TO: Mayor Shaun Sipma  
Members of the City Council

FROM: David Lakefield, Finance Director and Lisa Jundt, Human Resource Director

DATE: April 14, 2021

SUBJECT: APPROVAL OF JOB DESCRIPTION AND HIRING OF BUSINESS SYSTEMS ANALYST FOR FINANCE DEPARTMENT

I. RECOMMENDED ACTION
   A. Recommend approval of job description for Business Systems Analyst and Authorize the Finance Director to fill the position.
   B. Recommend approval of the proposed ordinance to amend the budget to approve the use of General Fund cash reserves.

II. DEPARTMENT CONTACT PERSONS
    David Lakefield, Finance Director 857-4112
    Lisa Jundt, Human Resource Director 857-4753

III. DESCRIPTION
    A. Background
       The City is currently going through the process to implement a full Enterprise Resource Planning (ERP) software system, including modules for finance, payroll, human capital management, organizational assets, and utility and tax specials billing. The intricate integration of these various modules requires knowledge on the technical workings of each application, including associated internal business processes. During this ongoing implementation process the Finance Director has recognized the need to have a dedicated staff person specialized in the applicable systems which is outside of the City’s normal information technology areas.

IV. IMPACT:
    A. Fiscal Impact:
       The Finance Department currently has salary budgeted for a part-time individual dedicated to this project, working an average of 38 to 40 hours per week. Approval of this position will require the addition of approximately $32,172 in additional salaries and benefits be included in the Finance Department Budget funded by General Fund cash reserves.

V. ALTERNATIVES
   NA

VI. TIME CONSTRAINTS
   It is important that have this position be approved in a timely manner due to ongoing project implementation and maintenance.

VII. LIST OF ATTACHMENTS
    A. Job Description.
    B. Proposed Ordinance