



## **CITY OF SALINAS COUNCIL STAFF REPORT**

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**DATE: MAY 15, 2018**

**DEPARTMENT: FINANCE DEPARTMENT**

**FROM: MATT N. PRESSEY, CPA, FINANCE DIRECTOR**

**TITLE: MASTER PROFESSIONAL SERVICES AGREEMENT WITH  
GOVERNMENT FINANCIAL SOLUTIONS, INC.**

### **RECOMMENDED MOTION:**

A motion to approve a Resolution authorizing the City Manager to enter into a Master Professional Services Agreement with Government Financial Solutions, Inc. for Project Management Services for implementation of various technologies through fiscal year 2018-19.

### **RECOMMENDATION:**

Staff recommends City Council approve a Resolution authorizing the City Manager to enter into a Master Professional Services Agreement with Government Financial Solutions, Inc.

### **EXECUTIVE SUMMARY:**

The City requires project management services to implement 1) TRAKiT Permitting System upgrade, 2) NEOGOV HR Recruiting, Onboarding and Performance Management system, new CIP budget software. In addition, Government Financial Solutions has been providing other services to the Finance and Public Works Departments that should be included in a Master Professional Services Agreement.

### **BACKGROUND:**

The Finance Department used Government Financial Solutions, Inc. to assist with the implementation of the City's new accounting system. The President of Government Financial Solutions, Mr. Roberto Moreno, performed a needs assessment of the wIntegrate system, based on which a Request for Proposals was issued, he assisted with the selection and negotiation process for the New World ERP System, he also was the Project Manager for the implementation. Staff was very satisfied with his services and due to his knowledge of the City's accounting system and procedures, he was retained to provide Project Management services for Phase 2 (Employee Retirement Tracking, Special Assessments and Time-Off Requests) of the implementation. Due to his knowledge, he was also retained to prepare the City's Annual Financial Transactions Report

to the State Controller when the City's audit firm could no longer perform this service. He has also assisted with the preparation of the Successor Agency's Recognized Obligation Payments Schedules (ROPS).

Public Works has also utilized Mr. Moreno's services in analyzing solid waste rates and contract terms. Due to his expertise in the area, public works wishes to continue to use his services.

#### DISCUSSION:

The City is implementing more technology projects, which will make City operations more efficient. However, the lack of sufficient staff makes it difficult to implement the software successfully. Due to Mr. Moreno's knowledge of City operations and City staff, he is being retained to provide Project Management services for these software implementations. The consultant has agreed to be compensated on a project-by-project basis according a pre-determined schedule, with each project subject to review and approval by the City Manager, Public Works Director, Community Development Director or Finance Director as appropriate. The Consultant will provide services under the terms and conditions of the Master Services Agreement with the scope of work and cost negotiated by staff. Should the total compensation of an individual project exceed \$100,000 the item will be brought before Council as required. Following is a summary of the various projects contemplated under this master service agreement:

Project Management Services:
TRAKiT9 Migration and additional modules
NEOGOV Recruiting, Performance Management and Onboarding software
New World ERP Phase 2
CIP Software Implementation
Professional Services
ROPS Preparations Services
Assist with Finance issues as requested
Preparation of SCO Annual Financial Transactions Report
Solid Waste Rates and Services Analysis

#### 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).

#### STRATEGIC PLAN INITIATIVE:

These services will help the City achieve the strategic plan and Council goal of Effective, Sustainable Government.

#### FISCAL AND SUSTAINABILITY IMPACT:

There is no immediate fiscal impact associated with the approval of the Master Service Agreement. Costs associated with this agreement will be realized on a project-by-project basis and compensated using Capital Improvement Project (CIPs) and Operating funds already approved by City Council. The funding for these services is included in the respective projects and programs.

#### ATTACHMENTS:

1. Resolution
2. Master Professional Services Agreement