



Agenda Date: 5/3/2017
Agenda Placement: 10D

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Jeff Tucker - Director of Administrative Services/CFO
NS-Administration
REPORT BY: Cyndi Bolden, Senior Accountant - 258-6001
SUBJECT: Authorize Napa County ITS Agreement Amendment for FY 2017-18

RECOMMENDATION

Authorize Chair to execute the attached Amendment No. 10 modifying the annual rate of compensation to the Napa Sanitation Agreement No. 07-083 with Napa County to provide Information Technology Services for FY 2017-18.

EXECUTIVE SUMMARY

This is an annual renewal of the Master Agreement (MA) between Napa County, Department of Information Technology Services (ITS) and the Napa Sanitation District for the provision of hardware and software services by the County of Napa. The computer hardware provided are personal computers (PCs), printer servers, network servers, equipment replacement and backup systems and the software applications provided are MS Office, PeopleSoft accounting, internet, email and virus protection.

Amendment No. 10 is an update to the fee schedule for services provided by Napa County ITS. The FY 2017-18 fees are proposed to be \$290,987.00. This compares to FY 2015-16 and FY 2016-17 fees for services of \$337,007.00 and \$332,120.00 respectively. There was a decrease due to the salary savings in the County's ITS department and was reflected in the cost allocation.

Using Napa County to provide information technology services to the Napa Sanitation District is currently the best solution to providing computer technology to the District.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted?	Yes
Where is it budgeted?	This item will be included in the adopted FY 2017-18 budget, in the Administrative Services subdivision operating budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This contract supports the information technology needs of the District.
Is the general fund affected?	Yes
Future fiscal impact:	The rate for future fiscal years is included in the agreement and will remain the same as FY 2017-18's rate (\$290,987) until the agreement is amended.
Consequences if not approved:	The District would need to contract with another service provider for the same services, or hire staff to provide the same level of service internally.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

During July 2007, the Napa Sanitation District entered into a contract with Napa County, Department of Information Technology Services (ITS) to provide computer and information systems services. This contract has become the Master Agreement (MA) for the provision by Napa County to Napa Sanitation District of information technology services.

Amendments No. 1 through No. 4 of the MA were done each year to establish the rates for the new fiscal year. However, Amendment No. 5 had set the rate for FY 2012-13 and fiscal years thereafter to a rate of \$276,705.00 until the agreement was amended. Amendment No. 6 amended the agreement to include two (2) additional PCs that increased the rate to \$285,492.00 for FY 2013-14. Amendment No. 7 amended the agreement to add six (6) PCs for FY 2014-15. Amendment No. 8 increases the rate to include cost of living adjustments for Napa County staff time. There was a decrease in the rate with Amendment No. 9 due to the reduction of one (1) PC. Amendment No. 10 reflects a decrease due to salary savings in the ITS department. It sets the rate for FY 2017-18 and fiscal years thereafter to \$290,987 until the agreement is amended. All other terms and provisions of the MA remain in force.

SUPPORTING DOCUMENTS

A . ITS Agreement

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker