





Action:  Approved |  Denied |  Other  
 Date Action Taken: August 23, 2021  
 Verified By: [Signature]  
 Clerk's Note: Burkey + Rausa absent

**City of Wasilla  
 Action Memorandum No. 21-39**

**Contract Amendment To MUNIRevs In The Amount Of \$42,075 For Sales Tax Software Change Orders.**

Originator: Troy Tankersley, Finance Director  
 Date: 8/11/2021

Agenda of: 8/23/2021

Route to:	Department Head	Signature	Date
X	Finance Director		8.11.21
X	Deputy Administrator		8/11/21
X	City Clerk		8/11/2021
X	Mayor		8/11/21

**Fiscal Impact:**  yes or  no

**Funds Available:**  yes or  no

**Account name/number/amount:**

City Resiliency and Recovery      110.4181.499.45.18      \$42,075

**Attachments:** Purchase Order 23450 and MuniRevs Change Orders 1-11 (12 pages)  
 Purchase Order 23451 and MuniRevs Change Order 12 (2 pages)

**Summary Statement:** On August 27, 2020, Wasilla City Council adopted Ordinance Serial No. 20-30 that provided for the execution and delivery of a software agreement for MUNIRevs automated licensing and sales tax system. The funding for this software has been provided for through the CARES Act COVID-19 funding. In October 2020 the finance department began the conversion process and is now fully functioning with an online business licensing and sales tax reporting and collection system.

The finance department is requiring changes to the MUNIRevs system to assist in administration, collection, notification, and reporting in various areas of the system. The change orders listed below are not an extension of the software agreement, but rather enhancements to the online system. The enhancements will streamline service for the user. The MUNIRevs team requires change orders and payment of these additional enhancements with all of them requiring eight to twelve weeks to implement and are enhancements that would classify as allowed under the CARES Act funding and is appropriated.

WMC 2.56.090(C) Disaster Emergency Planning. "During a declared disaster emergency, the mayor may apply for, receive, administer and spend grants, gifts or payments from any source, to aid in disaster response or recovery". Due to the necessary time requirements, the city has issued purchase order no. 23450 to complete change orders 1-11, and purchase order no. 23451 to complete change order 12.

The purpose of AM No. 21-39 is to comply with WMC 2.56 Disaster Emergency Planning, WMC 5.08 Contracts and Purchasing, and to inform Council of the change orders necessary to meet the emergency time constraints of the CARES Act COVID-19 funding.

Change Order No.	Description	Amount
1	Business Center details Screen	\$4,500
2	Add Officers to Business Index Search	\$1,125
3	Approvable fields in Business License & Update Form	\$4,500
4	New Business License Renewal Form	\$4,500
5	Add DBA to Business Center	\$1,350
6	Change Manage Your Account Verbiage	\$1,125
7	Add Categories to Notes Dropdown	\$1,125
8	Add a Note Category Sort	\$3,375
9	Add Export to Excel on Notifications	\$4,500
10	Add Inspection Tab Tool	\$5,625
11	Add a Filing Frequency Filter to Report 2	\$3,375
12	Delinquency Assessment Module-extension of the original software package.	\$6,975

