



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/27/2024

REQUESTER: Clint Mercer, Chief Accountant

PRESENTER: Anthony Francisco, Director of Finance

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-48: BY AND BETWEEN THE CITY OF NORMAN AND IMG TECHNOLOGY CORP (DBA GRAVITY) FOR ACCESS TO SOFTWARE TO AID IN THE PREPARATION OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT.

BACKGROUND:

Oklahoma Statutes, Title 11, Section 17-105 require that an audit of the funds, assets, books, and records of the clerk and treasurer of the City be prepared and reviewed by an independent, qualified accountant. The City of Norman has, since fiscal year 1988-89, prepared financial statements in conformance with Generally Accepted Accounting Principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB). This is in the form of the Annual Comprehensive Financial Report (ACFR) which is a 100-plus page document that includes financial information in both narrative and tabular format.

DISCUSSION:

The ACFR is prepared by the Finance Department using various tools including Microsoft Word and Excel. Software has been developed by a few providers to aid in the extraction of financial data from enterprise resource planning software systems, financial statement preparation and publication of the ACFR in a much more streamlined process saving valuable time and effort.

Finance and Information Technology staff reviewed the only four known providers of this technology, namely IMG Technology Corporation ("Gravity"), Opengov, Cleargov and TRS by Forvis Mazars (the City's current auditor). Staff determined the most advanced and useful software was provided by Gravity.

Staff has negotiated a three-year contract with Gravity with the first year costing \$20,000 with the option to renew and additional two years. Implementation costs are also required in the first year and have been negotiated at a cost of \$15,000 for a total first year cost of \$35,000. Funds are available in General Fund Maintenance and Repair-Contract Data Processing (Account 10330320-44226).

RECOMMENDATION:

It is recommended that the City Council approve contract K-2425-48 with IMG Technology Group (doing business as “Gravity”) for a three-year period with the option to renew for an additional two years, at a first year cost of \$35,000 to aid in the preparation and publication of the Annual Comprehensive Financial Report.