



THE MAILROOM

City of Los Angeles Approved Vendor for
Website Services for Neighborhood Councils
Phone: 310-514-1797; Fax 310-514-0920
ksmith-mailroom@mail.com
1840 S. Gaffey Street, San Pedro, CA 90731

September 2020

To: Harbor Alliance of Neighborhood Councils

Re: HANC Website – Taking the HANC to the next Level of Engagement

Dear Representatives:

I have created a basic website for HANC which can be viewed at HarborNCAlliance.org. This complimentary website is live and was created using a free service at Wix.Com.

For a total cost of \$75 per neighborhood council per year (\$525.00) I propose to provide the following services for managing the website:

- Continue to update the website with content to include uploading agendas, minutes and from time to time documents and news about issues being addressed by the HANC.
- Continue to update the MailChimp Account so that any member of the public can sign up and be added to the email list and receive notifications of upcoming meetings. This will include having me send up to two email blasts per month.
- Payment of Wix hosting at \$14 per month required to remove all ads from the site. This will need to be paid in November of 2020 to keep the website operational.
- Handle the billing of the \$75 yearly fee per each of the 7 councils to be billed once a neighborhood council agrees and the board approves the expenditure.
- Pay the annual GoDaddy domain name renewal fee of \$25.

Summary of Annual Fees:

Wix hosting (\$14/mo) total of \$168

GoDaddy domain name renewal \$25

The Mailroom - Website Maintenance \$332

TOTAL \$525.00 (\$75 per year, per each of the 7 NCs in the Alliance).

Thank you for your consideration.

Kristina Smith