**Staff Recommendation:** Approve the Action Memorandum.

**CITY OF WASILLA**

290 E. HERNING AVE.  
WASILLA, AK 99654

DEPARTMENT *Finance*

ACCOUNT # *110 4181 999 4518*

**PURCHASE ORDER**

VENDOR #

*3329*

DATE *7-27-2021*

P.O. No. *23450*

Please show this P.O. # on all correspondence & packages

**MUNIREVS, INC**  
27696 HIGHWAY 145  
DOLORES, CO 81323

BILL TO  SHIP TO   
CITY OF WASILLA  
290 E. Herning Avenue  
Wasilla, AK 99654

DELIVERY DATE		SHIP VIA	F.O.B.	TERMS OF PAYMENT	PARTIAL SHIPMENT
				<i>Net 30</i>	<input type="checkbox"/> ALLOWED <input type="checkbox"/> NOT ALLOWED
ITEM	QTY	DESCRIPTION		PRICE	AMOUNT
<i>0001</i>	<i>01</i>	<i>CO#1 Business Center Details</i>		<i>—</i>	<i>\$4,500<sup>00</sup></i>
		<i>Screen Requirements</i>			
<i>0002</i>	<i>01</i>	<i>CO#2 Business Index Search</i>		<i>—</i>	<i>\$1,125<sup>00</sup></i>
		<i>Requirements</i>			
<i>0003</i>	<i>01</i>	<i>CO#3 Approval Fields in</i>		<i>—</i>	<i>\$4,500<sup>00</sup></i>
		<i>BL + Update Form</i>			
<i>0004</i>	<i>01</i>	<i>CO#4 New BL Renewal Form</i>		<i>—</i>	<i>\$4,500<sup>00</sup></i>
<i>0005</i>	<i>01</i>	<i>CO#5 Add DBA to Bus. Center</i>		<i>—</i>	<i>\$1,350<sup>00</sup></i>
<i>0006</i>	<i>01</i>	<i>CO#6 Change Manage Act Verb.</i>		<i>—</i>	<i>\$1,125<sup>00</sup></i>
<i>0007</i>	<i>01</i>	<i>CO#7 Add Cat. to Notes Dropdown</i>		<i>—</i>	<i>\$1,125<sup>00</sup></i>
<i>0008</i>	<i>01</i>	<i>CO#8 Add Note Category sort</i>		<i>—</i>	<i>\$3,375<sup>00</sup></i>
<i>0009</i>	<i>01</i>	<i>CO#9 Add Export to Excel - Notifications</i>		<i>—</i>	<i>\$4,500<sup>00</sup></i>
<i>00010</i>	<i>01</i>	<i>CO#10 Add Inspection Tab bar</i>		<i>—</i>	<i>\$5,625<sup>00</sup></i>
<i>00011</i>	<i>01</i>	<i>CO#11 Add Filing Frequency filter</i>		<i>—</i>	<i>\$3,375<sup>00</sup></i>
		<i>FINANCE DEPARTMENT</i>			
		<i>FUNDS VERIFIED</i>			
ACCT#	<i>110 4181 999 4518</i>				
BY:	<i>[Signature]</i>				
	DATE: <i>7-27-21</i>				

AUTHORIZED BY *Dorinda D. Lieford 7-27-21*

RECEIVED BY \_\_\_\_\_

SUB-TOTAL *\_\_\_\_\_*

SHIPPING & HANDLING *\_\_\_\_\_*

TOTAL *\$35,100<sup>00</sup>*



City of Wasilla  
Change Order – Add to Business Center Details Screen

1. Business Center Details Screen Requirements

- a. MUNIRevs will add additional information from the details tab for customers to see in their business center.
- b. The fields to add are:
  - 1. Description
  - 2. FEIN
  - 3. State License #
  - 4. Borough License #
  - 5. Own Location?
  - 6. Property Manager Information (if applicable) – all fields
  - 7. Contact Person
  - 8. Contact Person Title
  - 9. Contact Phone #
  - 10. Contact Person Email Address
  - 11. Officer's 1 through 5 to be included
    - a. Name
    - b. Title

**Changes to the Change Order Outline**

The City of Wasilla must confirm all customization requests prior to MUNIRevs starting on the development of the dashboard. Please note that changes to the feature requested during User Acceptance Testing may require additional time to complete and may require an additional change order. Whether or not additional requests from UAT require a change order is up to the discretion of MUNIRevs.

Please review the above list of customizations closely with the Wasilla team before signing this change order.

**Timeline**

MUNIRevs will complete the changes within 12 of weeks of receiving a signed change order and the information we need from Wasilla to get started.

**Total Cost**

Item	Total Cost
Implementation	\$4,500
<b>Total Change Order</b>	<b>\$4,500</b>

*Haleigh Lyon* 7/23/2021  
\_\_\_\_\_  
Signature & Date, MUNIRevs, Inc.

