

Memorandum



CITY OF DALLAS

DATE February 27, 2015

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),
Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT Upcoming Agenda Item: Budget Preparation System Purchase

The March 25, 2015 Council Agenda will include an item to authorize an agreement for acquisition of software, implementation consulting, training and 60 months of maintenance and hosting services to implement a budget preparation and management system with Entap, Inc. in an amount not to exceed \$2,292,720.

The current budget process utilizes several different applications to develop the annual budget, generate budget documents, record and track performance measures, and monitor the adopted budget. All of these tasks are accomplished without integration between the various applications and the Advantage 3 Financial System. The applications currently in use are outdated and do not possess the capability to provide forecasting scenarios to aid in the decision making process.

This service contract will provide externally hosted infrastructure, application implementation services, and ongoing system management and support. The system will drastically reduce the need for various systems and applications by encompassing the budget requests, budget document development, forecasting and performance measures tools in a single application. The new system will also allow for integration with the City's human resources information system which will aid in more accurate salary forecasting and financial planning. Additionally, the budget request tool will shift much of the effort of the department from time consuming manual transactions to more in depth analysis and decision-support and allow staff to perform "what if" analyses during development of the budget. The budget preparation system will better prepare the City for the changing financial environment by providing support for enhanced analysis, planning and decision making capabilities, and allowing up-to-date access to data.

Please let me know if you need additional information.

A handwritten signature in blue ink that reads "Jeanne Chipperfield".

Jeanne Chipperfield
Chief Financial Officer

c: Honorable Mayor and Members of City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, First Assistant City Manager

Jill A. Jordan, P.E., Assistant City Manager
Joey Zapata, Assistant City Manager
Mark McDaniel, Assistant City Manager
Eric D. Campbell, Assistant City Manager
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager