



Proposal for Information Management & Website Data Support

Prepared For: Downtown Roseville Partnership Board of Directors

Proposed Start Date: October 5, 2026

Rate: \$45 per hour

PURPOSE

Provide reliable, ongoing support to gather, verify, organize, and maintain accurate information for board records and website updates.

SCOPE OF SERVICES

Initial Setup — First Month

Not to exceed **10 hours**

- Gather and verify accurate information.
- Organize information into a centralized spreadsheet.
- Prepare information for use in website updates.

Ongoing Monthly Support

Not to exceed **2 hours per month**

- Maintain and update the spreadsheet.
- Gather new or revised information as needed.
- Share current information for website updates and data management.

TERM

The proposed contract will begin on **October 5, 2026**, and remain in effect subject to the ongoing needs and approval of the DRP Board of Directors.

BOARD CONSIDERATION

This proposal is intended to provide the board with a simple, cost-effective process for maintaining accurate information and ensuring that current data is readily available for website updates.

Submitted to the Board for review and consideration by Jamie Hazen, Owner, Jamie Hazen Consulting