



cityofnovi.org

# CITY of NOVI CITY COUNCIL

Agenda Item K  
June 9, 2008

**SUBJECT:** Approval of contract extension with Municipal Web Services to host and maintain the City of Novi's two public websites (cityofnovi.org and investnovi.org) and employee website (eWeb) to December 12, 2008 for an estimated amount of \$30,000 during this period.

**SUBMITTING DEPARTMENT:** Neighborhood and Business Relations *sw*

**CITY MANAGER APPROVAL:** *[Signature]*

<b>EXPENDITURE REQUIRED</b>	<b>\$30,000</b>
<b>AMOUNT BUDGETED</b>	<b>\$ 60,770 (approved in FY 2008-2009 Budget)</b>
<b>APPROPRIATION REQUIRED</b>	<b>N/A</b>
<b>LINE ITEM NUMBER</b>	<b>101-295.00-880.800</b>

**BACKGROUND INFORMATION:**

For the past nine years, Municipal Web Services has designed, refreshed, hosted, and maintained the City of Novi's online presence. During that time, cityofnovi.org has developed into a premier municipal website and in FY 07-08 we launched the eWeb and investnovi.org.

Expenditures for FY 06-07 were \$28,715 and for FY 07-08 are estimated to be \$59,000. This is due in large part to a refresh to include the new City logo, initiation of two new sites, several enhancements, and more frequent updating. A price listing of monthly fees for service is attached. The approved FY 08-09 Budget includes \$60,770 for website maintenance.

Neighborhood and Business Relations is working with Finance and IT to develop a comprehensive website bid package to be awarded in Second Quarter FY 08-09.

**RECOMMENDED ACTION:** Approval of contract extension with Municipal Web Services to host and maintain the City of Novi's two public websites (cityofnovi.org and investnovi.org) and employee website (eWeb) to December 12, 2008 for an estimated amount of \$30,000 during this period.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

**Monthly Services used by The City of Novi  
As of 5/2008**

Base Hosting Fee	\$30/website	Note that eWeb is not a separate web
Additional Storage	\$155 / 1.5 Gigabyte	
Search Service	500 to 2,500 pages - \$30/mo 2500 to 3500 - \$45 3500 to 4500 - \$55	
eGov Calendar	Monthly fee -- eGov Strategies charges for their modules based on population	
List Serve	Lists of 0 to 250 subscribers \$20 250 to 750 subscribers-\$30 750 to 1500 subscribers-\$40	
Video Streaming	\$150/bitrate (two bitrates provided) \$10/Gig bandwidth (20gig minimum) \$.04/meg for video-on-demand storage	
Available Buildings and Sites system	\$65/mo	
Authentix directory protection	\$25/mo	Internet-based administration
Site Maintenance	\$45/hr in 15 minute increments	HTML and graphic design
Site Programming	\$85/hr	Scripting languages
Slideshow Hosting	\$10/mo for three slideshows	
Sql Server Applications (Photo Archive Application)	\$45/mo	Covers access for MS Sql Server and application support

Note that the City is using several licenses for applications that have been installed on our servers such as RSS feed software and CAPTCHA form protection software. These licenses were paid for as a one-time charge and no recurring cost applie.

## **CONTRACT FOR WEBSITE DEVELOPMENT AND RELATED SERVICES**

This contract for Website Development and Related Services is made by and between The City of Novi, 45175 W. Ten Mile Road, Novi, MI, hereinafter referred to as "Client" and Municipal Web Services, 369 Kimberley, Suite 200, Birmingham, Michigan, 48009, hereinafter referred to as "Company."

In consideration of the mutual promise and agreements herein contained, the parties agree as follows:

### I.

#### **Scope of Services**

1. Company will develop an Internet Website for the Client which will include, but not be limited to, the following features:

- A home page
- Material provided by the Client, which may be changed at the request of the Client including but not limited to the following:

#### **1. Welcome to Novi**

- a. Mayor's welcome letter and photo
- b. General statistics about Novi and the form/structure of government

#### **2. City Council**

- a. Mayor's office description and responsibilities
  - Mayor's photo, term and bio. information
  - Frequently Asked Questions
  - E-Mail
- b. City Council description and responsibilities
  - meetings structure, procedures
  - members photos, terms and bio. information
  - list of meeting dates/times
  - agendas and minutes
  - communicating with City Council
  - standing and ad hoc committees
  - Frequently Asked Questions
  - E-Mail

