



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 9, 2022

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MICHAEL KLEIN, AICP, COMMUNITY DEVELOPMENT DIRECTOR *MAK*

SUBJECT: RECOMMENDATION TO APPROVE A FIVE-YEAR SERVICE SUBSCRIPTION AND SUBLICENSE AGREEMENT WITH DIGITAL MAP PRODUCTS (A SUBSIDIARY OF LIGHTBOX) IN AN AMOUNT NOT TO EXCEED \$175,000, TO PERFORM PROFESSIONAL GEOGRAPHIC INFORMATION SYSTEMS (GIS) MANAGEMENT SERVICES

MEETING DATE: JUNE 22, 2022

SUMMARY RECOMMENDATION:

That the City Council approve a five-year Service Subscription and Sublicense Agreement with Digital Map Products (a subsidiary of Lightbox) in an amount not to exceed \$175,000.

BACKGROUND:

In 2005, the City entered into a Service Subscription and Sublicense Agreement with Digital Map Products (DMP) to provide professional Global Information System (GIS) services for a period of one year with four one-year extensions. The cost for these services was \$35,000 per year with a \$15,000 start-up and training fee that was paid in the first year.

The City chose to use DMP for GIS management services for the following reasons; 1) their system provides a turnkey product offering access to the Public and City staff, 2) there is minimal staff training required, 3) the system is linked to the LA

County Assessors database, and 4) technical support from DMP means the City does not have to maintain an in-house GIS specialist.

Since then, DMP has provided the City with the ability to use their web-based products to view and access GIS data on any workstation with an internet connection. In addition, the public has had access to the City's website and can use DMP Community View to obtain property information such as zoning, HOA, Assessor's Parcel Number, etc. The City's contract with DMP will conclude this year, and staff is recommending renewal of the licensing agreement.

DISCUSSION/ANALYSIS:

DMP provides a proprietary product through a licensing agreement. When considering whether to renew or re-procure a new GIS product, staff issued a Request for Proposal (RFP) in accordance with Section 3.40.080 of the Calabasas Municipal Code (CMC). The RFP was posted on the City website and various industry related websites, and was open for submittals between February 11, 2022 and March 11, 2022. The City received proposals from the following companies:

1. Digital Map Products
2. Nobel Systems
3. ProStar GeoCorp

Staff looked closely at each proposal and determined that ProStar GeoCorp was not practical due to a significantly higher cost than the other two proposals. Staff then interviewed Nobel Systems, which is priced at approximately the same as Digital Map Products, and received a one-month trial subscription to test their software. However, through the trial period and follow up interviews, it became apparent that Nobel's product does not have the features and capabilities that staff has come to rely on with Digital Map Products.

Staff also looked closely at LA County GIS services, which "publishes" their GIS data for anyone to use in a non-technical, web-based format. However, the annual cost for aerial imagery alone exceeds that of the proposed contract amount with Digital Map Products, and the City would still have to pay for additional data updates (i.e. property owner information, flood maps, etc). Furthermore, creating and managing an enterprise solution requires a full-time staff with the technical expertise in GIS and Information Technology. Because the City does not have in house staff to manage such a program, and a new full-time position would be required to assemble and publish data for internal use, the total cost of the LA County system could easily exceed \$100,000 per year.

FISCAL IMPACT/SOURCE OF FUNDING:

The negotiated contract starts at \$31,500 for the first year and increases by 1.7% annually for the next four years. Staff recommends that the budget is set at a not to exceed amount of \$35,000 per year, for the next five years (for a total of \$175,000), to allow staff the flexibility to add features on an as need basis. Additionally, because DMP is the City's current GIS provider, there are no start-up fees needed for this contract.

Funding for this service is provided through the General Fund 10: Division 411, Community Development Computer Software, and is included in the Draft budget for FY 22-23.

REQUESTED ACTION:

That the Council approve a five-year Service Subscription and Sublicense Agreement with Digital Map Products in an amount not to exceed \$175,000.

ATTACHMENTS:

Attachment A: Professional Service Agreement