ATTACHMENT 1

RESOLUTION R2025-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING AND AUTHORIZING THE CITY MANAGER TO (1) EXECUTE AN AMENDMENT NO. 2 TO CITY AGREEMENT NO. C2025-037 WITH KOA HILLS CONSULTING LLC, IN THE AMOUNT OF $235,000 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED $535,000 FOR ON-GOING TECHNICAL AND APPLICATION SUPPORT FOR THE CURRENT TYLER TECHNOLOGIES ENTERPRISE RESOURCE PLANNING SYSTEM; AND (2) APPROVING A TRANSFER IN THE AMOUNT OF $350,660 FROM THE NONRECURRING GENERAL FUND TO THE INFORMATION TECHNOLOGY FUND AS DOCUMENTED IN COUNCIL BUDGET AMENDMENT NO. 5P06

WHEREAS, on March 13, 2025, the City entered into an Agreement, C2025 037, for Enterprise Resource Planning (EERP) Support for services including Enterprise Permitting & Licensing (EPL) Implementation, analyst on demand hours for financial support and project management with Koa Hills in an amount not-to-exceed $150,000; and

WHEREAS, it was determined that additional dollars were required to continue to perform the services in the agreement and on August 19, 2025, the City entered into Amendment No. 1 in an amount not-to-exceed $150,000, bringing the total not-to-exceed amount to $300,000; and

WHEREAS, the Information Technology Manager has determined that additional dollars are required to continue, modify, or expand the Services performed under the agreement for an additional not-to-exceed amount of $235,000; and

WHEREAS, amendment No. 2 will bring the total not-to-exceed amount to $535,000; $150,000 for the original agreement, $150,000 for Amendment No. 1, and $235,000 for this Amendment No. 2, subject to appropriations in any fiscal year; and

WHEREAS, funding for the $235,000 amendment is proposed to come from the Nonrecurring General Fund's contingency budget, which also requires an additional $60,000 for part-time staff support that is dedicated to the implementation of the Enterprise Resource Planning (EERP) project; and whereas the contingency is intended for one-time or project-specific needs, making this an appropriate use of funds;

WHEREAS, the Enterprise Resource Planning (EERP) project resides in IT Fund 630, sub-fund 63012220, and is currently the only project in that sub-fund. During a recent reconciliation, staff identified $55,660 in prior-year expenditures unrelated to the EERP projects specifically for the IT Strategic Plan—which were mistakenly charged to the sub-fund. Since these were paid in closed fiscal years, a transfer of $55,660 from the Nonrecurring General Fund to the IT Fund is proposed to correct the error and restore the fund balance; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.

2. The City Council hereby approves and authorizes the City Manager to execute Amendment No. 2 to City Agreement No. C2025-037 with Koa Hills Consulting, LLC in the amount of $235,000 for a new total contract amount not to exceed $535,000.

3. The City Council hereby approves a transfer of budget of $350,660 from the Nonrecurring General Fund's (101) contingency budget to the Information Technology Fund (630). $295,000 of the transfer will go to the Enterprise Resource Planning (EERP) project (40LANDMGMT) and $55,660 of the transfer will go to the Information Technology Fund's fund balance to correct a prior year administrative error.

4. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 2nd day of December, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: ________________________

Tiffany Carranza
City Clerk

Approved as to form:

____
Christopher Diaz
Interim City Attorney