



## COUNCIL MINUTES

October 13, 2011

The City Council of the City of Mesa met in a Study Session in the lower level meeting room of the Council Chambers, 57 East 1st Street, on October 13, 2011 at 7:34 a.m.

### COUNCIL PRESENT

Scott Smith  
Christopher Glover  
Dina Higgins  
Dennis Kavanaugh  
Dave Richins

### COUNCIL ABSENT

Alex Finter  
Scott Somers

### OFFICERS PRESENT

Christopher Brady  
Debbie Spinner

Mayor Smith excused Vice Mayor Somers and Councilmember Finter from the entire meeting.

#### 1. Review items on the agenda for the October 17, 2011 Regular Council meeting.

All of the items on the agenda were reviewed among Council and staff and the following was noted:

Conflict of interest: None:

Items removed from the consent agenda: None

#### 2-a. Hear a presentation and discuss the CityEdge Financial System Replacement Project.

Information Technology Project Manager II Valerie O'Brien, Chief Information Officer Diane Gardner and Senior Executive Manager Chuck Odom addressed the Council relative to this agenda item.

Ms. O'Brien displayed a PowerPoint presentation (**See Attachment 1**) and reported that it has been approximately a year since staff made a presentation to the Council regarding the CityEdge Project. She stated that staff was prepared to update the Council with respect to the progress they have made thus far.

Ms. O'Brien advised that CityEdge is the Citywide replacement of multiple financial and business systems and briefly reviewed the various systems. (See Page 2 of Attachment 1) She explained that CityEdge is a four-phase project (Performance Budgeting, Financials,

Timekeeping, and HRM/Payroll) and noted that she was pleased to announce that the project is on time and on budget across all phases. (See Page 3 of Attachment 1)

Ms. O'Brien highlighted the 34-month project timeline (See Page 4 of Attachment 1) and indicated that staff was about one-third of the way through the project, with a significant amount of work yet to be completed. She said that over the next two years, staff anticipates providing the Council additional updates as the project continues to progress.

Ms. O'Brien remarked that with respect to major milestones, in May of this year, the NEOGOV Online Recruiting System "went live." She stated that on November 1<sup>st</sup>, the system will have its first "go live" within the Financial Suite for Performance Budgeting and Management Solutions. She explained that there will be three "go lives" for the new budget process. She said the first will bring the live application online to the Budget Department so that staff can begin their preparations for the FY 2012/13 budget. Ms. O'Brien advised that in January 2012, City departments will start their training so that they can "build" their FY 2012/13 budget in the new system. She also noted that in July 2012 when the Financial System "goes live," there will be a third "go live" associated with staff's ability to perform "budget to actual reporting," which will occur in August 2012.

Ms. O'Brien further reported that CityEdge, which is the largest business project the City of Mesa has ever undertaken, currently has 72 individuals working on the project, including contractors, vendors, Project Managers, the technical team and functional staff supporting the project. She said that as the project transitions into the "build phase," it is anticipated that additional space will be needed in order to accommodate staff who will participate in testing, training and the ongoing efforts associated with the project.

Ms. O'Brien advised that staff has worked hard to ensure that CityEdge is truly a Citywide project. She noted that on average, there are an estimated 200 to 300 contacts per month with staff outside of the project, such as readiness planning with Departmental coaches and financial reviews with Extended Team members.

Ms. O'Brien commented that in the last three to four months, staff has reached a point in the project where they require some guidance and assistance in their decision making as it relates to certain critical areas and particularly timekeeping. She explained that CityEdge will deliver an automated solution for the City's timekeeping, which will bring with it opportunities for interpreting how the City actually builds its rules in the system.

Ms. O'Brien noted that when a human process is turned into an automated process, it is important that the City remains consistent in the application of its rules. She said that the Executive Steering Committee, which includes the Deputy City Managers and designees, is very involved in CityEdge. Ms. O'Brien commented that in addition to attending regular status meetings, the Committee has become "the basis of staff's decision panel." She added that all foundational decisions "bubbling up" through the project are presented to the Executive Steering Committee.

Ms. O'Brien commented that CityEdge is a "paradigm shifting change project" for Mesa and highlighted a series of benefits that will occur as a result of the project. (See Pages 7 and 8 of Attachment 1) She stated that today's transactions will be tomorrow's reports, whether it is expenditures, purchase orders, payables and receivables or hours worked. Ms. O'Brien added

that staff will no longer find themselves lagging anywhere between 15 and 40 days waiting for financial data.

