



## REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 7/16/2024  
Agenda Section: Consent Agenda

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**Department Origination:** Finance

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**Agenda Item:** Authorize Staff to Enter into an Agreement with BS&A Software to Provide Integrated Payment Processing Services

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**Approval Required:** Simple Majority Vote

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### **BACKGROUND**

As part of the citywide software conversion occurring this year, Finance and IT staff evaluated three payment processing services to integrate with the new software. The payment processing services will provide for in-person and online payments of utility bills, building permits, and other applicable city services. Recently staff reviewed an integrated payment processing option provided by BS&A, the financial software firm the city is implementing. Based upon the demonstration, BS&A would be fully integrated with its cash receipting and other modules in real time, would provide various modern payment options, and would be implemented as part of the conversion when the new citywide software goes live. The processing fees charged by BS&A are lower than the other demonstrated also.

### **FINANCIAL IMPLICATIONS**

Similar to the city's current utility bill payment transactions, credit card and ACH processing fees will be passed on to customers for utility bills, permits, and other applicable city services. The BS&A percentage rate for credit card processing fees are lower than our current provider and are lower than or comparable to the two other providers staff reviewed. It is anticipated there will be some equipment needed, including a credit card terminal, estimated at \$350. Utilizing the software provider's integrated processing is anticipated to increase transaction efficiency.

### **STAFF RECOMMENDATIONS**

Finance and IT recommend authorizing staff to enter into an agreement with BS&A to provide integrated payment processing services in conjunction with the BS&A software that is being implemented this year.

### **COUNCIL ACTION REQUESTED**

Motion to authorize staff to enter into an Agreement with BS&A Software, LLC to provide integrated payment process services