



City of Stevenson

Leana Kinley, City Administrator

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To: City Council
From: Leana Kinley, City Administrator
RE: Municode Website Redesign
Meeting Date: March 18, 2021

Executive Summary:

The current city website is in need of updates to improve transparency and be ADA compliant. Multiple efforts to secure support to make updates have been unsuccessful. Staff researched Municode website services since they currently provide the city with codification, document storage and meeting management services. At the February 18th meeting council directed staff to move forward with obtaining a quote to move forward with updating the city website.

Overview:

Staff has been wanting to perform updates to the city website to allow for easier use, be accessible to all, and increase transparency on projects. Municode offers website services which would integrate with the meeting management tool the city uses. The project timeline is listed on page 11 of the attached quote. It will take about 3-4 months to design and go live with the website.

One option which is not in the base quote is the ability to have people subscribe to email notifications for specific page updates. This notification is pushed by staff after they update a page with new information. This will not notify people of minor changes to fix typos, etc. Each notification can be sent with a message to further explain what was updated. The cost for this staff recommended option is an additional \$600 per year.

This expense was not included in the original 2021 budget. Ending cash for 2020 was higher than anticipated and the fixed cost of \$4,800 can be spent without an adverse impact on 2021 ending cash balances. The ongoing expenses will be included in the general administration cost allocation and spread over the General, Street, Tourism and Water/Sewer funds. There are two options to pay as well, as outlined on page 17 of the quote. The standard option pays in three installments and fixes the annual support costs for three years before increasing based on the CPI. The interest-free payment option spreads the design and implementation cost over 4 years and fixes the annual costs for four years before increasing based on the CPI.

Action Needed:

Motion to approve the contract with Municode for website redesign, hosting and support services for the design, development and implementation cost of \$4,800 and an annual cost of \$2,700, which includes the email subscriptions/notifications option, and pay for the services as outlined in option B, 4-Year Interest Free Payment Schedule.