



Local Agency Formation Commission of Napa County
Subdivision of the State of California

1030 Seminary Street, Suite B
Napa, California 94559
Phone: (707) 259-8645
Fax: (707) 251-1053
www.napa.lafco.ca.gov

We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 6c

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Analyst

MEETING DATE: April 6, 2015

SUBJECT: Amendments to Support Services Agreement with the County of Napa

RECOMMENDATION

Approve the amendment (Attachment One) to the information technology services (ITS) portion of the support services agreement (SSA). The proposed amendment would increase ITS provided by the County by 1.6% over the current fiscal year.

BACKGROUND

In July 2003, LAFCO of Napa County (“Commission”) entered into its SSA with the County of Napa. The SSA establishes terms and conditions for the County to provide a range of personnel and related services necessary for the Commission to fulfill its responsibilities. The SSA was amended in September 2007 to incorporate a new billing calculation involving the provision of ITS, which is applied to all County departments and contracted agencies to proportionally recover operating costs. Key inputs underlying the existing calculation include the number of (a) personnel and (b) network computers assigned in each department or contracting agency. The County and the Commission have used this existing calculation in amending the SSA over the last several years. This includes calculating the current fiscal year charge of \$23,663.

ANALYSIS

The Commission will consider approving amendments to its SSA with the County of Napa involving the provision of ITS. The proposed amendments are highlighted by establishing the Commission’s 2015-2016 annual charge for information technology services in the amount of \$24,052.

The County proposes new amendments to the SSA for the principal purpose of resetting and increasing the Commission’s annual charge for ITS to \$24,052 in 2015-2016. The proposed amount represents a 1.6% increase over the current fiscal year and attributed entirely to accommodating labor expense increases for ITS due to scheduled cost-of-living adjustments for all County employees.

Joan Bennett, Chair
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Diane Dillon, Vice Chair
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District

Keith Caldwell, Alternate Commissioner
County of Napa Supervisor, 5th District

Brian Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Interim Executive Officer

It is important to note the Commission's annual fee for ITS is all-inclusive with respect to covering all network administration and monitoring costs. This includes providing e-mail, technical support, database maintenance for accounting and payroll, and access to the County's geographic information system. The Commission has allocated sufficient funds to cover the proposed rate increase in its proposed budget scheduled for adoption as part of Agenda Item 7a.

This item has been agendaized as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

ATTACHMENT

- 1) Proposed Amendment No. 9 to LAFCO Agreement No. 03-02

**AMENDMENT NO. 9
NAPA COUNTY AGREEMENT NO. 4433
LOCAL AGENCY FORMATION COMMISSION OF
NAPA COUNTY AGREEMENT NO. 03-02**

**SUPPORT SERVICES BY NAPA COUNTY TO THE LOCAL AGENCY FORMATION
COMMISSION OF NAPA COUNTY**

THIS AMENDMENT NO. 9 OF NAPA COUNTY AGREEMENT NO. 4433 is made and entered into as of this 1st day of July, 2015, by and between NAPA COUNTY, a political subdivision of the State of California, hereinafter referred to as "COUNTY,, and the LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY (hereinafter "LAFCO"), a local public agency formed pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act (Government Code Section 56000et.seq.).

RECITALS

WHEREAS, on or about July 1, 2003, COUNTY and LAFCO entered into Napa County Agreement No. 4433 (hereinafter referred to as "MA"), amended on or about September 1, 2007, June 17, 2008, July 1, 2009, July 1, 2010, July 1, 2011, July 1, 2012, July 1, 2013 and amended on July 1, 2014 for the provision by COUNTY of support services needed for LAFCO's performance of its functions and responsibilities, including information technology services; and

WHEREAS, the parties now desire to amend the MA to modify the annual rates of compensation to COUNTY for services provided by its Information Technology Services Department ("ITS") to reflect changes in the costs to COUNTY to provide such services;

TERMS

NOW, THEREFORE, COUNTY and LAFCO hereby amend the Agreement as follows:

1. The portion entitled "Services of Information Technology (annual rate)" of Attachment AA of the Agreement is hereby amended to read in full as follows:

1. Services of Information Technology (annual rate):

- a. **Background.** County allocates Internet Technology Service (ITS) costs to all of the County's internal departments each year as part of its budgeting process. The County performs this task by breaking out all ITS costs – into subdivisions, which align with the major services being provided: Administration, Land Use Application, Network Operations, Development, Help Desk, Enterprise Resource Planning and Customer Management. County then allocates ITS costs throughout the County's departments based on either the number of personal computers ("PCs") or full-time equivalent employees ("FTE"). It is the intent and understanding of the parties that County shall

calculate LAFCO's Annual Fee by multiplying the total costs per PC or FTE County utilized for setting the County's own departmental budgets by the number of LAFCO's PCs or FTE.

b. Payment.

The Annual Fee shall be payable in arrears on or before the first of the month succeeding the month of service, with the payable monthly rate being 1/12 of the annual rate in effect on the first date of the month of service.

c. Amount of Annual Fee. The Annual Fee shall be as follows:

| <u>Fiscal Year</u> | <u>Annual Rate</u> |
|--------------------|--------------------|
| 2003-2004 | \$12,900.00 |
| 2004-2005 | \$12,999.96 |
| 2005-2006 | \$13,377.96 |
| 2006-2007 | \$17,799.00 |
| 2007-2008 | \$16,387.00 |
| 2008-2009 | \$17,768.00 |
| 2009-2010 | \$18,705.00 |
| 2010-2011 | \$14,945.00 |
| 2011-2012 | \$20,261.00 |
| 2012-2013 | \$22,009.00 |
| 2013-2014 | \$22,374.00 |
| 2014-2015 | \$23,663.00 |
| 2015-2016 | \$24,052.00 |

The Annual Fee for Fiscal Year 2016-2017 and thereafter shall remain \$24,052.00 until this Agreement is amended.

2. This Amendment No. 9 of the MA shall be effective as of July 1, 2015.
3. Except as set forth in (1) through (2), above, the terms and provisions of the MA shall remain in full force and effect as previously approved.

///

///

///

///

///

///

IN WITNESS WHEREOF, this Amendment No. 9 of Napa County Agreement No. 4433 was executed by the parties hereto as of the date first above written.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

By _____
JOAN BENNETT, Chair of the Agency Board

"LAFCO"

NAPA COUNTY, a political subdivision of the State of California

By _____
DIANE DILLON, Chair of the Board of Supervisors

"COUNTY"

ATTEST: GLADYS I. COIL,
Clerk of the Board of Supervisors

By: _____

APPROVED AS TO FORM
Office of County Counsel
By: *Janice Killion (e-sign)*
Date: March 10, 2015

APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS
Date: _____
Processed by: _____
Deputy Clerk of the Board

APPROVED AS TO FORM
Commission Counsel
By: Silva Darbinian (e-sign)
Date: *March 26, 2015*

