



Date: July 2, 2019
Time: 4:00 p.m.
Place: Chambers
Attending: Les Thomas, Committee Chair
 Bill Boyce, Councilmember
 Dennis Higgins, Councilmember

Agenda:

1. **Call to Order 4:00 p.m.**
2. **Roll Call**

| Attendee Name | Title | Status | Arrived |
|----------------|-----------------|---------|---------|
| Les Thomas | Committee Chair | Present | |
| Bill Boyce | Councilmember | Present | |
| Dennis Higgins | Councilmember | Excused | |

3. **Changes to the Agenda**

There were two changes to the agenda. The May Financial Report will be presented by Shane Sorenson and the Human Capital Management Project Budget Update will be presented by Derek Matheson with support from Somen Palit and Natalie Winecka.

4. **Approval of Minutes dated June 18, 2019**
MOTION: Move to approve the Minutes dated June 18, 2019

| | |
|------------------|-----------------------------|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Bill Boyce, Councilmember |
| SECONDER: | Les Thomas, Committee Chair |
| AYES: | Thomas, Boyce |
| EXCUSED: | Higgins |

5. **Approval of Check Summary Report Dated 6/1/19-6/15/19**
MOTION: Move to approve the check summary report dated June 1 through June 15, 2019.

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|------------------|-----------------------------|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Bill Boyce, Councilmember |
| SECONDER: | Les Thomas, Committee Chair |
| AYES: | Thomas, Boyce |
| EXCUSED: | Higgins |

6. **May Financial Report**

Shane Sorenson, Senior Finance Analyst presented the May finance report. Expenditures are remaining consistent. As a result we are looking to end the year with about a \$25.4 million general fund reserve balance. Mr. Sorenson reported that there was an error in the previous month's report regarding the golf fund. The actual balance is -\$1.1 million. The good news is that after the Par 3 sale in 2020 we will be able to bring that fund into the positive.

7. Human Capital Management & Automation (HCMA) Project Budget

Chief Administrative Officer Derek Matheson, Interim HR Director Natalie Winecka and Technology Innovation Manager Somen Palit presented a report on the HCMA project budget. IT is leading a project to replace the software that is currently being used for employee benefits, scheduling, timekeeping and payroll. This has been referred to as the partial JDE replacement. JDE will continue being used for financial purposes but we will shift to a new software solution for the HR pieces. The project is expected to be completed by the end of 2020. The estimated budget is \$2.15 million which includes \$1.38 for software, \$250,000 to build integrations between software systems, \$320,000 to create two limited term positions to backfill staff in HR and Payroll to continue operations during the new software implementation and \$200,000 for contingency. Funding will come from the capital resources fund. About \$1.2 million will come from the quarter 4 sales tax mitigation payment and the remainder will come from the fund balance in the capital resources fund. Both the budget and the FTEs will be included on the quarter 2 supplemental budget adjustment which will come before the Operations Committee in two weeks. A final decision on the software selection is expected to be made in August.

8. Adjournment 4:07 p.m.

Cathie Everett

Committee Secretary