

FINANCE DEPARTMENT

To: Cesar Garcia, City Manager

From: Suzy Kou, Finance Director

Date: May 3, 2023

Subject: Accounting software

Due to technology change and higher demands/expectations from the public, we need adequate accounting system to meet these demands and take the city through future changes without sacrificing our service levels. Our current database survived 40 years of technology evolutions from Mainframe age of System 36 in the 80's to AS/400 in the 90's passing Y2K millennium. In 2005 we converted the mainframe to STW system which we are still using today. STW recently has merged with OpenGov. Under new management and new platform, the current system will gradually become antiquated. To optimize our services, we need to search for adequate software meeting the city's current and future growth/demands at a reasonable cost. Per our policy, transactions exceeding \$50,000 require a bidding process either by the city or another entity. If the city conducts a bidding process inhouse, estimated timeframe to go live is as follows:

May 2023- issuance of bid invitation and publication

June 2023- Select interested vendors for demos

July 2023- Begin demos process

August 2023- Assess and select best fit vendor to recommend to Council for contract award

September 2023- Contract award at Council meeting

October 2023- Begin implementation and setup phase

Oct 2023-December 2023- Dual systems running to test new system functionality

January 2024- Projected going LIVE with new system

This is a major project and should be evaluated carefully given sufficient time and testing. Once decided, the system should last many years to capture the maximum benefits.

Sincerely,

Suzy Kou

