

# **STAFF REPORT REGULAR MEETING**

**AGENDA DATE:** August 5, 2025

**DEPARTMENT:** Financial Services

**TITLE:**

Professional Services Agreement with Government Finance Officers Association for Enterprise Resource Planning (ERP) Implementation Advisory Services

**SUMMARY:**

This Professional Services Agreement will authorize the Government Finance Officers Association to provide the City with Enterprise Resource Planning Implementation Advisory Services

**BACKGROUND AND JUSTIFICATION:**

On November 22, 2024, the Commission approved the upgrade of CentralSquare Naviline Fiscal Services and Naviline Community Services software applications to CentralSquare Finance Enterprise, Enterprise Asset Management, Community Development and Citizen Engagement cloud-based applications. The software modernization included all phases of implementation, such as business analysis, software installation, system configuration, data conversion, software integration, training, process improvement and workflows, creation and management of reports.

The City is currently undergoing implementation, aimed at further enhancing system functionality, streamlining processes and operations, and supporting overall organizational efficiency.

To ensure the upgrade is implemented effectively and aligns with the best financial practices, the City would be engaging the Government Finance Officers Association (GFOA) to provide independent ERP advisory services and assist the City during the implementation process on as needed basis. GFOA specializes in supporting municipalities during ERP implementations and upgrades, offering strategic oversight, guidance, and technical expertise.

**MOTION:**

Move to approve/disapprove the Professional Services Agreement with Government Finance Officers Association for Enterprise Resource Planning (ERP) Implementation Advisory Services at an amount not to exceed \$162,500

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Agreement

## FISCAL IMPACT ANALYSIS

### Five Year Summary of Fiscal Impact:

| <b>Fiscal Years</b>                           | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>2029</b> |
|-----------------------------------------------|-------------|-------------|-------------|-------------|-------------|
| Inflows/Revenues                              |             |             |             |             |             |
| Appropriated (Budgeted)                       | 0           | 0           | 0           | 0           | 0           |
| Program Income                                | 0           | 0           | 0           | 0           | 0           |
| Grants                                        | 0           | 0           | 0           | 0           | 0           |
| In Kind                                       | 0           | 0           | 0           | 0           | 0           |
| Outflows/Expenditures                         |             |             |             |             |             |
| Appropriated (Budgeted)                       | \$162,500   | 0           | 0           | 0           | 0           |
| Operating                                     | 0           | 0           | 0           | 0           | 0           |
| Capital                                       | 0           | 0           | 0           | 0           | 0           |
| Net Fiscal Impact<br>(If not budgeted)        | 0           | 0           | 0           | 0           | 0           |
| No. of Addn'l Full-Time<br>Employee Positions | 0           | 0           | 0           | 0           | 0           |

|                                                                                 |                                                    |
|---------------------------------------------------------------------------------|----------------------------------------------------|
|                                                                                 | Contract Award - Existing Appropriation (Budgeted) |
|                                                                                 | Expenditure                                        |
| Department                                                                      | Recovery Cap Project Fund                          |
| Division                                                                        | Technical                                          |
| GL Description                                                                  | Other General Government/Improve Other than Build  |
| GL Account Number                                                               | 330-1520-519-63-00                                 |
| Project Number                                                                  | n/a                                                |
| Requested Funds                                                                 | \$162,500                                          |
| Remaining Balance                                                               | \$70,067.38                                        |
| Source of Revenue (i.e. Paygo.<br>Current Revenue, Bond Money,<br>Grants, etc.) | Current revenues                                   |