

CITY MANAGER'S/STAFF'S REPORT
COUNCIL MEETING DATE:

December 29, 2022

ITEM NO: 1

SUBJECT: Authorize City Manager to Execute Amendment No. 1 for the Professional Services Agreement with OpenGov to add Budget Planning Software

BACKGROUND:

The budgeting process at the City of Selma has been a manual process carried out by using the Microsoft Office software such as Word and Excel. The use of this type of manual process during the complex task of compiling the budget document for elected officials, staff, and ultimately the residents of Selma can result in an unnecessarily large amount of staff time devoted to this process. Municipal accounting has evolved over the last decade and there is now software available to facilitate an efficient budget-creation process, which allows for a greater focus on planning of revenues and expenditures rather than manual data entry.

DISCUSSION:

By partnering with OpenGov - the leader in budgeting and planning, community development, and reporting solutions for government — the City will gain access to the only integrated multi-tenant Software as a Service (“SaaS”) solution designed specifically for budgeting, community development, robust analytical reporting, and transparency.

OpenGov Budgeting and Planning is a modern, full-featured cloud budgeting solution designed to meet the unique needs of public sector planning and analysis. Trusted by hundreds of forward-thinking governments, Budgeting and Planning is the industry’s most collaborative experience for budget process automation, managerial reporting, and public transparency -- driving more effective planning and strengthening public trust. The following attributes set OpenGov’s Budgeting and Planning suite apart from other vendors:

- **Full-Featured Public Sector Budgeting**
 - **Operating Budget**
 - **Workforce Planning**
 - **Capital Planning**
 - **Online Budget Book**
- **Breakthrough Collaboration Between Offices and Departments:**
- **Best-in-class Reporting and Analysis**
- **Seamless Transparency and Civic Engagement to Strengthen Public Trust**
- **Modern Cloud Technology to Enable Distributed Planning**

Software Selection Justification:

As OpenGov is a current software vendor for the Citizen Services like Permitting and Licensing, adding the Budgeting and Planning module will only require an amendment to the original agreement.

Amendment No. 1 to the Professional Services Agreement the City currently has with OpenGov, Inc. dated December 6, 2021 increases the scope of work to add the Budget Planning Module and increases the budget amount is effectively an upgrade to the existing software.

FISCAL IMPACT:

Amendment No. 1 includes a five year agreement with OpenGov, Inc. which will be in the amount not-to-exceed of \$110,613.00 for Budget Planning Software and \$36,630 in support services. The funding for this upgrade is already included in the FY2022-2023 Budget in Professional Services (GL Account No. 100-600-400-000) and will also be included in the FY2023-2024 Budget and every subsequent year until the service is no longer utilized.

RECOMMENDATION:

Staff recommends the City Council authorize the City Manager or his designee to execute Amendment No. 1 to the Professional Services Agreement as a five-year agreement with OpenGov, Inc. in an additional amount not-to-exceed \$110,613.00 for budget software and \$36,630.00 in support services.

_____/s/_____
Jasmin Bains
Deputy City Manager

December 29, 2022
Date

_____/s/_____
Fernando Santillan
City Manager

December 29, 2022
Date

ADDENDUM NO. 1
TO PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF SELMA
AND OPENGOV, INC.

This Addendum No. 1 to the Professional Services Agreement between the City of Selma, a municipal corporation, hereinafter referred to as “City” and OpenGov Inc. is made and entered into effective on December 29, 2022 (“Effective Date.”)

RECITALS

WHEREAS, on December 6, 2021, City and OpenGov, Inc. entered into Professional Services Agreement (Agreement) for the Licensing and Permitting Software, as approved by the City Council; and

WHEREAS the City hereby requests OpenGov Inc. to provide additional software support to include the Budget Planning Software.

NOW, THEREFORE, in consideration of the foregoing recitals, OpenGov Inc. and the City do hereby mutually agree as follows:

1. Amend the not to exceed amount within Section 5(a) of the Agreement dated December 6, 2021, to appropriate an additional One hundred and ten thousand six hundred thirteen dollars (\$110,613) in Software Costs and thirty six thousand six hundred and thirty dollars (\$36,630) in Support Services through December 31, 2027, to provide Budget Planning Software and Support Services.
2. Details of Amendment No. 1 are included in Exhibit A as attached.
3. In all other regards, the Agreement dated December 6, 2021, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have signed this agreement to be effective as of the Effective Date in the opening paragraph.

CITY OF SELMA, a municipal corporation

BY: Fernando Santillan, City Manager

OpenGov Inc.

BY:

**Exhibit A to the
OpenGov Software Services Agreement
with the City of Selma, CA**

This Exhibit A (“**Exhibit A**”) is effective as of December 31, 2022 (“**Exhibit A Effective Date**”) and is made to amend that OpenGov Software Services Agreement by and between OpenGov, Inc. (“**OpenGov**”) and the City of Selma, CA (“**Customer**”) dated December 15, 2021, as amended (“**Agreement**”).

1. Definitions. Capitalized words and terms used but not defined in this Exhibit A , shall have the meanings ascribed to them in the Agreement..

2. Exhibits. The Agreement is hereby amended as follows:

A. **Order Form:** Add the following fee schedule:

Product	Start Date	End Date	Total Price (USD)
Budgeting and Planning Dashboards, Financial Integration, Online Budget Book, Open Town Hall, Operating & Capital Budgeting, Reporting, Analytics, Workforce Planning, Story Builder, Transparency	1/1/2023	12/31/2023	\$20,000.00
Budgeting and Planning Dashboards, Financial Integration, Online Budget Book, Open Town Hall, Operating & Capital Budgeting, Reporting, Analytics, Workforce Planning, Story Builder, Transparency	1/1/2024	12/31/2024	\$21,000.00
Budgeting and Planning Dashboards, Financial Integration, Online Budget Book, Open Town Hall, Operating & Capital Budgeting, Reporting, Analytics, Workforce Planning, Story Builder, Transparency	1/1/2025	12/31/2025	\$22,050.00
Budgeting and Planning Dashboards, Financial Integration, Online Budget Book, Open Town Hall, Operating & Capital Budgeting, Reporting, Analytics, Workforce Planning, Story Builder, Transparency	1/1/2026	12/31/2026	\$23,153.00
Budgeting and Planning Dashboards, Financial Integration, Online Budget Book, Open Town Hall, Operating & Capital Budgeting, Reporting, Analytics, Workforce Planning, Story Builder, Transparency	1/1/2027	12/31/2027	\$24,410.00

Professional Services	Start Date	Total Price (USD)
Professional Services Deployment - Prepaid	1/1/2023	\$36,630.00

Total Budgeting and Planning + Professional Services Price	Start Date	Total Price (USD)
Professional Services Deployment - Prepaid	1/1/2023	\$36,630.00

Billing Frequency

Annual — See Table Below

Annual Subscription Total: See Billing Table

Billing Date	Amount Due
1/1/2023	\$56,630.00
1/1/2024	\$21,000.00
1/1/2025	\$22,050.00
1/1/2026	\$23,153.00
1/1/2027	\$24,410.00
Total Budgeting and Planning + Professional Services Fee:	\$147,243.00

B. **Address:** OpenGov's principal place of business is hereby amended to: PO Box 41340, San Jose, CA 95160

3. Legal Effect. The modifications set forth in this Exhibit A are effective as of the Exhibit A Effective Date. Except as expressly amended or modified by this Exhibit A all other terms of the Agreement shall remain unchanged and in full force in effect.

4. Conflict. In the event of any conflict between the main body of the Agreement and Exhibit A, this Exhibit A will control.

5. Counterparts. This Exhibit A may be signed in any number of counterparts (which may be transmitted by facsimile, PDF, or like method of transmission), each of which when executed and delivered shall be deemed to be an original but all of which taken together shall constitute one and the same agreement.

Customer: City of Selma, CA

OpenGov, Inc.

Signature _____
Name _____
Title _____
Date _____

Signature _____
Name _____
Title _____
Date _____



Statement of Work

City of Selma

Creation Date: 12/22/2022
Document Number: DD-03180
Version Number: 1
Created by: Mark Welch

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1. Overview and Approach

1.1. Agreement

This Statement of Work ("SOW") identifies services that OpenGov, Inc. ("OpenGov" or "we") will perform for City of Selma ("Customer" or "you") pursuant to that order for Professional Services entered into between OpenGov and the Customer ("Order Form") which references the Software Services Agreement or other applicable agreement entered into by the parties (the "Agreement").

- Customer acknowledges and agrees that this Statement of Work is subject to the confidentiality obligations set forth in the Software Services Agreement between OpenGov and City of Selma.
- Customer's use of the Professional Services is governed by the Agreement and not this SOW.
- Upon execution of the Order Form or other documentation referencing the SOW, this SOW shall be incorporated by reference into the Agreement.
- In the event of any inconsistency or conflict between the terms and conditions of this SOW and the Agreement, the terms and conditions of this SOW shall govern with respect to the subject matter of this SOW only. Unless otherwise defined herein, capitalized terms used in this SOW shall have the meaning defined in the Agreement.
- This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party.
- OpenGov will be deployed as is, Customer has access to all functionality available in the current release.

2. Statement of Work

This SOW is limited to the Implementation of the OpenGov Budget & Planning as defined in the OpenGov Responsibilities section of this document ([Section 2.4](#)). Any additional services or support will be considered out of scope.

2.1. Project Scope

Under this project, OpenGov will deliver cloud based Budget & Planning solutions to help the City of Selma power a more effective and accountable government. OpenGov's estimated charges and schedule are based on performance of the activities listed in the "OpenGov Responsibilities" section below. Deviations that arise during the project will be managed through the procedure described in Appendix A-2: Project Change Control Procedure, and may result in adjustments to the Project Scope, Estimated Schedule, Charges and other terms. These adjustments may include charges on a time-and-materials or fixed-fee basis using OpenGov's standard rates in effect from time to time for any resulting additional work or waiting time.

2.2. Facilities and Hours of Coverage

OpenGov will:

- A. Perform the work under this SOW remotely, except for any project-related activity which OpenGov determines would be best performed at your facility in the City of Selma in order to complete its responsibilities under this SOW.

- B. Provide the Services under this SOW during normal business hours, 8:30am to 6:00pm local time, Monday through Friday, except holidays.

2.3. Key Assumptions

The SOW and OpenGov estimates are based on the following key assumptions. Deviations that arise during the proposed project will be managed through the Project Change Control Procedure (see Appendix A-2) , and may result in adjustments to the Project Scope, Estimated Schedule, Charges, and other terms.

Per

- A. The OpenGov Suites are not customized beyond current capacities based on the latest release of the software.
- B. Individual software modules are configured based on discussions between OpenGov and Customer.
- C. Budgeting and Planning Suite
 - i. Customer will provide Budget and Actuals data within two (2) weeks immediately following the kick-off meeting.
 - ii. Customer has provided the following relevant dates:
 - 1. Operating Budget Kick Off is February;
 - 2. Capital Budget Kick off is February;
 - 3. Online Budget Book is due on June.
 - iii. OpenGov budget proposal configuration will include: up to number (X) department proposals and up to fifty (50) project proposals.
 - iv. OpenGov Online Budget Book (OBB) configuration will include:
 - 1. Six (6) Standard OBB templates; up to fifty (50) department stories pages and up to fifty (50) project pages from the templates; and up to two (2) reports with report views to use in the OBB.

2.4. OpenGov Responsibilities

2.4.1. Activity 1 – Project Management

OpenGov will provide project management for the OpenGov responsibilities in this SOW. The purpose of this activity is to provide direction to the OpenGov project personnel and to provide a framework for project planning, communications, reporting, procedural and contractual activity. This activity is composed of the following tasks:

Planning

OpenGov will:

- A. review the SOW, contract and project plan with Customer's Project Manager and key stakeholders to ensure alignment and agreed upon timelines;
- B. maintain project communications through your Project Manager;
- C. establish documentation and procedural standards for deliverable Materials; and

- D. assist your Project Manager to prepare and maintain the project plan for the performance of this SOW which will include the activities, tasks, assignments, and project milestones.

Project Tracking and Reporting

OpenGov will:

- A. review project tasks, schedules, and resources and make changes or additions, as appropriate. Measure and evaluate progress against the project plan with your Project Manager;
- B. work with your Project Manager to address and resolve deviations from the project plan;
- C. conduct regularly scheduled project status meetings; and
- D. administer the Project Change Control Procedure with your Project Manager.

Completion Criteria:

This is an on-going activity which will be considered complete at the end of the Services

Deliverable Materials:

- Weekly status reports
- Project plan
- Project Charter
- Risk, Action, Issues and Decisions Register (RAID)

2.4.2. Activity 2 – Initialization

OpenGov will provide the following:

- A. Customer Entity configuration
- B. System Administrators creation
- C. Solution Blueprint creation
- D. Data Validation strategy confirmation

Completion Criteria:

This activity will be considered complete when:

- Customer Entity is created
- System Administrators have access to Customer Entity
- Solution Blueprint is presented to Customer

Deliverable Materials:

- Solution Blueprint
- Sign-off of Initial Draft Solution Blueprint

2.4.3. Activity 3 – OpenGov Use Cases

OpenGov will provide the following:

- Budget & Planning Use Cases
- A. Centralized Operating Budget
 - B. Multi-Year Workforce Planning
 - C. Capital Improvement Planning
 - D. Interactive Online Budget Books

Completion Criteria:

This activity will be considered complete when:

- Budget & Planning Use Cases
- Chart of Accounts is configured
 - Operating Budget proposals are configured
 - Workforce Plan is configured
 - Online Budget Book templates are configured
 - Budget reports are configured

Deliverable Materials:

- Formal sign off document

2.4.4. Activity 4 – Training

Training will be provided in instructor-led virtual sessions or through OpenGov University Training courses. For any instructor-led virtual sessions, the class size is recommended to be 10, for class sizes larger than 10 it may be necessary to have more than one instructor.

Completion Criteria:

- Administrator training is provided
- Training on system functionality is provided
- End User training is provided

Deliverable Materials:

- Formal sign off document

2.5. Your Responsibilities

The completion of the proposed scope of work depends on the full commitment and participation of your management and personnel. The responsibilities listed in this section are in addition to those responsibilities specified in the Agreement and are to be provided at no charge to OpenGov. OpenGov's performance is predicated upon the following responsibilities being managed and fulfilled by you. Delays in performance of these

responsibilities may result in delay of the completion of the project and will be handled in accordance with Appendix A-1: Project Change Control Procedure.

2.5.1. Your Project Manager

Prior to the start of this project, you will designate a person called your Project Manager who will be the focal point for OpenGov communications relative to this project and will have the authority to act on behalf of you in all matters regarding this project.

Your Project Manager's responsibilities include the following:

- A. manage your personnel and responsibilities for this project (for example: ensure personnel complete any self-paced training sessions, configuration, validation or user acceptance testing);
- B. serve as the interface between OpenGov and all your departments participating in the project;
- C. administer the Project Change Control Procedure with the Project Manager;
- D. participate in project status meetings;
- E. obtain and provide information, data, and decisions within five (5) business days of OpenGov's request unless you and OpenGov agree in writing to a different response time;
- F. resolve deviations from the estimated schedule, which may be caused by you;
- G. help resolve project issues and escalate issues within your organization, as necessary; and
- H. create, with OpenGov's assistance, the project plan for the performance of this SOW which will include the activities, tasks, assignments, milestones and estimates.

2.6. Completion Criteria

OpenGov will have fulfilled its obligations under this SOW when any of the following first occurs:

- A. OpenGov accomplishes the activities set forth in "OpenGov responsibilities" section and delivers the Materials listed, if any; or
- B. The End date is reached

2.7. Estimated Schedule

OpenGov will schedule resources for this project upon signature of the order form. Unless specifically noted, the OpenGov assigned project manager will work with Customer Project Manager to develop the project schedule for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

The Services are currently estimated to start within two (2) weeks but no later than four (4) weeks from signatures and have an estimated end date of June 2023 ("End Date") or on other dates mutually agreed to between you and OpenGov.

2.8. Illustrative Project Timelines

The typical project timelines are for illustrative purposes only and may not reflect your use cases. Financial Integration means manual upload and not integration to ERP as part of the scope of this Statement of Work.

Budgeting & Planning Suite Illustrative Timeline		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Financial Integration										
Budget and Planning Suite	Chart of Accounts									
	Operating Budget									
	Workforce Planning									
	Capital Budget									
	Online Budget Book									
	Budget End User Training									
GoLive Support	Hypercare									
Customer is responsible for attending the kick off of each phase, providing any necessary data for each phase, participating in working sessions during active phases, and signing off on deliverables at the end of each phase.										

2.9. Charges

The Services will be conducted on a fixed price basis. This fixed price is exclusive of any travel and living expenses and other reasonable expenses incurred in connection with the Services. All charges are exclusive of any applicable taxes.

Should travel be incurred, you will be billed travel and living costs (including actual transportation and lodging, and per diem meal expenses) estimated at \$5,000.

2.10. Offer Expiration Date

This offer will expire on 12/31/2022 unless extended by OpenGov in writing.

Appendix A: Engagement Charter

A-1: Communication and Escalation Procedure

Active engagement throughout the implementation process is the foundation of a successful deployment. To help assess progress, address questions, and minimize risk during the course of deployment both parties agree to the following:

- **Regular communication** aligned to the agreed upon project plan and timing.
 - OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, in order to be able to address items when known.
- **Executive involvement**
 - Executives may be called upon to clarify expectations and/or resolve confusion.
 - Executives may be needed to steer strategic items to maximize the value through the deployment.
- **Escalation Process:**
 - OpenGov and Customer agree to raise concerns and follow the escalation process, resource responsibility, and documentation in the event an escalation is needed to support issues raised
 - Identification of an issue impeding deployment progress, outcome or capturing the value proposition, that is not acceptable.
 - Customer or OpenGov Project Manager summarizes the problem statement and impasse.
 - Customer and OpenGov Project Managers jointly will outline solution, acceptance or schedule Executive review.
 - Resolution will be documented and signed off following Executive review.
- **Phase Sign-Off**
 - OpenGov requests sign-offs at various stages during the implementation of the project. Once the Customer has signed-off, any additional changes requested by Customer on that stage will require a paid change order for additional hours for OpenGov to complete the requested changes.

A-2: Change Order Process

This SOW and related efforts are based on the information provided and gathered by OpenGov. Customers acknowledge that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing or email, by both Customer and OpenGov, and documented as such via a:

- **Change Order** - Work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date and be paid for by Customer. Changes might include:
 - Timeline for completion
 - Sign off process
 - Cost of change and Invoice timing
 - Amending the SOW to correct an error.

- o Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov.
- o Change in type of OpenGov resources to support the SOW.

A-3: Deliverable Materials Acceptance Procedure

Deliverable Materials as defined herein will be reviewed and accepted in accordance with the following procedure:

- The deliverable Material will be submitted to your Project Manager.
- Your Project Manager will have decision authority to approve/reject all project Criteria, Phase Acceptance and Engagement Acceptance.
- Within five (5) business days of receipt, your Project Manager will either accept the deliverable Material or provide OpenGov's Project Manager a written list of requested revisions. If OpenGov receives no response from your Project Manager within five (5) business days, then the deliverable Material will be deemed accepted. The process will repeat for the requested revisions until acceptance.
- All acceptance milestones and associated review periods will be tracked on the project plan.
- Both OpenGov and Customer recognize that failure to complete tasks and respond to open issues may have a negative impact on the project.
- For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the project.
- Any conflict arising from the deliverable Materials Acceptance Procedure will be addressed as specified in the Escalation Procedure set forth in Appendix A-1. As set forth in Section 6.1(e) of the Agreement, if there are extended delays (greater than 10 business days) in Customer's response for requested information or deliverable; OpenGov may opt to put the project on an "On Hold" status. After the Customer has fulfilled its obligations, Professional Services can be resumed and the project will be taken off the "On-Hold" status.
- Putting a project "on Hold" may have several ramifications including, but not restricted, to the following:
 - o Professional Services to the customer could be stopped;
 - o Delay to any agreed timelines; or
 - o Not having the same Professional Services team assigned.

Appendix B: Implementation Activities

B-1: OpenGov Budgeting & Planning Suite

Instance Creation

Budgeting & Planning Suite		
Description	OpenGov Responsibilities	Customer Responsibilities
Provisioning Reporting & Transparency Platform	OpenGov will: <ul style="list-style-type: none"> OpenGov will provision Customer's OpenGov entity and verify Customer has access to all purchased modules. 	Customer will: <ul style="list-style-type: none"> Confirm access to entity and modules.

Technical Project Review

Description	OpenGov Responsibilities	Customer Responsibilities
Technical Project Review	OpenGov will: <ul style="list-style-type: none"> Provide up to one (1) one-hour working sessions at the beginning of the project to: <ul style="list-style-type: none"> Review deliverables Review technical requirements Provide documentation on requirements and processes OpenGov Assumptions: <ul style="list-style-type: none"> Customer will provide relevant data within two (2) weeks immediately following the kick-off meeting. 	Customer will: <ul style="list-style-type: none"> Identify relevant participants for attendance. Confirm deliverables. Gather and provide relevant data for the project.

Chart of Accounts Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
Chart of Accounts (COA)	OpenGov will: <ul style="list-style-type: none"> Build Customer's COA in OpenGov in accordance with 	Customer will: <ul style="list-style-type: none"> Provide current COA and transactional data.

	<p>OpenGov technical requirements.</p> <ul style="list-style-type: none"> Review configured COA and uploaded data and provide training to Customer on how to: <ul style="list-style-type: none"> Manage new codes Edit COA Create Masks 	<ul style="list-style-type: none"> Validate and provide sign off on COA. Maintain the COA following configuration.
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Operating Budget Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
Operating Budget	<p>OpenGov will:</p> <ul style="list-style-type: none"> Configure up to two (2) Proofs of Concept (POC). Configure one (1) Budget instance, once POC is validated. Configure and upload Customer's base budget files into OpenGov budget instances. Configure OpenGov Budget Proposals and Worksheets for up to fifty (50) Departments in the base budget file based on the agreed upon structure. Review configured OpenGov Budget and provide training to Customer on how to: <ul style="list-style-type: none"> Create new Proposals and Worksheets Manage Budgets 	<p>Customer will:</p> <ul style="list-style-type: none"> Provide current budget. Validate Proof of Concept prior to OpenGov building out Budget Proposals and Worksheets. Validate and provide signoff on Budget Proposals and Worksheets.
Operating Budget Community Feedback Topic	<p>OpenGov will:</p> <ul style="list-style-type: none"> Configure one (1) standard budget topic in Community Feedback. Review configured OpenGov Topic and provide training to Customer on how to: <ul style="list-style-type: none"> Create new topics Manage topics Set Topics to Public and Closed. 	<p>Customer will:</p> <ul style="list-style-type: none"> Provide logo and branding guidelines. Validate and provide signoff on the standard budget topic. Update the standard budget topic with Customer relevant information.

