



Agenda Date: 12/4/2007
Agenda Placement: 6P

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Jon Gjestvang - Acting Chief Information Officer
Information Technology Services
REPORT BY: Serena Pearson, STAFF SERVICES ANALYST I , 707-259-8666
SUBJECT: Approval of Amendment No. 1 of Napa County Agreement No. 4433 with the Local Agency Formation Commission and Information Technology Services

RECOMMENDATION

Acting Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 1 of Napa County Revenue Agreement No. 4433 with the Local Agency Formation Commission (LAFCO) for a maximum of \$16,387 for the term September 1, 2007 through June 30, 2008 to provide information technology services.

(CONTINUED FROM NOVEMBER 20, 2007)

EXECUTIVE SUMMARY

This agreement would allow Napa County's Information Technology Services (ITS) department to provide a total information technology support package to the Local Agency Formation Commission. This includes network services, electronic mail services, PC support services, application development/support services, technical project management and ITS consulting services on an as needed basis in order to provide a reliable, cost effective and innovative technology infrastructure.

The fee for this service is based on ITS's cost allocation methodology that was approved by the Napa County Board of Supervisors in 2001. This comprehensive cost allocation method was prepared by an independent auditing agency, Bartig, Basler & Ray, for the calculation of ITS charges. This method, used for all departments, is based on a formula that incorporates ten ITS functional categories and the client usage associated with them.

It is anticipated that ITS and the Local Agency Formation Commission shall amend this agreement to provide for subsequent fiscal year compensation amounts.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Information Technology Services. The Local Agency Formation Commission paid \$17,799 for ITS services in fiscal year 2006/2007, \$13,377.96 for 2005/2006, \$12,999.96 for 2004/2005, and \$12,900.00 for 2004/2005.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	It is to the benefit of the County to formalize an agreement between the Local Agency Formation Commission and ITS.
Is the general fund affected?	No
Future fiscal impact:	The agreement is renewable for as long as services are requested by the Local Agency Formation Commission.
Consequences if not approved:	There would be no formal agreement between the Local Agency Formation Commission and the County for ITS technical services. This would stop the County from providing technical services to the Local Agency Formation Commission and the County would not be receiving this revenue.
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

The County's Information Technology Services (ITS) department provides a comprehensive set of technology related services to all County departments. This includes network services, electronic mail services, PC support services, application development/support services, technical project management and ITS consulting services. Many special districts within Napa County have requested this same service from ITS. It is more cost effective for smaller agencies and special districts to enter into an agreement with ITS for technical services than it is for agencies to contract these services from private organizations. The ITS department provides these services to these districts using the same cost allocation method used for the County's departments.

In 2001, the Napa County Board of Supervisors approved a comprehensive cost allocation method prepared by an independent auditing agency, Bartig, Basler & Ray, for the calculation of ITS charges. This method, used for all departments, is based on a formula that incorporates ten ITS functional categories and the client usage associated with them.

The Local Agency Formation Commission has requested that Napa County's ITS department provide a total information technology support package, which the ITS department will provide at a cost of \$16,387 (based on ITS's cost allocation model) for the term September 1, 2007 through June 30, 2008. LAFCO was part of the ITS budget in fiscal year 2006/2007 and paid \$17,799 for ITS services.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins