City of Grand Island

Tuesday, February 12, 2019
Council Session

Item G-19

#2019-59 - Approving Purchase of Cash Management Module from Tyler Technologies for Munis ERP Software

Staff Contact: Patrick Brown, Finance Director

Council Agenda Memo

From: Patrick Brown, Finance Director

Meeting: February 12, 2019

Subject: Approving Purchase of Cash Management Module from
                   Tyler Technologies for Munis ERP Software

Presenter(s): Patrick Brown, Finance Director

Background

Currently, the City Finance department utilizes multiple excel spreadsheets outside of the ERP system, Munis, to manage and oversee numerous cash functions. One of the primary items is the monthly bank reconciliation. This involves multiple spreadsheets, monthly bank statements and it is a very labor intensive process. The amount of time and sources of input this process involves was further highlighted over the past year during the conversion from one bank to another bank. Some other items that fall under cash management that are also done via spreadsheets are the allocation of interest as well as the tracking of investments.

Discussion

The Cash Management module for the Munis ERP system will consolidate the bank reconciliation process into the system of record for the City of Grand Island. It will also result in a time savings for staff and quicker detection of any reconciliation issues. As the reconciliation process will change from a monthly process to a daily process. The new process will match transactions that occur in Munis to transactions from the bank statements that will be obtained from a daily import file provided by the bank. It will also allow for the calculation of interest earned to be performed within Munis as well as the pertinent entry to attribute that interest across the funds based on their share of the overall cash balance earning the interest.

The total one-time cost of the cash management module is $33,190 and an estimated recurring yearly cost, to be billed with the annual Munis renewal, of $4,365. The Information Technology Fund (605) will pay for these charges, as everyone within the City will benefit from the new module. There is also sufficient budget to pay for this item.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:
1. Move to approve
2. Amend the resolution
3. Refer the issue to a Committee
4. Postpone the issue to future date
5. Take no action on the issue

Recommendation

City Administration recommends that the Council approve the resolution approving the purchase of the Munis Cash Management module.

Sample Motion

Move to approve the resolution as presented.

Munis Cash Management

The Munis® Cash Management System provides the treasurer's department with:

- Disbursement and check reconciliation functions from accounts payable and payroll

- A separate file for recording bank account transactions including pooled cash, investment detail files and debt detail files

- A tool for cash flow forecasting for any cash account or date range, which provides the option to integrate with accounting system transactions to provide a budget vs. actual cash flow file

- Bank Reconciliation, which reconciles Munis cash accounts (book balance) with their corresponding bank accounts (bank balance)

Check and Warrant Reconciliation

- Easily process files to and from the bank

- Access payables and payroll check writing history files

- Manually indicate that checks have cleared

- Run a cash account reconciliation report to give a fund's true cash position for an entered date range

Cash Flow Utilization

- Create recurring cash flow records to simplify entry of many redundant records such as payroll expenditures

- Establish one recurring cash flow record (e.g. the estimated weekly AP check process) and have the system automatically generate all detail cash flow entries by calendar date

- Track investments and debt service in detail

- Allocate interest across one or more cash accounts

- Use Tyler Reporting Services to create customized listings based on investment and debt information

- Reports include:
    - » Daily treasurer's totals
    - » Cash flow journal (summary)
    - » Cash flow journal (detail): reports receipts, disbursements and balances each day
    - » Investment journals
    - » Debt service journals

- Forecast cash account cash flows for any date range; integration with actual transaction provides a budget vs. actual cash flow file

These tools provide the treasurer with functionality to automate their most important processes

For more information, visit

www.tylertech.com

or email **info@tylertech.com**

MU-CM-PS-6690-0616

For more information, visit www.tylertech.com

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Munis Cash Management

Bank Reconciliation

- Create multiple bank account numbers for each bank code

- Define which Munis GL cash accounts correspond to each bank account

- Automatically provide bank items reconciliation file of adjustments, deposits, AP and payroll

