

### MATANUSKA-SUSITNA BOROUGH

350 E. Dahlia Ave. Palmer, AK 99645



The 2015 MSB
Website redesign
is the idea of
Borough Manager
John Moosey
who envisioned
a magazine
type format to
showcase the MatSu Valleys' many
great qualities and
services.

# **CONTENTS**

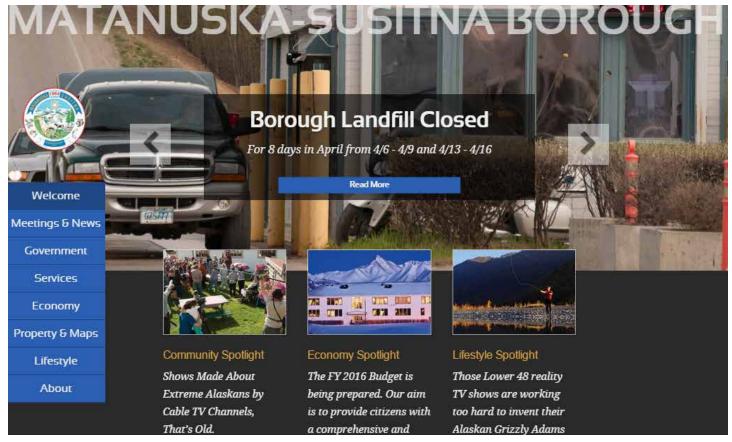
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# 1. BUILDING TRUST

he Matanuska-Susitna Borough website is one of the primary mediums for interfacing with the public and aids in the building of trust. It is a conduit for information available to the public 24 hours a day, 365 days a year.

Mission: To establish and maintain the framework for an informative and user-friendly web presence.

Vision: To provide structure through web governance, allowing web authors to develop functional and appealing online content.



http://www.matsugov.us/

provide guidelines to anyone providing content for the public-facing website or developing related websites. Included is guidance on branding, navigation, page layout, typography, color palette, and other details that will ensure that the Borough's online presence is consistent, functional, and appealing.

# 2. BRAND IDENTITY

o be fully effective, the Borough must raise awareness of our programs and services with citizens and stakeholders and branding is crucial to these efforts.

Whether it's an outreach effort to educate citizens or an effort to improve a service, the Borough is always trying to engage with the public in ways that build trust and increase involvement.

Branding helps us accomplish our mission and goals with increased recognition, improved internal processes to support the external brand, and cost-savings from having an established look-and-feel for all communication outputs.

The website is an important reflection of the organization as a whole. As more and more people use the web for conducting business, it is essential that the site maintain consistent branding to ensure a unified web presence.

# **UNIFIED WEB PRESENCE**

he 2015 MSB Website has implemented a new information architecture and branding approach to support a unified web presence. These improvements include:

- A magazine type format on the homepage that spotlights important Borough information in a compelling way
- A restructured navigation approach that strives to improve usability through a limited number of categories: Government, Services, Economy, Property & Maps, and Lifestyle
- Consistent layout of pages with the ability to relate content in a meaningful way through the use of specialized templates (public notices, press releases, projects, plans, spotlights, forms etc.)
- Contemporary and eye-catching design that promotes an approachable and friendly tone through the use of large, meaningful photos and unique imagery
- Fonts specifically designed for online use
- Responsive design that scales on all devices

# 3. HOMEPAGE

he web storytelling effort is aimed at convincing the principals of engineering firms, the General Managers of professional and industrial businesses, and others that the Mat-Su Valley is an ideal home for satisfied employees and their company offices and headquarters. The homepage layout includes the following:

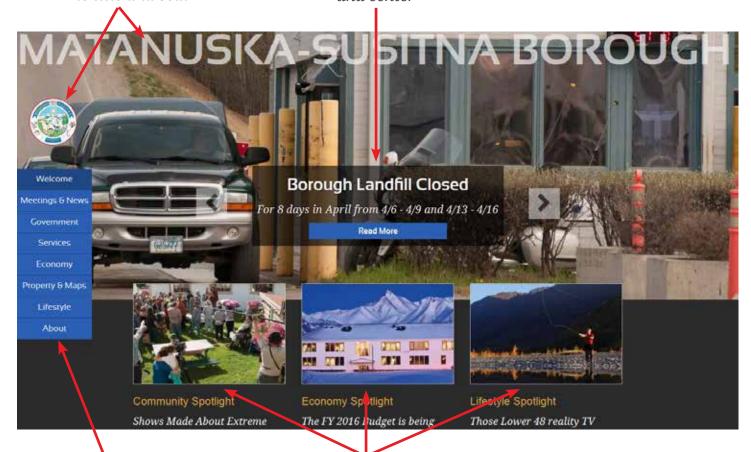
- Branding Elements
- Important Announcements
- Spotlights
- Jump Menu:
  - » Welcome
  - » Meetings & News
  - » Government
  - » Services
  - » Economy
  - » Property & Maps
  - » Lifestyle
  - » About
  - » Search

# **HOMEPAGE LAYOUT**

#### Important Announcements

**Branding Elements** *The title and seal* 

Includes an eye-catching photo and message front and center



### Jump Menu

Moves with the user as they scroll down this one-page display

### **Spotlights**

Highlights interesting community, economic, and lifestyle stories

# 4. SITE STRUCTURE

**Information** is structured to make it easier for the public to find what they need. Information is located under the following categories: *Government*, *Services*, *Economy*, *Property & Maps*, *Lifestyle*, *and About*. Site structure includes:

#### Header

- » Main Menu
- » Search
- » Social Media Icons

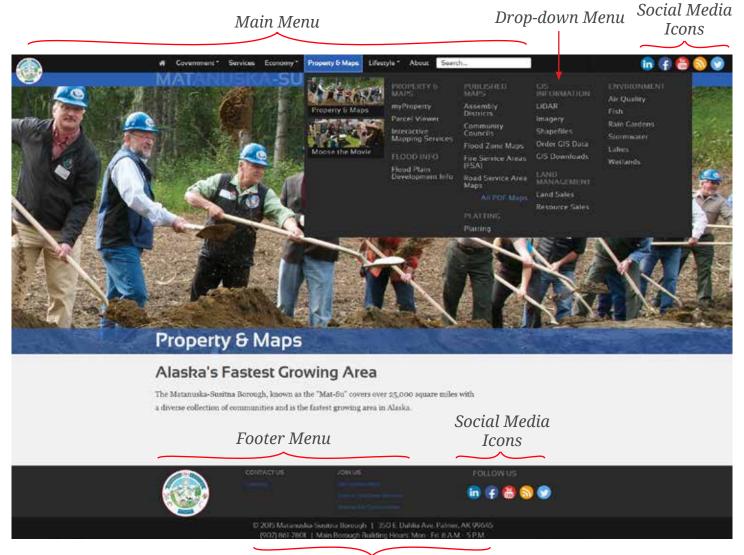
### • Drop-down Menu

- » Sub-Category Headings and Links
- » Category Landing Page Link
- » Featured Spotlight Link
- » View All Links

### • Footer Menu

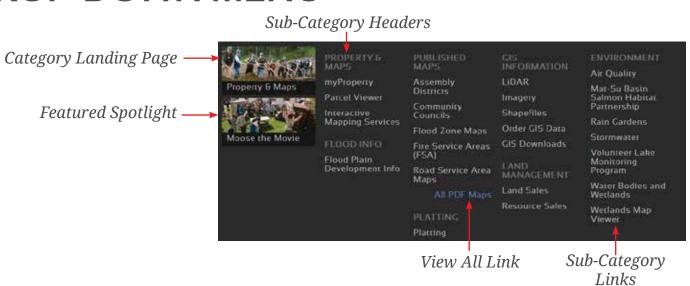
- » Contact Us
- » Join Us
- » Follow Us (Social Media Icons repeated)
- Copyright

# **HEADER MENU AND FOOTER MENU**



### Copyright

# **DROP-DOWN MENU**



# 5. RESPONSIVE DESIGN

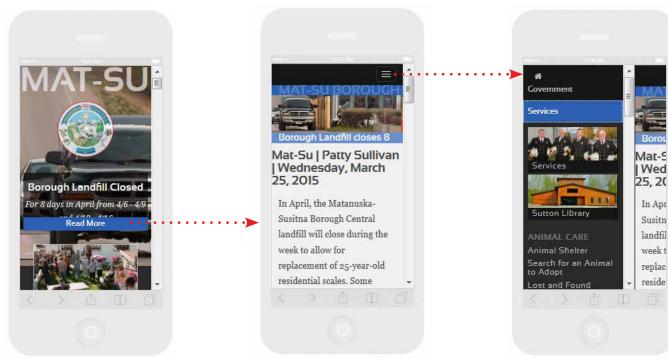
**Responsive** layout allows the page layout and information to be automatically scaled, reordered, and optimized for mobile devices.

The 2015 MSB website is created in the Joomla content management system, and is based on Bootstrap, a sleek, intuitive, and powerful mobile first front-end framework for faster and easier web development. Page layouts are based on the 12-column Bootstrap Grid:

| .col- |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| md-1  |

Whether using a smartphone or other mobile device, end users can access all the same information as is presented on the desktop.

# **MOBILE NAVIGATION**



**Homepage on Phones** 

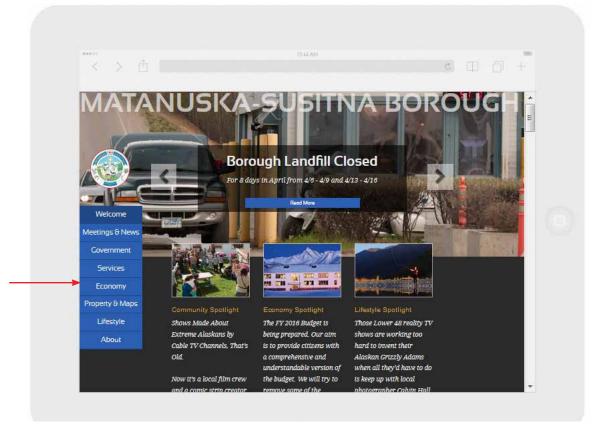
End users can access inner pages by clicking on any button or link on the homepage

**Accessing Inner Pages** 

End users can access the main menu and mega menu by clicking the icon in the upper right corner

**Mobile Menu** 

Mega menu items may be expanded and collapsed



### Bookmark Menu

Appears on tablets, but is removed on smaller devices

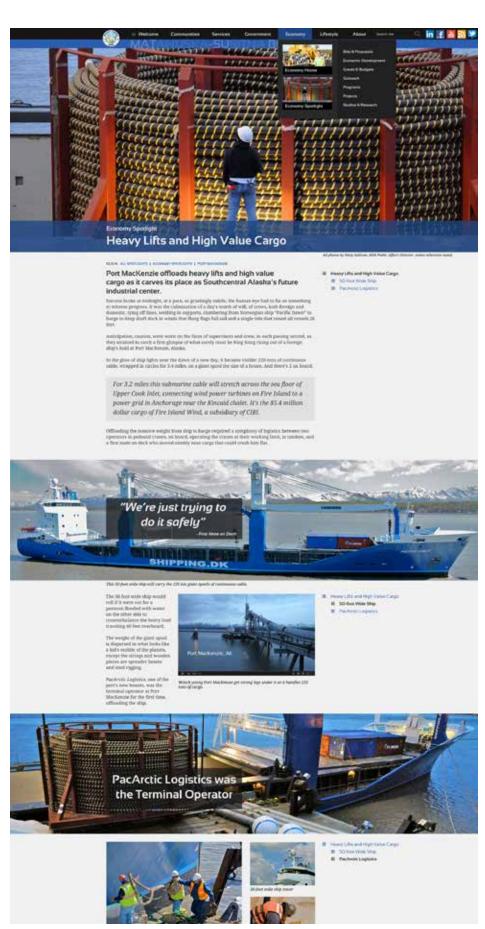
# 6. INNER PAGE LAYOUTS

# **SPOTLIGHTS**

Spotlight pages are long parallax scrolling pages featuring web storytelling through the use of large background photos, content photos, videos, and engaging text.

All spotlights are created by the MSB Public Relations department.

Please see the Photos and Video section of this style guide for formats and usage guidelines.



# **FEATURED PAGES**

Featured pages consist of a full-width, background photo followed by content. Examples include:

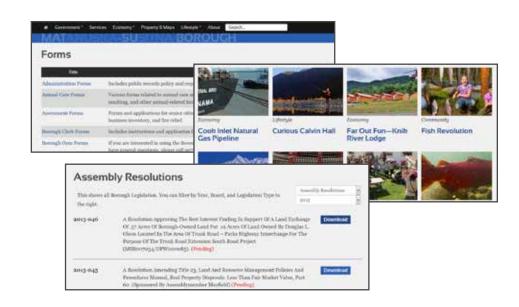
- Spotlights
- Landing pages
- Press Releases
- Plans and Programs
- Outreach



# **LIST PAGES**

List pages consist of:

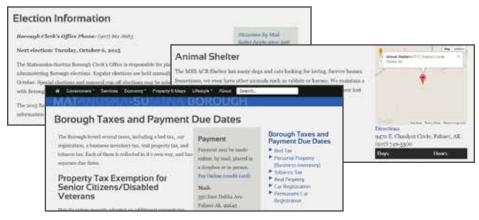
- Form lists
- Image galleries
- Download button lists



# STANDARD CONTENT PAGES

Standard content pages consist of:

- 9-col + 3-col
- 8-col + 4-col
- 6-col + 3-col + 3-col
- 3-col + 6-col + 3-col



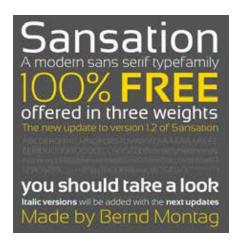
# 7. TYPOGRAPHY

Font Color for all headings and body copy:

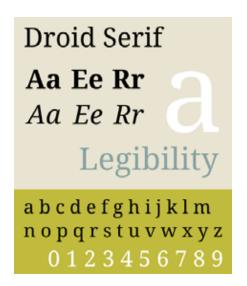
CMYK 71 / 64 / 64 / 66 RGB 42 / 42 / 42 HEX #2a2a2a

Body Copy Line Height: 1.42857

Sansation font family was selected for headings and links, because it matches the font used on signs in the Borough building and provides continuity in branding.



roid Serif font family was selected for the body copy, because it was designed for improved legibility on mobile devices and provides an appealing contrast to the Sansation font.



# INNER PAGE HEADERS AND BODY COPY

# h1 Sansation Bold 48px

When h1 is used on a Landing Page, Spotlight, Press Release, or other page featuring a large background photo, it appears on a transparent blue background band overlaying the bottom portion of the photo with the following specifications:

HEX: #f1f1f1

background-color: rgba (43, 95, 179, 0.7)

h1	Sansation Bold	48px
h2	Sansation Bold	42px
h3	Sansation Bold	Збрх
h4	Sansation Bold	28px
h5	Droid Serif Bold	24px
Body	Droid Serif Regular	20px
Caption	Droid Serif Italic	18px
Blockquote	Droid Serif Italic background-color: #d9dbd6	22px

# **INNER PAGE MENU TYPOGRAPHY**

ansation should be used for all links including those that appear in panels and wells. The only time a link would not use Sansation, is when the link appears within body copy where it would then be Droid Serif to match the body copy.

### **HEADER AND MAIN MENU**

#### Main Nav Links

font-family: sansationbold font-size: 18px color: #c2c2c2 text-decoration: none background-color: #171717



### **Branding Title Part 1**

Used for letters: MAT-SU BOROUGH

font-family: sansationbold font-size: 40px color: #5F84BE background-color: #2b5fb3

#### **Branding Title Part 2**

Used for letters: ANUSKA SITNA

font-family: sansationbold font-size: 40px color: #406EB8; background-color: #2b5fb3

### **DROP-DOWN MENU**

#### **Hover and Active Tabs**

color: #ffffff background-color: #2b5fb3

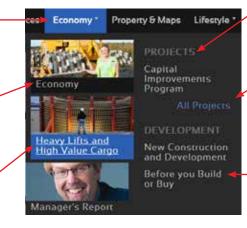
#### Landing Pages and Spotlight Links

font-family: sansationregular font-size: 18px

color: #c2c2c2 background-color: #171717

#### Hover

color: #ffffff background-color: #2b5fb3



#### **Footer Links**

font-family: sansationregular font-size: 16px color: #c2c2c2 background-color: #2a2a2a text-decoration: underline

**Sub-Category Headers** font-family: sansationbold font-size: 18px

text-transform: uppercase color: #717171

background-color: #2a2a2a

#### All Links

font-family: sansationregular font-size: 16px color: #5f84be

text-decoration: underline

#### Hover

color: #ffffff

text-decoration: underline

#### Sub-Category Links

font-family: sansationregular font-size: 16px

color: #c2c2c2

#### Hover

color: #ffffff

text-decoration: underline

# **FOOTER MENU**

### **Footer Section Headers**

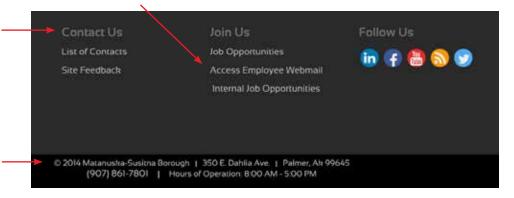
font-family: sansationbold font-size: 18px

