

Supplementary Budget – Briefing Note

2018 Budget

One page brief per request

Briefing Note required for:**-items >\$50,000****-changes in FTE**

Dept	Division	Business Unit	Item	Base Supp	Amount	FTE Impact
FBIS	ITS	Information Services	System Optimization - staffing to expand features, functionality of JD Edwards Finance, Human Resources and Capital Asset Management modules implemented. Funding from reserves (2 six month, 1 two month position extension)	S	125,000	1.17

Background:

-Briefly provide why this is a request
(eg. Based on 3 year history)

The 2 Year System Optimization Project was approved through the 2016 budget process. Contracts for the Finance & Point of Sale, and Human Resources Business Solutions Analyst positions are complete in September 2018. The contract for the Capital Asset Management Business Solutions Analyst position is complete in early January 2019. This budget brief is to extend these three positions until the end of February 2019.

Business Solutions Analyst - Capital Asset Management (CAM)

Subject Matter Expert and Technical Implementation Specialist for Capital Asset Management Module with Finance and Asset Management Expertise: prioritized projects for this role include implementing a work order interface for Public Works, enhanced Public Works work order reporting, preventative maintenance scheduling through the JD Edwards work order system and strategic expansion of the work order system to other operational areas. This extension is required due to the volume of prioritized project work.

Business Solutions Analyst - Finance/Point of Sale

Subject Matter Expert and Technical Implementation Specialist for Finance: prioritized projects for this role include automatic purchase order distribution, bank reconciliation process improvements and implementation of automated bank reconciliation tools, point of sale system replacement and electronic invoice automation. This extension is required due to the volume of prioritized project work.

Business Solutions Analyst - Human Capital Management

Subject Matter Expert and Technical Implementation Specialist for Human Resources Module with HR expertise: prioritized projects for this role include implementation of sick time and vacation accruals and rollovers, implementation of a municipal recruitment software and implementation of a performance management solution. This extension is required due to the volume of prioritized project work.

Comment:

- provide any further details if required, impact to user fees, etc
(eg. Gross expenses, any revenues, subsidies, etc.)

E-Funded from ITS, Computer Software Reserve 17691