Operating Budget Story	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Configure one (1) standard budget Story template. ● Review configured OpenGov Story and provide training to Customer on how to: <ul style="list-style-type: none"> ○ Create new Stories ○ Manage Stories ○ Publish Stories 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Provide logo and branding guidelines. ● Validate and provide signoff on Operating Budget Story template. ● Update standard budget Story with Customer relevant information
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Capital Budget Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
Capital Budget	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Configure up to one (1) Proofs of Concept (POC) ● Configure one (1) Budget instance, once POC is validated ● Configure and upload Customer's base budget files into OpenGov budget instances. ● Configure proposals and worksheets for up to fifty (50) Capital Projects in the base budget file based on the agreed upon structure ● Review configured OpenGov Budget and provide training to Customer on how to: <ul style="list-style-type: none"> ○ Create new Proposals and Worksheets ○ Manage Budgets 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Provide current budget. ● Validate Proof of Concept prior to OpenGov building out proposals and worksheets ● Validate and provide signoff on Budget Proposals.
Capital Budget Story	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Configure one (1) standard capital budget Story template. ● Review configured OpenGov Story and provide training to Customer on how to: <ul style="list-style-type: none"> ○ Create new Stories ○ Manage Stories ○ Publish Stories 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Provide logo and branding guidelines. ● Validate and provide signoff on Capital Budget Story template. ● Update standard budget Story with Customer relevant information

Workforce Planning Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
Workforce Planning	<p>OpenGov will:</p> <ul style="list-style-type: none"> • Provide cost elements based on Customer's existing personnel forecast to workforce document as per OpenGov's best practices. • Review configured OpenGov Workforce Plan and provide training to Customer on how to: <ul style="list-style-type: none"> o Create Cost Elements o Populate and upload the Position Template 	<p>Customer will:</p> <ul style="list-style-type: none"> • Provide Position calculations and tables. • Populate the Position Template and upload the completed template into OpenGov. • Validate and provide signoff on the Workforce Plan calculations. • Maintain the Workforce Plan and data once configured.

Budget and Planning Suite Reporting Configuration

Budget and Planning Suite Reporting	<p>OpenGov will:</p> <ul style="list-style-type: none"> • Set up one (1) export and Dataset View to enable OpenGov Budget Reports for the Operating and Capital Budget(s). • Configure up three (3) standard reports using the customer's integrated financial data: <ul style="list-style-type: none"> o Annual o Budget to Actuals o Transactions • Configure up to four (4) Operating Budget Reports using OpenGov budget data: <ul style="list-style-type: none"> o Milestones o Development o Details o Categories* • Configure up to four (4) Capital Budget Reports using OpenGov budget data: <ul style="list-style-type: none"> o Development o Details o Categories* o Capital Plan 	<p>Customer will:</p> <ul style="list-style-type: none"> • Validate and provide sign-off of Reports. • Maintain the Reports once configured. • Map OpenGov Budget export to Customer ERP import format.
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	<ul style="list-style-type: none"> ● Review configured OpenGov Reports and provide training Customer on how to: <ul style="list-style-type: none"> ○ Export Budget Data for use in OpenGov Reports. ○ Create new Reports ○ Manage Reports ○ Share Reports <p>*Budget Categories report is only available to customers using a zero-based budget.</p>	
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Online Budget Book Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
Online Budget Book (OBB)	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Based on best practices, build out the look and feel of six (6) Standard OBB Templates: <ul style="list-style-type: none"> ○ Home Page ○ Generic (multi-use) ○ Operating ○ Department ○ Capital ○ Capital Project ● Create up to two (2) OBB Reports using OpenGov Budget data and Report Views to use in Department and Project OBB Story Shells. ● Create Department and Project OBB Story Shells from OBB Templates for up to fifty (50) Departments and up to fifty (50) Projects and add OpenGov Report Views to Department and Project Story Shells. ● Provide up to ten (10) one-hour working sessions to answer Customer questions on OBB Configuration. 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Provide logo and branding colors to OpenGov. ● Sign off on OBB Templates prior to OBB Story Shell Configuration. ● Validate and sign off on OBB Department and Project Story Shells. ● Complete Department and Project Story Shells by adding Customer content including: <ul style="list-style-type: none"> ○ Narrative ○ Images ○ External Data ● Create remaining OBB Stories from OBB Templates for each section of the Table of Contents and add Customer content including: <ul style="list-style-type: none"> ○ Narrative ○ Images ○ External Data ● Create any additional Reports and Report Views needed to add to OBB.

