

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Brent Johnson, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor *CP*

FROM: Brandi Harbaugh, Finance Director *BH*

DATE: May 5, 2022

SUBJECT: Resolution 2022-030 Modifying the Scope of Previously Appropriated Funds for the Financial and Payroll/Human Resources Enterprise Resource Planning Upgrade Project to Include Phases I and II (Mayor)

In March of 2019, the Kenai Peninsula Borough Finance Department substantially completed implementation of Phase I upgrades of its Financial Management Software, the Financial Module of the Enterprise Resource Planning ("ERP") software.

In September 2019, Ordinance 2019-19-09 approved appropriating \$200,000 to provide for Phase II upgrades, implementing the Payroll and Human Resource Modules in the Borough's ERP Software.

In the fall of 2020, Phase II of the software upgrades were substantially completed. However, final adjustments and required components related to systems reporting and record keeping integration with the Clerk's Office Records Management software are still underway. This integration project will allow us to digitally transfer records from the ERP software to the Clerk's Software per KPBC Code requirements for both the Finance and Payroll/Human Resources Modules.

Since the funds appropriated in September 2019 were specifically for upgrading the Payroll and Human Resource Modules, this resolution requests that the scope be expanded to include the Financial Module in order to complete a holistic integration project including both the Finance Module and Payroll/Human Resource Modules.

Your consideration of this resolution is appreciated.

FINANCE DEPARTMENT ACCOUNT VERIFIED	
Account:	<u>705.94910.20E16.49999</u>
Amount:	<u>\$41,117.00</u>
B <i>CP</i>	Date <u>5/4/2022</u>