

Town of Windsor

Memorandum

June 10, 2025

TO: The Honorable Mayor and Town Council

FROM: William G. Saunders IV, Town Manager WGSW

SUBJECT: Budget Amendment – Replacement of Town of Windsor Website

Background

The Town of Windsor requires a new website.

Specifics

The Town's current website was built and has been hosted by Tim Bradshaw of Insercorp, LTD in Franklin, VA. Following several bouts of unsatisfactory response to service requests from Insercorp, it was determined that Mr. Bradshaw has decided to let the website hosting element of his business go. Unfortunately, the Town was not notified of this plan and does not know how long support will be available.

Subsequently, Town staff has reached out to several vendors regarding the immediate replacement of the Town website.

1. The Addison Group is a local firm (Suffolk, VA) that primarily services private clients; however, they serve a number of local government entities. They would be building a custom website for the town.
2. CivicPlus is a large firm (Manhattan, KS) that primarily services local government clients and bought out MuniCode, with which the Town currently contracts for the hosting of its municipal code online. They would be using one of their standard templates for the town website.
3. Revize is a large firm (Troy, MI) that only serves government entities. They would be using a standard template for the town website.

In this regard, I am enclosing a resolution for your consideration to authorize the expenditure of \$5,276 from the Contingency Expenditure Line Item of the General Fund to Revize for the implementation and support of a new website for the Town of Windsor.

Enclosures

Cost breakdown spreadsheet

Resolution

Recommended Motion

Move that Council adopt the resolution entitled:

A Resolution to Amend the Town of Windsor FY25
Budget by the Expenditure of an additional \$5,276
from the Contingency Expense Line Item of the
General Fund to Revize.

RESOLUTION

A Resolution to Amend the Town of Windsor FY25 Budget by the Expenditure of an additional \$5,276 from the Contingency Expense Line Item of the General Fund to Revize.

BE IT RESOLVED by the Council of the Town of Windsor Virginia as follows:

Section 1. That the Town of Windsor needs a replacement of its website.

Section 2. That the Town of Windsor hereby transfers funds from the Contingency Expense Line Item of the General Fund to Revize in the amount of \$5,276 for the implementation and support of a replacement website.

Section 2. This resolution shall be in effect on and after its adoption.

Adopted: June 10, 2025

ATTEST:

Town Clerk

Website Replacement Cost Breakdown

Vendor	Implementation	Annual Subscription Year 1	Annual Subscription Year 2	Annual Subscription Year 3	Annual Subscription Year 4	Total Four Year Cost
Addison Group	\$ 12,700.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 22,300.00
CivicPlus	\$ 850.00	\$ 4,664.00	\$ 4,897.20	\$ 5,142.06	\$ 5,399.16	\$ 20,952.42
Revize	\$ 3,776.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 9,776.00
Revize (Client First)		\$ 2,444.00	\$ 2,444.00	\$ 2,444.00	\$ 2,444.00	\$ 9,776.00