



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: JUNE 22, 2017

DEPARTMENT: POLICE DEPARTMENT

FROM: CYNTHIA BURNHAM, POLICE SERVICE ADMINISTRATOR

THROUGH: ADELE FRESE, CHIEF OF POLICE

TITLE: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT
WITH MOLFINO CONSULTING

RECOMMENDED MOTION:

A motion to approve a Resolution authorizing entry into the agreement for continued professional services with Molfino Consulting for RMS Project Management.

RECOMMENDATION:

Staff recommends acceptance of the report and authorization to sign the Professional Services Agreement with Molfino Consulting to continue RMS project management services effective June 7, 2017.

BACKGROUND:

The Salinas Police Department (SPD) selected a vendor for its new Records Management System in 2016 and is currently in the implementation phase with TriTech Software. The scope of the work that was identified for the SPD by the vendor and then confirmed through other large-scale, technical projects such as the Next Generation Emergency Network (NGEN) caused SPD to determine that there was no staff available to meet those needs. Molfino Consulting (aka Tracy Molfino) initially a retired annuitant, has been a part of this RMS project from the beginning and is currently the Project Manager for the TriTech RMS project.

The schedule for full implementation of the Police Department's Record Management System has been extended 10 months to April 2018. The slowed implementation is due in large part to the need for the Police Department to take full advantage of newly released and yet to be released functionality contracted for with the vendor, TriTech Software. The core system software, servers, disaster recovery servers, and hardware have been installed and conversion work for the various legacy systems is ongoing. The vendor is moving its system from a client/server based system to web version that the Police Department has determined is essential to meet the requirements for its users.

With the extended implementation schedule, the Department requires the project management services of Tracy Molfino to be extended as well. 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 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 like Tracy Molfino. With this agreement, he will continue as the Project Manager of this project, providing the scope of work outlined in the 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 due to lack of available staff to absorb this scope of work.

CEQA CONSIDERATION:

The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

STRATEGIC PLAN INITIATIVE:

1. Economic Diversity and Prosperity: This item does not specifically relate to one of the Council's Strategic Plan or Goal.
2. Safe, Livable Community: This project relates specifically to this strategic plan initiative, under the objective "Update Technology in Public Safety" and supports the goal to "purchase, install and operationalize a new, state of the art Records Management System.
3. Effective, Sustainable Government: This item does not specifically relate to one of the Council's Strategic Plan or Goal.
4. Well Planned City and Excellent Infrastructure: This item does not specifically relate to one of the Council's Strategic Plan or Goal.
5. Quality of Life: This item does not specifically relate to one of the Council's Strategic Plan or Goal.

FISCAL AND SUSTAINABILITY IMPACT:

This project is a Capital Project (5800.40.9214-PD Records Management System) funded by Measure G. The funds for these professional services have been budgeted into this project. There is no recommended action at this time.

ATTACHMENTS:

Scope of Work

Resolution

Agreement for Professional Services