



City Council Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: IT Department

Meeting Date: June 3, 2024

Report #:2404-2870

TITLE

Approval of Contract Amendment No. 4 to Contract No. C15159248 with Geodesy in the Amount of \$495,000 (for a new not-to-exceed of \$2,425,00) and Extend the Term for Three Years for Encompass GIS Software Maintenance and Support. CEQA status - not a project.

RECOMMENDATION

Staff recommends that City Council approve and authorize the City Manager or their designee to execute Contract C15159248 Amendment No. 4 with Geodesy (Attachment A) for the provision of professional software development, data support, maintenance and support through June 30, 2029 in an amount not-to-exceed \$495,000 for the Encompass GIS software. This amendment results in a revised total contract not-to-exceed amount of \$2,425,000 for a total term of 12 years.

EXECUTIVE SUMMARY

The citywide Geographic Information System (GIS) solution consists of geographic information, software applications, an information network, and a management structure providing GIS information to all users. The GIS solution supports all departments and mission-critical departmental business processes, including Utilities, Police, Fire, and the Office of Emergency Services.

BACKGROUND

The City Council, on September 13, 2004, approved a contract with Geodesy, exempt from competitive solicitation requirements (CMR 409:04¹), acknowledging its sole-source nature and impracticality to seek alternatives. Subsequent agreements with Geodesy, approved on October

¹ September 13, 2004 Report: <https://www.cityofpaloalto.org/files/assets/public/v/1/agendas-minutes-reports/reports/city-manager-reports-cmrs/year-archive/2004/09-september/3703.pdf>

15, 2007 (CMR: 378:07²), February 13, 2012 (CMR 2463³), and June 29, 2015 (CMR 5745⁴), were also rendered as sole-source contracts, reflecting Geodesy's specialized understanding of the City's GIS system and its role in developing GIS applications. In response to a reassessment in FY 2017, aligning Geodesy's services with evolving GIS needs, a decision was made in FY 2018 to transition to Environmental Systems Research Institute, Inc. (ESRI) as the City's new GIS platform.

The adoption of the ESRI GIS system provides the city with a comprehensive and industry-leading solution, addressing functional gaps present in the Geodesy system. Both systems will operate concurrently until ESRI fully replaces Geodesy, which is estimated to occur by Fiscal Year 2027. Once ESRI is fully functional, the Geodesy platform will be retired, rendering the existing contract unnecessary.

Even though the Geodesy platform will be retired soon, Geodesy is providing valuable professional services in assisting with the City's transition to the ESRI ArcGIS platform. Their deep understanding of the City's GIS data and department-specific GIS data workflows is assisting in a successful transition to the new ArcGIS platform.

An exemption to competitive solicitation pursuant to Palo Alto Municipal Code section 2.30.360(b)(2) due to the impracticality to solicit was approved by the City Manager.

ANALYSIS

The following tasks will be performed by Geodesy in support of the City's GIS needs for fiscal years 2025 – 2027. This work plan will include but is not limited to the following tasks on an as-needed basis. A service request will be created to track the deliverables and cost.

1. Standard software maintenance and support: \$15,000 per year
2. Software enhancement based on Projects approved by the GIS Program Manager: \$75,000 per year. This can include:
 - a. performing administration services such as managing user authorizations, maintaining services and scheduled tasks, and updating data definitions for the legacy Encompass GIS.
 - b. assisting staff in the use of the Encompass GIS for operational activities, Extract Transform and Load (ETL) processes, geocoding, and data imports and exports.
 - c. supporting data quality processes.
 - d. keeping the ArcGIS and Encompass data in sync by managing the ETL process for the initial migration of Encompass-based PAGIS data to ArcGIS and then, once editing control is moved to ArcGIS, back to Encompass as the master data is edited.

² October 15, 2007 Report: <https://www.cityofpaloalto.org/files/assets/public/v/1/agendas-minutes-reports/reports/city-manager-reports-cmrs/year-archive/2007/cmr-378-07.pdf>

³ February 13, 2012 Report: <https://www.cityofpaloalto.org/files/assets/public/v/1/from-archive/agendas-minutes-reports/reports/city-manager-reports-cmrs/2012/geodesy-2463.pdf>

⁴ June 29, 2015 Report: <https://www.cityofpaloalto.org/files/assets/public/v/1/agendas-minutes-reports/reports/city-manager-reports-cmrs/year-archive/2015/cmr-5745.pdf>

- e. converting sketch files (unmanaged project data) for use in ArcGIS.
- f. assisting in map definition creation in ArcGIS.
- g. coordinating with and supporting the city's GIS data vendors such as Lynx, the city's GIS data maintenance vendor and ARC, the city's document scanning vendor.
- h. managing GIS data housekeeping in coordination with the City's other GIS and Computer Aided Dispatch (CAD) vendors.
- i. providing light weight, task specific application development in the ArcGIS environment using ESRI APIs for web apps and desktop add-ins.
- j. attending GIS Modernization team meetings and responding to issues raised.

FISCAL/RESOURCE IMPACT

Funding for this contract amendment in FY 2025 is within the proposed budgeted levels to be adopted by the City Council on June 17, 2024, no additional funding is requested.

Funding for subsequent years of the contract will be subject to approval through the annual budget development process. The Information Technology Department is funded by an internal service fund. Approximately 44% of the department is General Fund funded with the remaining 56% funded by enterprise and special revenue funds.

STAKEHOLDER ENGAGEMENT

The services were coordinated with internal stakeholders and the service provider.

ENVIRONMENTAL REVIEW

The approval of this contract is exempt from review under the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15061(b)(3) because it can be seen that there is no possibility that the activity in question may have a significant effect on the environment.

ATTACHMENTS

Attachment A: Amendment No. 4 to Contract No. C15159248 Between the City of Palo Alto and Geodesy

APPROVED BY:

Darren Numoto, Chief Information Officer