



TO: Mayor Shaun Sipma
Members of the City Council

FROM: David Lakefield – Finance Director

DATE: February 16, 2021

SUBJECT: **CHANGE MANAGEMENT TEAM BUDGET (2019160001)**

I. RECOMMENDED ACTION

- A. Recommend Council approve the budget amendment to increase General Fund and Water Sewer travel expenses for Change Management Team supplies and approve the transfer of General Fund cash reserves.

II. DEPARTMENT CONTACT PERSONS

David Lakefield, Finance Director 857-4784

III. DESCRIPTION

A. Background

Employees are often in ERP software implementation and training sessions for the entire work day, three days out of the week. The Change Management Team has provided a variety of supplies for the training rooms to help employees feel comfortable and therefore more productive.

B. Proposed Project

The Change Management Team is seeking funds to replenish the training rooms with snacks and water so employees are able to refuel without having to leave meetings.

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

Helping employees to meet their basic needs by providing nourishment will help them to be more focused on the task at hand.

B. Service/Delivery Impact:

Providing snacks and water to employees during sessions will allow them to remain engaged in the training room. This will make them more productive.

C. Fiscal Impact:

In February of 2020 \$1,500 was approved by the ERP Project Management Team and Executive Steering Committee to purchase supplies and replenishments for all day training and implementation sessions for the City's new software. Due to the number of remote training sessions with final users in various departments throughout the city, only \$354 of the total budget was spent in 2020. Based off of this use, the Change Management Team estimated a budget of \$200 would be sufficient for 2021. The two remaining software modules are for Human Capital Management and Utility Billing.

Project Costs

Replenishments	
Human Resources	\$100.00
Utility Billing	<u>100.00</u>
Total	\$200.00

Project Funding

General Fund Cash Reserves	\$200.00
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V. ALTERNATIVES

- A. Change Management Team supplies could be purchased with existing budgets from the HR and Utility Billing departments, thus taking away from other department needs.
- B. Council could reject the budget amendment, requiring employees to bring their own snacks.

VI. TIME CONSTRAINTS

- A. ERP implementation and training sessions are occurring regularly, and will continue through Fall 2021.

VII. LIST OF ATTACHMENTS

- A. Budget Amendment