

Memo

Date: August 22, 2018

To: Mayor and City Council

From: Bruce M. Nelson, Interim City Manager and Finance Director

SUBJECT: Upgrade and Update City Website

We have been researching different website design/hosting companies in an effort to upgrade and update our City Website. Our current website is at the end of its life and needs to be revamped and, after doing some researching, we have determined that the cost to continue with our current site and receive support is comparable to having another firm create, host and support a modern, more user-friendly website.

City staff had narrowed their search down to four companies and after doing some comparisons they have decided on two website designers/host that they feel would be of the most value and benefit to the city and its users. Both MuniCode and Revize can fulfill the needs of the City, however, Revize is able to offer more for the money. MuniCode can offer some additional features at an additional cost.

Therefore, we are recommending City Council approve going with Revize to create and host a new City of Craig Website with an initial setup cost of \$11,800.00 with an annual support cost after the first year of \$1,900.00, or a three year payment plan of \$5,200 which includes the annual support fee of \$1,900.00 for the second and third year. We would recommend the three year payment plan. There are budgeted funds to make the first payment this year.

Some other City's/Towns who have gone with Revize for their set-up, design, and hosting include:

- Cedar Rapids, Iowa
- Sequin, Texas
- Tipton County Tennessee
- Troy, Michigan
- Bristol Bay Borough, Alaska

	MUNICODE	Additional Fee	REVIZE	Additional Fee
Basic Features				
Responsive Mobile Friendly Design	X		X	
Simple Page Editor	X		X	
Best-in-Class Search Engine	X		X	
ADA/Section 508 Compliance	X		X	
Social Media Integration	X		X	
Unlimited Online Fillable Forms	X		X	
Emergency Alerts	X		X	
Meeting Agendas/Minutes/Videos	X		X	
Event Calendar	X		X	
Page Versioning / Audit Trail	X		X	
Additional Base Features				
Web Page Categories - create a page once, have it show up in multiple places	X		X	
Department Micro-sites (sites-within-a-site)	X		X	
Rotating Banners and Headline Articles	X		X	
Online Job Postings	X		X	
Online Bid/RFP Postings	X		X	
Photo Album Slideshows	X		X	
Google Maps Integration	X		X	
Resource/Document Center	X		X	
Image auto-scaling and resizing	X		X	
Site Metrics (Google Analytics)	X		X	
Content Scheduling (Publish Today, Unpublish Tomorrow)	X		X	
Unlimited User logins	X		X	
Unlimited Content	X		X	
Word-like WYSIWYG Editor	X		X	
Online Payments	X		X	
Latest News / Press Releases	X		X	
Anti-spam controls	X		X	
Email Harvesting Protection	X		X	
Broken Link Finder	X		X	
Dynamic Sitemap	X		X	
Support for Windows, Mac, Linux	X		X	
Video integration (YouTube, Vimeo, etc.)	X		X	
Client owns rights to all data	X		X	
Organization/Staff Directory	X		X	
Frequently Asked Questions (FAQs)	X		X	
Ordinances and Resolutions	X		X	
Google Translate	X		X	
Share This Button (Facebook/Twitter)	X		X	
Secure Pages / SSL	X		X	
Printer Friendly Pages	X		X	
RSS Feeds Inbound/Outbound	X		X	
We own it!	X		X	
Optional Features				
Email Subscriptions / Notifications	X	\$600.00	X	No
Parks and Trails Directory	X	\$200.00	X	No
Projects Directory	X	\$200.00	X	No
Property Locator (Commercial/Industrial)	X	\$200.00	X	No
Business Directory	X	\$200.00	X	No
		\$3500 + \$600		
		per yr (per design)		
Specialty sub-site graphic designs	X	\$600 per yr	X	No
		(per design)		
Design refresh every 4 years	X	\$125 per hr	X	No
		or fixed bid		
Custom development	X	quote	X	No
Cost w/out Optional Features	\$10,600.00	\$12,600.00	\$11,800.00	\$11,800.00
Annual cost	\$2,100.00		\$1,900.00	
Support/Hosting Cost Increase 5% (after 5th year)	\$105.00		\$95.00	
Interest Free Payment Plan Offered	Yes		Yes	

Revize Quote

Phase 1: Project Planning and Analysis, SOW	\$500
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page template and inner page design and layout, includes Responsive Web Design for great viewing on any size handheld internet viewing device complete with pictures and no need to zoom in on the text!	\$1,500
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	\$3,200
Phase 5: QA Testing	\$900
Phase 6: Site map development/content development for all the top tier department home pages and content migration from old website into new website including spell checking and style corrections – up to 226 webpages and 632 documents (Approximate number on your website today)	\$3,200
Phase 7: Content editing and site administration training (4 hour session)	\$600
Phase 8: Go live!	Included
Annual tech support, CMS software updates (unlimited users), and website health checks. website hosting Included free of charge (20GB storage space):	\$1,900
Grand Total (1st year) Second year and onward investment	\$11,800 \$1,900/year

Payment Options

Revize provides a free website redesign during year four of service!

“Pay as we Build”

The “Pay as we Build” payment option is our most requested payment method. This option does not require any payment up front whatsoever. You only pay after we complete certain phases of the project. Revize will invoice for 1/3rd of the project cost after the completion of phase 3; The next third after the completion of phase 6; And the final third before the go live of the website. This option allows you to pay upon the completion of work by Revize, instead of up front. Invoices are Net 30.

Optional Payment Plan - The Revize Client First Plan

The Revize Client First Plan offers local governments an alternative payment plan that makes it easier to purchase a new website on your budget and spreads the one-time project design and development costs over a longer period of time.

Through a minimum three-year contract, The Revize Client First Plan dramatically lowers the one-time project development and start-up costs of launching a new website. What Revize does is combine the one-time and recurring fees and spreading them over the life of the contract. And because we value our continuing relationships with our customers, those who extend their contract beyond the three-year minimum will receive a redesign at the end of their fourth year with Revize Free of Charge.

The Revize Client First Plan Annual Recurring Fees - Interest Free

First Year	\$ 5,200
Second Year.....	\$ 5,200
Third Year.....	\$ 5,200
Fourth Year.....	\$ 1,900