



## City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
<b>2/3/2021</b>	<input checked="" type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Other</b>	Ordinance Reading	<b>N/A</b>	<b>N/A</b>
		Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
		Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
		Quasi Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
File No.:				
<b>20-498</b>				
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number :	
<b>\$155,600</b>	<b>\$155,600</b>	<b>General Fund</b>	<b>N/A</b>	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>N/A</b>	<b>Marie M. Gouin, Director</b>	<b>Budget &amp; Program Monitoring</b>	
Strategic Plan Focus Areas:				
<input checked="" type="checkbox"/> <b>Finance &amp; Budget</b>		<input checked="" type="checkbox"/> <b>Organizational Capacity</b>		<input checked="" type="checkbox"/> <b>Infrastructure/Projects</b>
Implementation Timeline:				
Estimated Start Date: 2/3/2021    Estimated End Date: 9/30/2021				

### SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING AN AGREEMENT WITH GOVERNMENT & ERP IMPLEMENTATION SERVICES, LLC FOR PROFESSIONAL SERVICES TO INCLUDE, MUNIS UPGRADE, BUDGET PROCESS OVERHAUL, AND GRANTS ADMINISTRATION SUPPORT FOR A TOTAL NOT TO EXCEED A TOTAL AMOUNT OF ONE HUNDRED EIGHTY THOUSAND FOUR HUNDRED (\$180,400) DOLLARS; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

## STAFF SUMMARY:

### **Summary:**

This agenda item seeks City Commission's approval to exceed the City Manager's threshold for Professional Services and to expand the use of services provided by Government & ERP Implementation Services, LLC.

### **Background:**

On December 16, 2020, Staff presented an amendment to the FY20/21 Budget to the City Commission outlining unanticipated expenditures for the fiscal year to address critical infrastructure upgrades and top priority projects that would lay the foundation for fiscal stability in the current year and beyond (Exhibit 2). The item was approved on second reading on January 6, 2021.

Unanticipated expenditures as approved by the FY20/21 Budget Amendment, and as it pertains to this agenda item, include professional services in the amount of \$155,600 for the following efforts:

#### **Munis Upgrade via Professional Services**

The City is on an iteration of MUNIS that is outdated, and continuous use of the software puts the organization at a disadvantage as it pertains to functionality. Tyler Technologies, the company that developed MUNIS, no longer supports the version, as such, no customization and limited security is being administered; severely limiting the city's ability to integrate with new technology which pose security risks. Furthermore, the platform on which the software operates (Microsoft Silverlight) will cease support next year. This means that no security patches and updates will be created to prevent the platform from being compromised, thus creating a vulnerability. Best practice is to have upgrades every 12-18 months. However, the City's MUNIS software has not been upgraded in years (Exhibit 2, page 15).

Budget Allocation: \$50,000 for consultant to assist with:

- Planning & Testing
- Configuration
- Training
- On-site Go Live
- On-site Post Go Live
- A total of approximately 500 hours

#### **Budget Process Overhaul via Professional Services**

Consultant will assist the Budget Department with a comprehensive review of the current budget process while the team leads the implementation of new software for transparency and collaboration. Emphasis will be focused on the documentation of a more efficient budget process and assistance with the development of standard operating procedures for key functions of the Department (Exhibit 2, page 3).

Budget Allocation: \$62,400 for consultant to assist with:

- Review of the current process
- Recommendations for enhancement and efficiency

- Training of City-wide staff as needed
- Documentation of the new process
- A total of approximately 416 hours

#### Grants Support via Professional Services

Temporary staffing assistance is needed for the Grants Team to meet annual goals related to revenue generating proposals, annual audit, and reimbursement of various open disasters as well as CARES Act funding. These functions and continuity of operations require the supervision and guidance of a temporary Grants Administrator while a more permanent staffing solution is found (Exhibit 2, page 6).

Budget Allocation: \$43,200 for consultant to assist with:

- Review of all City's active Grants
- Preparation and review of Grant reimbursements
- Coordination with Departments with regards to Grant Compliance & Proposals
- Preparation of Year-end, quarterly and monthly Grant schedules and reports
- The approximate number of hours is yet to be determined

The total budgeted amount for these services in the current fiscal year is \$155,600.

#### **Current Situation:**

Staff seeks approval to engage Government & ERP Implementation Services, LLC to assist with the tasks and projects mentioned above. This consultant's firm is uniquely positioned to assist the City as the facilitating team possesses unique skills and peculiar expertise in many of the City's critical MUNIS functions that it has previously worked on.

Government & ERP Implementation Services, LLC, through consulting and professional services, has supported the City with MUNIS projects; accounting, budget and grant staffing assignments; and was the main consultant that assisted the Finance and IT Departments with emergency accounting support and multiple MUNIS projects in calendar years 2017 and 2018.

Currently, the consultant is providing temporary grant accounting services, specifically related to accounting of the CARES Act funding awarded to the City. The amount allocated, via purchase order, for current professional services is \$24,800. Staff is in receipt of a proposal to expand services and address the three areas of need: 1) MUNIS Upgrade, 2) Budget Process Overhaul, and 3) Grants Administration Support in the amount not to exceed \$155,600, bringing the total amount for professional services for this vendor not to exceed \$180,400 (Exhibit 3).

The consultant is ready to start as soon as the proposal is approved by the City Commission which will greatly assist the City in moving projects and priorities forward without delay.

#### **Why Action is Necessary:**

Action is necessary to authorize the City Manager to exceed the threshold for Professional Services and enter into an agreement with Government & ERP Implementation Services, LLC, for an additional \$155,600, to provide professional consulting services in support of three projects of high priority and in alignment with the goals of the fiscal year.

Furthermore, pursuant to Chapter 23, of the City of Hallandale Beach code of ordinances, section 23-8(2), Professional Services. Contracts for professional services involving peculiar skill, ability,

experience or expertise, which are in their nature unique and not subject to competitive bidding, are exempt from the competitive bidding requirements of this article; however, a formal written contract, approved by the Commission, shall be required for all such contracts in excess of \$25,000, and any applicable state law, such as the Consultant's Competitive Negotiation Act.

**Cost Benefit:**

The cost of existing services to support the City's CARES reimbursement process is \$24,800. The cost of additional services to be provided by the consultant is \$155,600, which will bring the total amount to \$180,400. The City does not have the manpower nor the specific Munis expertise to address the complexity of these IT projects. Pursuing the use of Government & ERP Implementation Services, LLC will benefit the City as they will bring their experience and peculiar knowledge of the City's MUNIS system and other department functions. Furthermore, the consulting team has previously worked with the City in providing support for multiple projects. Engaging this consultant will also move projects along quickly and without delay as there is no down time related to familiarizing the consulting team with the City's systems and needs.

**PROPOSED ACTION:**

The City Commission adopt the attached resolution in order to allow the City Manager to exceed the threshold for Professional Services and negotiate and enter into an agreement with Government & ERP Implementation Services, LLC.

**ATTACHMENT(S):**

Exhibit 1 – Proposed Resolution  
Exhibit 2 – Budget Amendment Cover Memo dated December 16, 2020  
Exhibit 3 – Government & ERP Implementation Services, LLC Proposal  
Exhibit 4 – Draft Professional Services Agreement

Prepared By: Maggie Gouin

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