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Finance Committee

Financial and Human Resource Management Information System Project Briefing

Agenda Date: 10/20/2021
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Title

Financial and Human Resource Management Information System Project Briefing

Recommended Action

Not referred to a committee.

Report

Issue:

Whether to receive a briefing on the Financial and Human Resource Management Information System Project.

Staff Contact:

Danelle MacEwen, Performance Management Specialist/Project Manager, 360.753.8211

Presenter(s):

Aaron BeMiller, Finance Director

Danelle MacEwen, Performance Management Specialist/Project Manager

Background and Analysis:

The City is replacing its financial management information system which is over 30 years old. The replacement includes a software solution for finance, payroll and human resources.

In 2020, the City contracted with the Government Finance Officers Association (GFOA) to assist with developing a request for proposals to procure a new finance and human resource software solution. The City evaluated proposal responses and is currently in contract negotiations with an implementation consultant and software vendor. Staff anticipates contract negotiations will conclude by mid-November 2021.

Staff will provide an update on the project status, including anticipated timelines, project budget and funding options.

Neighborhood/Community Interests (if known):

There is no specific community interest regarding this software.

Options:

1. Receive the briefing.
2. Do not receive the briefing.
3. Receive the briefing at another time.

Financial Impact:

Staff continues to develop the project budget and anticipate that project costs will be between \$6.5 and \$7 million. The projection includes software subscription costs for five years. The project has approximately \$1.455 million in funding appropriated and staff are looking at various options to fund the remainder of the project. The budget will be updated when contract negotiations are finalized in November 2021.

Attachments:

None