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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	_____
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL MEMORANDUM

WORK SESSION

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT *Paul Downey, Administrative Services Director*

TEAM: *Beverly Maughan, Executive Assistant to the City Manager*

DATE: *September 26, 2016*

SUBJECT: *Website Design Upgrade Project*

The City's website was last updated in 2008. There have been no changes in the format since then even though website design has evolved to make websites more user friendly and mobile friendly as most users access the website and other information from mobile devices. The City was due for a major upgrade to its website software to a newer version in order to maintain the website. The City's current website is not mobile friendly as the screen size does not adjust to accommodate smaller mobile devices.

It was determined to be more feasible to do a complete upgrade of the website to meet the goals of an updated website. Three quotes were obtained. aHa! Consulting was awarded the contract to design the website and migrate the current website information to the new website. aHa! Consulting is based out of Lake Oswego and has developed many websites for local governments.

A Website Advisory Team from many departments was established to provide primary input regarding the overall design and navigation. The team includes: Paul Downey, Beverly Maughan, Brandi Walstead, Jeff King, Mike Milligan, Rob Foster, Cindy Donoven, Dan Riordan and Jesse VanderZanden.

Based on the current trends and technology in website design, the design concept selected by the committee focuses on simplifying the front page and using the search engine to find information rather than links from drop-down menus. A user will still be able to click through and find the information but the intent is to have a robust search engine so the user can type what they are looking for and find it faster.

Staff will present some concept images from the website to show the Council the intended design, reasoning behind the changes, and get feedback from the Council. A representative from aHa! Consulting will be at the work session to answer questions about current website design and specific questions about this website. The website is anticipated to go live in November.