		<ul style="list-style-type: none"> ● Attend working sessions to get answers on OBB questions. ● Make Stories public and Publish OBB.
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Working Sessions and Trainings

Description	OpenGov Responsibilities	Customer Responsibilities
Budgeting & Planning Working Sessions	OpenGov will: <ul style="list-style-type: none"> ● Per the agreed upon Project Plan, schedule working sessions with Customer's System Administrators to: <ul style="list-style-type: none"> ○ Review configurations; ○ Provide training on system functionality; ○ Gain feedback; and ○ Answer questions regarding configured system functionality. 	Customer will: <ul style="list-style-type: none"> ● Per the agreed upon Project Plan, attend working sessions to: <ul style="list-style-type: none"> ○ Understand configurations; ○ Gain training on system functionality; ○ Give feedback; and ○ Ask questions regarding configured system functionality
OpenGov University	OpenGov will: <ul style="list-style-type: none"> ● provide access to OpenGov University online training courses intended to teach users on the basics of OpenGov. 	Customer will: <ul style="list-style-type: none"> ● Review training courses
Reporting & Transparency Administrator Training	OpenGov will: <ul style="list-style-type: none"> ● Provide training to Customer System Administrators on how to: <ul style="list-style-type: none"> ○ Maintain the Chart of Accounts ○ Upload and manage data for reporting ○ Create and share Reports, Dashboards, Stories, and Topics. 	Customer will: <ul style="list-style-type: none"> ● Identify relevant participants and attend scheduled trainings.

Budgeting & Workforce Administrator Training	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Provide training to Customer System Administrators on how to: <ul style="list-style-type: none"> ○ Create and manage Budgets ○ Prepare to set up Next Year's Budget ○ Create and manage Workforce Plans including Cost Elements and Position Upload Templates ○ Export Budget Data for use in OpenGov Reports. 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Identify relevant participants and attend scheduled trainings.
Online Budget Book	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Provide one (1) 60- Minute System Training designed for OBB Administrators on how to: <ul style="list-style-type: none"> ○ Use and copy OBB Templates ○ Add Reports Views to Stories ○ Add Customer content including: narrative, images, and external data to Stories ○ Publish Stories ○ Update and maintain Stories. 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Identify relevant participants and attend scheduled trainings.
Virtual Budget End-User Training	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Provide two (2), 60-Minute training session(s) to Customer's Internal Users on how to: <ul style="list-style-type: none"> ○ Navigate Opengov Budgets and Reports 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Identify relevant participants and attend scheduled trainings.

Appendix C: Technical Requirements

C-1: OpenGov Budgeting & Planning Suite

Budgeting & Planning Suite	
Description	Technical Requirements
Chart of Accounts	<ul style="list-style-type: none"> • Flat file • .csv, .xls, .xlsx with headers • Active Accounts and Accounts with activity in the years of data being loaded into OpenGov.
Financial Data Files (Transactional Export)	<ul style="list-style-type: none"> • Flat file • .csv, .xls, .xlsx with headers • 3-5 Years of Data
Financial Data Files (Summary Revenue and Expense Export)	<ul style="list-style-type: none"> • PDF export
Current Budget	<ul style="list-style-type: none"> • Flat file • .csv, .xls, .xlsx with headers • Operating Budget • Capital Budget
Personnel Calculations and Tables	<ul style="list-style-type: none"> • PDF, Word, csv, .xls, .xlsx with headers
Forms & Workflow	<ul style="list-style-type: none"> • PDF, Word, .csv, .xls, .xlsx with headers
Non-Financial Data Files	<ul style="list-style-type: none"> • Flat file • .csv, .xls, .xlsx with headers
Logo Image	<ul style="list-style-type: none"> • .jpg or .png format • Transparent
Branding guidelines	<ul style="list-style-type: none"> • Hex codes/color schemes

CITY MANAGER'S/STAFF'S REPORT
COUNCIL MEETING DATE:

December 29, 2022

ITEM NO: 2

SUBJECT: MADDY ACT BOARDS AND COMMISSIONS APPOINTMENTS

BACKGROUND: In accordance with Government Code Section 54972, on or before December 31 of each year, the City of Selma must post a list of Boards, Commissions and Committees that have members whose terms will expire during the next calendar year. We also are required to list the necessary qualifications for the position. This list is published to further encourage residents to volunteer to serve on the City Council appointed City Boards, Commissions and Committees.

DISCUSSION: This is an information only item.

FISCAL IMPACT: None.

