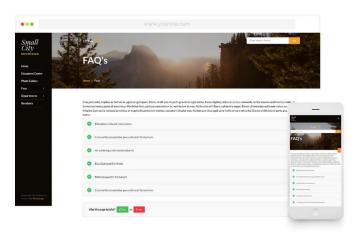
papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks – and you won't incur any printing or postage costs.



### **FAQ**

FAQ's make it easy for site visitors to

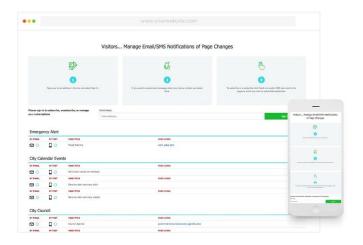
find answers to common questions and will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!





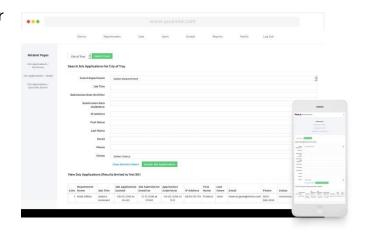
### **E-NOTIFY**

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



### **JOB POSTING**

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

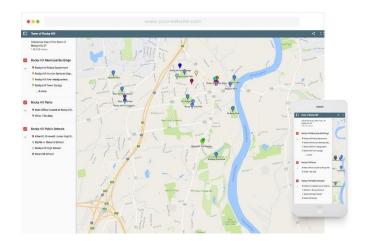




### **INTERACTIVE MAP**

Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby

businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins.



### **CALENDAR APP**

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and

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





### **NOTIFICATION CENTER**

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

### **BID POSTING**

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

### **BUSINESS DIRECTORY**

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

#### NEWS CENTER WITH FACEBOOK INTEGRATION

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

### ONLINE FORMS

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



### **QUICK LINKS**

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

### **SHARING APP**

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

### **SLIDING FEATURE BAR**

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

### **TRANSLATOR**

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







# Citizen's Engagement Center Apps

### **PUBLIC SERVICE REQUEST APP**

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

### **CITIZEN REQUEST CENTER**

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

### **PUBLIC RECORDS REQUEST TRACKER**

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

### CITIZEN CONNECT

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



### PARKS RESERVATION

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

### **ONLINE BILL PAY**

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

including the option to pay for its use.

### **RSS FEED**

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



# **Staff Productivity Apps**

### **AGENDA POSTING CENTER**

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

### JOB POSTING APP

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

### **IMAGE MANAGER**

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

### INTRANET

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

### LINK CHECKER

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



### MENU MANAGER

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

### **NEWS LETTER APP**

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

### ONLINE FORM BUILDER

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

### WEB CONTENT ARCHIVE

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

### WEB CONTENT SCHEDULE

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



### **AUDIT TRAIL**

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

### **AUTO SITEMAP TOOL**

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

### **HISTORY LOG**

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

### **ROLES/PERMISSION SETUP**

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

### SECURE SITE GATEWAY

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

### **WEBSITE STATISTICS**

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



### **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 customtailored to meet the needs of each individual client."



### Did you know?

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



## Mobile Device and Accessibility Apps

### **ALT-TAGS**

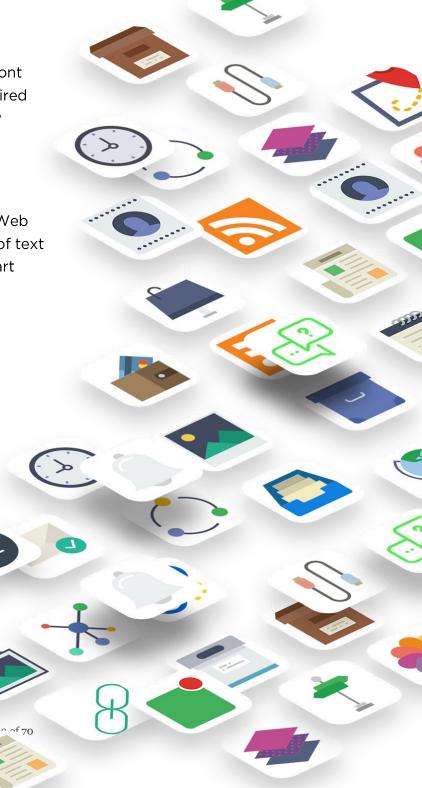
Use of alt tags for images, a required part of the Revize CMS image manager feature, allows vision impaired individuals to understand the content of the image.