text-transform: uppercase color: #717171 background-color: #2a2a2a

#### Copyright

font-family: sansationregular

font-size: 16px color: #999999 background-color: #171717



# HOMEPAGE TYPOGRAPHY

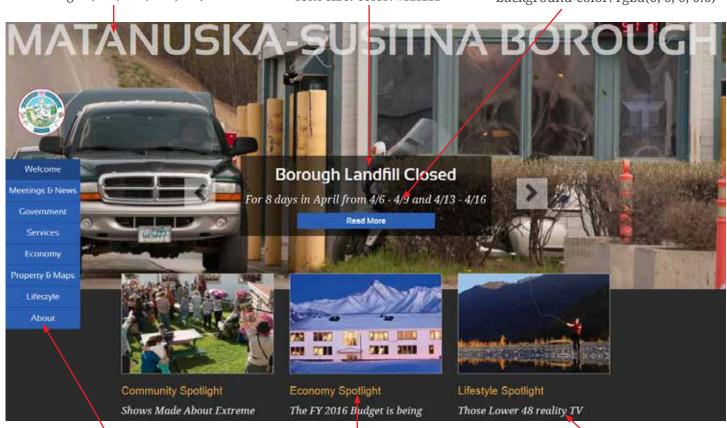
**not** sizes and font colors differ somewhat from the inner pages in order to complement and bring attention to the page elements and styling of the homepage.

**Big Text** font-family: sansationbold font-size: 79px color: rgba(241, 241, 241, 0.7)

Carousel Caption H1 font-family: sansationbold font-size: 36px font-size: color: #f1f1f1

#### Carousel Caption P

font-family: droid serifitalic font-size: 20px font-color: #f1f1f1 background-color: rgba(0, 0, 0, 0.6)



**Jump Menu Links** font-family: sansationbold font-size: 18px color: #f1f1f1 text-decoration: none background-color: #2b5fb3

#### Hover:

color: #ffffff background-color: #3F6CB5

#### Selected:

color: #ffffff background-color: #204785

#### Spotlight H3

font-family: sansationbold font-size: 24px color: #dcA445

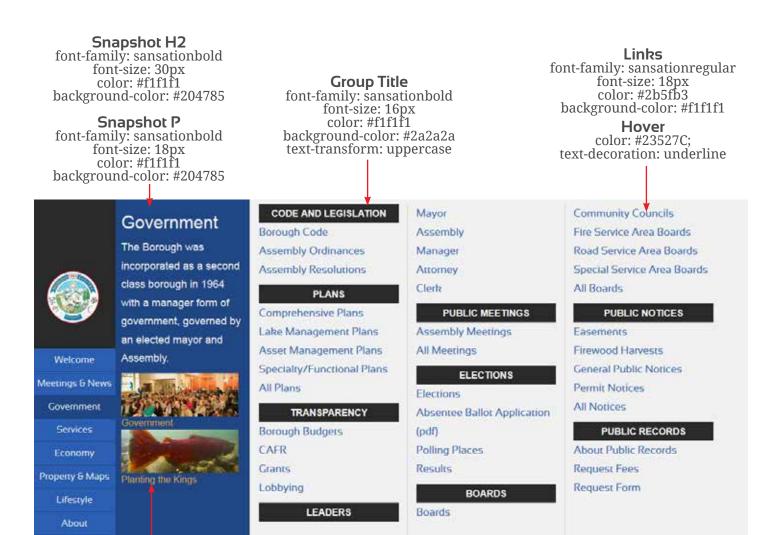
#### Hover:

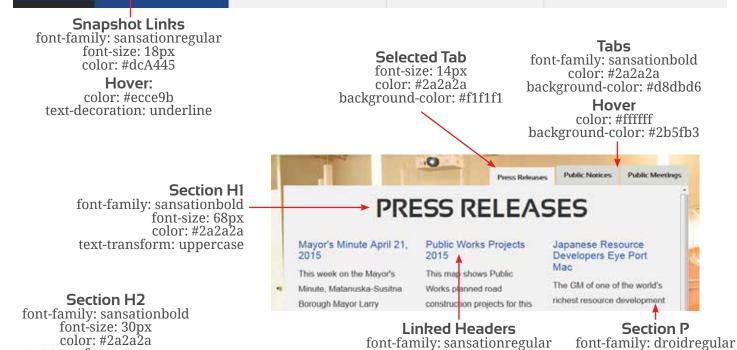
color: #ecce9b

#### Image Hover:

opacity: 0.7; border: 1px solid #ecce9b

**Spotlight P** font-family: droid\_serifitalic font-size: 20px color: #f1f1f1





font-size: 24px

color: #2b5fb3

Hover color: #23527C

text-decoration: underline

Search

text-transform: uppercase

Community

Flood Zone

PROPERTY &

MAPS

font-size: 20px

color: #2a2a2a

# 8. COLOR PALETTE

raditionally, blue, gray, and white have been used by the Borough for web design projects. The 2015 MSB Website follows this tradition with some variations and new colors added for department icons.

The use of a defined color palette is important to the consistency of branding and helps end users identify and recognize that they are viewing a Borough sanctioned website.

All future websites related to the Borough should follow these website color palette standards.

