



**STAFF REPORT
CITY COUNCIL REGULAR MEETING AGENDA
MEETING DATE: DECEMBER 4, 2023**

SUBMITTED: November 27, 2023
DEPARTMENT: Administrative Services
DEPARTMENT HEAD: Casey Estorga, Administrative Services Director

TITLE OF ITEM: RESOLUTION NO. 2023-245, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLLISTER AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE AGREEMENT BETWEEN THE CITY AND DEBTBOOK FOR VARIOUS FINANCIAL REPORTING SERVICES

BRIEF DESCRIPTION: This resolution will authorize the ratification of a contract amendment between the City and DebtBook for software and other associated services to meet requirements of the Government Accounting Standards Board (GASB) associated with GASB 87 and GASB 96.

The original agreement, effective April 21, 2022, was in the amount of fifteen thousand dollars (\$15,000). The amendment is in the amount of eighteen thousand dollars (\$18,000). Because of the aggregate value of the original agreement and the proposed amendment, with a grand total of thirty-three thousand dollars (\$33,000), City Council approval is required.

RECOMMENDATION: Adopt a resolution authorizing the City Manager to ratify a contract amendment in the amount of eighteen thousand dollars (\$18,000), retroactively effective April 21, 2023, with DebtBook for services associated with the implementation of various financial accounting requirements, including GASB 87 and GASB 96.

DEPARTMENT SUMMARY: The Governmental Accounting Standards Board (GASB) establishes accounting and financial reporting standards for U.S. state and local governments that follow Generally Accepted Accounting Principles (GAAP). The GASB develops and issues accounting standards through a transparent and inclusive process intended to promote financial reporting that provides useful information to taxpayers, public officials, investors, and others who use financial reports.

The GASB periodically issues pronouncements (also known as *GASB rules* or *GASB statements*) to guide governments' compliance with accounting standards. The City of Hollister is subject to these rules, with compliance evaluated each time the City undergoes an audit.

In some cases, the City utilizes partners and supplemental resources to comply with accounting standards. This may include partnering with financial experts and/or purchasing necessary tools, resources, and/or technologies to help the City comply with accounting standards. In April 2022 the City executed an agreement with DebtBook to assist with the City's compliance to GASB 87 (lease accounting) and GASB 96

(subscription-based software accounting). The City's project to comply with GASB 87 and GASB 96 is ongoing and staff needs to continue the use of DebtBooks online software and the use of DebtBook's expert consultants.

This contract amendment will provide an additional 12-months of access to the DebtBook partnership, allowing the City to continue to comply with GASB 87 and GASB 96 accounting standards.

FINANCIAL IMPACT: Total costs of this proposed amendment is eighteen thousand dollars (\$18,000). Funding for these services have been included in the FY 2023-24 Adopted Budget.

CEQA: Not a project.

ATTACHMENTS:

1. DebtBook Agreement - City of Hollister, CA - signed April 2022
2. DebtBook Renewal Order Form & Quote

THIS REPORT WAS REVIEWED BY THE CITY MANAGER WHO CONCURS WITH THE STAFF RECOMMENDATION



David Mirrione, City Manager

RESOLUTION NO. 2023-245

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLLISTER
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE
AGREEMENT BETWEEN THE CITY AND DEBTBOOK FOR VARIOUS FINANCIAL
REPORTING SERVICES**

WHEREAS, the City of Hollister (the “City”) is subject to accounting standards set by the Government Accounting Standards Board (GASB); and

WHEREAS, this includes the City’s duty to follow numerous requirements associated with GASB 87 (lease accounting) and GASB 96 (subscription-based software accounting); and

WHEREAS, the City executed an agreement with DebtBook in April 2022 to help comply with GASB 87 and GASB 96;

WHEREAS, DebtBook has proven to be an exceptional partner in helping the City administer compliance with GASB rules; and

WHEREAS, a contract amendment is necessary to continue the partnership between the City and DebtBook; and

WHEREAS, it is in the best interest of the City to execute a contract amendment with DebtBook to continue these services.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hollister authorizes the City Manager to execute a contract amendment with DebtBook, increasing the amount of services purchased by eighteen thousand dollars (\$18,000) and amending the term of the agreement to now expire on April 20, 2024.

PASSED AND ADOPTED, by the City Council of the City of Hollister at a Regular Meeting held this 4th day of December, 2023, by the following vote:

Mia Casey, Mayor

ATTEST:

Jennifer Woodworth, MMC, City Clerk

APPROVED AS TO FORM:

Lozano Smith Attorneys at Law

Mary F. Lerner, City Attorney

I, JENNIFER WOODWORTH, MMC, City Clerk of the City of Hollister, do hereby certify that the attached Resolution No. 2023-245, is an original Resolution, or true and correct copy of a City Resolution, duly adopted by the Council of the City of Hollister at a regular meeting of said Council held on the 4th day of December, 2023, at which meeting a quorum was present.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Hollister this City Council day of December, 2023.

Jennifer Woodworth, MMC

City Clerk of the City of Hollister