#### **3. City Manager's description and responsibilities**

- City Manager photo and bio. information
- Frequently Asked Questions

#### **4. City Departments**

- a. Assessing
  - Board of Review
  - Frequently Asked Questions
  - Forms

b. City Clerk's Office

- Voter Information (registrations, absentee ballots, ballot language, precinct map and listing)
- Council Agendas
- Council Minutes
- Business Registration
- Peddler/Solicitor Licenses & Special Event Licenses
- F.O.I.A. Requests
- Boards Commissions and Committee Applications
- City Code of Ordinances
- Zoning Ordinances
- Petitions
- Frequently Asked Questions
- Forms

c. Planning and Community Development Department

- Developmental Services
- Economic Development
- Site Plan Administration
- Land Use Administration
- Zoning
- Forms
- Frequently Asked Questions
- Department of Building and Safety
  - \* Ordinance Enforcement
  - \* Building Permits
  - \* Forms
  - \* Frequently Asked Questions

d. Department of Public Services

- Department of Public Works
- Forestry
- Water & Sewer Department
- Recycling
  - \* Drop Off Area at D.P.W.
  - \* R.R.R.S.O.A.C.
- Roads and Road Projects
- Forms
- Frequently Asked Questions

e. Finance

- Treasurer's Office
  - \* Tax Payments
  - \* Drop Box
  - \* Dog Licenses

- Novi's 1998 Financial Report
- Novi's 1998 Property Taxes and Budget
- Network Administration
- Forms
- Frequently Asked Questions
- f. Fire Department
  - Emergencies
  - Non-emergencies
  - Paid-On-Call Opportunities
  - Fire Prevention Info.
  - Forms
  - Frequently Asked Questions
- g. Novi Library
  - Services
  - Hours of Operation
  - Forms
  - Frequently Asked Questions
- h. Manager's Department
  - Assistant City Manager/Personnel
    - \* Employment Opportunities
  - Public Information
  - Purchasing
  - Forms
  - Frequently Asked Questions
- i. Parks & Recreation Department
  - After School Recreation Programs
  - Adult & Youth Leagues
  - Camps
  - Events
  - Health Information
  - Ice Arena
  - Meals on Wheels
  - Parks & Facilities
  - Senior Center/Senior Programs
  - Special Programs
  - Youth Theatre
  - Transportation
  - Forms
  - Frequently Asked Questions
- j. Police Department
  - Emergencies
  - Non-Emergencies
  - Citizens Police Academy
  - Crime Prevention Info.

- Communities That Care Coalition
- Permits
- Forms
- Frequently Asked Questions
- k. Southwestern Oakland Cable Commission
  - Description of Responsibilities and Contract
  - Time Warner Cable Provider
    - \*Cable Billing and Rates
  - Government Access
  - Community Access
- l. Youth Assistance
  - Mentoring Program
  - Youth Assistance Advisory Board
  - Services
  - Teen Center Information
  - Forms
  - Frequently Asked Questions

#### **4. Appointed Boards Commissions & Committees**

- a. How To Apply and the Review Process
- b. Application Form
- c. Descriptions
  - Beautification Commission
  - Board of Review
  - Building Authority
  - Cable Access Committee
  - Community Clubs Of Novi Board Of Trustees
  - Construction Board of Appeals
  - Economic Development Corporation
  - Election Commission
  - Futuring Steering Committee
  - Historical Commission
  - Housing & Community Development Advisory Committee
  - Library Board
  - Parks & Recreation Commission
  - Planning Commission
  - Stormwater Management Financial Review Committee
  - Zoning Board Of Appeals

#### **5. Novi City Calendar**

#### **6. Novi's Economic Development**

#### **7. Novi Maps**

- a. General City Map
- b. Precinct Map
- c. Projects Map description
- d. Zoning Map description
- e. Road Projects Map description

## **8. Novi Updates and News**

## **9. Key Word Search**

## **10. Novi's County, State and Federal Representatives**

- a. County
  - County Commissioner (17th District)
- b. State Representatives
  - Governor
  - Senate (15th District)
  - House of Representatives (38th District)
  
- c. Federal Representatives (Congress)
  - Senators
  - U.S. House of Representatives