*Glenda K. Sedford* 7-22-2021  
\_\_\_\_\_  
Signature & Date, Jurisdiction



City of Wasilla  
Change Order – Add Officers to Business Index Search

1. Business Index Search Requirements

- a. MUNIRevs will make the following fields searchable from the business index menu <https://wasilla.munirevs.com/admin/business/> :
  - i. Officer 1 Name
  - ii. Officer 2 Name
  - iii. Officer 3 Name
  - iv. Officer 4 Name
  - v. Officer 5 Name
  - vi. Contact Person
  - vii. Other Contacts Name
  - viii. FEIN/SSN
  - ix. State License #
  - x. Mat Su Borough License #
  - xi. Parcel ID
  - xii. Managed Property

Changes to the Change Order Outline

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Please review the above list of customizations closely with the Wasilla team before signing this change order.

Timeline

MUNIRevs will complete the changes within 8 of weeks of receiving a signed change order and the information we need from Wasilla to get started.

Total Cost

Item	Total Cost
Implementation	\$1,125
<b>Total Change Order</b>	<b>\$1,125</b>

*Haleigh Lyon*

7/23/2021

Signature & Date, MUNIRevs, Inc.

*Blenda D. Leonard*

7-23-2021

Signature & Date, Jurisdiction



City of Wasilla  
Change Order – Approvable Fields in Business License & Update Form

1. Approvable Fields in the Business License & Update Form Requirements

- a. MUNIRevs will not save the following fields to the details tab until the city approves the form:
  - i. FORMS
    - 1. Information Update form
    - 2. Business License Application
    - 3. Business License Renewal

Changes to the Change Order Outline

The City of Wasilla must confirm all customization requests prior to MUNIRevs starting on the development of the dashboard. Please note that changes to the feature requested during User Acceptance Testing may require additional time to complete and may require an additional change order. Whether or not additional requests from UAT require a change order is up to the discretion of MUNIRevs.

Please review the above list of customizations closely with the Wasilla team before signing this change order.

Timeline

MUNIRevs will complete the changes within 12 of weeks of receiving a signed change order and the information we need from Wasilla to get started.

Total Cost

Item	Total Cost
Implementation	\$4,500
<b>Total Change Order</b>	<b>\$4,500</b>

*Halsigh Lyon* 7/23/2021  
Signature & Date, MUNIRevs, Inc.

*Blenda D. Lyford* 7-22-21  
Signature & Date, Jurisdiction



City of Wasilla  
Change Order – New Business License Renewal Form

1. New Business License Renewal Form Requirements

- a. MUNIRevs will add a new business license renewal form.
- b. The form will contain:
  - i. Welcome message explaining how to review information in the business center before filling out the application
  - ii. Header: Business License Renewal Application
  - iii. (Required Affirmation Checkbox) Do you have any changes you need to make to your business license application?
    - o I have reviewed the details tab and I confirm that I have no changes to make.
    - o I have reviewed the details tab and I have outlined my requested changes below.
  - iv. Same questions and components as Business License Application but no fields will be required
  - v. All fields in form will only update upon approval

Changes to the Change Order Outline

The City of Wasilla must confirm all customization requests prior to MUNIRevs starting on the development of the dashboard. Please note that changes to the feature requested during User Acceptance Testing may require additional time to complete and may require an additional change order. Whether or not additional requests from UAT require a change order is up to the discretion of MUNIRevs.

Please review the above list of customizations closely with the Wasilla team before signing this change order.

Timeline

MUNIRevs will complete the changes within 8 of weeks of receiving a signed change order and the information we need from Wasilla to get started.

Total Cost

Item	Total Cost
Implementation	\$4,500
<b>Total Change Order</b>	<b>\$4,500</b>

*Halrigh Lyon* 7/23/2021  
Signature & Date, MUNIRevs, Inc.

*Glenda D. Redford* 7-22-21  
Signature & Date, Jurisdiction



**City of Wasilla  
Change Order – Add DBA to Business Center**

**1. Add DBA to Business Center Requirements**

a. MUNIRevs will add the dba to the account name in the business center.

**OPEN TASKS** past due tasks.

You have 5 unread messages

**Test dba Test**

- ▶ Submit Sales Tax Form (Apr 2021) (new) ⊕
- Sales Tax Form (Jun 2021)**
- ▶ Submit Sales Tax Form (Jun 2021) (new)

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**Manage Your Account(s)** ⓘ

Make Account Changes by clicking on your account(s) below.

