



City of Smithville, Missouri

Board of Aldermen - Work Session Agenda

Tuesday, October 17, 2023

6:30 p.m. – City Hall Council Chambers and Via Videoconference

Anyone who wishes to view the meeting may do so in real time as it will be streamed live on the City's FaceBook page.

For Public Comment via Zoom, please email your request to the City Clerk at ldrummond@smithvillemo.org prior to the meeting to be sent the meeting Zoom link.

- 1. Call to Order**
- 2. Discussion of City Website Platform**
- 3. Adjourn**

Join Zoom Meeting
<https://us02web.zoom.us/j/83724526769>

Meeting ID: 837 2452 6769
Passcode: 571494





Date:	September 28, 2023
Prepared By:	Gina Pate, Assistant City Administrator Linda Drummond, City Clerk
Subject:	Website Discussions

Background

The City of Smithville entered into an agreement with MunicipalCMS for website hosting and development in 2011. In 2018, the City renewed its contract with MunicipalCMS after an RFP process and added a recreation management software component/module.

In 2022, MunicipalCMS provided a website re-design, which updated the look and navigation of the City's website. During this time, MunicipalCMS provided the City with different options to enhance the website for internal staff use and external customer use through different module options based on our wants/needs for improvement. Any additional module has an ongoing cost in addition to the base website host amount of \$3,896.

Discussion

During the development of the FY24 Budget, website enhancements were discussed and an additional \$10,000 is included in the proposed FY24 Budget for Board consideration for website improvements. Since any improvement to the website would be an ongoing cost, staff recommends advertising a Request For Qualifications for website management and recreation management software.

After review of the current website, items included in the scope of services would include the following:

- Website hosting
- Internal customer service for website support and training for staff
- Agenda management software for Boards and Commissions
- Content migration from current website, and timeline of migration
- Internal workflows for citizen report system
- Online forms and workflows
- Timing of website upgrades
- Automation of scheduling content / design
- Internal tracking of website updates
- Website analytics
- ADA Accessibility

- Mobile-friendly website
- Facility management

Staff plans for the RFQ Review Committee to consist of the following members:

- Gina Pate, Assistant City Administrator
- Linda Drummond, City Clerk
- Matt Denton, Parks Director
- Claire Henry, Police Sergeant
- Mayra Toothman, Assistant to the Public Works Director
- *Board of Aldermen Representative*

Staff is seeking Board feedback on the scope of services, what the Board desires from the website enhancements, and if the Board would like to proceed with an RFQ for the City's Website Development and Recreation Management System.

If the Board would like to proceed with the RFQ, staff would like to have a representative from the Board on the Review Committee and discuss the timeline of the RFQ.