

# South Bay Cities Council of Governments

July 24, 2014

TO: SBCCOG Board of Directors

FROM: SBCCOG Steering Committee

RE: Website Technical Support and Maintenance

At the October 2013 Board meeting, the South Bay Cities Council of Governments (SBCCOG) approved a contract with Civic Resource Group (CRG), Los Angeles, CA for website Phase II enhancements for a total budget \$24,675 which included \$2,000 for ongoing technical support and maintenance funded 50% by South Bay Measure R Hwy Program and 50% by the Utility Partnership.

The Phase II work focused on enhancements to support the Enterprise Energy Monitoring Information System (EEMIS) Program and the South Bay Measure R Highway Program including tools to streamline city training RSVPs, provide embedded tools for cities to use for energy efficiency facility management, and linking to resources and transportation project information. This scope of work is almost complete and did not require as much programming as originally anticipated leaving a balance estimated at \$8,000 of which \$2,000 is still programmed for technical support and maintenance.

Staff is recommending that \$6,000 of the remaining budget be moved to provide for technical support and maintenance and extend the contract period through the next 24 months or until funds are depleted whichever comes first. This support will provide updates to the system and on-call help including small programming and additional staff training as needed.

## RECOMMENDATION

Approve a contract extension with Civic Resource Group (CRG) to complete Phase II enhancements and move the remainder of the budget, which is coming from Measure R and Utility Partnership funds to ongoing technical support and maintenance until funds are depleted.