



## Legislation Details (With Text)

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**On agenda:** 5/7/2019      **Final action:**

**Title:** Enterprise Project Implementation Quarterly Update (Enterprise Resource Planning (ERP) and Permitting Solution) (Information Technology Director Taylor).  
RECEIVE REPORT

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. PowerPoint Presentation

Date	Ver.	Action By	Action	Result
5/7/2019	1	City Council Regular Meeting		

**TO:**  
Honorable Mayor and Members of the City Council

**THROUGH:**  
Bruce Moe, City Manager

**FROM:**  
Sanford Taylor, Information Technology Director  
Steve S. Charelian, Finance Director  
Leilani Emnace, Information Systems Manager

**SUBJECT:**  
Enterprise Project Implementation Quarterly Update (Enterprise Resource Planning (ERP) and Permitting Solution) (Information Technology Director Taylor).  
**RECEIVE REPORT**

**RECOMMENDATION:**  
Staff recommends that the City Council receive the quarterly status report on the enterprise project implementation (Enterprise Resource Planning (ERP) and Permitting Solution).

**FISCAL IMPLICATIONS:**  
There are no fiscal implications associated with the recommended action. However, this report discusses projects with fiscal implications that have been approved by the City Council.

**BACKGROUND:**  
On July 17, 2018, the City Council approved the Tyler Munis Enterprise Resource Planning (ERP) and Tyler EnerGov Permitting Solution. During that meeting, the City Council requested quarterly updates on the implementation of both projects to ensure they remain on target and within budget.

Previously, the City Council received a project update at the January 2<sup>nd</sup>, 2019, City Council meeting.

**DISCUSSION:**

*Munis Enterprise Resource Planning (ERP) Software*

After the City Council approved the project on July 17, 2018, the contract documentation was processed and the procurement completed. An internal project launch was initiated in August 2018; the official Tyler project kickoff meeting took place in late October 2018. Since project launch, Information Technology (IT) and Finance have been meeting weekly to address project milestones, deliverables, and requirements. In addition to these weekly status meetings, the core Financials team has been meeting twice a week and on an ad hoc basis to develop a new Chart of Accounts (e.g., the accounting codes) that will maximize the use of the features in the new Munis system. The first draft document was delivered to Tyler in March and the first vendor review of the Chart of Accounts was completed.

In March 2019, Tyler hosted role-based permissions training for the core Financial team and IT to assist staff with developing a security permissions matrix by position/role. The Financials Project Manager from Tyler was onsite from April 22-25 providing training to the core Financial team on General Ledger, Budget, and Project Accounting setup and best practices. During the training sessions, the IT team facilitated the upload of the second draft of the Chart of Accounts.

The system's infrastructure has been in place and in testing since October 2018. IT has been working with Tyler technical support to improve system performance.

The project is currently on target with phase one financials scheduled to go live in July 2020.

Project Cost:

\$1,193,000 (software, services, and five-year maintenance)

Utilized Amount:

<u>Subtotal Spent as of January 2019 (last project update)</u>		<u>\$189,900</u>
Paid Amount Breakdown		
85% of overall software license cost	\$183,900	
Implementation services & travel fees	\$6,000	
<u>Subtotal Spent February - April 2019</u>		<u>\$44,033</u>
Paid Amount Breakdown		
15% of overall software license cost	\$32,496	
Implementation services & travel fees	\$11,537	
	<b>Overall Total Spent</b>	<b><u>\$233,933</u></b>
	<b>Remaining Balance</b>	<b><u>\$959,067</u></b>

*EnerGov Permitting Solution*

On July 17, 2018, the City Council also awarded a contract to Tyler for the EnerGov Permitting

Solution. The EnerGov project kickoff meeting took place January 2019 and was well attended by various City departments. Since August 2018, internal project weekly meetings have been in place to ensure project activities, milestones, and prerequisites are addressed in a timely manner. In addition to the IT project meetings, the permitting project lead has held multiple meetings weekly with City departments' subject matter experts developing and streamlining workflows for various permit types. The documentation is currently under development and should be finalized by the end of April 2019.

The EnerGov permitting system application environments have been installed and in testing since October 2018. Information Technology has been working with Tyler technical support on the implementation of system single sign-on, utilizing staff's existing network credentials.

In the IT Training Center, Tyler hosted EnerGov fundamentals training in March 2019 which was well attended by City departments. Subject matter expert training will take place in April and May 2019.

The project is currently on target with and is scheduled to go live in January 2020.

**Project Cost:**

\$550,000 (software, services, and five-year maintenance)

**Utilized Amount:**

<u>Subtotal Spent as of January 2019 (last project update)</u>		<u>\$156,000</u>
Paid Amount Breakdown		
85% of overall software license cost	\$156,000	
<u>Subtotal Spent as of April 2019</u>		<u>\$43,390</u>
Paid Amount Breakdown		
15% of overall software license cost	\$27,540	
Implementation services & travel fees	\$15,850	
	<b>Overall Total Spent</b>	<b><u>\$199,390</u></b>
	<b>Remaining Balance</b>	<b><u>\$350,610</u></b>

**CONCLUSION:**

In conclusion, staff recommends that the City Council receive the quarterly status report on the enterprise project implementation (Enterprise Resources Planning (ERP) and Permitting Solution).

**PUBLIC OUTREACH:**

After analysis, staff determined that public outreach was not required for this issue.

**ENVIRONMENTAL REVIEW:**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that there is no possibility that the activity may have a significant effect on the environment; therefore, pursuant to Section 15061(b)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

**LEGAL REVIEW:**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

**ATTACHMENT:**

1. PowerPoint Presentation