### **FONT SIZE ADJUSTMENT**

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

### **RESPONSIVE WEB DESIGN**

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





# Thank you

For Considering Revize

Prepared by Robert J. Suchomel 150 Kirts Blvd, Suite B, Troy, MI 48084 Ph: 248-269-9263 x8059 Fax: 866-346-8880 www.revize.com



### **Madeline Baker**

From: Delta Webs <info@deltawebs.com>
Sent: Tuesday, December 22, 2020 12:43 PM

**To:** Madeline Baker

**Subject:** Fwd: FREE Website Estimate

Follow Up Flag: Follow up Flag Status: Completed

Hello Madeline ... Thank you for your request for a website quote. Below is an outline of the minimum services that you will need to create a website:

- Purchase domain name (example: www.rd537.com) -- Cost is \$15/year
- Purchase SSL Certificate (required by Google) -- Cost \$80/year
- Setup website hosting account -- Cost is \$120/year
- Create new website -- Cost is \$600
- Website maintenance agreement -- \$40/month
  - Maintenance includes all updates to the current website, documents, photos, agendas, minutes, etc. Does not include major site re-design.

Please let me know if you are interested in my services to create and manage your website. I look forward to working with you.

Kind regards ... Suzanne Black

----- Forwarded message -----

From: Wordpress < wordpress@deltawebs.com>

Date: Tue, Dec 22, 2020 at 11:07 AM Subject: FREE Website Estimate
To: <info@deltawebs.com>

Name: Madeline Baker

Email: madeline@larsenwurzel.com

**Phone:** 925-6981358

**Business Name:** Little Egbert Joint Powers Agency

Do you have a website now?: No

Current website address (url)? If none, enter NONE: NONE

Have you purchased a domain name?: No

Please describe your website needs: The JPA website will mostly be for posting informational updates including project

updates, agendas, minutes, etc. It needs to be accessible per state standards.

--



# **ENCLOSURE 5**

### **AGENDA ITEM 5.d**

Attachment A

Attachment B

### **Little Egbert Joint Powers Agency**

January 15, 2021

**TO:** Board of Directors

**FROM:** Eric Nagy, Interim General Manager

**SUBJECT:** Staff Recommendation for Agency Insurance

#### Recommendation

The Board of Directors select Golden State Risk Management Authority to provide insurance for the District and authorize the Board Chair to enter into contract for insurance services.

#### **Background**

LEJPA currently does not have a significant amount of risk exposure. As it advances planned work into the future, risk exposure will increase and the opportunity for will loss increase. Having an insurance relationship at the outset puts the agency in good position develop and implement risk mitigation best practices. JPAs typically are insured for General Liability, Crime, Cyber liability and Workers Compensation. General Liability would provide coverage for the Board of Directors for potential occurrences of public official errors and omissions, personal injury claims, and automobile liability.

### Summary

At the November 2020 Board Meeting, the LEJPA Board directed staff to return with proposals from insurances providers. Staff requested proposals from three well-known insurance providers for special districts: Special District Risk Management Authority (SDRMA), CalMutual Joint Powers Agency Risk Management Authority (JPRIMA), and Golden State Risk Management Authority (GSRMA).

SDRMA declined to provide a proposal to the agency based upon unknowns surrounding project development. A summary of the proposals from GSRMA and JPRIMA is provided in the table below.

