



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Submitted on:
(COB Stamp)

Department Name:	Information Technology
Department No.:	067
Agenda Date:	June 24, 2025
Placement:	Administrative
Estimated Time:	NA
Continued Item:	No
If Yes, date from:	
Vote Required:	Majority

TO: Board of Supervisors
FROM: Department Director: Chris Chirgwin, Chief Information Officer (CIO)
Contact Info: Andre Monostori, Deputy CIO
SUBJECT: Agreement for Services of Independent Contractor with CivicPlus LLC for Website Maintenance and Hosting Services.

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- Approve and authorize the Chair to execute the attached Agreement for Services of Independent Contractor (Agreement) with CivicPlus LLC (CivicPlus) to procure website maintenance and hosting services beginning July 1, 2025, through June 30, 2026, for a base contract amount of \$239,285.50;
- Authorize the Chief Information Officer or his designee to order additional products and services in an amount not to exceed 10%, or \$23,928.50; and
- Determine that the above recommended action is a government funding mechanism or other government fiscal activity, which does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment and is therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA Guidelines.

Summary Text:

This item is on the agenda to request the Board of Supervisors approve a one-year Agreement with CivicPlus to provide maintenance and hosting services for the County's public-facing website.

Discussion:

In 2024, to save money and better address internal technical needs, the County moved its internal website (Intranet) from CivicPlus to SharePoint, an application already available through the County's Microsoft suite of products. This change resulted in some cost savings. The County will continue to use CivicPlus to support and maintain the public-facing website.

Background:

The County of Santa Barbara provides an intuitive and consistent external website for County residents, businesses, and visitors through CivicPlus' services.

In 2021, the Board approved a project to modernize the County's public and internal websites using a new cloud-based system by CivicPlus. This upgrade supported the County's Renew '22 goals and improved website accessibility, consistency, and functionality. The ongoing investment in CivicPlus provides professional services that enable the County to ensure its website remains updated and resilient. The CivicPlus website hosting provides offsite data center resiliency while removing the need for costly hardware investments.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Funding Source	FY 2025-26
ITD Internal Service Fund 1915	
Base Contract	\$239,285.50
Contingency	23,928.50
Total	\$263,214.00

Narrative: The total cost for Fiscal Year (FY) 2025-26 is \$239,285.50, representing an increase of approximately \$9,000, or 4%, compared to the FY 2024-25 cost of \$230,258.29. However, the County achieved a reduction of approximately \$15,000 annually by migrating the internal-facing website (intranet) to SharePoint.

Funding for this Agreement is incorporated into the Internal Service Fund (ISF) rates charged to departments in the Recommended FY 2025-26 Budget. The Information Technology Department (ITD) will utilize its operating budget from the Information Technology Shared Services ISF to fund these service costs.

Special Instructions:

Please email a copy of the executed agreement and minute order to Onelia Rodriguez (onrodriguez@countyofsb.org) and Jason Womack (jwomack@countyofsb.org) in the Information Technology Department.

Attachments:

Attachment A – CivicPlus Agreement

Authored by:

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