



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 24, 2024

TOPIC BS&A Financial Software Migration to Cloud and Online Payments

BACKGROUND BRIEF:

Administration is requesting that Village Council approve a budget amendment to the FY 2024-25 Budget and authorize the migration of the Village's BS&A financial software from the network server environment to the cloud-based software and to authorize a change in credit card payment services provider from Point and Pay to BS&A.

The Village currently uses BS&A's .NET financial software which requires the Village to purchase, operate, and maintain a local server at Village Hall, manually backup data, and to maintain software clients on each user's desktop computer that require separate manual software updates for each module twice per month. The only way to access the system remotely is by logging into the Village's network. If Village Hall experiences a power outage, which happens fairly frequently, there is no way for Village staff to access the financial software remotely. Migrating to the cloud-based software allows Village staff with user accounts to log in from anywhere where internet access is available, provides for continuous 15-minute interval data backups, provides for automatic batch software updates in the background, and eliminates the need to maintain a local server. While continuing to support the .NET software for the short term at least, BS&A is discontinuing software enhancements and focusing on only adding new capabilities to the cloud software system.

BS&A now also offer credit card payment processing and will provide the hardware and software needed for in-person and online credit card payments at no cost to the Village and at a slightly lower convenience fee to customers. Switching to this system will also eliminate the need for manual importing of credit card payment receipts, as the payments will integrate seamlessly with the cash receipting software.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

If approved, the Village will realize a one-time migration, setup, and training costs for the cloud financial system of \$28,900 and \$18,740 annual software license fee (approximately \$12,000 more

annually than the current system). The Village will eliminate the need for server replacement and maintenance. An amendment to the FY 2024-25 Budget is necessary for this expenditure.

RECOMMENDED MOTION:

#1 – To approve FY 2024-25 Budget amendment BA-2025-101-721-01 for the migration from the BS&A .NET financial software to the cloud-based platform, software upgrades, and training in the total amount of \$47,640

#2 – To approve the customer order proposal from BS&A Software, LLC, of Bath, Michigan, for the Village of Lake Orion's migration from the BS&A .NET financial software platform to the cloud-based software at a one-time cost of \$28,900 for the software migration, setup, and training and at an annual software license cost of \$18,740; to authorize the Village Manager to execute all necessary document related to this purchase; and to authorize Administration to terminate the services of Point and Pay and utilize the services of BS&A for credit card payment services.