WEBSITE COMMITTEE MEETING AGENDA

February 2, 2017 – 10 A.M. TO 11 A.M.

CITY HALL COUNCIL CHAMBERS
710 E. SAN AUGUSTINE, DEER PARK, TX 77536

1. WELCOME AND INTRODUCTIONS

2. CALL TO ORDER

3. AGENDA ITEMS
    a. Review Civic Plus scope
    b. Usability assessment update
    c. The good, bad, ugly and enhancements needed for the current website.
    d. Project timeline

4. CLOSING
    a. Future agenda items
    b. Set next meeting date

5. ADJOURNMENT

CP Service & License Agreement for Deer Park, TX

Exhibit B – Redesign Details

CivicPlus Project Development Services & Scope of Services for
CP Basic Redesign

- New design
- Redevelop banner
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup - wireframe
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content Migration – Includes retouching of all existing published pages to ensure proper formatting, menu structure, and application of new site styles. Note: Content will not be rewritten, reformatted or pages broken up (shortened or re-sectioned)
- Site styles and page layouts will be touched so all pages match the new design and migrate cleanly
- Spelling and broken links will be checked and reported if unable to correct

Civic Plus Websites:

http://www.cityofmontrose.org/

http://www.spartanburgcounty.org/

http://www.gulfshoresal.gov/

https://www.banff.ca/

http://www.cityofirving.org/

http://snohomishcountywa.gov/

http://www.frederickco.gov/

http://www.wvc-ut.gov/

http://www.springfieldmo.gov/

https://www.bexar.org/

https://www.eugene-or.gov/

https://www.plano.gov/

https://www.athensclarkecounty.com/

http://www.beavertonoregon.gov/

http://www.oskaloosaiowa.org/

http://www.pueblo.us/

Products

CivicPlus Government Content Management System	Included
CivicReady Emergency Alerts System	Not included
CivicHR Applicant Tracking System	Not included
CivicHR Onboarding System	Not included
CivicHR Performance Management System	Not included
CivicMobile App	Not included

Modules

Module	Status
Agenda Center	Included
Alert Center	Included
Archive Center	Included
Bids	Included
Blog	Included
Resource Directory	Included
Calendar	Included
Citizen Request Tracker	Included
5 users	Included
Additional users	Not included
CivicMedia	Included
CivicMedia additional storage	Not included
CivicSend	Not included
Community Connection	Included
Community Voice	Included
Document Center	Included
ePayment Center	Included
Third-party processing fees	Not included
Facilities & Reservations	Included
FAQs	Included
Form Center	Included
Jobs	Included
Custom job application	Not included
My Dashboard	Included
News Flash	Included
Notify Me	Included
Unlimited email subscribers	Included
500 SMS (text) subscribers	Included
Additional SMS (text) subscribers	Not included
Photo Gallery	Included
Quick Links	Included
Real Estate Locator	Included
Spotlight	Included
Staff Directory	Included

Additional Functionality

Functionality	Status
Design Essentials	Included
Design Center Pro	Not included
Predictive site search	Included
Website statistics	Included
User administration / permissions levels	Included
Intranet capability	Included

Phase 0: Kickoff	
Biweekly project status updates	Included
Expedited timeline (less than 20 weeks)	Not included
Research Consulting	Not included
Project Kickoff Meeting (webinar)	Included
Phase 1: Planning	
Biweekly project status updates	Included
Align Consulting	Not included
Design Discovery Meeting (webinar)	Included
Navigate Consulting	Not included
Content Preparation Meeting (webinar)	Included
Phase 2: Design	
Biweekly project status updates	Included
Logo / Branding development	Not included
Layout and Color Proposal	Included
Design Presentation Meeting (webinar)	Included
1 initial design concept	Included
Additional design concepts	Not included
Design revisions prior to design approval	Included
Design revisions after website launch	Not included
Custom design options/ add ons	
Custom buttons for individual pages	Included
Custom banners for individual pages	Included
7 Department Header Packages	Included
Custom theme (colors, fonts) for department header packages	Not included
PSD design templates for site maintenance - banners, buttons, etc.	Included
Color palette reference guide	Included
Social media avatar	Included
Favicon Application	Included
Favicon Design	Not included
Phase 3: Development	
Biweekly project status updates	Included
Content copied from 1 domain / existing website URL	Included
Copy of content from additional URLs for Department Header Packages	Not included
Mobile-responsiveness for design	Included
Phase 4: Review	
Biweekly project status updates	Included
Website Review Meeting	Included
Redesign Refresh Webinar Training	Included
Onsite Training	Not included
Optimize Consulting	Not included

Phase 5: Go Live	
Biweekly project status updates	Included
Usability Consulting	Not included
Pre-Launch Meeting	Included
Domain purchase	Not included
DNS configuration for 1 domain name	Included
DNS configuration for additional domains	Not included
Wild card SSL certificate	Not included
Custom SSL certificate	Not included