Irmo Chapin Recreation Commission
SPECIAL CALL MEETING
PHONE CONFERENCE
December 10, 2019
Saluda Shoals Park
Administration Building
5:30 PM

<u>Members Attending</u>
Bill Harmon, Bruce Loveless, Tim Stewart, Gary Boyd, Akil Ross

<u>Non-Members Attending</u>
Mark Smyers, Eve Mittendorf, Jessica Johnson

I. CALL TO ORDER

Bill Harmon called the meeting to order at 5:30pm

II. REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT

In accordance with the requirements of The Freedom of Information Act, the news media was notified of the meeting, it was posted on the website, and a notice and agenda posted at the park sites.

III. NEW BUSINESS

A. Accounting and Financial Software Contract Award

Mark Smyers shared with the Commission that the current software vendor, Vermont Systems, notified staff that they will no longer support the financial module, maintenance module or human resource module of their system. As a result, staff decided it was time to evaluate, select and implement a new recreational software prior to selecting a new financial software. The agency went live with the new recreational software, PerfectMind, on July 1, 2019. In October of 2019, an RFP was submitted to receive proposals on a financial software solution; four companies responded to the RFP and submitted solutions: Sage, Blackbaud, Oracle and Tyler Technologies. Mr. Smyers shared that three vendors (Sage, Blackbaud and Tyler) were invited to present to the software committee and management team. The vendor that met the requested software needs as well as the lowest annual cost to the agency was Tyler Technologies. Mr. Smyers communicated that the annual cost and the one-time implementation cost exceeds the Executive Director's expenditure approval threshold, which resulted in requiring approval from the Commission to enter into this contract for a total of $106,000. Mark Smyers shared that the annual fee $33,346 and the one-time implementation $73,160 plus travel; the implementation cost given is the max amount; staff feel that the cost of the implementation will likely decrease. Mr. Smyers communicated that when budgeting for the recreational software, the annual maintenance cost was included in the operating budget and the one-time implementation cost was expensed to the short-term bond fund. Mark Smyers shared that it is staff's recommendation that ICRC purchase and implement the accounting and financial software solution offered by Tyler Technology; staff also recommend funding the annual expense in the operating budget and the one-time implementation fee to the short-term bond capital fund. Mr. Smyers communicated that the current short-term bond capacity is approximately $480,000; the current capital list totals $352,000 which allows room to include the one-time implementation cost. Vice Chairman Loveless inquired if the $352,000 includes the

implementation cost. Mr. Smyers stated no it does not include the implementation cost of $73,160. Chairman Harmon requested confirmation that the maximum of the short-term bond was $480,000. Mark Smyers replied yes. Mr. Smyers also shared that the $352,000 plus the $73,160 equals $425,160. Commissioner Ross inquired on the anticipated cost for travel. Mr. Smyers stated probably less than $10,000. Commissioner Boyd inquired on what the annual $33,000 cost includes. Mark Smyers communicated that older technology allowed for the customer to pay a one-time purchase for the license, software and hardware; that technology does not really exist anymore. As a result, software companies are moving to more of subscription style of software licensing. Mr. Smyers shared that the annual fee includes the core financial package, purchasing, fixed assets, personnel management, time and payroll functions, cashiering, document management as well as a hosting fee. Commissioner Stewart inquired if the software was a cloud-based solution. Mr. Smyers stated yes, it is a cloud-based solution; also, the data is owned by the agency. Commissioner Boyd asked how the software support works in the event the system breaks. Mark Smyers shared that the subscription model includes a lot more support through online and telephone support; it also includes upgrades and updates. Commissioner Boyd inquired on the length of the contract. Mark Smyers replied five years. Commissioner Boyd inquired if the accounting system is compatible to the new recreational software. Mr. Smyers stated yes; after all three vendors presented, staff gave each of them a file that mimicked an export of data from the recreational software and each vendor had to prove the ability to import and share reports reflecting the data provided. Vice Chairman Loveless inquired on what happens at the end of the five-year contract. Mark Smyers stated that the agency would have an opportunity to re-up the contract, but there would not be another implementation cost.

Commissioner Stewart requested confirmation that if the total purchase of the software solution had been under $100,000, the Executive Director would not have had to get Commission approval to spend. Mr. Smyers replied yes; however, ongoing conversation and dialog with the Commission is important, particularly when staff is entering into large expenditures. Mr. Smyers also communicated that the timing of this request for approval is important because the customer support for the current financial system, FinTrac, no longer exists after January 1, 2020.

A MOTION WAS MADE BY TIM STEWART TO ADOPT STAFF'S RECOMMENDATION TO PURCHASE AND IMPLEMENT TYLER TECHNOLOGIES ACCOUNTING AND FINANCIAL SOFTWARE SOLUTION AS PRESENTED. SECONDED BY AKIL ROSS. VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

Chairman Harmon thanked Mark Smyers. Mr. Smyers thanked the committee and team members: Eve Mittendorf, Jessica Johnson, Alex James, Jacob Fulmer, John Cantey, Jay Downs, Carol Carnabuci and Kendal Russell.

A MOTION WAS MADE BY AKIL ROSS TO ADJOURN. SECONDED BY BRUCE LOVELESS, VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 5:55pm.

Respectfully submitted,
Eve Mittendorf, Recording Secretary
IRMO CHAPIN RECREATION COMMISSION