

TO: Village Council and Mayor Brown  
FROM: Finance Committee, Rob Bartlett - Chair  
RE: Website Contract  
DATE: October 10, 2022

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The Finance Committee met on Wednesday, September 14, 2022 at 4:00 pm to discuss the Village website contract, which is coming up for renewal. Present at the meeting were Finance Committee members Rob Bartlett, Kelly Rankin and Marcy Lewis, Mayor Bill Brown, Fiscal Officer Richard Ford, and IT Leader Eli Wendler.

Our current website contract is set to expire on November 13, 2022. E-GovLink, who the original contract was with, was acquired by Munission, LLC. Munission is proposing a contract extension that will be good until April 1, 2024. The annual fee for the main website and the recreation website will remain the same at \$2,900 and \$1,500 respectively. The contract extension will also include a free refresh of both websites.

Ms. Wendler shared that she did contact Civic Plus, another website provider who was part of our original RFP, and their costs were significantly more than Munission. Specifically, Civic Plus' recreation website alone would cost \$7,800 one-time and \$4,275/year on-going. It would also take us 3 months to transition to their recreation website, and 6 months to transition both the main website and the recreation website.

The Finance Committee recommends that the Village sign the website contract extension with Munission, LLC for \$4,400 for both websites. Ms. Wendler will lead the refresh process for both websites. Because of the lead time required to complete an RFP and then potentially transition to another website provider, the Finance Committee also recommends that we reconnect with Ms. Wendler in July, 2023, to discuss if we should do a full RFP for both websites before this extension expires in April, 2024. Since this is just an extension of a current contract that was previously approved by council, similar to the Rumpke extension, no legislation is required and the approval of this report by council will be sufficient for the Mayor to sign the extension.

Respectfully Submitted,

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Rob Bartlett, Chair

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Marcy Lewis, Vice-Chair

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Kelly Rankin, Member