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June 5, 2016

DECISION MEMORANDUM

TO: Council members

FROM: Ben Kujala, Power Division Director and Jennifer Light, Regional Technical Forum Manager

SUBJECT: Allocation of additional budget to RTF website enhancements

PROPOSED ACTION: Allocation of \$25,500 of Power Division funds to support further enhancements to the RTF website

SIGNIFICANCE: The redevelopment of the RTF website has allowed improved accessibility and transparency of RTF work. Through an operations contract with OMBU, staff have been working on additional website enhancements to improve the website's functionality. Staff is seeking an additional allocation of \$25,500 to this contract for added improvements to be completed by the end of FY 2018.

BUDGETARY/ECONOMIC IMPACTS

This will amend the existing RTF website contract, which was for \$30,000. Of the \$30,000, the RTF budget covers \$15,000. The amended contract will be for \$55,500 with the incremental \$25,500 being added to the Power Division budget.

BACKGROUND

The Council hired OMBU to redevelop the RTF website in 2016. The official website was launched at the end of 2016. This redevelopment modernized the RTF website and added a number of features. After this major redevelopment effort was completed, the RTF continued working with OMBU through an operations, management, and

enhancement contract aimed at continuously improving the new sites accessibility, integration with other processes, overall transparency, and ease of use.

Recent enhancements to the RTF website have included:

- The addition of form building tools to improve the interactivity of the RTF website, particularly with regards to the proposal of new measures.
- Continuous improvements and adjustments to the measure and standard protocol databases that improve the searchability of measures, clarity of measure pages and supporting documents, and to provide a better mechanism for archiving deactivating measures
- Adjustments to meeting item pages and calendars to show meeting that span multiple days, thus accommodating the new RTF meeting schedule
- Editing enhancements to all pages on the RTF site, lending to increased customizability and improved accessibility for all site users

These enhancements and adjustments have improved the core functionality of the RTF site. However, the process of improvement is ongoing and staff is seeking additional funds to support other advances and updates. Primarily, these are improvements identified by staff after using some of the new features that OMBU created during redevelopment and subsequent additions:

- Improving internal site search functionality, further integration with the Council site, and allowing site search to index RTF materials stored in Box
- Homepage reassembly to increase the timeliness and boost the appearance of important news items and RTF decisions
- Behind the scenes security updates to bring RTF site security up to the latest standards
- Creation of a more robust feature set for discussion tiles to allow more online interactivity on RTF items where stakeholder opinions are needed

These enhancements, along with a few other minor improvements, will help to ensure that the RTF website continues to be a useful tool for engaging stakeholders and ensuring that the work of the RTF is accessible to the public.