



# CITY OF WHEATLAND

## CITY COUNCIL MEETING STAFF REPORT

July 28, 2020

**SUBJECT:** Software Upgrade Purchase

**PREPARED BY:** Susan Mahoney, Finance Director

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### **Recommendation**

Approve Resolution 34-20 authorizing the City Manager to spend up to \$57,505 to purchase upgrades to the City's Tyler Technologies accounting software using grant proceeds from the Comprehensive Drinking Water Project.

### **Background**

The Wheatland Comprehensive Drinking Water Project has two main components:

1. Water accounting/conservation improvements
2. Water storage improvements

The water accounting/conservation improvements component includes the Advanced Metering Infrastructure (AMI) Water System Metering Upgrade project and the Accounting Software Upgrade project. These projects will be completed concurrently as the metering upgrades will require upgraded accounting software to process meter reads and to provide information to our water customers.

### **Discussion**

The City has used Tyler Technologies' *Fundbalance* software for the past nineteen years to process and record the City's financial activities. The software is made up of accounting modules. The utility billing module is used to process meter reads, bill customers, and record water/sewer usage and payment history. This is a very basic module that does not offer reporting and customer information features. The remaining modules also have limited capabilities and are based on systems and processes that are nearly twenty years old.

#### Accounting Modules

General Ledger  
Accounts Payable  
Accounts Receivable  
Cashiering  
Payroll  
Utility Billing  
Business License

Tyler Technologies offers several software packages specifically designed for small and medium sized agencies. Their *Incode* software package includes a robust utility billing module that gives the City the ability to:

1. Export meter data from radio reading devices. Currently, staff must physically read each meter once a month with a handheld device. *Incode* software gives the City the ability to receive radio meter reads every few minutes.
2. Monitor customer water usage to detect leaks and promote water conservation.
3. Provide customers with secure, online access to their water and sewer utility information and bill payment options.
4. Empower citizens with access to real-time and historical data regarding their water consumption and the cost associated with their consumption.
5. Generate a variety of reports to help monitor the distribution system and promote water conservation.

Tyler Technologies is the only software vendor that can offer upgrades to the current *Fundbalance* software. By upgrading instead of selecting a different vendor and changing software, the City will have software that is compatible with existing software, will minimize the potential loss of existing data, and will eliminate an unknown level of extra work by City staff to implement and learn new accounting modules. Tyler Technologies will also allow the City to “grandfather” in additional users in the future without an added cost. This is a sole source purchase authorized under the City’s Purchasing Policy.

### **Alternatives**

1. Direct staff to not upgrade the accounting software.
2. Direct staff to find alternative accounting software.

### **Fiscal Impact**

The software upgrades will be paid for from grant proceeds from the Comprehensive Drinking Water Project. The annual maintenance fee will continue to be paid from the Water Fund (35%), the Sewer Fund (35%), and the General Fund (30%).

### **Attachments**

1. Reso 34-20

**RESOLUTION NO. 34-20**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHEATLAND  
AUTHORIZING THE CITY MANAGER TO SPEND UP TO \$57,505 TO PURCHASE  
UPGRADES TO THE CITY'S ACCOUNTING SOFTWARE**

**WHEREAS**, the City of Wheatland desires to undertake the project of upgrading the City's accounting software to include General Ledger, Accounts Payable, Accounts Receivable, Cashiering, Payroll, Utility Billing, and Business License; and

**WHEREAS**, the City's transition from manual water meter reads to radio transmitted reads will require upgraded software; and

**WHEREAS**, the cost of the software upgrades will be paid from a grant received from the Yuba Water Agency known as *the Wheatland Comprehensive Drinking Water Project*; and

**WHEREAS**, upgraded software will facilitate the City's desire to encourage water conservation and provide information to customers regarding their water charges and consumption.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Wheatland that the City Manager is hereby authorized to execute an agreement not to exceed \$57,505 with Tyler Technologies to upgrade the City's financial software.

**PASSED AND ADOPTED** by the City Council of the City of Wheatland on the 28th day of July 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Rick West, Mayor

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Lisa J. Thomason, City Clerk