ERP

ENTERPRISE RESOURCE PLANNING SYSTEM

City of Petersburg

VIRGINIA

WHAT IS AN ENTERPRISE RESOURCE PLANNING SYSTEM?

- **Enterprise resource planning** (ERP) refers to a type of software that organizations use to manage day-to-day business activities such as accounting, procurement, human resources, risk **management** and asset management.

IMPLEMENTATION TIMELINE

2021

PHASE I - PLANNING
Define Procurement Process
Issue RFI & RFP
Determine Funding Mechanism
Select Vendor
Contract Negotiation
Data Cleansing

2022

PHASE II- PRE IMPLEMENTATION
Customization
Training
Data Conversion

PHASE III IMPLEMENTATION
Financial Management
Budget

2023

PHASE IV IMPLEMENTATION
Human Resources
Payroll
Taxes

2024

PHASE V IMPLEMENTATION
Utility Billing
Remaining Modules

UPDATE- APRIL 6$^{\text{TH}}$

- Staff has met to define the procurement process
  - RFI issued on March 29$^{\text{th}}$

- Next steps
  - Deadlines for responses April 26

- Staff has met to discuss funding opportunities
  - Provide council with update on results of RFI, including potential costs
  - Council direction on funding mechanism

POTENTIAL FUNDING SOURCE(S)

Funding Mechanisms	Pros	Cons
1) Debt issuance	• Pay overtime • Does not impact fund balance	• Reduces borrowing capacity • Economic uncertainty (COVID-19) • Interest payments
2) Operating budget	• Pay as you Go • No Debt or Interest	• Revenue Uncertainty • Reduction will be required in other areas
3) Fund Balance	• Funds currently exist	• Negative appearance to credit agencies