

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council

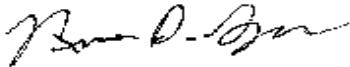
FROM: Gloria Leon, Administrative Services Director

VIA: Richard Spitler, City Manager

DATE: June 16, 2015

SUBJECT: Consideration of a Resolution to enter into a professional services agreement with Fischer Computer Systems for Technology Services in an amount not to exceed \$74,000 for Fiscal Year 2015-2016

APPROVAL FOR FORWARDING:



Richard D. Spitler, City Manager

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2 **ISSUE:** Consideration of a Resolution to enter into a professional services agreement

3 with Fischer Computer Systems for Technology Services in an amount not to exceed

4 \$74,000.

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6 **RECOMMENDATION:** Adopt Resolution.

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8 **BACKGROUND/DISCUSSION:** The City of Calistoga is organized according to the

9 Council/Manager model with six departments with 49 full-time employees. The City

10 currently has no full-time staff dedicated to information technology (IT), nor does it have

11 someone trained or with an IT background. Information Technology leadership at the

12 City is currently centered in the Finance Department for long-term planning, coordination

13 between departments and contract oversight.

14

15 The City's entire "hands-on" IT staffing is outsourced. This includes: client help desk

16 support, desktop technician support, network administration, system administration,

17 applications development, applications maintenance, data base administration, and

18 specific project development, implementation and support.

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20 Fischer Computer Systems has been providing the City with 12 hours per week of IT for

21 over fifteen years throughout the City. In September 2013 the City Council through

22 resolution 2013-084, added an additional 5 hours for the police department. Information
23 technology is constantly expanding and the City of Calistoga is in need of keeping up with
24 the times. An additional 2 hours per week is being recommended for additional staff and
25 computer hardware to have Fischer Computer Systems assisting the City. Fischer
26 Computer Systems specializes in computer and network related services and is cost
27 conscious of the City's budget.

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29 City staff in the Finance Department will continue to oversee and manage the contract as
30 well as work as a liaison to consultant assisting in working with other departments in
31 issues related to Information Technology needs.

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33 **FISCAL IMPACT:** The City budget for FY 15-16 will allocate \$74,000 under account 15-
34 4975-4402 for Information Technology outsourcing needs for 14 hours per week. Any
35 additional hours outside the 14 hours per week will be preapproved and billed at an
36 hourly rate of \$125.00 per hour. It is recommended that the agreement have a budget not
37 to exceed \$74,000.

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39 **ATTACHMENTS**

- 40
41 1. Draft Resolution
42 2. Draft Agreement with Fischer Computer Systems

RESOLUTION NO. 2015-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH FISCHER COMPUTER SYSTEMS FOR INFORMATION TECHNOLOGY SERVICES IN AN AMOUNT NOT TO EXCEED \$74,000 FOR FISCAL YEAR 2015-2016 FROM ACCOUNT 15-4975-4402 EQUIPMENT REPLACEMENT FUND TO THE COMPUTER SYSTEM FUND

Authorizing Agreement No. _____

1 **WHEREAS**, the City of Calistoga has six departments comprised of 49
2 full-time employees; and

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4 **WHEREAS**, the City currently has no full-time staff dedicated to
5 Information technology, nor does it have someone trained or with an information
6 technology background on staff; and

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8 **WHEREAS**, information technology is currently centered in the Finance
9 Department for long-term planning, coordination between departments and
10 contract oversight; and

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12 **WHEREAS**, the City recognizes the need to have information technology
13 outsourced for client help desk support, network and system administration,
14 applications development, applications maintenance, data base administration
15 and specific project development, implementation and support; and

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17 **WHEREAS**, in June 2015 during budget workshops the Council adopted a
18 strategic goal of improving the City's use of technology; and

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20 **WHEREAS**, the City has successfully contracted with Fischer Computer
21 Systems for information technology assistance for the last fifteen years and it is
22 in the public interest to continue this relationship.

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24 **NOW THEREFORE BE IT RESOLVED THAT**, the City Council of the City
25 of Calistoga hereby authorizes the City Manager to enter into a professional
26 services agreement with Fischer Computer Systems in the amount not to exceed
27 \$74,000 for information technology services as set forth in Exhibit A to this
28 Resolution, subject to review and approval by the City Attorney.
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PASSED, APPROVED AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this **16th day of June, 2015**, by the following vote:

AYES:
NOES:
ABSTAIN
ABSENT:

CHRIS CANNING, Mayor

ATTEST:

KATHY FLAMSON, City Clerk