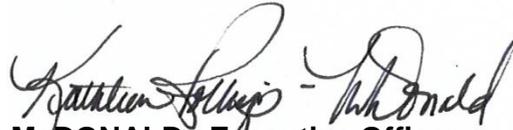


LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

215 North D Street, Suite 204, San Bernardino, CA 92415-0490
(909) 383-9900 • Fax (909) 383-9901
E-MAIL: lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: AUGUST 6, 2012

FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer



TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: **AGENDA ITEM #10 – Notification of Cancellation of Memorandum of Understanding with the San Bernardino County Information Services Department for Information Technology Services**

RECOMMENDATION:

Authorize the Executive Officer to work with the Finance Division of the Information Services Department to finalize the contract to continue existing services and to sign the Revenue Agreement once accepted by LAFCO Legal Counsel.

BACKGROUND:

On June 27, 2012 LAFCO staff received a letter from the Information Services Department (ISD) stating that it was exercising the termination clause of the Memorandum of Understanding between ISD and LAFCO (copy included as Attachment to this report). The termination clause requires a 90 day notice, making the end date September 30, 2012. It identifies that LAFCO would be charged for services provided by ISD pursuant to the Fee Ordinance beginning October 1st.

This notice of termination creates two problems:

- (1) During the preparation of the budget for FY 2012-13, staff anticipated the continuance of the existing MOU where payments were to be processed under COWCAP. This assumption was based upon information requested from ISD. The termination will require that we pay the ISD portion of the COWCAP charge for FY 2012-13 of \$6,374 as well as the monthly charges, currently estimated to be \$12,000 for the upcoming year. As a part of the first quarter financial review, amendments to the 2012-13 Budget will be presented by staff to accommodate this increase from contingency funds after further consultation with ISD staff.
- (2) The services provided by ISD to LAFCO are more comprehensive than its usual contracts with outside agencies and extends well beyond the services outlined in the attachment to the June 26 letter, including WAN services, Desktop Support,

Website Support among others. Upon receipt of the letter, LAFCO staff contacted ISD to find out what triggered the request. Staff was informed that they were preparing a Revenue Agreement to be presented for LAFCO's review as a requirement of the County to receive more of their revenues within the year service was provided.

LAFCO staff has provided a copy of the proposed agreement to LAFCO Legal Counsel for review. LAFCO staff has been satisfied with the services provided by the Desktop, Application Support and WAN groups within ISD, the only questions that have arisen have been related to billing issues, which prompted the original MOU. At this time, we believe that the contractual relationship identified in the draft Revenue Agreement will provide for the same accountability for services provided as the original MOU, but the terms of the agreement for indemnification and liability need to be resolved before signing. Staff's recommendation is that the Executive Officer be authorized to sign the agreement once Legal Counsel's concerns and comments have been resolved.

KRM

Attachments:

Letter Dated June 26, 2012 from Information Services Department



Joel Golub
Chief Information Officer

**COUNTY OF
SAN BERNARDINO**

Information Services Department
670 E. Gilbert Street
San Bernardino, CA 92415-0915
(909) 388-5500 - Fax (909) 388-5919

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RECEIVED
JUN 27 2012

LAFCO
San Bernardino County

June 26, 2012

Dear LAFCO Contracts Administration
Attn: Kathleen Rollings-McDonald

This letter is in reference to the Memorandum of Understanding (MOU) between Information Services Department (ISD) and The Local Agency Formation Commission (LAFCO), effective July 1, 2009.

Per Section V. of the MOU, ISD would like to terminate the agreement effective September 30, 2012, which accounts for the stated 90 day notice. To maintain services provided under this MOU, please refer to the Board of Supervisor's (Board) approved Fee Ordinance for Fiscal Year 2012/13 (attached). Based on this Fee Ordinance, ISD will bill LAFCO monthly beginning October 1, 2012 for actual service worked. Please note that the Fee Ordinance is subject to change annually based on Board approval.

If you have any questions or concerns, please direct to myself at the contact information provided below.

Sincerely,

Damian Parsons, Finance Officer
(909) 388-5932
dparsons@isd.sbcounty.gov

ATTACHMENT(S):

ISD Fee Ordinance

The mission of the government of the County of San Bernardino is to satisfy its customers by providing service that promotes the health, safety, well being, and quality of life of its residents according to the County Charter, general laws, and the will of the people it serves.

SECTION 42. Effective July 1, 2012, section 16.0228A of the San Bernardino County Code is amended, to read:

16.0228A Information Services Department - Miscellaneous Services.

All billing rates for labor, services and products are established by the Information Services Department and reviewed by the Auditor-Controller to recover actual costs plus overhead.

(a) Geographic Information Management System (GIMS)

- (1) Mapping hourly labor rate\$72.00
- (2) Plotter usage\$3.00/foot
- (3) Street Network subscriptions\$10,500.00/subscription
- (4) Parcel Basemap data Based on actual cost

(b) For the purpose of updating the GIMS automated street network database, the following shall be collected (payable at the Recorder's Office) when a subdivision tract or subdivision parcel map is approved by the Board of Supervisors, prior to recordation of the map:

- (1) Subdivision tract map automation\$317.00
- (2) Subdivision parcel map automation\$173.00

(c) Programming hourly labor rate.....\$100.03

(d) Telecommunication Services

- (1) Communication hourly labor services (telephone, data, microwave, cabling, repair, network and other specialized services)\$77.95
- (2) Dial tone (telephone service).....\$26.71/month
- (3) Voicemail.....\$5.30/month
- (4) 800 Number service\$10.00/month
- (5) Long Distance Actual usage
- (6) 800 MHz Radio Access\$44.00/month

- (7) 800 MHz Radio Maintenance\$6.90/month
- (8) 800 MHz Radio Vehicle Unit Access
 - (A) Option 1\$50.00/month
 - (B) Option 2\$100.00/month
 - (C) Option 3\$107.00/month
- (9) 800 MHz hourly labor rate\$77.95
- (10) Telephone Interconnect.....\$5.50/month
- (11) Pager Access\$9.00/month
- (12) Dispatch Console Maintenance.....\$355.00/month
- (13) Rackspace.....\$352.20/month
- (14) Backbone MaintenanceBy Quote
- (15) Material and Partspart plus 15% markup
- (16) Automated Attendant..... \$75.00/hour