



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/14/2018

Agenda Placement: 6R

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services

REPORT BY: Wendi Agans, Staff Services Analyst II - (707) 253-6133

SUBJECT: Amended Revenue Agreement with LAFCO of Napa County for IT Services

RECOMMENDATION

Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 10 to a revenue agreement (formerly Agreement No. 4433) with the Local Agency Formation Commission of Napa County, decreasing the amount by \$206 for a new maximum of \$16,653 for the term July 1, 2018 through June 30, 2019, and adding an automatic renewal of an additional year at the end of each fiscal year, to provide technology services.

EXECUTIVE SUMMARY

This revenue agreement allows Napa County's Information Technology Services Division (ITS) to provide full information technology support to the Local Agency Formation Commission (LAFCO) of Napa County for Fiscal Year 2018-19. The fee for this service is based on the cost allocation methodology used to allocate ITS costs to all the County departments and some special districts/agencies that receive technology services. The total Fiscal Year 2018-19 ITS charge for LAFCO is \$16,653.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Information Technology Services
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	ITS receives revenue from LAFCO in exchange for providing IT services.
Is the general fund affected?	Yes
Future fiscal impact:	The agreement includes an automatic renewal of an additional year at the end of each fiscal year. ITS and LAFCO acknowledge the annual fee shall be determined by the cost allocation methodology and that fluctuation may occur from fiscal year to fiscal year. ITS will provide an invoice to LAFCO on or before April 1 of each year setting forth the annual fee for the following fiscal year.
Consequences if not approved:	There would be no formal agreement between LAFCO and the County for technology services. This would prevent the County from providing LAFCO technical services requiring them to get technology services elsewhere.
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 Division (ITS) provides comprehensive technology related services to all County departments and some Special Districts. This includes network services, electronic mail, personal computer (PC) support, application development/support, technical project management and ITS consulting. The method used to allocate the cost is based on a formula that incorporates seven ITS functional categories and is spread out based on the number of Full Time Employees (FTE) and PCs. Since it is more cost effective for smaller government agencies to enter into an agreement with ITS for technology services than for them to contract these services from private organizations, Local Agency Formation Commission (LAFCO) of Napa County has requested to receive full technology services from ITS.

Today's requested action will approve the Fiscal Year 18-19 revenue agreement between LAFCO and ITS and allow notification and agreement of future fiscal year charges to be made directly between LAFCO of Napa County and ITS unless there is a change to the services provided. LAFCO's ITS cost for Fiscal Year 2018-19 is \$16,653, a \$206 decrease from the previous fiscal year due to lower ITS operating costs. LAFCO approved the proposed Amendment 10 to Agreement No. 4433 at their August 6, 2018 meeting.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi