

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Gloria Leon, Administrative Services Director
VIA: Dylan Feik, City Manager
DATE: July 19 2016
SUBJECT: Consideration of a Resolution to enter into a professional services agreement with Marin IT for Information Technology Services in an amount not to exceed \$74,000 per year

APPROVAL FOR FORWARDING:



Dylan Feik, City Manager

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2 **ISSUE:** Consideration of a Resolution to enter into a professional services agreement
3 with Marin IT for Information Technology Services in an amount not to exceed \$74,000
4 per year.
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6 **RECOMMENDATION:** Adopt Resolution.
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8 **BACKGROUND/DISCUSSION:** The City of Calistoga has six departments with 49 full-
9 time employees. The City currently has no full-time staff dedicated to information
10 technology (IT), nor does it have someone trained with an IT background. Information
11 Technology leadership at the City is currently centered in the Administrative Services
12 Department for long-term planning, coordination between departments and contract
13 oversight.
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15 The City continues to procure IT services through a third-party. These services include:
16 client help desk support, desktop technician support, network administration, system

17 administration, applications development, applications maintenance, data base
 18 administration, and specific project development, implementation and support.

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 20 Fischer Computer Systems (FCS) has been providing the City with IT services for over
 21 seventeen (17) years. Each week, FCS provides eight (8) hours of IT
 22 maintenance/support. In September 2013 the City Council through resolution 2013-084,
 23 added an additional 5 hours for the police department and through resolution 2015-060
 24 added an additional 2 hours per week, for a total of 15 hours per week. Fischer
 25 Computer Systems annual contract for 2015-16 is \$74,000.

26
 27 Upon arrival of the new city manager, Administrative Services was directed to prepare a
 28 Request for Proposal (RFP) and solicit new proposals for IT support. Staff solicited
 29 proposals and invited interested firms, including Fischer Computer Systems, to submit
 30 proposals. The City received responses from seven (7) firms. Listed below are specifics
 31 from each of the seven proposals:

Name of Firm	Annual Fee	Set Up Fee	# Hours Per week at City Hall	Hourly Rate Outside Annual Fee
Protronics	\$53,448 (1) \$57,720 (2) \$62,340 (3)	\$0.00	4	\$105
Marin IT	\$ 64,200	\$3,000	12	\$110
WAVESTREET	\$ 66,000	\$0.00	Not listed	\$125
APEX	\$ 75,108	\$9,750	0	\$90-130
Lescure Technology	\$103,800	\$4,325	15	\$135
Fischer Computer Systems	\$114,000	\$0.00	20	\$125
Computer Link	\$121,740	\$0.00	9	\$165

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 34 After staff review of the submitted proposals of the qualified firms, staff recommends an
 35 annual IT contract with Marin IT for the fiscal year 2016-17 through fiscal year 2018-19.
 36 At this time, staff believes that Marin IT provides experience, service delivery and
 37 capability to enhance the City's IT support services and also best fits the needs of the
 38 City of Calistoga at this time. Marin IT is based in Novato, CA and currently serves
 39 municipal clients including the City of St. Helena. Marin IT also services and supports
 40 County of Napa, Central Marin Police Authority, San Rafael Police Department, Vallejo
 41 Police Department and Ross Police Department to name just a few.

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 43 The Administrative Services Department will oversee and manage the contract and serve
 44 as City liaison to the consultant assisting other departments in issues related to IT needs.

45 Marin IT will also be available to provide consultation on additional IT related matters as
46 deemed necessary by the Administrative Services Director at an hourly rate not to
47 exceed \$110 and approved by the City Manager. The Director's verbal approval for such
48 additional services are generally sufficient authorization to perform the work; but in all
49 such cases the Director shall approve the work in advance and shall, as a minimum,
50 confirm the approval with electronic email message.

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52 **FISCAL IMPACT:** The City budget for FY 16-17 allocated \$74,000 under account 15-
53 4975-4402 for Information Technology outsourcing needs which includes 15 hours per
54 week. No additional funding is recommended at this time. Any additional hours outside
55 the 15 hours per week will be preapproved and billed at an hourly rate of \$110.00 per
56 hour. It is recommended that the annual agreement have a budget not to exceed
57 \$74,000.

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59 **ATTACHMENTS**

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61 1. Draft Resolution
62 2. Draft Agreement with Marin IT
63 3. Marin IT Proposal

RESOLUTION NO. 2016-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 MARIN
IT FOR INFORMATION TECHNOLOGY SERVICES IN AN AMOUNT NOT TO
EXCEED \$74,000 FOR FISCAL YEAR 2016-2017 FROM ACCOUNT 15-4975-
4402 EQUIPMENT REPLACEMENT FUND TO THE COMPUTER SYSTEM
FUND

Authorizing Agreement No. _____

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

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

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

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

WHEREAS, in June 2016 during budget workshops the Council adopted a strategic goal of improving the City's use of technology; and

WHEREAS, Marin IT has been performing information technology services for a number of years for various cities and counties and is qualified to perform information technology needed to various City departments;

NOW THEREFORE BE IT RESOLVED THAT, the City Council of the City of Calistoga hereby authorizes the City Manager to enter into a professional services agreement with Marin IT in the amount not to exceed \$74,000 under budgeted account 15-4975-4402 for fiscal year 2016-2017 for information technology services as set forth in Exhibit A to this 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 **19th day of July, 2016**, by the following vote:

AYES:
NOES:
ABSTAIN
ABSENT:

CHRIS CANNING, Mayor

ATTEST:

KATHY FLAMSON, City Clerk