

Kenai Peninsula Borough
Kenai Peninsula Borough School District
Office of Risk Management

MEMORANDUM

TO: Kelly Cooper, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor *CP*
Kim Saner, Human Resources Director *KS*

FROM: Sovala Kisenia, Claims Manager *SK*
John Hedges, Purchasing and Contracting Director *JH*
Brandi Harbaugh, Finance Director *BH*

DATE: December 26, 2019

RE: Ordinance 2019-19-24, Appropriating Additional Funds for the Purpose of Purchasing Environmental, Health, and Safety (EHS) Management Software (Mayor)

The Office of Risk Management ("Risk") administers the health, safety, and environmental compliance programs for both the Kenai Peninsula Borough ("KPB") and Kenai Peninsula Borough School District ("KPBSD") using a paper filing system and, more recently, spreadsheets. This method of program management remains largely unchanged since the Division of Risk Management was established in 1989.

Given Risk's significant expansion of responsibilities throughout the years, our department began to identify areas where departmental improvements could be made. Environmental, health and safety management ("EHS Management") software quickly surfaced as the most significant and effective means to drastically improve the department's overall ability to meet our mission statement.

By January 2019, we began the process of identifying and selecting an ideal EHS Management software provider intending to use funds available in FY2019. Unfortunately, the RFP process carried into FY2020 and those funds lapsed at the end of the fiscal year, making them unavailable. Fortunately, In anticipation of the software being fully implemented by the start of FY2020, annual maintenance fees were budgeted for the EHS Management software, leaving only additional implementation fees to apportion.

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Therefore, Risk is requesting that additional funds be appropriated from the Insurance and Litigation Fund fund balance in the amount of \$20,000.00 to cover the additional cost of implementation. The funding and acquisition of this EHS software has been reviewed and supported by the KPB, KPBSD, and the Risk Committee.

Your consideration of this ordinance is appreciated.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>700.27910</u>
Amount	<u>\$ 20,000.00</u>
By: <u>PP</u>	Date: <u>12/26/2019</u>