



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: October 11, 2021	ITEM TIME: 11:00 am

FROM:	Helena Taylor
TODAY'S DATE:	October 5, 2021
AGENDA TITLE:	ERP PROJECT UPDATE

CHECK ONE THAT APPLIES TO YOUR ITEM:

ACTION ITEM

DIRECTION

INFORMATION

I. DESCRIBE THE REQUEST OR ISSUE:

Original GFOA Project Prioritization (top 5):

1. Chart of Accounts: n/a
2. Budget Module: May/June 2020 Implementation: 2021 Budget Year (IT): 2022 Org wide
3. Project and Grant Accounting: Sept/Oct implementation: Jan. 2021 roll out
4. Purchasing & P Cards: March implementation: April 2020 roll out
5. Asset Management Module: TBD



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II. RECOMMENDED ACTION (*motion*):

- On April 2020, Munis software was upgraded from 11.3 to 2019.1: Our current version (2019.1) is set to retire on Oct. 2023. The current recommended upgrade is 2020.1 version. We will start planning an upgrade for 2022/23. This will be a less impactful upgrade since we stay in the current platform.
- CAFR – Report Builder: This software will be upgraded by year-end 2021 due to Silverlight no longer being supported (October 12, 2021). This software is utilized mainly by Accounting for reporting.
- *Modules implemented:*
 - Budget Module: select departments utilized the module to create their 2022 budget requests. Additionally, Salary Projection for 2022 was done within the module with success, but many learning curves.
 - Project and Grants Module: the module was implemented successfully and currently being utilized by YVRA and IT, mainly. Additional training and buy-in is necessary to have other departments utilize the module.
 - Contracts: the module was implemented and is being utilized by YVRA and IT. Both are using the module in conjunction with the Project Module, but also on its own. Additional training and buy-in is necessary to have other department utilize the module.
 - Purchase Cards: implementation was completed on Oct. 2020 and is fully functional.
 - Human Capital Management: the different modules within HCM have been implemented: both Applicant Tracking and Onboarding are fully utilized. There is an opportunity to update the processes in these two modules once we move Munis to 2020.1 or higher. The upgrade will bring improvements for Applicant Tracking, Onboarding, as well as Employee Self Service (ESS). The focus of the upgrade is in functionality along with a more up to date look and feel.
- *Future Implementations:*
 - Asset Management Module (EAM): need to discuss value of the module with Public Works, Facilities and YVRA. At this time, PW is happy with current PubWorks software.
 - Capital Asset Management: the module is currently in Testing Phase with Jim Payne as lead. No timeline for full implementation.
 - Expense Reports: no set date for implementation at this time. Placed on hold in 2020 since we were not traveling and other modules took priority. Will be discussing the value of implementation with HR and Accounting and setting dates for implementation.
 - Talent Management: currently testing the Evaluations section of the module. Will be releasing initial phase to IT within current month. Once fully tested, training and implementation to entire organization will be next (2022).
 - Vendor Self Service: the module has been tested. Need to coordinate implementation process for outside vendors with new AP Clerk and Accounting.



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III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):
PROPOSED REVENUE <i>(if applicable):</i>
CURRENT BUDGETED AMOUNT:
PROPOSED EXPENDITURE:
FUNDING SOURCE:
SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):
None
V. BACKGROUND INFORMATION:
VI. LEGAL ISSUES:
None
VII. CONFLICTS OR ENVIRONMENTAL ISSUES:
None
VIII. SUMMARY AND OTHER OPTIONS:
IX. LIST OF ATTACHMENTS: