

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY RE-APPROPRIATING \$137,000 FROM THE FISCAL YEAR 2021 INFORMATION TECHNOLOGY DEPARTMENT OPERATING BUDGET FUND 100 TO THE GOVERN UPGRADE PROJECT 20316 FUND 480; AND A RESOLUTION APPROVING THE SCOPE OF WORK AND BUDGET FOR THE PROJECT.

AGENDA OF: APRIL 6, 2021

ASSEMBLY ACTION:

Adopted without objection. KBJ 4.20.21

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: *WB*

Route To:	Department/Individual	Initials	Remarks
	Originator	<i>B. Brown</i>	<i>3/23/2021</i>
	IT Director	<i>[Signature]</i>	
	Finance Director	<i>[Signature]</i>	
	Borough Attorney	<i>NS</i>	
	Borough Clerk	<i>[Signature]</i>	

ATTACHMENT (S): Fiscal Note: YES X NO _____
Ordinance Serial No. 21-030 (2 pp)
Resolution Serial No. 21-026 (2 pp)

SUMMARY STATEMENT:

The Information Technology Department requests that the Assembly re-appropriate \$137,000 from the fiscal year 2021 Information Technology Department operating budget fund 100 to fund 480 for the continuation of the Govern to OpenForms Upgrade Project.

Govern is the Borough's enterprise system that is used to appraise, assess and tax property, collect revenue, manage permits and plats, administer self-assessed taxes, manage foreclosures and tax sales and bill Talkeetna Water and Sewer Utility customers.

The Borough is in the midst of upgrading the Govern system to Harris-Govern's latest version, OpenForms 6.1. Work has been done

mapping business processes, identifying process improvements, cleaning and improving the existing database, and assisting with the implementation of the OpenForms module when it is deployed. The project goals, scope, and status were presented on 5/21/2019 in IM 19-106.

The total cost of a project of this type was originally estimated to be from \$1.5M to \$2M, with a duration of two (2) to three (3) years. The funding approach is to request portions of the funding each year until complete. The FY 2018 Capital Budget provided \$300,000 for project planning and business analysis. Another \$400,000 was provided for these efforts in FY 2019 Capital Budget for continued business analysis, data cleanup and new system training. The FY 2020 Capital Budget provided \$500,000 and the FY 2021 Capital Budget provided \$400,000 for continued data cleaning and migration, systems implementation, process updating and training. The total received to date is \$1.6M.

There is currently \$230,787.36 encumbered and \$13,127.50 available in the project.

Additional funds are needed to complete this upgrade. The project has been delayed due to a cyber attack in 2018, fires and a flood in 2019, and the pandemic in 2020, all causing a shift in our personnel's focus to supporting other users and preventing the Harris-Govern team from performing on-site support.

The funds from within the IT operating budget are coming from training and travel that were not possible due to the pandemic, software and equipment purchase and maintenance that was procured for less than originally estimated, and internal training that will be deferred until later years.

RECOMMENDATION OF ADMINISTRATION: Staff respectfully recommends the Matanuska-Susitna Borough Assembly re-appropriate \$137,000 from the fiscal year 2021 Information Technology Department operating budget, Fund 100 to Fund 480; and approving the scope of work for the Govern Upgrade Project.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: APRIL 6, 2021

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY RE-APPROPRIATING \$137,000 FROM THE FISCAL YEAR 2021 INFORMATION TECHNOLOGY DEPARTMENT OPERATING BUDGET FUND 100 TO THE GOVERN UPGRADE PROJECT 20316 FUND 480; AND A RESOLUTION APPROVING THE SCOPE OF WORK AND BUDGET FOR THE PROJECT.

ORIGINATOR:

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
AMOUNT REQUESTED <u>137,000</u>	FUNDING SOURCE <u>Area wide</u>
FROM ACCOUNT # <u>100.115.122 4XX.XXX</u>	PROJECT
TO ACCOUNT : <u>480.000.000 3XX.XXX</u>	PROJECT # <u>20316</u>
VERIFIED BY: <u>[Signature]</u>	CERTIFIED BY:
DATE: <u>3-17-2021</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL		<u>137.0</u>				
---------	--	--------------	--	--	--	--

REVENUE						
---------	--	--	--	--	--	--

FUNDING:

(Thousands of Dollars)

General Fund		<u>137.0</u>				
State/Federal Funds						
Other						
TOTAL		<u>137.0</u>				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____
 DEPARTMENT: _____ DATE: _____
 APPROVED BY: Chapman P. [Signature] DATE: 3/23/2021