

TO: City of Dacula City Council and Mayor

FROM: Jack Wilson, City Attorney
Heather Coggins, Acting City Administrator
Courtney Mahady, Administrative Clerk

DATE: January 25, 2022

SUBJECT: Website Upgrade

Dear Mayor and Members of the City Council:

The staff has reviewed several options for creating a new website for the City. The website was last updated in 2018. With the City moving toward collecting its own property taxes in 2022, it is important to upgrade the website so that it can handle receiving and processing payments in a timely fashion. Staff has reviewed the proposals enclosed with this memo and recommends that the Mayor and Council approve Municode in accordance with its proposal attached hereto. This provider appears to meet the City's need and offer the most cost-effective and viable proposal going forward.

At an appropriate time, the City needs to provide notice of termination to its existing website hosting provider. Staff recommends that the City provide sixty (60) days' notice of the termination of the existing relationship (the City has not located any written maintenance agreement currently in effect). This notice will be sent by staff to transition from the existing website hosting firm to the new provider.

If you have any questions about this matter, please do not hesitate to contact me or Courtney Mahady. Staff believes it is important to proceed at this time to allow sufficient time to complete the transition, to have the new website fully functional before payments are due in the fall.