

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: February 16, 2023

FROM: Madeline Dessert, General Manager

SUBJECT: Update Agreement with Code Exxperts to include website and domain stewardship

ISSUE: Shall the HPUD Board of Directors update their agreement with Code Exxperts to include website and domain stewardship?

GENERAL MANAGER'S RECOMMENDATION:

It is recommended that the HPUD Board of Directors update their agreement with Code Exxperts to include website and domain stewardship as detailed in letter of agreement.

FISCAL IMPACT:

The proposed agreement guarantees one hour of work to Code Exxperts at \$85/hour per month. This monthly cost falls within our budget.

DISCUSSION:

On October 15, 2020, the HPUD Board of Directors voted to ratify contract agreement with Code Exxperts for website overhaul, social media management and website hosting services. On April 1, 2022, the General Manager terminated said agreement as an Office Manager was hired and took over Social media engagement. However, termination of said agreement left security gaps in our website. This agreement keeps our website security up to date, protecting sensitive district information. It also allows staff to make modifications to the website that otherwise cannot be made.

CONCLUSION:

It is in the best interest of the Heber Public Utility District BOD to update their agreement with Code Exxperts to include website and domain stewardship.



Heber Public Utility District

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February 9, 2023

Ricardo Hernandez
CODE EXXPERTS, LLC
233 Paulin Ave., Apt. 8214
Calexico, CA 92231

Dear Ricardo,

This letter constitutes an agreement between Heber Public Utility District [HPUD] and Ricardo Hernandez, BDA Code Exxperts, LLC to provide website and domain stewardship as detailed below.

The Heber Public Utility District will guarantee Code Exxperts one-hour, paid time per month at \$85. Any time worked over the guaranteed one hour per month will be billed to the Heber Public Utility District at the rate of \$85/hour.

The following tasks will serve as the scope of work for Code Exxperts, LLC, with regards to the Professional Services performed on behalf of HPUD for the duration of the agreement set forth herein:

Code Exxperts, LLC shall perform the below described tasks associated with the following domain names:

- Heber.ca.gov
- Heberpublicutilitydistrict.org
- Heberfallfiesta.com

TASKS.-

- I. Domain Name Registration/Renewals
 1. Notify/invoice domain name registration renewals [renewed yearly]
 2. Domain Name Server [DNS] configuration/updating
- II. Website(s).-
 1. Hosting Server renewal/administration [renewed yearly]
 - a) Oversee webserver integrity
 - b) Configure services
 - c) Database maintenance
 - d) Server folder structure and forwarding
 - e) Hosting Migration, Setup, Republishing
 2. System integrity, security and backup
 - a) Updating system code (framework security updates) and monitor current and foreseen threats
 - b) Periodic database and system code backup and secure storage



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- c) Monitoring user, content, mail, access denied, cron, page not found, search string events
- d) Link checking
- e) Contact form abuse prevention
- 3. Content publication/facilitation
 - a) RPF/BID
 - b) BOD Meeting Agenda(s)
 - c) Front-page Public Notices
 - d) Primary/Secondary Menu Structure
 - e) Website content currently published
 - f) Special notices
- 4. Newsletter generation, publication and distribution
 - a) Mass email subscribing/unsubscribing
 - b) Subscriber administration
 - c) Newsletter creation & distribution

Services performed outside of this Agreement shall require prior authorization by the HPUD General Manager. Such services include but are not limited to:

- I. Custom programming I development
- II. Functionality not currently available or stemming from external changes/needs. Including but not limited to:
 - a) User profile Registration
 - b) User Subscription management
 - c) Template and/or Graphic User Interface generation and/or modifications
 - d) Bulk content updates for external compliance
 - e) Widgets and other display elements
 - f) ADA content and code level compliance
- III. Mobile App Development (iOS / Android / Hybrid)
- IV. Original Artwork/ Theme / Template Development
- V. Original or Custom Animations
- VI. Text/image translation
- VII. Subtitling and multimedia modifications

X

Madeline Dessert

Heber Public Utility District

X

Ricardo Hernandez

Code Exxperts, LLC