- Bank reconciliation adjusts Munis cash accounts (book balance) with their corresponding bank accounts (bank balance)

- All outstanding journal entries for both open and closed months are imported into the reconciliation module without duplication or omission of entries

- Bank items can be searched by bank code, account, date range, item type (adjustments, deposits or both) and status (cleared/not cleared/all)

- Supports automated BAI file imports

- Transactions are cleared either manually or automatically via BAI import or by using an XML interface with your bank

- Drill down lets you view transaction details for cleared and outstanding totals within date range

- Reconciliation balance is calculated as entered bank balance plus any minus outstanding amounts (should equal the current GL balance upon entrance of all bank fees and adjustments)

	Quoted By:	Justin Almy
	Date:	1/15/2019
	Quote Expiration:	7/14/2019
	Quote Name:	City of Grand Island - ERP - Cash Management
	Quote Number:	2019-64507
	Quote Description:	Cash Management

Sales Quotation For

City of Grand Island

PO Box 1968

Grand Island, NE 68802-1968

Phone +1 (308) 385-5444

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Financials:						
Cash Management	$24,250.00	40	$7,000.00	$0.00	$31,250.00	$4,365.00
Sub-Total:	$24,250.00		$7,000.00	$0.00	$31,250.00	$4,365.00
Less Discount:	*$2,425.00*		*$0.00*	*$0.00*	*$2,425.00*	*$0.00*
TOTAL:	**$21,825.00**	**40**	**$7,000.00**	**$0.00**	**$28,825.00**	**$4,365.00**

Summary	One Time Fees	Recurring Fees
Total Tyler Software	$21,825.00	$4,365.00
Total Tyler Services	$7,000.00	$0.00
Total 3rd Party Hardware, Software and Services	$0.00	$0.00
Summary Total	**$28,825.00**	**$4,365.00**
Contract Total	**$33,190.00**	

Unless otherwise indicated in the contract or Amendment thereto, pricing for optional items will be held for Six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Financials:						
Cash Management	$24,250.00	$2,425.00	$21,825.00	$4,365.00	$0.00	$4,365.00
TOTAL:	**$24,250.00**	**$2,425.00**	**$21,825.00**	**$4,365.00**	**$0.00**	**$4,365.00**

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Tyler's cost is based on all of the proposed products and services being obtained from Tyler. Should significant portions of the products or services be deleted, Tyler reserves the right to adjust prices accordingly.

Client agrees that items in this sales quotation are, upon Client's signature of same, hereby added to the Agreement between the parties, and subject to its terms. Additionally, and notwithstanding anything in the Agreement to the contrary, payment for said items shall conform to the following conditions: Licensee fees for Tyler and 3rd party products are due when Tyler makes such software available for download by the Client (for the purpose of this quotation, the 'Availability Date') or delivery (if not software); Maintenance fees, prorated for the term commencing when on the Availability Date and ending on the last day of the current annual support term for Tyler Software currently licensed to the Client, are due on the Availability Date; Fees for services, unless otherwise indicated, plus expenses, are payable upon delivery.

R E S O L U T I O N   2019-59

WHEREAS, the City of Grand Island currently uses the Tyler Technologies Munis Program; and

WHEREAS, the Finance Department staff performs many of the cash management duties outside the Munis system; and

WHEREAS, Many of the tasks are highly manual and involve multiple other programs; and

WHEREAS, the Finance Department seeks to streamline and improve the cash management process; and

WHEREAS, the Munis Cash Management module will achieve the desired goal of the Finance Department.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the agreement with Tyler Technologies for the Munis Cash Management module with a one-time cost of $33,190 is approved.

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Adopted by the City Council of the City of Grand Island, Nebraska, February 12, 2019.

_____
Roger G. Steele, Mayor

Attest:

_____
RaNae Edwards, City Clerk

| Approved as to Form ¤ _____ |
| February 8, 2019   ¤ City Attorney |