

**REPORT TO THE  
CITY COUNCIL**  
*City of Salinas, California*

Date: May 17, 2016

From: Kelly McMillin, Chief of Police

By: Cindy Burnham, Police Services Administrator

Subject: **PROFESSIONAL SERVICES AGREEMENT FOR POLICE RECORDS  
MANAGEMENT SYSTEM (RMS) PROJECT MANAGEMENT**

**Recommendation:**

It is recommended that the City Council approve a Resolution approving a professional services agreement for police records management system project management and authorize the City Manager to enter into such agreement on behalf of the City.

**Background:**

The Salinas Police Department has selected a vendor for its Records Management System and negotiations are currently in progress in anticipation of a July 2016 start date. Given the scope of the work (see attached) that has been identified for the Salinas Police Department by the vendor and confirmed through other large-scale, technical projects such as the Next Generation Emergency Network (NGEN), the Police Department has determined that there is no currently available police staff to meet those needs.

Tracy Molfino has been a part of this RMS project from the beginning as a part time, retired annuitant. His experience in this project and understanding of the needs of the Department is imperative to keep this project progressing under the timelines agreed upon and projected. The Records Management System (RMS) will be the technological backbone of the Salinas Police Department. It is a large-scale, complex system that will have influence on virtually every operational and business practice at the Police Department. This complexity requires the experience and historical knowledge possessed by a subject matter expert in this area. With this agreement, Molfino Consulting will continue as the Project Manager of this project, providing the scope of work outlined in the proposed agreement. Without the professional services provided in the agreement, this RMS project will not be able to proceed in the manner required to meet the needs of the Department.

**Issue:**

Shall the City Council approve the proposed professional services agreement and authorize the City Manager to sign the agreement with Molfino Consulting for RMS Project Management?

**Alternatives available to Council:**

The Council may choose to not approve the proposed agreement and otherwise direct staff how to proceed.

**Fiscal Impact:**

The CIP for the RMS project has available funds for project management so no additional funds will be needed. If this agreement is not authorized, responsibility for project management will require the full-time assignment of existing sworn personnel, increasing costs above and beyond what this agreement provides for.

**Time Considerations:**

It is essential to the timing of contract negotiations with the RMS vender that this agreement begin on June 1, 2016.

**Conclusions and Recommendations:**

Staff recommends acceptance of the report and authorization to sign the Professional Services Agreement to begin services on June 1, 2016.

**Attachments:**

Copy of P. S. A. with Molfino Consulting

Copy of Scope of Work with Molfino Consulting

**RESOLUTION NO. \_\_\_\_\_ (N.C.S.)**

**A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR  
POLICE RECORDS MANAGEMENT SYSTEM PROJECT MANAGEMENT**

BE IT RESOLVED BY THE COUNCIL OF SALINAS that the professional services agreement for police records management system project management attached hereto is approved and the City Manager be authorized to enter into such agreement on behalf of the City.

PASSED this 17<sup>th</sup> day of May 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Joe Gunter, Mayor

ATTEST:

\_\_\_\_\_  
Patricia M. Barajas, City Clerk