

2015- 2019 Capital Budget Request Form

Department Agency Number	400	Contact Name							
Department Name	Finance	Contact Number							
Date		Contact E-Mail							
Request #	Department Ranking	Priorty Criteria Ranking	Project Name	Project Amount	2015	2016	2017	2018	2019
1	1	51	Replace city's financial system (ERP)	\$ 7,000,000.00					
2	0	0	0	\$ -					
3	0	0	0	\$ -					
4	0	0	0	\$ -					
5	0	0	0	\$ -					
6	0	0	0	\$ -					
7	0	0	0	\$ -					
8	0	0	0	\$ -					
9	0	0	0	\$ -					
10	0	0	0	\$ -					
TOTAL				\$ 7,000,000.00	0	0	0	0	0

Department Head Signature _____ Printed Name _____

Date _____

Capital Budget Request Form			
Agency Number	400	Department Name	Finance
Project Name	Replace city's financial system (ERP)	Department Priority Ranking	1
Project Type	Upgrade	Is a Land acquisition needed? (Y/N)	No
Will this project be a permanent immovable improvement?	Blank	Does the request meet the General Obligation Bond requirement?	Yes
Project Address	City Hall	Council District	B
Detailed Summary: Include Scope of work, parking requirements, landscaping, etc.	<p>The city's financial systems are critical to all operations of City government. The outdated legacy systems currently used for accounting for all city spending, buying goods and services, paying vendors, and administering grants and contracts, are in urgent need of replacements. In 2009, the city analyzed the need for a new ERP system and concluded it was needed urgently. The transition task force on financial management in 2010 recommended a long-term solution to replace the city's financial systems. Numerous state, federal and OIG studies have highlighted the insufficient internal controls with the current systems, the risks of not replacing them and the significant deficiencies in system security. Progress has been made in 2014 with the payroll system being replaced, as it was most at risk; and with a new sales tax system being implemented this year. This proposal seeks funding to replace the remaining financial systems and upgrade the property tax collection system, which currently is used to process over \$450 million of local taxes each year.</p>		
Five Year Summary	Funding is requested in the amount of \$7M in the four years 2015-2018.		
Has an Architect or Engineer prepared drawings for this project?	No	If Yes please explain how this was funded and current status	Significant work was undertaken in 2009 in partnership with GFOA, the national government finance organization, to develop specifications for a new system. Parts of these specifications were used for the RFP for the sales tax portion already underway.
Will this project increase your department's current operating expenses? (i.e. require additional staff, maintenance, utilities)	No	Please provide estimate of increase or decrease operating costs.	Project is expected to reduce existing costs related to legacy systems, such as the mainframe, that are both difficult and expensive to maintain. Having two separate accounting systems is also risky in that the mechanisms that move data between them daily were built in almost ten years ago and expected to last 6 months.
Estimated Cost of Project: (include Design, Construction, Testing, Contingency, etc.)	\$ 7,000,000.00	Proposed Funding Source	\$7 million over four years would be funded by city capital funds; not anticipated to use bonding.
Does this project fall in line with the current Zoning requirements	Yes	If no please list required change	
Please discuss how the project conforms to objectives and recommendations of the Master Plan:	Not directly related to the specific objectives but critical to the city's ability to implement any given project or program of projects. The grants and capital modules of the current systems are particularly old and outdated, even given the overall condition of the city's systems, and have resulted in a number of findings each year related to insufficient controls, reporting, or security.		
What Benefit(s) will be provided to Public from this project?	Taxpayers will have the level of assurance that their taxes are spent with all modern controls, security and transparency in place.	For what year are you requesting the Project? 2015, 2016, 2017, 2018, or 2019?	Funding over 2015 to at most 2018.

Is the surrounding infrastructure (i.e. utilities, road network) sufficient to support the intended use of the project?	Yes	If no please discuss required improvements and estimated costs	
---	-----	--	--

Capital Budget Request Priority Rating Form

Agency Number	Blank	Department Name	Blank
---------------	-------	-----------------	-------

Project Name	Replace city's financial system (ERP)	Department Priority Ranking	1
--------------	---------------------------------------	-----------------------------	---

Categories	Rating	Score	
Public Health and Safety	1	3	
External Requirements	1	3	
Protection of Capital Stock	1	3	
Economic Development	1	3	
Operating Budget	1	3	
Life Expectancy of Project	1	3	
Percent of Population Served by Project	1	3	
Relation to dopted Plans	1	3	
Intensity of Use	1	3	
Scheduling	1	3	
Benefit/ Cost	1	3	
Potential for Duplication	1	3	
Availability of Financing	1	3	
Special Need	1	3	
Entergy Consumptom	1	3	
Timeliness/ External	1	3	
Public Support	1	3	
TOTAL Ranking			17