Account Name	DBA	Lic#	Code
TEST	TEST	002061	1EVLHS

▶ Add or remove accounts from your user login by clicking here.

**Changes to the Change Order Outline**

The City of Wasilla must confirm all customization requests prior to MUNIRevs starting on the development of the dashboard. Please note that changes to the feature requested during User Acceptance Testing may require additional time to complete and may require an additional change order. Whether or not additional requests from UAT require a change order is up to the discretion of MUNIRevs.

Please review the above list of customizations closely with the Wasilla team before signing this change order.

**Timeline**

MUNIRevs will complete the changes within 8 of weeks of receiving a signed change order and the information we need from Wasilla to get started.

**Total Cost**

Item	Total Cost
Implementation	\$1,350
<b>Total Change Order</b>	<b>\$1,350</b>

*Haleigh Lyon* 7/23/2021  
 \_\_\_\_\_  
 Signature & Date, MUNIRevs, Inc.

*Glennda D Lyford* 7-22-21  
 \_\_\_\_\_  
 Signature & Date, Jurisdiction





City of Wasilla  
Change Order – Change Manage Your Account Verbiage

1. Change Manage Your Account Verbiage Requirements

- a. MUNIRevs will change “Manage Your User Account” to “Register a New Email”
- b. MUNIRevs will remove “NO LONGER MANAGE AN ACCOUNT?” section

Changes to the Change Order Outline

The City of Wasilla must confirm all customization requests prior to MUNIRevs starting on the development of the dashboard. Please note that changes to the feature requested during User Acceptance Testing may require additional time to complete and may require an additional change order. Whether or not additional requests from UAT require a change order is up to the discretion of MUNIRevs.

Please review the above list of customizations closely with the Wasilla team before signing this change order.

Timeline

MUNIRevs will complete the changes within 8 of weeks of receiving a signed change order and the information we need from Wasilla to get started.

Total Cost

Item	Total Cost
Implementation	\$1,125
<b>Total Change Order</b>	<b>\$1,125</b>

*Halsigh Lyon*

7/23/2021

Signature & Date, MUNIRevs, Inc.

*Shonda D. Lopez 7-22-21*

Signature & Date, Jurisdiction



City of Wasilla  
Change Order – Add Categories to Notes Dropdown

- 1. Add Categories to Notes Dropdown Verbiage Requirements
  - a. MUNIRevs will add the following category options to the notes dropdown:
    - i. Penalty Waiver
    - ii. Sales Tax
    - iii. Sales Tax Adjustment
    - iv. Amended Return
    - v. Closed
  - b. MUNIRevs will need to keep the logic we have with the Audit Logging status.

**Changes to the Change Order Outline**

The City of Wasilla must confirm all customization requests prior to MUNIRevs starting on the development of the dashboard. Please note that changes to the feature requested during User Acceptance Testing may require additional time to complete and may require an additional change order. Whether or not additional requests from UAT require a change order is up to the discretion of MUNIRevs.

Please review the above list of customizations closely with the Wasilla team before signing this change order.

**Timeline**

MUNIRevs will complete the changes within 6 of weeks of receiving a signed change order and the information we need from Wasilla to get started.

**Total Cost**

Item	Total Cost
Implementation	\$1,125
<b>Total Change Order</b>	<b>\$1,125</b>

*Halsigh Lyon* 7/23/2021  
\_\_\_\_\_  
Signature & Date, MUNIRevs, Inc.

*Glenda S. Lyford* 7-22-21  
\_\_\_\_\_  
Signature & Date, Jurisdiction



City of Wasilla  
Change Order – Add a Note Category Sort

1. Add a Note Category Sort Requirements

- a. MUNIRevs will add the ability to sort the notes tab by category. Users will click the category header and be able to sort A-Z or Z-A.

Changes to the Change Order Outline

The City of Wasilla must confirm all customization requests prior to MUNIRevs starting on the development of the dashboard. Please note that changes to the feature requested during User Acceptance Testing may require additional time to complete and may require an additional change order. Whether or not additional requests from UAT require a change order is up to the discretion of MUNIRevs.

Please review the above list of customizations closely with the Wasilla team before signing this change order.

