

Finance & HR Agenda Item Summary Sheet

Meeting Date: April 12, 2022

Item: 7. Discussion and Possible Recommendation Regarding Civic Systems Caselle Connect Accounting System

Lead Staff: Brenda Ayers, Sandy Bloechl and Jennifer Sweeney

Author: Brenda Ayers

Agenda Attachments: Civic Systems Contract

Requested Finance & HR Action: Recommendation to Council to approve the contract

Background:

The City currently uses Microsoft Dynamics for accounting software, which is provided through WPPI. In 2025 Microsoft will no longer support Dynamics. For this reason, the City must move to new accounting software before the Dynamics sunset date. Prior to her departure from the City, Julie Ostrander was on a panel of WPPI Dynamics users who vetted vendor options and chose the Caselle Connect software, which is offered through Civic Systems, a Baker Tilly subsidiary.

City staff are experiencing occasional issues with Dynamics that are causing delays and inefficiencies and would like to make the conversion to the new software in fall of 2022.

As noted in the chart on the following page, the one-time investment for the software for the City and Utilities is \$66,100 and the annual support fee is \$9,625 which includes software upgrades for life.

Funding:

The cost for the conversion was removed from the budget in 2022 due to the transition in staffing. Civic Systems is allowing payments to be spread out over three years. We are recommending that the savings from not filling the Clerk's position through April 2022 be used to cover the initial payment of \$22,034. The 2023 and 2024 payments will be incorporated into their respective budgets.

Caselle Connect Modules Cost Detail

Product Description	One-Time Fee**	Recurring Annual Cost*
5 Concurrent User Licenses	\$ 1,000	\$ 250
Accounts Payable	\$ 10,500	\$ 1,875
Accounts Receivable	\$ 3,300	\$ 375
Cash Receipting	\$ 4,500	\$ 825
General Ledger	\$ 11,800	\$ 1,750
miViewPoint	\$ 12,000	\$ 1,800
Payroll with Direct Deposit	\$ 22,000	\$ 3,700
Project Accounting	\$ 10,200	\$ 1,350
Less Discount	\$ (9,200)	\$ (2,300)
Total Costs	\$ 66,100	\$ 9,625

<i>Additional Databases for Fire Dept.***</i>	\$ 1,800	\$ 375
---	----------	--------

Fund	% Split	One-Time Fee**	Recurring Annual Cost*
General Fund	63%	\$ 41,379	\$ 6,025
Electric	17%	\$ 11,435	\$ 1,665
Water	9%	\$ 5,883	\$ 857
Sewer	11%	\$ 7,403	\$ 1,078
Total Costs		\$ 66,100	\$ 9,625

* The first year Recurring Annual Cost is prorated based on the "Go-Live" date.

** The one-time fee can be paid over a three year period per the terms of the contract.

***The databases for the Fire Dept. will be a pass-through cost.