RECOMMENDATION: This is an information only item. No action is required at this time.

_____/s/_____
Fernando Santillan
City Manager

December 29, 2022
Date



C I T Y O F S E L M A

1710 TUCKER STREET • SELMA, CALIFORNIA 93662

Notice is Hereby Given that in compliance with the requirements of the Maddy Act, California Government Code Section 54972 et. Seq., the following appointment list is posted on or before December 31, 2022. The list identifies members of Boards and Commissions and the dates of their terms of office as of the time of this posting. Please Note: the names on this list are subject to change based on term expirations and resignations that occur during the year.

COMMISSION NAME	TERM EXPIRES
<u>Planning Commission (4 year Terms)</u>	
Johnny Gonzalez	6/30/2023
Ramza Coury	6/30/2023
Parveen Sandhu	6/30/2024
Nidya Juarez	6/30/2024
Greg Garcia	6/30/2025
Theresa Salas	6/30/2025
Mandeep Singh	6/30/2026
<u>Recreation & Community Services (2 year Terms)</u>	
Santiago Oceguela	6/30/2023
Diego Haro	6/30/2023
Ken Robison	6/30/2024
Yolanda Torrez	6/30/2024
Vacant	6/30/2023
Vacant	6/30/2024
Andrea Affrunti	No Expiration
<u>Personnel Commission (4 year Terms)</u>	
Rosemary Alanis	6/30/2023
Louis Franco	6/30/2023
Danny Serimian	6/30/2025
Theresa Salas	6/30/2025
Greg Garcia	6/30/2025
<u>Pioneer Village Commission (2 year Terms)</u>	
Char Tucker	6/30/2023
Vacant	6/30/2023
Robert Allen	6/30/2024
Joel Fedor	6/30/2024
Jesse Crouch	6/30/2024
Louis Franco	6/30/2024
Mike Valverde	6/30/2024
<u>Measure "S" Oversight Committee (3 year Terms)</u>	
Louis Franco	6/30/2024
Charlotte Tucker	6/30/2024
Vacant	6/30/2024
Michael Ridgway	6/30/2023
Jennifer Earle	6/30/2023

City of Selma Commission Information

Planning Commission/ Traffic-Streets Commission

Planning Commission member's terms are for four (4) years unless an appointment is made to fill an unexpired term. Appointees are required to be at least 18 years old and live within the Selma city limits. The Planning Commission plays a major role in establishing present and future land use policy for Selma. The Commission meets to determine issues and policies related to traffic and/or street issues. Certain decisions of the Planning Commission ultimately go to the City Council for final approval or denial. The Commission is comprised of seven members and meets on the fourth Monday of each month at 6:00 p.m. at Selma City Hall.

Recreation and Community Services Commission

Community Services Commission member's terms are for two years, unless an appointment is made to fill an unexpired term. Appointees are required to live within the city limits of the City of Selma. The Commission meets to determine issues and policies regarding recreation issues. There are seven regular members comprised of six citizens appointed at large and one representative appointed by the Selma Unified School District. The Commission meets on the third Wednesday of each month at 6:30 p.m. at Selma City Hall.

Personnel Commission

Appointees are required to be at least 18 years old and live within the city limits of the City of Selma. Personnel Commission members serve for four years unless appointed to fill an unexpired term. The Personnel Commission's function is to hear appeals submitted by any person in the competitive service (city employees) relative to any disciplinary action, dismissal, demotion, charge of discrimination, or alleged violation and to review personnel policies and procedures. The Commission is comprised of five members and meets on a *needs only* basis.

Pioneer Village Commission

Pioneer Village Commissioner's terms are for two years unless an appointment is made to fill an unexpired term. Appointees must be at least 18 years old and either live or have a business in the Selma city limits. The Commission is comprised of seven members who meet to develop policy and procedure for Selma's Pioneer Village. The Commission meets on the first Thursday of each month at 5:30 p.m.

Measure "S" Oversight Committee

The Measure "S" Oversight Committee's purpose is to ensure that the expenditures made from Measure "S" funds are spent according to the purposes specified in the measure's expenditure plan. Measure "S" is the half-cent sales tax increase approved by the voters to help fund safety (Police and Fire) services in the City of Selma. The committee is comprised of five members whose terms run for three years each. Applicants must be at least 18 years of age and live within the Selma city limits. This committee will meet at least annually with the date and time to be determined.

General Information

- All Commission members must be residents of the City of Selma unless otherwise stated.
 - Applicants must be willing to attend and actively participate at regular and special meetings.
 - Appointees must have an interest in being of service to the City of Selma and its citizens.
- Further information and applications may be obtained by contacting the City Clerk.