

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY RE-APPROPRIATING \$150,000 FROM THE FISCAL YEAR 2021 INFORMATION TECHNOLOGY DEPARTMENT OPERATING BUDGET FUND 100 TO THE HUMAN RESOURCES INFORMATION SYSTEM PROJECT 20316-4204 FUND 480; AND A RESOLUTION APPROVING THE SCOPE OF WORK AND BUDGET FOR THE NEW HUMAN RESOURCES INFORMATION MANAGEMENT SYSTEM PROJECT.

AGENDA OF: March 16, 2021

ASSEMBLY ACTION:

Adopted without objection
4-6-21 *[Signature]*

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: *WB*

Route To:	Department/Individual	Initials	Remarks
	Originator	<i>B. Houdon</i>	
	IT Director	<i>[Signature]</i>	
	Human Resources Director	<i>[Signature]</i>	
	Finance Director	<i>[Signature]</i>	
	Borough Attorney	<i>[Signature]</i>	
	Borough Clerk	<i>KBT for LM</i>	<i>03-08-21</i>

ATTACHMENT(S): Fiscal Note: YES ☒ NO ☐
 Ordinance Serial No. 21-022 (*3* pp)
Resolution Serial No. 21-021 (3 pp)

SUMMARY STATEMENT:

The Information Technology Department requests that the Assembly re-appropriate \$150,000 from the fiscal year 2021 Information Technology Department operating budget fund 100 to fund 480 for the procurement of a new Human Resources Information Management System.

An RFP was put out and no acceptable responses were received. More time is needed to complete the RFP process. The funds are available in the fiscal year 2021 Information Technology Department operating budget and will lapse on June 30, 2021 if not re-appropriated to a non-lapsing fund.

The new Human Resources Information System will integrate timekeeping and payroll functions into the overall HRMS solution with an interface to the Finance system LOGOS, generating the necessary GL transactions and files for payroll.

A modern Human Resources Information Management System (HMRS) will eliminate the creation of a number of extra-system work-arounds, dual data entry, and data integrity issues. Additionally, the current solution does not provide the robust reporting that a modern HR organization needs. These issues have led to inefficiencies and time waste.

The new HMRS will include Core HR/Entity Management, applicant tracking, benefits administration, performance review, employee and manager self-service, time and attendance, payroll and learning management. It will replace the following current systems: NEOGov (\$18,374/year), NovaTime (\$21,600/year), Pure Safety (\$17,000/year), Knowledge City (\$8,254) and others.

RECOMMENDATION OF ADMINISTRATION: Staff respectfully recommends the Matanuska-Susitna Borough Assembly re-appropriate \$150,000 from the fiscal year 2021 Information Technology Department operating budget, Fund 100 to Project 20316-4204 Fund 480; and approving the scope of work for the Human Resources Information System Project.

MATANUSKA-SUSITNA BOROUGH FISCAL NOTE

Agenda Date: MARCH 16, 2021

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ORIGINATOR: INFORMATION TECHNOLOGY

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$150,000	FUNDING SOURCE Areawide
FROM ACCOUNT # 100.115.XXX.XXX.XXX	PROJECT
TO ACCOUNT: 480.000.000 3XX.XXX	PROJECT # 20316-4204
VERIFIED BY: Julie Weiland	CERTIFIED BY:
DATE: 3-1-21	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		150.0				
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund		150.0				
State/Federal Funds						
Other						
TOTAL		150.0				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: Chryenne Demmel PHONE: _____
 DEPARTMENT: _____ DATE: _____
 APPROVED BY: _____ DATE: 3/1/2021