Timeline

MUNIRevs will complete the changes within 12 of weeks of receiving a signed change order and the information we need from Wasilla to get started.

Total Cost

Item	Total Cost
Implementation	\$3,375
<b>Total Change Order</b>	<b>\$3,375</b>

*Haleigh Lyon* 7/23/2021  
Signature & Date, MUNIRevs, Inc.

*Glenda D. Redford* 7-22-21  
Signature & Date, Jurisdiction



City of Wasilla  
Change Order – Add Export to Excel on Notifications

1. Add Export to Excel Button

- a. MUNIRevs will add an export to Excel button on the notifications menu.
  - i. Notification Tool URL: <https://wasilla.munirevs.com/admin/notifications-tool/?sql=12>

**Changes to the Change Order Outline**

The City of Wasilla must confirm all customization requests prior to MUNIRevs starting on the development of the dashboard. Please note that changes to the feature requested during User Acceptance Testing may require additional time to complete and may require an additional change order. Whether or not additional requests from UAT require a change order is up to the discretion of MUNIRevs.

Please review the above list of customizations closely with the Wasilla team before signing this change order.

**Timeline**

MUNIRevs will complete the changes within 12 of weeks of receiving a signed change order and the information we need from Wasilla to get started.

**Total Cost**

Item	Total Cost
Implementation	\$4,500
<b>Total Change Order</b>	<b>\$4,500</b>

*Haleigh Lyon*

7/23/2021

Signature & Date, MUNIRevs, Inc.

*Gleada D. Ridgard 7-22-21*

Signature & Date, Jurisdiction



City of Wasilla  
Change Order – Add Inspection Tab Tool

1. Inspection Tab Tool Requirements

- a. MUNIRevs will add the inspection tab tool to Wasilla’s MUNIRevs system which enables city admins to send reminders to business users regarding approved/denied items in their application.
  - i. The City of Wasilla can customize up to 10 inspection tab categories and the language in the inspection tab emails.
- b. City Requirements
  - i. Wasilla will confirm the inspection categories
    - 1. Finance
    - 2. Planning
    - 3. Code Enforcement
    - 4. Public Works
    - 5. Police Department
  - ii. Wasilla will send notification language for the Generate and Send Report, Send Reminder and Approve buttons.

**Changes to the Change Order Outline**

The City of Wasilla must confirm all customization requests prior to MUNIRevs starting on the development of the dashboard. Please note that changes to the feature requested during User Acceptance Testing may require additional time to complete and may require an additional change order. Whether or not additional requests from UAT require a change order is up to the discretion of MUNIRevs.

**Timeline**

MUNIRevs will complete the work within 12 weeks of a signed change order.

**Total Cost**

Item	Total Cost
Implementation	\$5,625
<b>Total Change Order</b>	<b>\$5,625</b>

*Halsigh Lyon* 7/23/2021  
\_\_\_\_\_  
Signature & Date, MUNIRevs, Inc.

*Debra S. Redford* 7-22-21  
\_\_\_\_\_  
Signature & Date, Jurisdiction



City of Wasilla  
Change Order – Add a Filing Frequency Filter to Report 2

- 1. **Add a Filing Frequency Filter to Report 2 Requirements**
  - a. MUNIRevs will add a Filing Frequency filter to report 2
  - b. The Filing Frequency will be a new check box filter and column in the report
  - c. Note: The filing frequency will be the business’s current frequency. It will not reflect a change in frequency (ie a taxpayer filed one return at monthly, but they are now quarterly – the report will show they as quarterly for all forms).

**Changes to the Change Order Outline**

The City of Wasilla must confirm all customization requests prior to MUNIRevs starting on the development of the dashboard. Please note that changes to the feature requested during User Acceptance Testing may require additional time to complete and may require an additional change order. Whether or not additional requests from UAT require a change order is up to the discretion of MUNIRevs.

Please review the above list of customizations closely with the Wasilla team before signing this change order.

**Timeline**

MUNIRevs will complete the changes within 12 of weeks of receiving a signed change order and the information we need from Wasilla to get started.

**Total Cost**

Item	Total Cost
Implementation	\$3,375
<b>Total Change Order</b>	<b>\$3,375</b>

*Halsigh Lyon* 7/23/2021  
 \_\_\_\_\_  
 Signature & Date, MUNIRevs, Inc.

*Glenda D Hedford* 7-22-21  
 \_\_\_\_\_  
 Signature & Date, Jurisdiction

# PURCHASE ORDER

## CITY OF WASILLA

290 E. HERNING AVE.  
WASILLA, AK 99654

DEPARTMENT

ACCOUNT #

*Finance*  
*110 4181 499 45 18*

VENDOR #

*3329*

DATE

*7-23-2021*

P.O. No.

*23451*

Please show this P.O. # on all correspondence & packages

**MUNIREVS, INC**  
**27696 HIGHWAY 145**  
**DOLORES, CO 81323**

BILL TO

SHIP TO

**CITY OF WASILLA**  
**290 E. Herning Avenue**  
**Wasilla, AK 99654**

DELIVERY DATE

*As Scheduled*

SHIP VIA

F.O.B.

TERMS OF PAYMENT

PARTIAL SHIPMENT

ALLOWED

NOT ALLOWED

*Net 30*

ITEM	QTY	DESCRIPTION	PRICE	AMOUNT
<i>0001</i>	<i>01</i>	<i>CITY Delinquency Assessment Module</i>		<i>\$6,975<sup>00</sup></i>

FINANCE DEPARTMENT  
FUNDS VERIFIED *Yes*

ACCT# *11041814994518*

BY: *[Signature]* DATE: *7-23-21*

AUTHORIZED BY *[Signature] 7/22/21*  
RECEIVED BY \_\_\_\_\_

SUB-TOTAL \_\_\_\_\_  
SHIPPING & HANDLING \_\_\_\_\_  
TOTAL *\$6,975<sup>00</sup>*



**City of Wasilla Change Order - Delinquency Assessment Module**

**Requirements**

**1. Assessment Module Changes**

- a. Change Estimated Assessment date to 30-44 days after due date.
- b. Change Final Assessment date to 45 days after due date.
- c. Change the estimation calculation to add 20% (x1.2) to the current estimation calculation
- d. Remove the blue "Insert Fee Workflow" button.
- e. Add a new column for the \$50 civil penalty assessment fee, to be included in the "Total Amount" but not used to calculate penalty and interest.
- f. Update the notification templates to include the \$50 civil penalty fee, which will be on the Final Assessment tax form after this change order.
- g. Remove "Count of Fees Assigned" column from assessment module.
- h. Remove "Most Recent Date Fee Assigned" column from assessment module.
- i. Include \$50 Civil Penalty fee in Cost of Collections calculation column in assessment module.

**2. Final Assessment Tax Form Changes**

- a. Add a new field for the fixed \$50 "Civil Penalty", to be included in the "Total Amount Due and Payable" but not used to calculate penalty and interest.
  - i. Add this field after penalty and interest lines, before total due line
  - ii. Add this field to Final Assessment Form in batch

**Changes to the Delinquency Assessment Requirements**

The city needs to confirm all customization requests prior to MUNIREvs starting on the development of the assessment module. Please note that changes to the features requested during User Acceptance Testing may require additional time to complete and may require an additional change order. Whether or not additional requests from UAT require a change order is up to MUNIREvs discretion.

**Please review the above list of customizations closely with the City of Wasilla team before signing this change order.**

**Timeline\***

MUNIREvs will complete the changes within 10 weeks of receiving a signed change order and a signed Estimated Assessment UAT from the original implementation of wasilla.munirevs.com. A signed change order must be received to commence work.

**Total Cost\***

Item	Total Cost	Change Order Issued
Assessment Module & Final Assessment Form Changes	\$6,975	7/22/21

*Halsigh Lyon*                      7/30/2021  
 \_\_\_\_\_  
 Signature & Date, MUNIREvs, Inc.

*Shanda D. Redford*                      7-26-21  
 \_\_\_\_\_  
 Signature & Date, Jurisdiction

\*Unless otherwise expressly stated, the timeline and cost estimates on this change order will expire 30 days after the issue date appearing on the change order. Beyond that, confirmation or adjustment will be required by MUNIREvs.