



To: William Lichter  
Village Manager

From: Larry McGhinnis  
I.T. Manager

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Subject: Web Site Outsourcing

One of the major responsibilities of I.T. is the design and support for the Village web site. I feel the web site is the most visible means of communication not only to employees but visitors, residents, businesses, governments, and elected officials. The web site is a tool for communication that allows governments to get information to their constituents, visitors and other agencies on a timely basis, usually 24 hours a day 7 days a week. A properly designed and implemented web site can leave a lasting first impression.

My vision is to have a web site that is user friendly, can be updated by individual departments, would integrate with an in-house Intranet site, provide automatic removal of items based on date or time, have a consistent look and feel on all pages and would provide content management capabilities.

There are many vendors that do web site design but very few have a complete package that includes web hosting, design, content management, and implementation services.

Tim Sexton, Assistant Finance Director and I evaluated several vendors and the most comprehensive and cost effective solution was CivicPlus. The web team and the department heads were also impressed with CivicPlus during the demo times provided for them.

What makes CivicPlus stand out compared to the other vendors is the fact that they deal strictly with government accounts. They currently are serving over 250 clients nationwide.

Below is just a brief summary of CivicPlus and what they can provide:

- CivicPlus has been creating citizen centric websites for municipalities for 11 years.
- Their website management system allows non-technical staff the ability to easily update menu items, pages, content, images and links. Word processing skills are all that is necessary to use our system.
- Information can be scheduled to appear with display and removal dates.
- Provide a professional look and feel that is consistent through out the site while offering the flexibility to meet any size communities needs!

- Provide complete redundancy as part of a disaster recovery program with sites in Kansas and Texas. This not only includes the two sites but also includes multiple IPS connections and multiple servers.

The cost for CivicPlus to design and host the Village Web site will be \$14,700 for the first year and \$6,600 each year thereafter.

It is my recommendation along with concurrence from the web team and department heads that the Village enter into a contract with CivicPlus for hosting and designing the Village Web site.