



## Town Council Memorandum

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**TO:** The Honorable Mayor & Town Council  
**FROM:** India Adams-Jacobs, Town Manager  
**COPY:** Jeff Gore, Town Attorney  
**SUBJECT:** Town Website Update  
**DATE:** October 3, 2024

**SUMMARY:**

The Town website is in need of updates in format, appearance, and other areas that contribute to the facilitation of a positive user experience. The town website is where residents and potential business owners interact with the municipal government. It is imperative that these groups be able to efficiently and effectively conduct business on the website. This will lead to a more professional perception of the municipal government.

**BACKGROUND:**

The Town already contracts with CivicPlus for website maintenance services. CivicPlus also offers website update services.

**FISCAL IMPACT:**

The fiscal impact for the website revamp is proposed at \$5,000 with our current website provider CivicPlus.

**RECOMMENDATION:**

Town staff recommend that Town Council authorize the Town Manager to execute the transaction documents and proceed with the project.

**DRAFT MOTION:**

I move to authorize the Town Manager to execute transaction documents with CivicPlus to proceed with the Town Website Update project.