

City Of Cloverdale  
City Council  
Resolution No. 011 –2015

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVERDALE  
AUTHORIZING THE CITY MANAGER TO EXECUTE  
A 48 MONTH CONTRACT WITH SPRINGBROOK SOFTWARE  
FOR A FINANCIAL MANAGEMENT SYSTEM**

**WHEREAS**, the City of Cloverdale's current financial management system no longer meets the City's needs, and

**WHEREAS**, the City desires to update its Finance and Utility Billing software, and

**WHEREAS**, the City has received a proposal for a financial management system from Springbrook Software; and

**WHEREAS**, the cost of the new system is comparable to the cost of maintaining the present outdated system; and

**WHEREAS**, the City desires to enter into this agreement under the specialized services provision of Section 3.08.050 of the Cloverdale Municipal Code; and

**WHEREAS**, the City will include the cost of the new system in the Fiscal Year 15-16 budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLOVERDALE AS FOLLOWS:**

1. The City Manager is hereby authorized to execute a 48 Month Contract with Springbrook Software for Finance and Utility Billing software.
2. Said authorization is granted under the provisions of the Cloverdale Municipal Code Section 3.08.050.

It is hereby certified that the foregoing Resolution No. 011–2015 was duly introduced and duly adopted by the City Council of the City of Cloverdale at its regular meeting held on the 25th day of March, 2015, by the following vote: (Ayes - 5 ; Noes - 0; Absent - 0)

AYES: Councilmember Palla, Vice Mayor Brigham, Councilmember Russell, Councilmember Wolter, and Mayor Cox

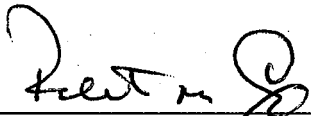
NOES: None

ABSENT: None

ABSTAIN: None

APPROVED:

ATTESTED:

  
\_\_\_\_\_  
Robert M. Cox, Mayor

  
\_\_\_\_\_  
Karen Massey, Deputy City Clerk

<b>Agenda Section</b>	<b>Staff Contact</b>
Subcommittees	Joanne Cavallari, Finance Manager

**Agenda Item Title**

Consideration of a Resolution authorizing the City Manager to execute a 48 month contract with Springbrook Software for a Financial Management System

**Summary:**

The City's current Financial Management system is Advanced Data Systems (ADS), which was implemented in 2002. The system runs in a DOS based environment which limits the functionality of the program. Users are required to type numbers or commands on a command line to move between the various menu options within the system.

The Finance Department often needs to produce spreadsheets to analyze data. With ADS, to transfer data into a spreadsheet, a report must be run, placed on hold, and converted to a spreadsheet file from a text file. Formatting the data is difficult and time consuming.

It is clear from the most recent budget information provided by ADS that we will need to invest \$4,000 this year for software "updates/shared enhancements"; \$2,100 (\$1,825 + 15% contingency) for an additional year of hardware maintenance, and \$2,150 for our software subscription. In addition to these ongoing maintenance items, we will be paying \$1,230 per month for software support, a 5% increase over FY 14/15. If there are any special programming needs we will be charged 3% over the prior year's hourly rate.

City staff has been moving towards electronic storage of records. The ADS system does not print reports in electronic format, or allow the user to print one page of a lengthy report. To store records electronically, reports must first be printed on paper then scanned into the computer network using the copy machine. The paper copy must then be discarded or shredded.

The system runs on an IBM AS/400 which was purchased in 2010. The operating system of the machine is Version 6 which will no longer be supported in September. ADS has given us an estimate to replace the server with a new Power6 machine. They recommend budgeting the cost of the prior system (\$19,500) plus \$6,000 for migration services. So, we are facing in excess of \$25,000 in hardware upgrades in the near future.

Staff would like to convert the present accounting system to Springbrook software. Springbrook is a Windows "cloud" based system which eliminates the need for hardware and software upgrades. Over time the cost of ownership will be less than the present system. Once we pay the initial one-time startup costs, we will be paying the annual recurring charge in monthly payments which will be less than the support for ADS. An analysis of the costs and features is attached. Staff is proposing that the costs be shared between the General Fund, Water Fund and Sewer Fund, as the primary use of the financial system is for Utility Billing.

For a small amount of money, approximately \$4,000 over the next four years, we will receive a much superior product, and save money in the long term. The real savings, not evident in the attached numbers, is in staff time and productivity that will be gained by switching the financial system. The present system is reminiscent of the 1980's. It takes a lot of effort and time to retrieve and analyze data with the old DOS based software. Springbrook is a state-of-the-art, affordable financial system used by many other cities in California including Rohnert Park and Sebastopol. We have received a lot of very positive feedback from other agencies who have switched to Springbrook Software.

Staff is recommending that this purchase be made as a sole source under the category of specialized services. Also, we are converting our payroll to Springbrook and expect to go-live on April 1st. The amounts shown on the cost analysis include the financial and payroll functions. Not included in the cost analysis is an optional \$2,000 per year if we choose to add the paperless statement and online bill pay feature for our customers.

**Options:**

1. Approve the conversion to Springbrook Software
2. Continue with ADS and purchase additional hardware and maintenance agreements
3. Provide direction to staff

---

**Budget/Financial Impact**

In Fiscal Year 2015/16 we will have to pay startup costs of \$42,525 in addition to the monthly support. After the first year the monthly support payments will be less than the cost of our present system.

---

**Subcommittee Recommendation**

The Finance, Administration, and Police Subcommittee reviewed the software proposal at their meeting of February 26, 2015 and recommended moving forward with the software conversion.

---

**Recommended Council Action:**

Adopt Resolution No. 011-2015, A Resolution of the City Council of the City Of Cloverdale Authorizing the City Manager to Execute a 48 Month Contract with Springbrook Software for a Financial Management System

---

**Attachments:**

1. Resolution No. 011-2015, Authorizing the City Manager to execute a 48 month contract with Springbrook Software for a Financial Management System
2. Analysis of Accounting Systems
3. Proposal from Springbrook Software
4. Budget letter from ADS

---

**cc:**