	<b>JPRIMA</b>	GSRMA	
ANNUAL	\$55,000	\$1,000	
PREMIUM			
LIABILITY		General (\$50M), Cyber (\$5M), Crime	
COVERED		(\$15M)	
ADDITIONAL REQUIREMENTS	RD 536 and RD 2084 become	Rate reassessment prior to new Fiscal Year (and potentially annually) as JPA responsibilities change, Three year coverage commitment.	
	members of JPRIMA		

GSRMA is currently the insurance provider for RD 2084 and RD 2084 has been very satisfied with the service provided. Based upon the cost, additional requirements, and customer service, staff recommend the Board select GSRMA for insurance and authorize the Board Chair to enter into contract for insurance services.

### Attachments

- A. GSRMA Indication for Coverage
- B. JPRIMA Insurance Quote



January 5, 2021

Madeline Baker Little Egbert Joint Powers Agency

### **RE:** Indication for Coverage – Little Egbert Joint Powers Agency

Dear Madeline,

Thank you for the opportunity to provide this proposal for Little Egbert JPA's membership in Golden State Risk Management Authority. Golden State Risk Management Authority (GSRMA) is an excellent risk-pooling option for California special districts.

GSRMA requires participation in all applicable programs, and a three-year membership commitment. This commitment is vital to rate stabilization in risk-sharing pools. GSRMA has provided its members with competitive rates and high limits of coverage since 1979. GSRMA currently has over 300 member agencies throughout the State of California.

Please take a moment to review the attached indication which is based on the information you have provided. The following additional documentation is required before a final quote is prepared and coverage is bound:

- "No known loss" letter for all lines of coverage;
- Signed JPA Agreement (acceptance of, and agreement to abide by, the Golden State Risk Management Authority Joint Exercise of Powers Agreement, and the Golden State Risk Management Authority By-Laws).

Additionally, your district's information will be provided to PRISM, our excess carrier, for approval prior to binding coverage.

### Please be advised that your District's rates may be subject to re-underwriting.

We look forward to the opportunity to serve your agency. Please feel free to call with any questions.

Sincerely,

Elizabeth Smith

Risk Management Analyst

Elizatech Smith

Golden State Risk Management Authority

**ENCLOSURE** 

Phone: 530-934-5633 California Association of Joint Powers Authorities Website: Fax: 530-934-8133 Accredited with Excellence since 1992 www.gsrma.org



### **Contribution Indication**

Policy Period: 2020-21

Coverage Dates: 1/15/2021 - 7/1/2021

Account No: LITTEGB

Customer Service

For Information on Your Account Visit:

www.mygsrma.org

GSRMA
PO Box 706
Willows, CA 95988

Phone: 530-934-5633
Fax: 530-934-8133

### **Little Egbert Joint Powers Agency**

2020-21 COVERAGE			CONTRIBUTION
General Liability			\$985
	Estimated Payroll	\$0	
Crime Bond			\$15
	Exposure	1	
TOTAL ESTIMATED ANNUAL	\$1,000		
TOTAL ESTIMATED PRORAT	\$456		
	· · · · · · · · · · · · · · · · · · ·		
TOTAL PAYMENT	\$456		

<sup>\*</sup>Total Contribution is an ESTIMATE ONLY and may not be equal to the final Contribution amount when coverage is bound. *Indication dated 1/5/2021* 



### **Coverage Summary and Limits**

### **Comprehensive General Liability**

\$50,000,000 Per Occurrence Limits Broad Occurrence Coverage Including:

- First-dollar coverage no member retention or deductible for liability losses
- Bodily Injury & Property Damage
- Personal Injury
- Public Officials Errors & Omissions
- Automobile Liability
- Contractual Liability
- Employment Practices Liability
- Excess coverage is provided through PRISM (Public Risk Innovation, Solutions, and Management), one of the largest and most respected public entity insurance programs in the nation

### **Cyber Liability**

\$5,000,000 Aggregate limit Claims Made and Reported Coverage including:

