

**CITY OF SAN MATEO
RESOLUTION NO. ____ (2025)**

**APPROVING A SUPPLEMENTAL BUDGET APPROPRIATION IN THE AMOUNT OF \$210,172 FROM THE
UNASSIGNED FUND BALANCE OF THE EQUIPMENT REPLACEMENT FUND TO THE CAPITAL BUDGET FOR THE
ENTERPRISE RESOURCE PLANNING SOFTWARE PROJECT**

WHEREAS, the City Council awarded a master services agreement to Collaborative Solutions, LLC, now known as Cognizant, in February 2022 for enterprise resource planning (ERP) system implementation services for the ERP Planning Software Project (Project); and

WHEREAS, additional time is required to complete the Deployment Stage of the Project to ensure proper system functioning and to prevent payroll or benefits errors that may adversely impact employees at go-live; and

WHEREAS, an additional 12 weeks will provide Human Resources and Payroll more time to complete payroll testing, meet and confer with City staff, deliver training to users, and deploy on a new go-live date of March 16, 2025; and

WHEREAS, additional funds in the amount of \$210,172 in the Capital Budget for the Project is required to cover the additional 12 weeks required; and

WHEREAS, there are sufficient funds in the unassigned fund balance of the Equipment Replacement Fund to provide for the additional 12 weeks for the Project; and

WHEREAS, approval of this appropriation will enable the execution of Change Orders with Collaborative Solutions, LLC and Workday, Inc. to assist with ERP-related services during the additional 12 weeks.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, RESOLVES that:

1. This City Council action is not a project subject to CEQA, because it consists of a governmental fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)
2. A supplemental budget appropriation of \$210,172, of unassigned fund balance from the Equipment Replacement Fund, to increase the budget for the Enterprise Resource Planning Software Project (Project No. 200001) by \$210,172 is approved.