Ms. O'Brien also remarked that CityEdge provides a platform upon which staff can look at all of the City's business processes and adopt best practices in the context of how Mesa conducts business. She noted that the City's 35-year old Financial System has many "colloquial" management practices associated with it and said that at the heart of the AMA Advantage is a system that was built from the ground up for government.

City Manager Christopher Brady commented that as the City moves toward automation, more and more City practices, especially timekeeping and payroll, will become more standardized. He stated that this matter will most likely be brought back to Council as staff looks at the City's Personnel Rules and how to account for time to ensure that it is consistent with the Federal Labor Standards Act (FLSA) and across the organization.

Mayor Smith noted that the City's current timekeeping system is "a 1960's system," which requires staff to manually fill out timesheets and calculate hours.

Mr. Brady advised that with the diversity of services that the City of Mesa provides and the associated time schedules, there are many different variations (i.e., standby, overtime, and working weekends) that can create a complex timekeeping system. He stated that the automation would allow such calculations to take place in a more consistent and accurate manner.

Mayor Smith commented that hopefully the automation would eliminate "human error and interpretation."

Mr. Brady further commented that while it was important to recognize the dedication and hard work of staff who are working on the CityEdge Project, it is equally important to acknowledge those staff members "back at the office" who are tasked with "picking up the slack" for those individuals currently working on this special assignment.

Mayor Smith acknowledged that implementing CityEdge is not an easy task, but said that the long-term benefits will far outweigh any hardship being endured by staff at this time. He thanked everyone for the informative presentation and said he looked forward to the project moving forward,

3. Acknowledge receipt of minutes of various boards and committees.

3-a. Judicial Advisory Board meeting held March 2, 2011

It was moved by Councilmember Kavanaugh, seconded by Councilmember Glover, that receipt of the above-listed minutes be acknowledged.

Mayor Smith declared the motion carried unanimously by those present.

4. Hear reports on meetings and/or conferences attended.

Councilmember Kavanaugh: East Valley Chapter of the NAACP 15<sup>th</sup> Annual Freedom Fund Gala; Fiesta Mall Event at which the Mesa Fire Department taught citizens new CPR techniques.

Mayor Smith: Dobson Ranch Town Hall; Red Mountain United Methodist Church Event; News Conference announcing that the former Air Force Research Lab is now known as the Arizona Laboratories for Security and Defense Research (AZLabs).

5. Scheduling of meetings and general information.

City Manager Christopher Brady stated that the meeting schedule is as follows:

Saturday, October 15, 2011, 8:00 a.m. – District 6 Pancake Breakfast

Saturday, October 15, 2011, 8:00 a.m. – ACE Express Recycling Event

Monday, October 17, 2011, 4:00 p.m. – Community & Cultural Development Committee

Monday, October 17, 2011, 5:15 p.m. – Study Session

Monday, October 17, 2011, 5:45 p.m. – Regular Council Meeting

Mayor Smith announced that on October 5<sup>th</sup>, the City of Mesa held its first iMesa Village meeting. He stated that the second meeting is scheduled for Wednesday, October 19, 2011 at 6:00 p.m. at the Power Square Mall, 2055 South Power Road.

6. Items from citizens present.

There were no items from citizens present.

7. Adjournment.

Without objection, the Study Session adjourned at 8:11 a.m.

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SCOTT SMITH, MAYOR

ATTEST:

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LINDA CROCKER, CITY CLERK

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Study Session of the City Council of Mesa, Arizona, held on the 13<sup>th</sup> day of October 2011. I further certify that the meeting was duly called and held and that a quorum was present.

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LINDA CROCKER, CITY CLERK

pag  
(attachment – 1)



