



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 14, 2023
Department:	Communications Division
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Communications Manager Catherine Wright

ITEM TO BE CONSIDERED

Subject: Contract for design and maintenance of new town website

Attachments:

Budget amendment

Summary:

Our contracted primary support for the town website has advised contracting with a company for a new website and support. The website was designed in house, and our web developer resigned in December 2022 for a software development position. We have been using contracted support for security updates and major feature changes to the website since. After working on our website for six months, the primary support has concluded we would be better served through a full-time employee or contracted support of about 40 hours per month vs. 4 hours per month due to the website's customization. He said the additional time is needed to gain institutional knowledge of the site, easing the ability to make changes.

Financial impacts:

At the minimum, the annual fees for contracting with a company are comparable to what we pay for primary and backup support and related costs. We have about \$6,500 budgeted for support and related costs to the website this fiscal year. Annual fees for contracting with a company would be up to about \$15,000, with about 5% increases in subsequent years. The creation of the website and first-year support would cost about \$15,000 to \$40,000, depending on which vendor we choose and whether we build a separate intranet site.

Staff recommendation and comments:

Staff recommends the board approve staff selecting a vendor and moving forward with a contract for a new town website and annual support. The process for rolling out a new website takes six to eight months from contract signing to launch. Our current support is contracted through March 2024 (eight months). We hope to have a signed contract this month. The current website has been in place since March 2016, with a facelift in 2021. A move to a web development company will consolidate website-related payments to one company vs. multiple companies, streamlining the monthly financial process.

Action requested:

Approve budget amendment and authorize staff to select a vendor and move forward with a contract to create a new town website and provide annual maintenance.