



City Council Agenda Report

Meeting Date: March 11, 2025

Prepared By: Nick Zornes

Approved By: Gabe Engeland

Subject: Contract Amendment Authorization – CivicPlus LLC

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Approve a resolution authorizing the City Manager to execute Amendment No. 1 with CivicPlus LLC. for an amount not to exceed \$125,000.00 for development and implementation of a new city website.

FISCAL IMPACT

There is no additional fiscal impact on the City of Los Altos as \$125,000.00 was appropriated in the FY24/25 Budget to complete this project.

ENVIRONMENTAL REVIEW

Not Applicable. (Not a Project under CEQA)

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

ANALYSIS

Amendment No. 1 is requested to authorize the City Manager to execute an agreement above their signing authority of \$100,000.00; the new contract authority will allow for a maximum expenditure of \$125,000.00 as already appropriated in the FY24/25 Budget for the development and implementation of a new city website.

DISCUSSION

In September 2024, the City paid an initial fee of \$78,682.00 to CivicPlus for the development and implementation of a new City Website. Specific data migration is not included in the initial cost of the proposal. In order for the City to maintain various public records online without having to manually re-upload years of archives the City must increase the existing agreement to cover the

additional cost for data migration. There is no additional fiscal impact to the City as this project was budgeted for up to \$125,000.00 in the FY24/25. This action is to authorize the City Manager to execute an agreement above their signing authority.

ATTACHMENTS

1. Draft Resolution – Contract Authorization