Notice of a Special Meeting of the
FINANCE COMMITTEE and/or CITY COUNCIL
1:00 p.m. – Monday, April 28, 2014
PASADENA CITY HALL - COUNCIL CHAMBERS ROOM S249

NOTICE IS HEREBY GIVEN that a special meeting of the Finance Committee and/or City Council will be held **Monday, April 28, 2014** at **1:00 p.m.** in the **COUNCIL CHAMBERS ROOM S249**, at City of Pasadena City Hall, 100 N. Garfield Ave., Pasadena, California.

A. CALL TO ORDER

B. PUBLIC COMMENT (Three minutes - limited to items on the agenda.)

C. NEW BUSINESS

1. Recommended Fiscal Year 2015-2019 Capital Improvement Program Budget
   - Streets and Streetscapes
   - Street Lighting
   - Sewers and Storm Drains
   - Parks and Natural Resources
   - Arroyo Projects
   - Municipal Buildings and Facilities
   - Transportation
   - Parking

D. INFORMATION ONLY

1. Enterprise Resource Planning (ERP) Quarterly Project Status Report

E. ADJOURN SPECIAL MEETING

BILL BOGAARD
Mayor

TERRY TORNEK
Chair, Finance Committee

This notice, in its entirety, was posted at City Hall and distributed as indicated below by 5:30 p.m. on Thursday, April 24, 2014.

Lori Eubanks, Recording Secretary
Finance Committee

Distribution:

City Council	Los Angeles Times	City Manager
Star-News	City Attorney	Pasadena Weekly
City Clerk	La Opinion	Main Library
Pasadena Journal	Council Chambers Bulletin Board	City Hall Front Kiosk

Department of Information Technology

MEMORANDUM

April 28, 2014

To: Finance Committee

From: Phillip Leclair
Chief Information Officer

Subject: Enterprise Resource Planning (ERP) Quarterly Project Status Report

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This item is for information only.

As part of staff efforts to ensure the Enterprise Resource Planning (ERP) Project stays on schedule and within budget, the attached report provides an update to the Finance Committee on the current activities and status through April 2014. The report includes a project status with updates on the project budget, schedule, accomplishments, planned activities and any major issues. A financial summary is included through March 31, 2014.

The Department of Information Technology plans to provide updated status reports to the Finance Committee on a quarterly basis.

ATTACHMENTS:
Attachment 1 – ERP Quarterly Project Status Report
Attachment 2 – ERP Financial Summary

Attachment 1

Department of Information Technology
Enterprise Resource Planning (ERP)
Quarterly Project Status Report
April 28, 2014

The project continues to move forward towards a July 2015 Phase 1: Finance Go-live. The highlights of the activities that occurred since the November 25, 2013 contract signing through April 2014 and the plans for the next quarter are listed below:

Budget: Project is on budget. Actual dollars spent: $291,156 which is 21% of the FY14 budget and 6% of the total budget as reported through March 31, 2014. The main expenses through the remainder of the fiscal year will be attributable to hardware and software costs.

Schedule: Project is on schedule. Project Kick-Off with the vendor occurred April 2-3, 2014. The system hardware and software installation occurred April 21-23, 2014. Percentage of project completed: 6%.

Accomplishments: Finalized and approved Tyler contract, procured system hardware and installed software, started analysis for department as-is processes and completed Kick-Off meeting with the vendor on-site.

Next quarters' planned activities: Within the next quarter the project schedule will be finalized and Phase 1 Financials planning and analysis will be underway.

Major Issues: There are no issues to report for this period and none anticipated in the next quarter.

Attachment 2

Department of Information Technology
Enterprise Resource Planning (ERP)
Financial Summary
Through March 31, 2014

Expense Category	Budget	FY14 Expenditures to Date	FY14 Anticipated Expenditures	Expenditures Life of Project	Project Balance as of 3/31/14
Personnel [(1)]	2,185,203	273,572	535,936	346,694	1,838,510
Services & Supplies					
Equipment - Hardware	167,000	0	127,000	0	167,000
Contract Services - Tyler Technologies	2,986,435	0	667,398	0	2,986,435
Contract Services - Professional Services	237,085	17,585	38,651	56,764	180,321
Project Contingencies	839,277	0	18,715	0	839,277
Internal Services	0	0	0	0	0
Total:	**6,415,000**	**291,156**	**1,387,700**	**403,458**	**6,011,542**

Note: (1) Personnel costs include both City and temporary agency staff costs.