**RESOLUTION 11-102**

**APPROVING BUDGET AMENDMENT/TRANSFER NO. 2012-006 AND PROVIDING AN EFFECTIVE DATE**

**NOW, THEREFORE, BE IT RESOLVED** by City Council of the City of Sanibel, Florida:

**SECTION 1.** The revised General Fund for fiscal year 2011-2012, Budget Amendment/Transfer BA 2012-006 true copy of which is attached hereto as Exhibit A and incorporated herein by this reference, is hereby approved and accepted.

**SECTION 2.** Effective date.

This resolution shall take effect immediately upon adoption.

**DULY PASSED AND ENACTED** by the Council of the City of Sanibel, Florida this 1st day of November 2011.

**AUTHENTICATION:**

Kevin Ruane, Mayor

Pamela Smith, City Clerk

**APPROVED AS TO FORM:** Kenneth B. Cuyler, City Attorney 10/25/11 Date

Vote of Councilmembers:

| | |
|---|---|
| Ruane | yea |
| Denham | yea |
| Congress | yea |
| Harrity | yea |
| Jennings | yea |

Date filed with City Clerk: November 01, 2011

DOCUMENT NUMBER **BA 2012** - **006**

***CITY OF SANIBEL***
***BUDGET AMENDMENT/TRANSFER***

FUND: GENERAL FUND
DEPT: MIS / Finance

| FUND | DEPT | ACCOUNT | DESCRIPTION | Project Number | Amount Prior To Change | Incr/(Decr) REVENUE | Incr/(Decr) EXPENSE | Amount After Change |
|---|---|---|---|---|---|---|---|---|
| | | | ***GENERAL FUND*** | | | | | - |
| 001 | 1300 | 513.34-00 | Other contractual services | | 780 | | 45,000 | 45,780 |
| 001 | 0000 | 389.02-90 | Ending fund balance | | (11,152) | 45,000 | | 33,848 |
| | | | | | TOTAL: | 45,000 | 45,000 | |

PURPOSE: To budget $45,000 for the addition of one temporary contractual staff person in Finance to assist with daily work processes during software conversion, training, and implementation. This amendment does not increase the FY12 budget.

| Prepared by: | Date | Approved by: | Date | Input by: | GROUP # | Date |
|---|---|---|---|---|---|---|
| F. Slane | 11/1/2011 | | | | | |

**MEMORANDUM**

**DATE:** November 1, 2011

**TO:** City Council

**THROUGH:** Judie Zimomra, City Manager

**FROM:** Sylvia Edwards, Finance Director

**SUBJECT:** Government Software Conversion – Contractual Staffing

**RECOMMENDATION:** Approve the addition of one temporary contractual staffing person in Finance to assist with daily work processes during the software conversion, training and implementation. Estimated cost for 11 months is $45,000. This does not increase the FY12 budget.

The December 1, 2011 "go live" for phase one of the government software implementation includes the general ledger, accounts payable, requisitions and purchase orders. During the transition period between the two government software systems Finance will be responsible for maintaining data integrity and training the entire City staff on the new system. An interface must be run, processed and reconciled daily between the current system and the new system on a daily basis until all the modules are converted. In addition, as the conversion progresses the phases' processes will begin to overlap.

The addition of one temporary contractual staffing person for the remainder of FY2012 to assist with daily work processes will allow Finance's senior accountant to devote full time to the software conversion and training project. The Finance accountant will assume the daily duties of the senior accountant, oversee the interface process, supervise the temporary staff member and assist with the conversion process.

Below is a status update of the conversion project:

November 7&8, 9&10 and 14&15, 2011
Finance will conduct departmental training for navigating new system, general ledger & vendor inquiry, printing budgetary reports and requisition processing

November 2011
Begin bank setup of purchasing card program

December 1, 2011
Go live date for general ledger, accounts payable, requisitions and purchase orders

December 2011
Complete setup of bank's purchasing card program and interface with MUNIS

January 2012
Finance will conduct departmental training on purchasing card program

January 23-30, 2012
Training and setup for the following modules: treasury management, project accounting and contract management

February 2012 (exact date to be determined)
Finance will conduct departmental training for project accounting and contract management

February 2012 (exact date to be determined)
Training, conversion and implementation of fixed asset module

February 2012 (exact date to be determined)
Begin work on payroll, position control & human resources conversion

March 2012 (exact date to be determined)
Begin work on work orders, fleet maintenance and facilities maintenance

April 2012 (exact date to be determined)
Finance will conduct departmental training on the budget module

May 2012 (exact date to be determined)
Finance will conduct departmental training on work orders, fleet maintenance and facilities maintenance

June 2012 (exact date to be determined)
Finance will conduct departmental training on the payroll module

July 1, 2012
Payroll, position control & human resources go live date

June & July 2012 (exact date to be determined)
Begin work on revenue product modules (e.g., utilities, miscellaneous receivables, business tax receipts, permitting, and cash receipts)

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