

# Town of Windham

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## MEMORANDUM

To : Town Council  
From : Anthony T. Plante, Town Manager   
Date : September 30, 2016  
Re : Financial System Upgrade/Migration Recommendation

At its meeting of October 4, 2016 the Council will hear a recommendation from the Finance Committee regarding the replacement of the town's current financial system. This follows a competitive process, including input from key staff, contact with references, and follow-up questions.

Copies of the following are included in your materials along with this memo:

- Request for Proposals
- Tyler Technologies brochure "Munis: The Integrated ERP Solution for the Public Sector"
- Illustration "Concept Framework for an Integrated Financial System"
- Spreadsheet "Financial Software Proposals 8/23/2016, 5 Year Contract"
- Spreadsheet "MUNIS Implementation, Cost Differential 2017-2020"
- MUNIS Software Advantages/Improvements prepared by staff

The Finance Committee, with the concurrence of staff, is recommending Council approval of the Tyler Technologies "MUNIS" system using the "Software-as-a-Service" (also known as "SaaS" or "cloud-hosted") option instead of having it be self-hosted. The self-hosted option would be consistent with the town's capital plan, but the cloud-hosted option offers benefits for business continuity and disaster recovery as well as avoiding future server replacement and upgrade costs. If (or when) the town chooses to implement the MUNIS Citizen Self-Service Portal, the cloud-hosted option also would avoid additional costs for higher speed Internet connections.

Since the original plan was to finance the entire project through lease-purchase, no funds are included in the FY 2017 budget for the recommended cloud-hosted option. To begin implementation this year, then, the proposal is to treat the up-front costs, implementation, and first year fee as capital and finance them over three years. The lease-purchase payments would

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come out of capital, while the annual fee (including support) for years 2-5 and beyond would be part of the operating budget.

We look forward to discussing the committee's recommendation and the proposed system at the meeting Tuesday night.

Please let me know if you have any questions.