

Agenda Item: 2.e

Meeting Date: June 4, 2019

MEMORANDUM

To: City Commission

Date: 2019-05-09

From: Jennifer Bramley, City Manager

Subject: ERP Phase 4: HR & Payroll Amended Implementation Days

Presenter(s): Michael Nagy, Information Technology Services Director

Recommend: Staff recommends purchase of the ERP Phase 4: HR & Payroll Amended Implementation Days

Epic Goal(s): Epic Goal #5 - Embrace community and employee relationship strategies that strengthen inclusiveness, respect, transparency and collaborative engagement.

Boards & Committees: N/A

Budget Impact: The \$32,040 funding for the additional ERP Phase 4 implementation days is currently in the IT Services FY19 budget in account 557-1507-513-.34-07. Finance would transfer those funds into IT Services account 557-1507-513.64-01 as a Capital expenditure.

Past Action: City Commission has historically approved the purchase of the ERP and any additional modules.

Next Action: IT Services Department purchases the required additional implementation days for the ERP Phase 4 Project

Attachments: [A. 19-272 ERP Phase 4 Budget Adjustment.pdf](#), [B. 19-272 ERP Phase 4](#)

[Quote.pdf](#),

Background:

The original ERP contract that was signed in 2017 only funded the ERP Project Phase 4 for the Payroll, HR and Recruiting modules for an implementation period of six months. Staff have determined that the Phase 4 project phase will require a minimum of nine months for implementation. This budget transfer is for increasing the ERP costs to include an additional 90 implementation days for the setup and installation of the phase 4.