# **BASE COLORS**



#### **MSB Blue**

Branding Bar, Active Navigation Tabs, Links and Buttons

CMYK 87 / 67 / 0 / 0 RGB 43 / 95 / 179 HEX #2b5fb3



#### **MSB Dark Blue**

Selected Navigation Tabs and Background Columns on Homepage

CMYK 98/82/19/5 RGB 32/71/133 HEX #204785



#### MSB Black

Navigation Bar and Sub-Footer Background

CMYK 73 / 67 / 65 / 80 RGB 23 / 23 / 23 HEX #171717



### **MSB Dark Gray**

Mega Menu and Footer Background

CMYK 71 / 64 / 64 / 66 RGB 42 / 42 / 42 HEX #2a2a2a



### **MSB Medium Gray**

Navigation and Footer Links

CMYK 24/19/19/0 RGB 194/194/194 HEX #c2c2c2



### **MSB Light Gray**

Panel, Well, Blockquote, No Results message, and Alternate List Row Background

CMYK 14/9/13/0 RGB 217/219/214 HEX #d9dbd6



### **MSB White**

Content Background and Selected Navigation Tab Links

CMYK 4/3/3/0 RGB 241/241/241 HEX #f1f1f1

# **SPECIALTY COLORS**

to represent each department at the Borough.

A color palette was assigned to each department icon. Divisions or related content within a department uses the color palette of their respective parent department.

Icons were also designed for special purpose use for elections, trails, and parks information. Please see the Graphics section of this style guide for more information on when it is appropriate to use icon graphics.



