



# CITY OF FERNLEY

## CITY COUNCIL AGENDA REPORT

Meeting Date: June 16, 2021

<b>REPORT TO:</b>	Mayor and City Council
<b>REPORT FROM:</b>	Daphne Hooper, City Manager
<b>REVIEWED BY:</b>	Brandi Jensen, City Attorney
<b>REVIEWED BY:</b>	Denise Lewis, City Treasurer

<b>FINANCIAL IMPACT:</b> Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	<b>CURRENTLY BUDGETED:</b> Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	<b>FUND/ACCOUNT:</b> 100-418-342
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**ACTION REQUESTED:**  Consent  Ordinance  Resolution  Motion  Receive/File

**AGENDA ITEM: Staff Report (For Possible Action): Possible Action to approve the renewal of the City's accounting, and ERP software package with Caselle, Inc. The cost of the renewal for FY 2021-2022 is \$34,700.**

**Agenda Item Brief: Maintaining Software Assurance allows the City of Fernley to have the most-up-to-date financial software without the added costs associated with future upgrades. Improved functionality and additional features will improve productivity. The Caselle document management was implemented as the City's document retention system beginning FY 2019-20.**

**Recommended Motion:**  
"I move to approve the Caselle, Inc. annual agreement for the City's accounting and ERP software from 07/01/2021 to 06/30/2022 for the amount of \$34,770."

**Business Impact (per NRS Chapter 237):**

A Business Impact Statement is Attached.

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

**ALTERNATIVES:**

The Council can may:

- Not approve the contract and direct staff to look for other possible companies for accounting, ERP, and document management software packages.
- Request additional information

**BACKGROUND:**

The City of Fernley began using Caselle, our financial software solution in 2002. Software Assurance is a cost-effective method of maintaining and updating software, as the cost of the upgrades (new versions) are included in the yearly fees. A typical upgrade would normally cost \$25,000-\$30,000 for new releases and that does not include the yearly maintenance agreements. New features and enhancements are currently available and planned include improved reporting features, online timekeeping, improved General Ledger updating for Cash Receipting, Web Portal for users to download reports, Customizable Consoles, improved service order routines. In FY2019-20, the City implemented the Caselle's document management system.

**LEGAL IMPLICATIONS:**

The contract defines termination, liability, and legal requirements.

**FINANCIAL IMPLICATIONS:**

Funds have been budgeted for FY 2021-2022.

**ATTACHMENTS:**

**Invoice**

**Proposed Contract**