STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of July 22, 2025

TO: Mayor and Members of the City Council

VIA: Dante Hall, City Manager

SUBMITTED BY: Edwin Gato, Director of Finance

SUBJECT: Adopt a resolution authorizing the City Manager to execute a professional services agreement with SDI Presence, LLC, for the development of an Information Technology Strategic Plan (ITSP) in an amount not to exceed $84,150.

RECOMMENDED ACTION:

Staff recommends that the City Council adopt a resolution authorizing the City Manager to execute a professional services agreement with SDI Presence, LLC, for the development of an Information Technology Strategic Plan (ITSP) in an amount not to exceed $84,150.

BACKGROUND:

The Information Technology (IT) division is dedicated to the continuous enhancement of operations, services, and communication through the effective use of technology, data, and voice support. This commitment aligns with the City's strategic and operational objectives. The key goals of the IT Department include:

1. Promoting the utilization of technology as a cost-effective resource to further the City's overarching mission.
2. Providing a robust infrastructure for the seamless sharing of information and computer resources across the organization.
3. Supporting the operational, tactical, and strategic information needs of the City.

IT is committed to ensuring the integrity of the City's data and voice network by maintaining a resilient infrastructure capable of accommodating technological advances

and growth. The department oversees all computer hardware and software, ensuring compatibility among devices within the network. Furthermore, the IT Department manages capital planning and advocates for the technology interests of all City Departments. Responsibilities include budgeting, purchasing, and the deployment of all network, hardware, and software solutions, in addition to ongoing maintenance and support.

The IT strategic plan will outline essential components, including alignment with the City's goals, an analysis of the current IT landscape, an assessment of future needs, and a methodical approach to implementation and evaluation. This plan aims to provide a comprehensive overview of the scope, assumptions, limitations, and resources necessary for successful execution.

ANALYSIS:

A Request for Proposal (RFP) was issued to invite submissions from prospective consultants for the development of an IT Strategic Plan. The scope of the plan includes the following tasks:

1. Evaluate the current business application portfolio of the City.
2. Engage with the senior management team and other key technology stakeholders, including the IT department, to identify the desired end state for business services.
3. Prioritize the application and infrastructure requirements necessary to support the proposed business applications, based on the City's objectives and needs, while exploring alternative strategies for fulfillment.
4. Provide an estimated budget for each recommended application, as well as the infrastructure requirements for both initial implementation and ongoing support.
5. Formulate recommendations that will enable the City to effectively leverage applications in support of its business needs.
6. Document and present findings in a comprehensive long-range ITSP that will serve as a cornerstone for the formulation of future IT budgets and corresponding project plans.

The City received two proposals in response to the RFP. The evaluation of the consultants was conducted based on the following criteria: cost, experience with similar projects, consulting approach, understanding of the desired scope of work, timeline, references, and ability to comply with the City's terms of agreement.

Following a thorough review of the proposals, the staff made a selection based on the outlined criteria. SDI Presence was chosen as the firm best equipped to successfully develop the City's IT Strategic Plan. This decision was based on SDI's comprehensive response to the RFP, their clear understanding of the required scope of services, and the qualifications of their experienced project team, which included strong references and relevant experience in conducting assessments of comparable scale for municipalities.

FISCAL IMPACT:

The Information Technology Internal Service Fund (ISF) Budget for the Fiscal Year (FY) 2025-26 includes sufficient resources to support this initiative. The projected cost will not exceed $84,150 and will be allocated to account 460-4430-611.40-00. This funding reflects our ongoing dedication to enhancing our technological capabilities and ensuring a robust infrastructure.

ATTACHMENTS:

1. Resolution
2. SDI Presence LLC Proposal for Information Technology Strategic Plan