



CITY OF SALINAS COUNCIL STAFF REPORT

DATE: MAY 1, 2018

DEPARTMENT: POLICE DEPARTMENT

FROM: CYNTHIA BURNHAM, POLICE SERVICE ADMINISTRATOR

THROUGH: ADELE FRESE, CHIEF OF POLICE

TITLE: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT
EXTENSION WITH MOLFINO CONSULTING

RECOMMENDED MOTION:

It is recommended that the Council authorize staff to sign the agreement extension 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 Extension with Molfino Consulting to continue project management services effective May 1, 2018 through December 31, 2018.

BACKGROUND:

The Salinas Police Department (SPD) selected a vendor for a new Records Management System in 2016 and is currently in the implementation phase with TriTech Software. This project has seen significant delays by the vendor, as they have been unable to provide the full functionality of the product as required by SPD. This functionality is the core product that is expected per contract. The schedule for full implementation of the Police Department's Record Management System has a two-month training cycle to be completed November 1, 2018 with project closure to take place in December 2018.

The core system software, servers, disaster recovery servers, and hardware have been installed and conversion work for the various legacy systems is almost complete. 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. Several modules have been developed and are expected to be ready for the upcoming training cycle. The web enabled system is fully mobile and will be available on all the different platforms employed by police department employees. Additionally, enhancements to state reporting and security requirements have necessitated

additional project schedule extensions. Police Department staff and the project manager have been involved in defining ongoing needs and the software is in final stages with releases being readied for this month. Additionally, the Police Department required a change order for an additional interface to allow for the electronic filling of police reports with the District Attorney's Office.

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 that is in its final stages.

CEQA CONSIDERATION:

Not a Project. 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).

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 extended professional services are within this project. There is no recommended action at this time.

ATTACHMENTS:

Resolution
Professional Services Agreement
Professional Services Agreement Extension