#### **Admin Blue**

Background

CMYK 87 / 67 / 0 / 0 RGB 32 / 71 / 133 HEX #3060ac

**Dark Blue** 

CMYK 100 / 87 / 72 / 21 RGB 0 / 51 / 105 HEX #003369

Light Blue

CMYK 38/15/0/0 RGB 152/191/229 HEX #98bfe5

Skin Tone

CMYK 0/19/34/0 RGB 253/210/169 HEX #fdd2a9



### **Attorney Purple**

**Background** 

CMYK 56/56/0/0 RGB 125/118/182 HEX #7d76b6

**Dark Purple** 

CMYK 86 | 86 | 48 | 30 RGB 51 | 45 | 81 HEX #332d51

Light Purple

CMYK 28/28/0/0 RGB 180/176/215 HEX #b4b0d7



### **Finance Green**

**Background** 

CMYK 78 / 0 / 100 / 0 RGB 36 / 178 / 75 HEX #24b24b

**Dark Green** 

CMYK 90 / 31 / 100 / 21 RGB 0 / 112 / 44 HEX #00702c

Light Green

CMYK 41/0/53/0 RGB 155/208/151 HEX #9bd097



### **IT Periwinkle**

**Background** 

CMYK 51 / 24 / 100 / 4 RGB 101 / 154 / 209 HEX #659ad1

**Dark Periwinkle** 

CMYK 91 / 72 / 40 / 28 RGB 39 / 67 / 96 HEX #274360

Light Periwinkle

CMYK 30/9/0/0 RGB 172/208/238 HEX #acd0ee



### Clerk Magenta

**Background** 

CMYK 13 / 89 / 12 / 0 211 / 64 / 136 HEX #d34088

Dark Magenta

CMYK 44/100/45/34 RGB 114 / 0 / 68 **HEX** #720044

Light Magenta

CMYK 87/67/0/0 RGB 32/71/133 #3060ac HEX



### **Community** Chartreuse

Background

CMYK 51 / 24 / 100 / 4 RGB 139 / 156 / 34 **HEX** #8b9c22

Dark Chartreuse

CMYK 63 / 40 / 100 / 25 92 / 106 / 14 RGB **HEX** #5c6a0e

**Light Chartreuse** 

CMYK 31/5/100/0 RGB 188/205/48 **HEX** #bccd30



### **Emergency Red**

Background

CMYK 3 / 99 / 98 / 0 231 / 30 / 37 HEX #e71e25

**Emergency Orange** 

CMYK 3 / 63 / 91 / 0 RGB 238 / 124 / 50 **HEX** #ee7c32

**Emergency Yellow** CMYK 2/9/100/0 RGB 255/221/0 #ffdd00 HEX



### **Planning Ochre**

Background

CMYK 7 / 18 / 100 / 0 RGB 241 / 201 / 0 #f1c900 **HEX** 

**Dark Ochre** 

CMYK 38/39/100/10 RGB 157/133/0 HEX #9d8500

**Light Ochre** 

CMYK 1/9/60/0 RGB 255/226/129 HEX #ffe281



### **Project Turquoise**

Background

CMYK 75 / 14 / 8 / 0 0 / 168 / 211 RGB **HEX** #00a8d3

**Dark Turquoise** 

CMYK 86 / 86 / 48 / 30 0 / 89 / 155 RGB #00599b HEX

**Light Turquoise** 

CMYK 50/2/7/0 RGB 115/203/229 HEX #73cbe5



### **Public Works Teal**

Background

CMYK 78 / 10 / 36 / 0 RGB 0 / 169 / 172 **HEX** #00a9ac

Dark Teal

CMYK 92 / 48 / 58 / 32 RGB 0 / 169 / 172 HEX #005556

Light Teal

CMYK 55/0/28/0 108 / 199 / 194 RGB #6cc7c2 HEX

# 9. INTERFACE ELEMENTS

nterface elements are based on Bootstrap components that are styled to match the MSB website look and feel. Interface elements include:

### Related Content Components:

#### » Panels

Panels include a panel header followed by a list of related content and related links within a box outline. Panels may appear in the sidebar or within the content area and may or may not contain links.

#### » Wells

Wells are used for related documents or other information that needs highlighting. Wells may appear in the sidebar or within the content area and may or may not contain a header or links.

#### » Side Nav

The sidebar navigation is a way for users to jump down a long page to a specific section of an article. The navigation scrolls down the page.

- Alerts
- Form Controls
  - » Search
  - » Filter
  - » Page Navigation

# RELATED CONTENT COMPONENTS

### **PANELS**

#### Documents

fiveyearschedulefinaldraft06182013

pdf | oB Adopted 2013

2014 Implementation Schedule

pdf | oB

**Panel Headers** 

font-family: sansationbold font-size: 22px color: #2a2a2a

background-color: #d9dbd6

Panel P

font-family: droid\_serif

font-size: 20px color: #2a2a2a

background-color: #f1f1f1 border-color: #d9dbd6

Panel Link

font-family: sansationregular (unless part of body copy as is the case in the contact panel, then it is

droid serif) font-size: 20px color: #2b5fb3

Hover

color: #23527c

text-decoration: underline

#### Contacts

John Moosey, Borough Manager

Phone: (907) 861-8689

Email: john.moosey@matsugov.us

George Hays, Assistant Borough Manager

Phone: (907) 861-8405

Email: george.hays@matsugov.us

Please note that all contacts should appear in a panel and be formatted as displayed above with the contact name in **Bold** followed by title, followed by Phone and Email.

The **Contact Panel** may appear in the content area where appropriate, or in the sidebar.

### **WELLS**

#### Documents

Boards & Commissions Application

#### **Well Headers**

font-family: sansationbold font-size: 22px

color: #2a2a2a

background-color: #d9dbd6

#### Well P

font-family: sansationregular

font-size: 20px color: #2a2a2a

background-color: #d9dbd6

#### Well Link

font-family: sansationregular

font-size: 20px color: #2b5fb3

#### Hover

color: #23527c

text-decoration: underline

### SIDE NAV

### Code Compliance

- Fees
- Procedures
- Junk and Trash
- New Construction and

Side Nav Header H4 Link

font-family: sansationbold font-size: 28px color: #2b5fb3

text-decoration: underline

Side Nav Links

font-family: sansationregular font-size: 20px

color: #2b5fb3

Hover

color: #23527c

text-decoration: underline

# **ALERTS**

here are five types of alert messages available. Not all alert message types are currently used. Following is the usage and color specifications for all five types.

- **No Result** (gray) messages appear when filtering and searching
- **Success** (green) alert message for successful submission (not currently used)
- Info (blue) messages to bring attention to content, a link, or button to an external site
- Warning (yellow) alert messages for less critical messages (not currently used)
- **Danger** (red) alert message for more critical messages (not currently used)

There are currently no Public Notices of this type.	CMYK 14/9/13/0 RGB 217/219/214 HEX #d9dbd6
Success alert message	CMYK 60/30/0/0 RGB 102/154/211 HEX #659ad2
Info alert message	CMYK 60/30/0/0 RGB 102/154/211 HEX #659ad2
Warning alert message	CMYK 60/30/0/0 RGB 102/154/211 HEX #659ad2
Danger alert message	CMYK 60/30/0/0 RGB 102/154/211 HEX #659ad2

# **FORM CONTROLS**

### **SEARCH**

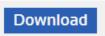


Search field in main navigation header bar.



Search Terms field and Advanced Search button on search page.

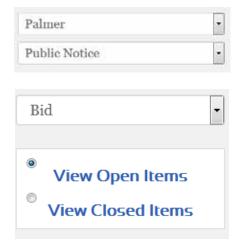
### **BUTTONS**



**GINA SwathViewer** 

Buttons are used for downloading files or navigating to other content.