## **11. District Court**

- a. 52nd, 1st Division General Information

## **12. Links to Other Web Sites**

- a) Novi Code of Ordinances (MMC - Michigan Municipal Code Corp.)
- b) Novi Chamber of Commerce
- c) Novi Library
- d) School Districts- Novi, Walled Lake, South Lyon, Northville
- e) The Recycling Authority (RRRSOAC)
- f) Oakland County
- g) State of Michigan (including Sec. of State)
- h) Novi Youth Assistance
- i) Michigan 50's Festival
- j) Social Security Office

- 2. Company will provide five hours of site maintenance per month.
- 3. Company will provide all hosting equipment for the site through July 1, 1999 including a minimum capacity of 10 Megabytes of web server disk space, which may be changed by the Client as often as desired.
- 4. Company will provide additional memory capacity in increments of 10 megabytes upon request by the Client.

5. Upon request of the Client and after receipt from Company of an estimate of the cost therefor, Company will make updates to the Client's website.
6. Contractor will analyze usage of the Website, providing a monthly report on number of visits to the site, source of visitors to the site and other information on usage of the site. Company will analyze how "visible" the site is at search engines, site directories and other locations on the Internet. Company will make recommendations including cost of measures to improve the usage of the Client's Website and carry out those measures that the City approves. A minimum initial 6 month term for this services is required.
7. Company will provide Microsoft Frontpage training to employees of the Client. Training will be provided at the client's office location. Up to two people can attend each training session. The Client's website will be used as a training tool during the training session.
8. Upon request of the Client, Company will take photographs for use on the Client's website.

## II.

### **Terms of Contract**

The term of the Contract shall commence upon completion of the programming of content that has been provided with four weeks after the signing of this Contract. The Contract shall have an initial term of one year, and may be renewed for one-year terms thereafter with a writing signed by both parties. At any time after the initial term of this contract, the client may be give company 30 days prior written notice of intention to terminate without cause, with a written statement of reason for termination, which shall terminate this contract.

Contractor shall be entitled to such fees which it has earned at the time the termination becomes effective.

## III.

### **Compensation**

The Client shall pay to Company as compensation for its services:

1. A lump sum payment of \$12,800 for initial development of the Website as set forth in paragraph I (1) – (2) above.
2. Monthly payments of \$45 for hosting of website as set forth in paragraph I (3) above.
3. Monthly payments of \$110 for analyzing and reporting on the usage and visibility of the site and for recommending and implementing measures to increase same, as set forth in paragraph I (7) above.
4. \$20.00 per month per 10 megabyte increment for providing additional memory capacity as set forth in paragraph I (4) above, upon one month's notice to the Client.
5. \$5 per ID per month, or providing additional email Ids as set forth in paragraph I (5) above.



6. \$45.00 per man-hour for providing updates to the Client's site upon request of the Client as set forth in paragraph I (2,6) above.
7. 750.00 per day plus travel expenses as supported by receipts for training as set forth in paragraph I (8) above.
8. \$45.00 per hour plus travel expenses as supported by receipts for photographs as set forth in paragraph I (9) above.

IV.

**METHOD OF PAYMENT FOR SERVICES**

All compensation amounts shall be invoiced when the work billed has been completed, and payment on such invoices shall be due no later than 30 days after receipt of the pertinent invoice.

V.

**MISCELLANEOUS**

- a. The Company shall not, either during the term of this Contract or at any time thereafter, disclose to any person, firm or corporation any information concerning the business or affairs of the Client which they may have acquired in the course of or as incident to its services hereunder, for its own benefit, or to the detriment or intended or probably detriment of the Client.
- b. The Client shall at all times own the website created pursuant hereto, and may upon expiration of the term hereof, contract with another website service provider or providers for any or all services described herein. The Client may also change said Website in any way it sees fit in the City's sole discretion, and Company shall cooperate with City in all instances to do so.
- c. None of the services giving rise to itemized billing pursuant to paragraphs III (2) – (8) above shall be performed except upon receipt by Company of a written request for same signed by an authorized employee of the Client.

**Municipal Web Services:**

Curtis J. Anderson      5/13/99  
Curtis J. Anderson      Date

**City of Novi:**

Kathleen S. McLallen      5/13/99  
Kathleen S. McLallen, Mayor      Date

Tonni Bartholomew 5-13-99  
Tonni Bartholomew, City Clerk      Date