



CITY OF PALM DESERT
CITY MANAGER'S OFFICE
INTEROFFICE MEMORANDUM

Date: September 26, 2024
To: Honorable Mayor and Councilmembers
From: Anthony J. Mejia, City Clerk
Subject: City Council Meeting of September 26, 2024

Below you will find questions received from the Mayor or Councilmembers and answers provided by City staff regarding tonight's City Council meeting:

ITEM 9d: APPROVAL OF AGREEMENTS WITH WORKDAY, INC., RELATED TO THE IMPLEMENTATION OF A NEW ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

Q1: Could we review the total costs associated with the current system, including ongoing and transition expenses, and provide a comparison in chart form that outlines these costs alongside the anticipated costs of the new system to better understand the net ongoing impact?

A1: Below is the annual savings breakdown related to the transition to Workday. Workday subscription is \$251,125/year to start, with a very low annual increase factor compared to our current systems.

Staff time savings can only be determined after implementation. We anticipate it will be substantial given the number of staff members currently dedicated to developing accurate reporting through shadow systems like Excel. We anticipate seeing similar savings as indicated in the attached two jurisdictions with recent implementations to Workday. Workday will provide a post implementation "Value Realization Study" to capture the actual efficiency gains (see attachment) for Palm Desert.

Also, what should be considered is that once Finance Enterprise support is no longer available (currently slated for 6/30/28), the ERP solutions available to the City are comparable in cost (RFI average was \$275,000/year) to Workday. We will never see a \$53,000 annual subscription again because all are transitioning to web based hosted or cloud-based solutions.

Vendor	Product	Annual Software Savings
Tyler	Executime	5,000
NeoGov	Perform	14,100
OpenGov	Budgeting	19,840
	Support	4,544
CentralSquare	Finance Enterprise	53,000
	Support	10,200
	Server Replacement (cost/year)	13,000
	Total	119,684
	Other savings:	
	Staff time*	TBD

ITEM 9f: AWARD CONTRACTS TO MULTIPLE CONSULTANTS FOR ON-CALL TRAFFIC CONSULTING AND DESIGN SERVICES

Q1: Could we review the total current spending on traffic consultants, including all related costs across the CIP, traffic design, and traffic studies, and provide clarification on the proposed \$1 million annual allocation? Is this request for an increase in the budget, or is it within the scope of what is already being spent?

A1: The City's annual spending on traffic consultants varies, typically ranging from \$750,000 to \$1,000,000, with approximately \$740,000 spent in the last fiscal year. For instance, the City's agreement with Kimley Horn has been amended several times, bringing the total to \$1,460,000. The most recent amendment, approved in March 2024 for \$310,000, covered project management, traffic analysis, and design services. According to the staff report accompanying the previous amendment, this was intended to be the final request, as the City plans to issue a request for proposals for additional traffic engineering consultants moving forward.

To address ongoing and deferred maintenance projects, the City is requesting approval for four consultant agreements. It is important to note that this action does not require the appropriation of additional funds. The approved Capital Improvement Program (CIP) for FY 2024-25 allocates \$2,250,000 for Traffic Operations and Capacity Improvements and Traffic Management System Replacement, with \$1,000,000 designated for consulting and design services. These funds will be used to update the City's Traffic Management System, rewire 20 signalized intersections, and cover unforeseen traffic-related projects. The scope of work also expands to include traffic engineering, planning, signal design, traffic calming, parking studies, intelligent transportation systems (ITS), public engagement, and environmental compliance.

ITEM 9h: AWARD CONTRACTS TO MULTIPLE CONSULTANTS FOR GRANT WRITING AND ADVOCACY SERVICES

Q1: In the background section, the text states that the agreement with Townsend Public Affairs for grant and advocacy services expires on June 30, 2024. Is this date correct, or is it a typo?

A1: The date listed as June 30, 2024, is a typo. The correct expiration date for the Townsend Public Affairs agreement is June 30, 2025.

ITEM 9i: APPROVAL OF THE UNITE PALM DESERT BUSINESS EMERGENCY ASSISTANCE PROGRAM (BEAP)

Q1: Would it be advisable to add a minimum length of time in business as a requirement to the eligibility criteria of the Business Emergency Assistance Program (BEAP)?

A1: Staff recommends adding the following to the eligibility criteria for the Business Emergency Assistance Program (BEAP):

- Businesses must have been established for a minimum of three years and be in good standing with the City of Palm Desert to qualify for assistance.