# CityEdge

City Council  
Study Session  
October 13, 2011





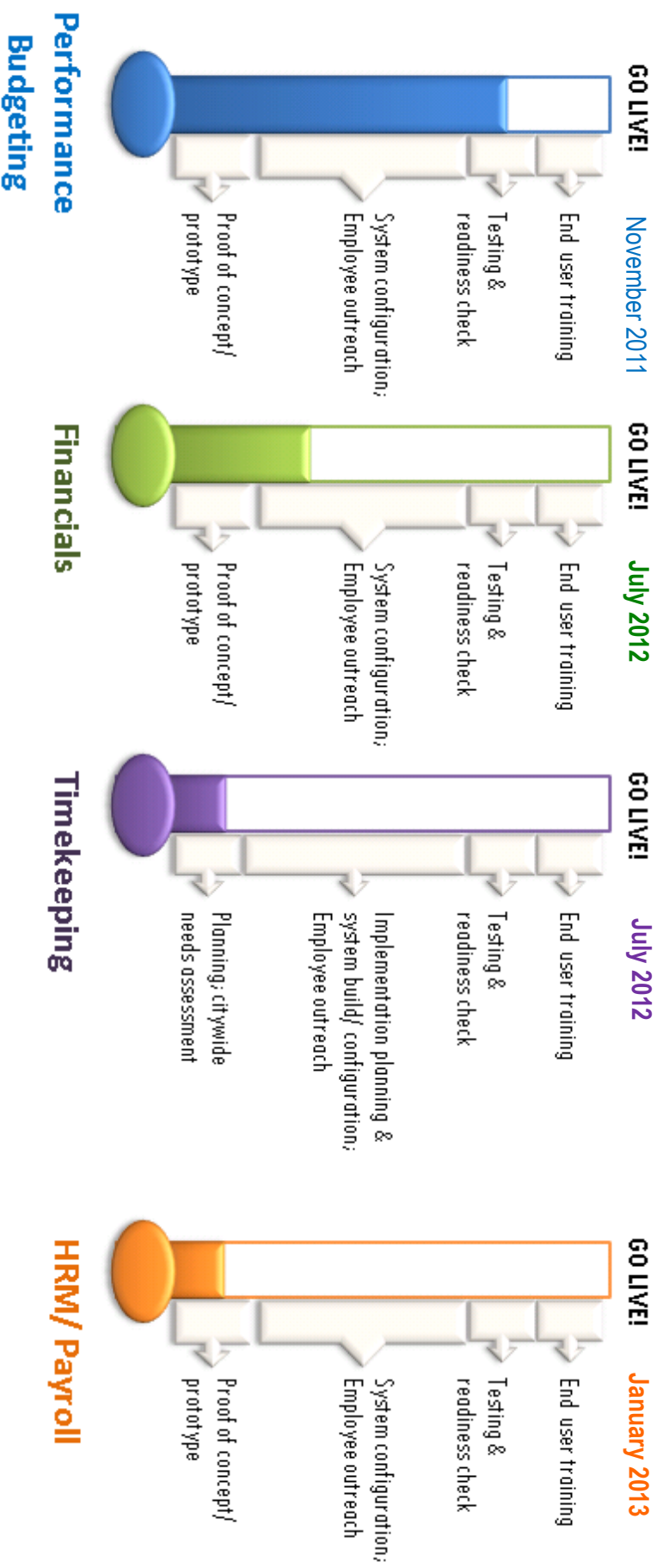
# CityEdge

- A citywide replacement of multiple Financial and Business systems
  - Performance Budgeting and Management
  - General Ledger, Treasury, & Receivables
  - Accounts Payable, Cost Accounting, & Fixed Assets
  - Project & Grant Accounting
  - Purchasing, Inventory & Contracts Management
  - Timekeeping, HR, & Payroll





# Project Status - On time, on budget!





# Project Timeline

Project Phases	2011												2012												2013											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O		
Phase 1 - Performance Budgeting & Management	[Red]												[Orange]												[Green]											
Phase 2 - Financials	[Red]												[Orange]												[Green]											
Kronos Timekeeping	[Red]												[Orange]												[Green]											
Phase 2A - Vendor Self Service	[Red]												[Orange]												[Green]											
Phase 3 - Human Resources and Payroll	[Red]												[Orange]												[Green]											
Recruiting - NEOGOV	[Red]												[Orange]												[Green]											
Phase 4 - Meridian Learning Management	[Red]												[Orange]												[Green]											
Phase 4 - Employee Self Service	[Red]												[Orange]												[Green]											





# Major Milestones

- **NEOGOV Online Recruiting**
  - Went live in May
  - Streamlined approval process
  - Improved applicant screening
- **Performance Budgeting and Management**
  - Going live to the Budget Office on November 1<sup>st</sup>!
  - First of 3 “go-lives” for the new budget process
    - Go live to City departments in February 2012
    - Go live for “budget to actual” and performance reporting in August 2012



# Citywide Involvement

- Participation and feedback from 600+ employees from every department
  - Citywide process reviews of Performance Budgeting and Chart of Account impacts
  - Citywide Timekeeping Assessments
  - Readiness planning with Departmental Coaches
  - Financial reviews with Extended Team members
  - Executive decision panel



## Project Benefits

- Accessibility, timeliness, and clarity of data
  - Provide managers with the tools and access needed to make timely business decisions
- Today's transactions, tomorrow's report
  - Expenditures
  - Payables & Receivables
  - Purchase Orders
  - Hours Worked



## Project Benefits

- Adopting best practices in context of the Mesa way
  - Automated timekeeping, consistent application of Fair Labor Standards Act (FLSA)
  - Delivering individual accountability
  - Grant lifecycle management

# Questions?