### **FILTERS**



Drop-down fields are used for filtering content. They may or may not appear with a radio button selection option.

### **PAGINATION**



Page navigation is used for paging through long lists.

# 10. GRAPHICS

his section discusses the use of the MSB Seal, MSB Icons, and use of other graphics. The MSB Seal remains unchanged, and new MSB icons were developed for departments, trails, and election information.

# **MSB SEAL**

In general, the Borough seal should appear by itself and not with other seals or logos.

However, when the Borough is in a cooperative venture with one or more organizations, it may be appropriate to place the logos of these other organizations together.

In order to achieve maximum recognition and fidelity of the seal or other logo, the Web Team suggests following these guidelines carefully.

#### **ACCEPTABLE USE**



Full Color



Black and White

#### **UNACCEPTABLE USE**



Create a Pattern



Transform



Rotate



**Apply Special Effects** 

# **MSBICONS**

**tylized** icons were designed to help users quickly identify departments and certain services. Examples of those icons are shown below. All future icons should follow the same style and colors. Please see the Color Palette section for all acceptable colors keeping in mind that colors coordinate to departments in most instances.

#### **DEPARTMENT ICONS**

These icons were designed to represent each department and division at the Borough. Learn more in the Color Palette section of this style guide.









#### **ELECTION ICONS**

These icons were designed for the Election Content Type and make it easy to find information.









### TRAIL AND PARK ICONS

These icons were designed to represent trail and park activities, amenities, and seasons at a glance.















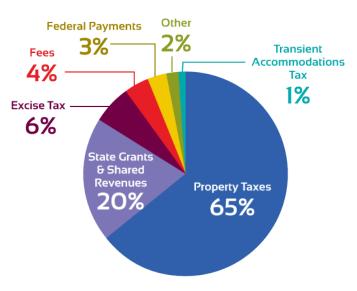


## OTHER GRAPHICS

se of other graphics should be discussed with the Web Team. Acceptable and unacceptable use of other imagery within the content area is shown below.

Please be aware as you create your page, how the layout will look on mobile devices and make sure that graphics scale appropriately.

### Areawide Revenue Summary



### Acceptable

Graphs and graphics should use a flat design and use the same color palette as the website. Graphs or graphics should also fall within the column grid structure and not have body copy wrapping around it.

### **Building Permit Process**

Submit completed plan review application form and construction documents (see above) to the Administrative Secretary of the Fire Code Office.

me frame,

- Fire system plan reviews (fire alarm, fire suppression, hood suppressions, and fuel systems) will be submitted using the Plan Review Application above.
- A plan review fee will be calculated by the Administry Secretary.
- The plans are reviewed by a Fire Code Official after fee.
- The review is usually completed within a two-weel however, additional information may be required.



### **Unacceptable**

This is an example of a graphic that does not follow the new look and feel. It also does not fall within the column grid system and body copy wraps around it which should be avoided.

# 11. PHOTOS AND VIDEOS

hotos and video from the Public Relations Department are an excellent way to add interest to content that requires additional emphasis.

Please contact Patty Sullivan in the Public Relations Department for appropriate photos and videos for your use.

# **PHOTOS**

### PHOTO FORMATS AND SIZES

# Background Photos:

1920 px wide x 711 px high



#### **Content Photos:**

Photos may occupy 1-column, 2-columns, 3-columns, or 4-columns

As with graphics, body copy wrapping around a photo should be avoided.



Enjoying all that the Mat-Su has to offer

High-end niche tour companies are now drawn to the lodge. Beginning this summer, one of the top tour



Ice slabs fall off the face of a

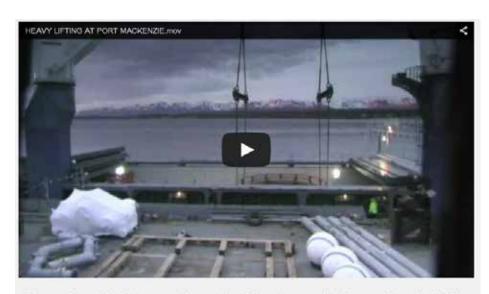


Breathtaking Fall landscapes

# **VIDEOS**

Videos should link to their YouTube location on the MSB YouTube channel and should occupy at least 4-columns. Videos should include the responsive class to assure that they scale on devices:

<iframe src="https://www.
youtube.com/embed/
nameofyourtubevideo"
class="embed-responsiveitem"></iframe>



The 50-foot wide ship would roll if it were not

The weight of the giant spool is dispersed in what looks like a kid's mobile of the planets, except the strings and