

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Peter Ribbens, Assembly President
Member, KPB Assembly

THRU: Peter A. Micciche, Borough Mayor *PM*
Brandi Harbaugh, Finance Director *BH*

FROM: Sara Dennis, Controller *SD*

DATE: October 2, 2025

RE: Ordinance 2025-19- 15, Appropriating Supplemental Funds from the General Fund for the Finance Budgeting Software Project (Mayor)

During the FY2026 annual budgetary process, a \$60,000 capital project was approved for the purchase of budgeting software. This project will increase efficiency in the annual budgetary process and document preparation. All departments and service areas will benefit from streamline modules with predeveloped fields and the ability to provide budgetary information via an electronic routing system.

In July of 2025, the RFP was released for this project. Five proposals were received and the winning proposal’s first year cost is \$107,740; which breaks down to \$34,020 in one-time fees for the implementation and \$73,720 for the annual licensing cost.

It is anticipated that, annual cost increase notwithstanding, the budgeting software will provide a return on investment and increase internal efficiencies.

This ordinance appropriates \$47,740.00 from the General Fund to be transferred to the Government Capital Projects Fund Balance to be added to the Finance Budgeting Software project to allow the contract to be completed.

Your consideration is appreciated.

FINANCE DEPARTMENT ACCOUNT/FUNDS VERIFIED	
Acct No. <u>100.27910 (FB)</u>	
Amount <u>\$47,740.00</u>	
By: <u><i>CF</i></u>	Date: <u>10/2/2025</u>