

# MEMO



**To:** Mayor Dwain Hahs and Members of the Board of Aldermen  
**From:** Angela Birk, City Clerk/Treasurer  
**Date:** April 16, 2026  
**Re:** BS&A Software Change No. 2

---

Attached is Change Order No. 2 to the BS&A Software contract for Financial & Utility Billing Migration project. This change order, in the amount of \$2,400, is relative to the migration of cemetery deed documents from our legacy software system to the new platform.

During the implementation process, it was identified that the existing deed records require additional handling to ensure accurate transfer, formatting, and indexing within the new system. This work goes beyond the original project scope.

The change order will cover:

- Extraction and conversion of deed documents from the legacy system
- Validation and quality assurance to ensure all records are accurately migrated
- Proper indexing to maintain accessibility and compliance

Completing this migration correctly is critical to preserving historical records, maintaining operational continuity, and ensuring staff can efficiently access deed information moving forward.

Without this additional work, there is a risk of incomplete or inaccurate records in the new system. Staff recommends approval of this change order.