POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 8.d

MEETING DATE: May 20, 2026

AGENDA ITEM	BA #26-0202 - Website Redevelopment Project
EXHIBITS	Website SOW - GSA BA #26-0202
STAFFED BY	Riendl
ESTIMATED TIME	1 min

SUMMARY STATEMENT

The City Council is being asked to approve a budget amendment to address increased costs associated with the City's website redevelopment project.
Since the original scope was developed, additional tools and modules have been identified as essential to meeting the City's operational needs, accessibility standards, and service delivery goals. These include DocAccess, AudioEye, and Process Automation & Digital Services (PADS).

DocAccess and AudioEye will enhance the City's ability to meet WCAG 2.2 ADA accessibility requirements by providing ongoing monitoring, remediation support, and improved access to digital content. DocAccess converts PDF documents into screen reader-friendly HTML, eliminating the need to manually remediate approximately 4,000 existing PDFs—an effort that can cost around $5.00 per page. The tool can also convert complex and handwritten documents, offering a scalable and efficient solution that is being adopted by jurisdictions across Washington State.

AudioEye provides comprehensive digital accessibility auditing and remediation through a combination of automated technology and expert review. It delivers continuous testing, validation, and monitoring to ensure accessibility issues are identified and resolved. The platform also offers a customizable user experience, allowing individuals to adjust website display settings based on their specific needs, device, or language preferences.

PADS will replace static and PDF-based forms with dynamic, accessible online forms supported by workflow automation. This will streamline internal processes, reduce manual workloads, and improve coordination across departments. City departments have expressed strong support for this functionality, identifying use cases such as special event permitting, code enforcement, complaint tracking, licensing, facility reservations, and utility billing forms. The module also includes online payment capabilities, further improving service delivery to the public.

The requested budget amendment reflects the addition of these previously unscoped components, which are now considered critical to delivering a modern, accessible, and efficient municipal website.

This budget amendment includes a 10% contingency to authorize the Mayor to sign any change orders related to to the scope of the project.

WORKSHOP DATE:	May 6, 2026

IMPACTS

Expenditure Required? Yes	Included in Budget? No Amount: $33,791

SAMPLE MOTION:
Approve BA 26-0202 for Website Redevelopment as presented.