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**MEMORANDUM**  
**TOWN OF PONCE INLET – OFFICE OF THE FIRE CHIEF**

*THE TOWN OF PONCE INLET STAFF SHALL BE PROFESSIONAL, CARING, AND FAIR IN DELIVERING COMMUNITY EXCELLENCE WHILE ENSURING PONCE INLET CITIZENS OBTAIN THE GREATEST VALUE FOR THEIR TAX DOLLAR.*

Date: January 12, 2016  
To: Jeaneen Witt, Town Manager  
From: Daniel Scales, Fire Chief  
Re: **Staff Report – January 21, 2016 Council Meeting**

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**Type of Request:** Request to Proceed with Upgrade to Town's Financial Suite

**Discussion:**

The Town has recently been informed that it is eligible to upgrade our financial, human resource, and utility billing software package from the current version 9 to version 10. We were anticipating the upgrade would occur during FY 16/17, but the software vendor is able to perform the upgrade in the current fiscal year. The software upgrade represents a substantial enhancement to all municipal functions, adding features and options not previously available. This upgrade will increase staff efficiency and customer service to our residents.

The projected total cost of the software update is \$60,000. In the current fiscal year, we budgeted \$23,500 to perform the first part of the Energov update for the Planning and Building areas, which we planned on starting during Q4 of this year, with the full Energov project being completed during Q2 or Q3 of the next fiscal year. If this request is approved, a supplemental appropriation of \$36,500 would be required to fund the version 10 update.

To push the Energov off until Q1 of the next fiscal year does not represent any adverse impact on the Planning and Building areas, but does allow the base software upgrade to proceed which would benefit all Town departments this year.

**Recommendation:**

Staff recommends approval of the application request.