- GSRMA members share a single sublimit of \$12,000,000 Aggregate for all coverages combined (including Claims Expenses)
- Additional sub limits may apply
- Member's Self Insured Retention is \$10,000 and there is an eight (8) hour waiting period for first party claims
- Coverage includes Breach Response
- Coverage includes First Party Loss (Business Interruption, Dependent Business Interruption, Cyber Extortion, Data Recovery)
- Coverage includes 3rd Party Liability (Data and Network, Regulatory Defense and Penalties, Payment Card Liabilities and Costs, Media Liability)
- Coverage includes eCrime (Fraudulent Instruction, Telephone Fraud)

Website:

www.gsrma.org



#### Crime

# \$15,000,000 limit Occurrence Coverage including:

- GSRMA members have a \$2,500 deductible per occurrence
- Coverage includes Employee Theft including Faithful Performance of Duty (per loss coverage)
- Coverage includes Depositor's Forgery or Alteration including Credit, Debit or Charge Card Forgery
- Coverage includes Theft, Disappearance and Destruction- Inside and Outside the Premises
- Coverage includes Computer Fraud and Funds Transfer Fraud
- Coverage includes Money Orders and Counterfeit Paper Currency



### **Disclosures/Disclaimers**

This proposal for coverage is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, automobile schedules, financial data and loss experience, is based on facts and representations supplied to Golden State Risk Management Authority by your organization. This proposal does not reflect any independent study or investigation by Golden State Risk Management Authority or its agents and employees.

Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed coverage (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, GSRMA may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.

This proposal is not confirmation of coverage and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance you may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your coverage, please refer to the policy itself. Golden State Risk Management Authority will not be liable for any claims arising from or related to information included in or omitted from this proposal of insurance.

### **Madeline Baker**

From: Robert Richardson < Robert@dohrins.com>

Sent: Monday, January 4, 2021 1:40 PM

**To:** Madeline Baker **Subject:** RE: Insurance for JPA

Attachments: JPRIMA Member Agreement\_2016.pdf

Follow Up Flag: Follow up Flag Status: Completed

#### Madeline,

Thanks for your time this morning. Per our conversation here is some follow up information.

- Attached is the JPRIMA Agreement.
- JPRIMA has confirmed that they would have to insure both RD 2084 and RD 536 in order to insure the JPA. The main reason for this is at the time of a claim there would be only one insurer involved and make the process much smoother.
- Reference JRPIMA is the leading insurer for Reclamation Districts and often offer the best coverage and pricing, so it may be beneficial for RD 2084 and RD 536 to look at this option.
- Reference Dohrmann Insurance We work hand and hand with the creator (Paul Fuller) of the program and insure 30+ districts in Northern CA.
- There are not many insurance companies that will even consider insuring a JPA, so this may be the only or best option.

With all this being said I think the best approach may be to obtain a copy of the current policies for RD 0284 and RD 536 so I can review and see how pricing and coverage compare to what JPRIMA can offer. At this time we could build a plan in obtaining insurance for both RD's and the JPA. The estimated premium for the JPA with the JPRIMA program is \$55,000. This will give you a ballpark if you go a different route and get a much higher premium or lower premium (may raise concern over coverage).

George Pappas, the program administrator Is available between 10am – 2pm and if you would like to discuss further.

Thank you,

Robert Richardson

For the latest COVID-19 updates, please check out Alera Group's Coronavirus Resource Center.



3415 Brookside Road, Ste. 100 Stockton, CA 95219

Phone: 209-478-1400 Fax: 209-478-1414 Web: <a href="http://www.dohrins.com">http://www.dohrins.com</a>

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From: Madeline Baker <madeline@larsenwurzel.com>

Sent: Monday, January 4, 2021 8:22 AM

To: Robert Richardson < Robert@dohrins.com>

Subject: RE: Insurance for JPA

Robert,

Yes. 10:30a if that works for you. Best number is 925-698-1358

Thanks, Madeline

**From:** Robert Richardson < <u>Robert@dohrins.com</u>>

Sent: Monday, January 4, 2021 8:19 AM

To: Madeline Baker < madeline@larsenwurzel.com >

Subject: Re: Insurance for JPA

Madeline,

I have a few other things to schedule this morning. Can you confirm what time you would like me to call you and the best number to reach you at. Thanks!

Thank you,

Robert Richardson 209-478-1400

From: Robert Richardson

**Sent:** Thursday, December 31, 2020 12:51:41 PM **To:** Madeline Baker < madeline@larsenwurzel.com>

Subject: RE: Insurance for JPA

Sounds good! I will be available.

Thank you,

Robert Richardson

For the latest COVID-19 updates, please check out Alera Group's Coronavirus Resource Center.



3415 Brookside Road, Ste. 100

Stockton, CA 95219 Phone: 209-478-1400 Fax: 209-478-1414

Web: http://www.dohrins.com

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From: Madeline Baker < madeline@larsenwurzel.com >

Sent: Thursday, December 31, 2020 12:32 PM To: Robert Richardson < Robert@dohrins.com >

Subject: RE: Insurance for JPA

Sorry about that... Thank you Robert.



From: Madeline Baker

Sent: Thursday, December 31, 2020 12:32 PM To: Robert Richardson < Robert@dohrins.com >

Subject: RE: Insurance for JPA

Thank you, Richard. I will definitely want to discuss next week. I'll give you a call Monday mid-morning if that works for you.

Thanks. Madeline

From: Robert Richardson < Robert@dohrins.com> Sent: Thursday, December 31, 2020 12:17 PM To: Madeline Baker <madeline@larsenwurzel.com>

Subject: RE: Insurance for JPA

Madeline,

I am working on a quote for you.

The carrier will require a no loss letter on company letterhead (template attached), a detailed budget, as well as a detail of their planned operations over the next 3 years to spend this money.

They also noted:

Should we proceed, we would need agreement on the following:

- All member agencies of the JPA must be enrolled in JPRIMA i.e. RD 2084 and RD 536 (Egbert Tract)
- Levee failure / inverse condemnation will be acceptable with M rating or better...or a letter from engineer with his/her stamp confirming integrity of letters (subject to our signoff)
- \$5M limit max for JPA, inclusive of IC as well as levee failure should operations/maintenance be in its purview (we will need confirmation of the latter...and the necessary report/letter to confirm its integrity)

Please review this below and we can discuss the details next week. I am available all week.

HAPPY NEW YEAR!

Thank you,

Robert Richardson

For the latest COVID-19 updates, please check out Alera Group's Coronavirus Resource Center.



3415 Brookside Road, Ste. 100

Stockton, CA 95219 Phone: 209-478-1400 Fax: 209-478-1414

Web: http://www.dohrins.com

Ca. License #: 0M83972



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From: Madeline Baker < madeline@larsenwurzel.com >

**Sent:** Monday, December 21, 2020 12:05 PM **To:** Robert Richardson < <a href="mailto:Robert@dohrins.com">Robert@dohrins.com</a>>

Subject: RE: Insurance for JPA

Hi Robert,

Thank you for your response. LEJPA will not have any employees so I did not fill out the workers comp application. I've also attached the JPA in case that is helpful.

Thanks,

Madeline Baker, PE, CFM Larsen Wurzel & Associates, Inc.

2450 Venture Oaks Way, Ste 240 | Sacramento, CA 95833

Cell: (925) 698-1358 My Webex Meeting Room

www.larsenwurzel.com

From: Robert Richardson < Robert@dohrins.com > Sent: Thursday, December 17, 2020 2:15 PM
To: Madeline Baker < madeline@larsenwurzel.com >

10. Madeline baker \initiadeline@larsenwarzen.com

Subject: Re: Insurance for JPA

Madeline,

I received your request from our website regarding insurance for a new JPA that you are representing.

Please see the attached applications. The first is for liability and property coverage while the second is for workers compensation if there will be any employees.

Please complete to the best of your ability and then I will call to discuss the process from here.

Thank you,

Robert Richardson

For the latest COVID-19 updates, please check out Alera Group's Coronavirus Resource Center.



3415 Brookside Road, Ste. 100

Stockton, CA 95219 Phone: 209-478-1400 Fax: 209-478-1414

Web: http://www.dohrins.com

Ca. License #: 0M83972



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