



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/20/2014

Agenda Placement: 7R

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services
REPORT BY: Maiko Klieman, STAFF SERVICES MANAGER - 707-259-8665
SUBJECT: Approval of Revenue Agreement with Town of Yountville for GIS Services

RECOMMENDATION

Chief Information Officer requests approval of and authorization for the Chairman to sign a revenue agreement with the Town of Yountville for a maximum of \$5,467 for the term May 20, 2014 through June 30, 2014, with automatic renewal at the end of each fiscal year, to provide access to the County's Geographic Information System resources and services.

EXECUTIVE SUMMARY

This agreement would allow the Town of Yountville to access Geographic Information Systems (GIS) resources and obtain GIS services from the County. The agreement consists of a flat fee for access to existing GIS resources. The flat fee, called a Service Availability Fee (SAF), primarily covers access to the County's internal web mapping applications and data warehouse. SAF for the Town of Yountville for fiscal year 2013-2014 will be \$446.40. County will provide the updated SAF to the Town each year based on the number of parcels. This agreement also allows the Town to receive additional services from the County GIS staff based on the actual hours worked and the Weighted Labor Rates up to the total maximum amount of \$5,000 each fiscal year.

The County already has agreements with the Cities of American Canyon, St. Helena and Calistoga for this service.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No

What is the revenue source?	The County Information Technology Services will received additional revenue from providing this service to the Town of Yountville.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	ITS would need to maintain the GIS system on its own behalf regardless of whether the Town used the system. This agreement provides additional revenue.
Is the general fund affected?	No
Future fiscal impact:	An automatic renewal clause is written into the proposed agreement and the revenue will be included in the future ITS budgets.
Consequences if not approved:	The Town would not have access to the GIS system and ITS would not realize the additional revenue in exchange for that access.
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

Geographic Information System (GIS) is a computer system for capturing, integrating, storing, analyzing, sharing and displaying geographically referenced information. This complex data management system requires a significant investment in computer hardware, software, personnel and other resources. The County already has agreements with the Cities of American Canyon, St. Helena and Calistoga to provide access to the County's GIS resources and services. The request today is to enter into the same agreement with the Town of Yountville.

The cost structure of the agreements is devised in a two-part fee structure. The first part is a Service Availability Fee (SAF). This is a flat fee paid by the Cities/Town to access the County's GIS resources such as internal web mapping applications and the data warehouse. The SAF is based on a rate of \$0.45 per parcel within the Cities'/Town's jurisdiction and is calculated by the total GIS expenses divided by the total parcels in Napa County. For the 2013/2014 fiscal year, this equates to \$1,038 for the City of St. Helena, \$2,345 for the City of American Canyon, \$747 for the City of Calistoga and \$466.40 for the Town of Yountville. The second part of the fee structure is for additional services based on the hourly weighted labor rate of the County GIS staff upon request from the Cities and Town. The maximum amounts for the agreements are set at \$10,000 for the Cities of St. Helena and American Canyon and \$5,000 for the City of Calistoga and the Town of Yountville. This will allow for the additional services to be provided if requested by the Cities and Town. On April 22, 2014, the Board approved an agreement with Aquatic Science Center for GIS aerial photography. The Town of Yountville will be contributing for these services as well.

The City of Napa has its own GIS services so it would not make sense to enter into a contract at this time.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi