

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**MARCH 1, 2016 AGENDA**

Subject:	Type:	Submitted By:
VENDOR SELECTION — FINANCIAL INFORMATION SOFTWARE SYSTEM AND IMPLEMENTATION	◆ RESOLUTION ORDINANCE RECEIVE/FILE	PAM BUETHE CITY CLERK

**SYNOPSIS**

A resolution has been prepared authorizing the selection of a vendor and the negotiation of a contract for the implementation of a new Financial Information Software System for the City of La Vista in an amount not to exceed \$275,000.

**FISCAL IMPACT**

The FY 16 Capital Improvement Program contains funding for the proposed project.

**RECOMMENDATION**

Approval.

**BACKGROUND**

The City's Financial Information Software Team (FIST), made up of representatives of all departments, was tasked in 2014 to explore options for replacing or upgrading the City's financial software system. The City contracted with BerryDunn to assist in this endeavor.

In September 2015 a Request for Proposals (RFP) was issued and four responses were received. Three vendors were selected to go forward, although one vendor was not able to continue due to lack of staffing to complete the project. Two vendors, ranging in price from \$209,901 to \$252,382, conducted extensive (2-day) demonstrations of their software with the FIST and a wide range of employees. The employee stakeholder input and preferences along with the phase scoring resulted in the recommendation to purchase the BS&A Software product from BS&A, Bath Michigan.

It is further recommended that the City stay with its current vendor, Payroll Maxx, for time management functions and the management of human resources and payroll functions. These functions will integrate with the BS&A software.

The final recommendation also includes that the Community Development modules for planning, permitting and inspections be included in the software purchase in order for those functions to integrate with the financial software system.

Considerable efforts have been directed towards identifying the best product to meet the current and future needs of the City. BS&A clearly provides the product that most closely meets the city's needs and expectations. A representative from BerryDunn will be in attendance to answer any questions you might have.

Attached is a copy of the Financial Software Recommendation.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, AUTHORIZING THE SELECTION OF A VENDOR AND THE NEGOTIATION OF A CONTRACT FOR IMPLEMENTATION OF A NEW FINANCIAL INFORMATION SOFTWARE SYSTEM FOR THE CITY OF LA VISTA IN AN AMOUNT NOT TO EXCEED \$275,000.

WHEREAS, the City Council of the City of La Vista has determined that the selection of a vendor for a new financial information software system is necessary; and

WHEREAS, the FY 16 Capital Improvement Program contains funding for this project; and

WHEREAS, the Financial Information Software Team has interviewed and recommended the selection of the vendor BS&A, Bath Michigan; and

WHEREAS Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secures Council approval prior to authorizing any purchase over \$5,000.00.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska authorize the selection of a Vendor and the negotiation of a contract for implementation of a new financial information software system for the City of La Vista, subject to any modifications the City Administrator or her designee determines necessary in an amount not to exceed \$275,000.

PASSED AND APPROVED THIS 1ST DAY OF MARCH, 2016.

**CITY OF LA VISTA**

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**Douglas Kindig, Mayor**

ATTEST:

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**Pamela A. Buethe, CMC**  
**City Clerk**



# Financial Software Recommendation

City of La Vista

## Executive Summary

The City's Financial Information Software Team (FIST) was tasked in 2014 to explore options for replacing or upgrading the City's financial software system. The City contracted with BerryDunn. A Request for Proposals (RFP) was issued and four responses were received. Three vendors were selected to go forward. One vendor withdrew and the other two remaining conducted extensive (2-day) demonstrations of their software with the FIST Team and a wide range of employees. The phase scoring and employee stakeholder preference both led to a recommendation to purchase the BS&A Software product.

For 25 years, BS&A Software has been in the business of providing both small and large municipalities with Financial Management, Payroll and Community Development software. Their sole focus is governmental software. The software is built on the Microsoft.NET platform. Microsoft SQL is the database engine.

Some of BS&A's software benefits include site licensing which allows for an unlimited number of concurrent users at no additional cost. BS&A will provide 10 years of data conversion at little cost. Because BS&A uses Microsoft SQL, integrations with other user configurable software (banks, State Governments, IRS, benefit providers, purchasing cards...) will be highly beneficial.

The City's overarching goal was to secure a financial software package that would meet the immediate needs of the City as well as carry us well into the future. BS&A provides that solution.

- The budgeting and long-term budget forecasting capability will allow the city to project budgets 10 years into the future and provide "what-if" budget analysis.
- The general ledger module provides for cash flow analysis, has integrated GASB 34 reporting, a complete account and bank reconciliation program, automatic inter-fund accounting entries, and unlimited number of years of general ledger and transaction history.
- The accounts payable module has integrated imaging which allows for batch scanning of invoices and paperless archiving while also providing full integration of purchase orders, purchasing card support, ACH payment and budget integration. Positive pay with our bank's specifications can be established to provide for cross-reference checking, which is an important component of check fraud prevention.
- BS&A's cash receipting capabilities include providing flexible, centralized or decentralized receipting modes, barcode scanning, and individual department receipting templates. It can handle recurring invoices, credits, ACH files, paperless billing, penalty assessment, and electronic check requests.
- Other BS&A modules provide for purchase order processing, fixed assets tracking, work orders with GIS mapping, payroll, human resources, business licensing, permitting, inspections and planning.

Considerable time and effort was given towards this project as it was a very extensive and deliberate process the FIST team and employee stakeholders took their responsibility seriously to put forth the best possible recommendation. During the evaluation process, it was determined that the BS&A Human Resource (HR) module is not as robust as the Payroll Maxx System which we currently use for time management. It is recommended that the human resources and payroll functions be provided and managed by Payroll Maxx.

Finally, there are some overlapping financial reporting aspects included in BS&A's Community Development software that would be beneficial for our purposes. It is therefore recommended that this module be included in the package.

BS&A provides the best product to meet the needs of the City today and well into the future and the purchase of the BS&A software is recommended. We look forward to any questions and would like to receive direction to move forward in contract negotiation with BS&A and Payroll Maxx for an all-inclusive Financial Management, HR, and Community Development software system.

Submitted by:

**The FIST Team**

## Financial Modules

BS&A offers a complete ERP solution that meets the needs of the City. Additionally, we do have the ability to interface third party software using built in generic import/export features. Our applications work with SQL Server 2005 through 2014 and link together using a database grouping method. What this means for our customers is: a reduction in data entry errors; minimal duplicate entry; and overall increased productivity

Here are a few of the many benefits to our fully integrated Financial Management system:

- Drill down feature in GL/Budgeting allows for instant access to the originating source document
- Clickable links on reports allow users to jump to the detailed, underlying transaction information for a 'summary-type' report line - even across applications
- All reports can be emailed or printed to Excel, PDF or other applications and file formats.
- Individual User Report Profiles allow users to run memorized sets of reports.
- Fully integrated Budgeting with Budget Footnotes and Long Term Budget Forecasting
- Over budget notifications are available within all applications
- Automatic posting of encumbrance entries when a purchase order is approved in the Purchase Order application and then converted to an invoice in Accounts Payable
- Fully integrated receipting process - Cash Receipting updates linked applications in real time
- View journal detail and posting information from any application
- GL number verification in all applications
- Streamlined Check Reconciliation and Bank Reconciliation process from one application
- Comprehensive capabilities for budgeting all personnel costs and fringes through integrated position based budgeting

### General Ledger (GL)/Budgeting

BS&A's GL/Budgeting is the foundation of the Financial Management Suite, incorporating Budgeting, Long-term Financial Forecasting, and Project/Grant Accounting. As these functions are the core of any financial system.

The GL/Budgeting application acts as the final data storehouse for financial entries from seamlessly integrated applications, such as Accounts Payable, Cash Receipting, Utility Billing, Property Tax, and Miscellaneous Receivables. Our wide range of interfaces allow for posting of transactions from other, non-BS&A products.

Data is only useful if it is easily accessible. BS&A provided many standard reports, which can be customized to meet various needs... eliminating the necessity of add-on modules, such as complete and integrated GASB 34 reports and a Report Writer for unmatched reporting flexibility.

- **Budgeting and Long-term Budget Forecasting** - The Budgeting function supports decentralized budget entry, imports of preliminary budgets from spreadsheets, and multiple, user-definable budget levels. The final budget document is user-definable, or may be saved as a spreadsheet to give unlimited options in formatting. Budget footnotes are maintained within the application and may be printed on the final budget document. Long-Term Budget Forecasting allows for up to 10-year future projections, which may then be saved to unlimited budget snapshots for “what-if” budget analysis. Statistical forecast calculations may be overridden on an ad-hoc basis to accommodate known future financial events.
- **Cash Flow Analysis** - Powerful Cash Flow Analysis features enhance awareness of upcoming cash flow needs through powerful analysis tools and intuitive graphical displays. Intuitive screens enable you to customize statistical and graphical data views.
- **Integrated GASB 34 Reporting** - All GASB 34 reports are built-in; no need for a separate reporting module.
- **Complete Account and Bank Reconciliation** - In addition to identifying open and cleared check transactions - manually or electronically via export file from the bank – BS&A’s GL/Budgeting application groups cash transactions by deposit and reconciles other transactions (i.e., manual journal entries) that affect cash. This enables a complete reconciliation between general ledger account balances and corresponding bank account balances.
- **Automatic Inter-fund Accounting Entries** - Inter-fund accounting throughout the application is managed by flexible settings within GL/Budgeting. All entries created in linked applications (Accounts Payable or Cash Receipting, for example) are automatically balanced between funds via automatic “due to/due from” entries when necessary.
- **Flexible, Sophisticated Security Features** - System Administrators will have the flexibility gained by BS&A’s task- and field-level security features. Setup and maintenance of user security settings - for all applications - is easily accomplished from one central location. In addition, fund-, department-, and account-based security settings control access and posting to relevant accounts within the general ledger.
- **Comprehensive Reporting** - There are over 60 standard reports in the GL/Budgeting application. These may be used as-is, modified to fit our needs, or used as the basis for an entirely new report created in the included Report Writer. Report Profiles may be created to group selected reports for subsequent one-click printing. Reports may be printed, viewed on-screen, exported to Excel, or saved in a variety of formats including pdf, html, or text.
- **Detailed Report Drilldown** - In addition to the benefit of printing BS&A reports to the screen, saving time and paper, selected reports offer a drilldown feature for a greater level of detail. This provides easy balancing while viewing one report – no need to run

subsequent reports from ancillary applications to gather supporting detail. For example, click on any transaction line in the Account Activity Report to view the source document (Accounts Payable check, Payroll check, Receipt, etc.).

- **Unlimited History** - BS&A's GL/Budgeting application maintains an unlimited number of years of general ledger and transaction history, and makes that history useful. Comparative historical reports can be run showing nominal and budgetary amounts, displaying data from any or all fiscal years. Seamless spreadsheet integration allows unlimited statistical analysis of historical data.
- **Extensive Import/Export Capabilities** - Journal entries may be imported from third-party applications via a number of formats or from Excel spreadsheets. In addition to the capabilities integral with the reporting system, all data is accessible via user-definable exports.

### **Accounts Payable**

In addition to the standard invoice entry/check printing functionality, BS&A Accounts Payable application interfaces with the billing applications for easy tracking and maintenance of refund requests. This integration offers one-click viewing of the status of check requests from the originating department, freeing the AP staff from fielding refund-related questions.

- **Integrated Imaging System** - BS&A's Imaging System, included with Accounts Payable, and allows batch scanning of invoices for electronic processing and paperless archiving.
- **Positive Pay** - Positive Pay is set up using your bank's specifications. The export file is easily created and provides a list for your bank to use as a cross-reference, an important component in check fraud prevention.
- **Full Integration with BS&A Purchase Order** - In addition to increased budgetary control, integration with BS&A Purchase Order eliminates duplicate entry of purchase information – simply select the PO for payment, and all data is automatically filled out. Easily accommodates partially-filled Purchase Orders with encumbered amounts correctly relieved.
- **Electronic Check Requests** - Refunds processed in linked billing applications can be transferred to Accounts Payable automatically. Simply select a pending Check Request for payment and relevant information is automatically filled in. Linked applications can query Accounts Payable for the status of the check request. For example, the Utility Billing clerk can look up requested information (check cut? check cleared?) without having to consult with the Accounts Payable clerk.
- **Purchasing Card Support** - BS&A's Accounts Payable application imports transactions from Purchasing card vendor. Detailed tracking of purchasing information is tied to the true vendor while payments are made to the issuer of the Purchasing card.

- **ACH Payment Features** -The convenience and security of paying invoices via ACH transfer is just as straightforward as a check run using paper checks. Once a vendor is set up as being paid via ACH, the application does the rest. Upon processing an ACH check run, a prompt will signal to generate the ACH file. Simply answer “Yes” and transfer the file to your bank via their instructions.
- **Notifications** - The Notifications pane shows pending Recurring Invoices, pending Check Requests, unjournalized invoices/checks, and unposted journal entries.
- **Flexibility to Handle Different Banking Situations** - Pay invoices from multiple checking accounts, pooled cash accounts, or single or multiple paying funds with automatic interfund accounting handled, using parameters set up in GL/Budgeting. No knowledge of interfund accounting is necessary for Accounts Payable processing.
- **Sophisticated Budget Integration** - Budgetary control is maintained via real-time budget availability verification. All invoices entered, regardless of status (open or posted) are reflected in the calculation of available balance. Budget override permissions are controlled via flexible security settings.
- **Customizable Check Forms** - Check formats are completely customizable to your paper forms. Supports security-controlled printing on blank check stock, saving the expense of stocking different forms for each bank.
- **Easy Check Reconciliation** - AP checks may be easily reconciled, either manually or electronically via bank-supplied file. Interfaces seamlessly with system-wide bank/account reconciliation.
- **Optional Online Vendor Self-Registration** - Online Vendor Self Service, part of BS&A’s Internet Services suite, allows vendors to maintain their own account information. The City maintains control via the ability to review and reject any changes. Registered vendors may view invoices, checks, and PO’s online, reducing staff time in answering questions from vendors.
- **Cash Receipting** - BS&A’s Cash Receipting provides for flexible receipt entry scenarios while maintaining a centralized system for cash reporting. Counter and Department Transmittal modes deliver flexibility for a variety of receipting needs. End-of-day deposit processing seamlessly integrates with GL/Budgeting for true account reconciliation. In addition to integrating with our billing applications, Cash Receipting provides the ability to import receivables from third-party software via a flexible, user-definable interface for account and amount verification, and subsequent export of receipts to those applications.
- **Integrates Fully with BS&A Billing Applications as well as Third-Party Software** - Flexible receipt item setup lets you add receipt items from linked BS&A applications,

and add user-defined receipt items to handle charges not maintained in BS&A applications. Receipt items may be set up to link to third-party billing systems by way of an end-of-day procedure that automatically creates exports customized to those systems.

- **Flexible, Centralized or Decentralized Receipting Modes** - Supports centralized receipting, centralized deposit of receipts processed off-site, as well as function-specific receipting from external locations on- or off-network.
- **Barcode Scanning Support** - Scanning of barcoded bills dramatically decreases data entry time and increases accuracy. With the ability of our Utility Billing, Miscellaneous Receivables, Community Development, and Property Tax applications to produce customized, barcoded bills, the City gets the benefits of centralized receipting for all functions along with enhanced speed and accuracy.
- **Department Receipting Templates** - Initially designed for the interdepartmental receipting requirements of counties, this feature is useful for any municipality where cash is processed in multiple decentralized locations, but deposited centrally.
- **Subsidiary Database Creation** - Decentralized locations may process receipts into separate databases, isolating their receipts by function. These transactions are then easily transferred as summary entries in the main database when receipts are presented to the main office for deposit for easy, automated cash reconciliation and tracking.
- **Deposit Creation** - Receipt transactions are easily grouped by deposit, providing quick balancing and easy end-of-month reconciliation of deposits. The application can even print the deposit ticket.
- **System-Wide Receivables Lookup** - Simply by entering a name or address, all BS&A applications that generate bills (Utility Billing, Tax, etc.) are queried to generate a detailed list of items owed and the grand total. Any or all bills may then be marked and processed for payment.
- **Easy Batch Entry of Receipts** - Repetitive receipts – for example, utility bill mail payments – may be entered as fast as the barcoded bills can be scanned. Running batch totals are then matched up with the total moneys received.
- **Real-time Posting of CR Data to Ancillary Applications** - Transactions entered into Cash Receipting update the corresponding billing system real-time, meaning there is no lag between the entry of a receipt and the update of the customer's account status, and no need to wait until end-of-day posting for the account to be updated. This greatly reduces the volume of "duplicate-payment" refund checks issued.

## **Miscellaneous Receivables**

Billing software needs to be flexible to handle receivables outside of the normal Tax and Utility billings. BS&A's Miscellaneous Receivables application was designed from the ground up to deliver this flexibility.

- **Recurring Invoices** - Recurring invoices can be quickly generated in batches, eliminating the need to manually create each invoice and speeding data entry for repetitive billings.
- **Credits** - Credits may be applied to a customer's account, whether for overpayment or to adjust the amount billed on an invoice.
- **ACH File Creation and Paperless Billing** - Streamline your payment process by using ACH – payments can be automatically debited from customers' bank accounts. Additionally, bills can be emailed to customers wanting to go paperless.
- **Penalty Assessment** - Flexible process assesses penalties based on a percentage, flat amount, or table of percentages/amounts calculated on number of days past due.
- **Aging Reports** - Reconcile the outstanding balance by general ledger number as of a given date with the corresponding balance in GL/Budgeting.
- **Electronic Check Requests** - Refunding an overpayment to a customer is done through an electronic check request process with BS&A Accounts Payable, eliminating the need for the AP clerk to hand-enter the invoice for payment. The user can quickly ascertain if: a) a check request has been converted to an invoice for payment; b) the converted invoice has been paid; c) the check has been cleared by the bank. This greatly speeds accuracy and response time.
- **Collection** - The process of sending unpaid receivables to collection includes the ability to account for them using a separate general ledger number.
- **Lienable Billing Items** - Billing items considered lienable may be transferred to the customer's property tax bill by way of a Wizard that handles all aspects of the process, including adjustment creation on the customer's accounts and reclassification of the receivable balance in GL/Budgeting.
- **Billing Item Level Security** - Security settings are available to quickly and easily configure which billing items will be available, on a user-by-user basis.
- **Purchase Order** - BS&A's Purchase Order application is designed to maximize your control over purchasing decisions while maintaining maximum flexibility and ease of use. The graphical flowchart-based workflow setup simplifies the complex task of translating your approval rules to an electronic model, enhancing control over the purchasing, budgeting, and bidding process. Integrated Bid Processing functionality allows electronic maintenance of bids and quotes.

- **Integrated, Graphic Workflow and Approval Process** - Graphical flowcharts illustrate and aid in the setup of the approval decision workflow, greatly increasing ease-of-use. Drag and drop to set up the “next-in-line” to approve a requisition or purchase order. Templates provide easy duplication of workflow for similar items.
- **Requisitions and PO Approval via the Web, Email or Smart Phone** - Purchasing decision-makers can approve or deny off-site, reducing the number of employees to be granted authorization power. You can leave the office without wondering what's being purchased without your knowledge.
- **Easy Change Order Process** - Change orders are easily entered, with easily-accessible history of all changes. All pre-encumbrance and encumbrance accounting is handled automatically.
- **Pre-encumber at Requisition Level** - Setting up Requisitions to pre-encumber funds prior to approval provides notification that pending requisitions exist and prevents potential over-spending prior to PO approval. Denial of requisition automatically frees up funds.
- **Automatic Transfer to BS&A Fixed Assets** - Purchases of capital assets may be identified at time of requisition, which then flows through the approval process to the time of purchase, automatically updating BS&A Fixed Assets. Duplicate entry of asset-related transactions is eliminated. In addition, rules can be set in order to specify amounts and accounts that automatically flag purchases for asset creation.
- **Bid Tracking and Online Bidder Self-service** - Bidders are maintained separately from Vendors, yet are easily converted to Vendors. The optional Online Bidder Self-Service feature automates bidder registration; while the approval/denial feature of bidder-entered changes gives complete maintenance control.
- **Mass Approval/Denial of Requisitions** - Mass approve/deny from a single screen. Requisitions can be selected individually or by group, and once approved, quickly converted into purchase orders.

### **Fixed Assets**

GASB 34 made the accurate tracking and reporting of Fixed Assets critical. By integrating with the other components of BS&A's Financial Management Suite. The Fixed Assets application greatly simplifies tracking these items without sacrificing accuracy.

- **GASB 34-Compliant Reporting** - Reports necessary for financial statement note disclosure are included. No separate reporting module is needed.
- **Construction in Progress** - Construction projects can be tracked and automatically converted to capital assets once completed.

- **Integration with BS&A Purchase Order and BS&A GL/Budgeting** - Purchase orders may be flagged as Asset purchases, facilitating electronic transfer to BS&A Fixed Assets. In addition, rules can be set in the Purchase Order application to specify amounts and accounts that automatically flag purchases for asset creation. Depreciation and disposal accounting information is posted to GL/Budgeting. This tight integration eliminates errors and duplication of data entry.
- **Flexible Asset Disposal** - Assets can be partially disposed based on quantity, dollar amount, or percentage of total cost, eliminating the need to record each asset as an individual for disposal purposes. For example, library books can be recorded as a lump sum and then written off as a percentage of the original cost. The application also supports partial asset transfers, splits, repairs, and disposition, including partial disposal.
- **Complete, Easily-Accessible Asset History** - The book value as of a specific date may be determined at any time.

### Work Order

BS&A's Work Order application streamlines the myriad resources used by the City in the management of work orders: including inventory, equipment, employees, and vendors.

- **Tight Integration with many BS&A Applications** - Tight integration with numerous BS&A applications allows for easy tracking and robust reporting with a high level of accuracy. Some examples of this integration:
  - **Inventory Management:** track and report on inventory used.
  - **Timesheets:** track and report on employee time and equipment used.
  - **Miscellaneous Receivables:** create invoices to bill for services rendered.
  - **Accounts Payable:** generate invoices to third-party vendors involved with the work order.
- **GIS Mapping** - Use your existing GIS map layers to plot your work orders, assets, and facilities. This functionality enables the City to efficiently utilize your GIS information in evaluating work order data.
- **AccessMyGov (AMG) Interface** - Requiring only an Internet connection, employees can view their assigned work orders in real time via AccessMyGov.
- **Scheduling** - Our customizable scheduling feature lets you define rules to allow for quick and easy assignment of tasks to appropriate workers, avoiding scheduling conflicts.
- **History by Asset** - Easily view the history of each asset tied to City facilities.

### **Summary Financial Modules**

BS&A provides an overall complete financial package which meets the needs of the City by providing the necessary general ledger, budgeting, accounts payable, cash receipting, miscellaneous receivables, purchase orders, fixed assets, and work orders. Therefore the Team recommends the purchase of BS&A's financial package

## **Human Resource Modules**

### **Time Management Module**

BS&A uses a 3<sup>rd</sup> party vendor called Executime, because time management systems are not their expertise, therefore, a partnership with Executime provided the necessary expertise.

While Executime provided a proposal and presented at the vendor demonstrations. It was not very impressive and appeared it would be taking the City backwards from our current system. Contrary to Executime, our current system with Payroll Maxx is completely web based with no manual time sheets.

It is recommended that the City remain with Payroll Maxx as the time management system which has already been implemented and has been running successfully for over 2 years. Payroll Maxx is a local company and service has been outstanding. Finally, Executime is more costly.

### **Human Resource Module**

The city does not currently have Human Resource (HR) software. Much of the HR functions are manual excel spreadsheets. BS&A provides a HR module that is extremely basic and does not meet our needs. BerryDunn advises that financial software providers, in the Tier we currently are evaluating, do not typically have robust HR modules. To obtain a more robust HR module, we would either have to look at a higher Tier of financial software or look at stand-alone HR software systems. Based on this information Payroll Maxx's Infinity HR was evaluated.

A demonstration of the Infinity HR module was provided and the functionality and capabilities were impressive. Specifically, being able to take an applicant's information from a job posting website and utilize it through the hiring and employment process without the need to rekey data entry is a significant time saver.

Infinity HR has the ability to track performance, promotions, pay increases/decreases, corrective actions, training, certifications, re-certification renewal dates and evaluations. It has the ability to hold documents including the City Employee Handbook and record and maintain updates. Infinity HR can then email documents or updated documents to employees and has the capability of requiring employees to provide an electronic signature to verify they have received the policy. Currently, this is done manually. From recruiting to performance, we will be able to quickly and easily pull information out of the system. The employee self-service Single Sign On, will allow employees to access their basic information, forms, pay details, also allows them to access the time management (Payroll Maxx) portal without any additional sign on.

Another function of Infinity HR is its customizable performance evaluation system. This was demonstrated and researched in depth to determine its ability to accommodate the new performance evaluation system which it will do. Although no determinations have been made regarding the future of SuccessFactors, it is good that this may be a future option.

### **Payroll Module**

While BS&A has a payroll module currently meets our needs. The issues we currently have with Payroll Maxx and Summit payroll would continue to exist with BS&A. Specifically, Payroll Maxx and Summit both keep separate balances and calculate the balances differently which results in confusion. Staff

must at every payroll manually adjust the leave balances to match the two systems. This issue would not go away with Payroll Maxx and BS&A payroll.

The FIST team asked for information on the Payroll Maxx module called Evolution. BerryDunn advised that payroll modules are very basic in nature without much variation in software. Payroll modules typically all do manual checks, direct deposits (including to multiple financial institutions) and deductions. This information can be easily downloaded to a .csv file or to an excel document to be uploaded into the financial software with no need to create any interfacing between systems.

There are several advantages to using Evolution. Payroll Maxx, Infinity HR and Evolution will interface with each other. This allows for employee data in one system to be uploaded to the other two systems without any re-keying of data. The issues with employee benefit leave time between the two systems is alleviated. All federal and state payroll submittal forms, W2's, 1094's and 1095's are completed by Evolution. By using Evolution's payroll, potential errors or unknown changes in the payroll law are alleviated or minimized. Finally, Evolution is web based which will allow employees to login to the system and see the past and current pay stubs, W2's and 1095's.

#### **Human Resource Summary**

In finalizing the time management, HR and payroll module discussion, and it is recommended that the City stay with Payroll Maxx as its time management system, and contract with Infinity HR and Evolution for human resource and payroll software systems.

## Community Development Modules

As BerryDunn facilitated fact-finding meetings with all department users, it became apparent that there was a need to improve only the current financial system but also the associated business processes. Thus a need for an "Integrated, multi-module application software designed to serve and support several business functions across an organization", is documented in La Vista Needs Assessment Report, dated July 16, 2014. This is known as Enterprise Resource Planning (ERP) system.

In coordination with the common core Financial Management and Human Resource Management, the ERP system modules also include Land Management and Revenue. Land Management and Revenue include modules such as utility billing, planning and zoning, permits, inspections, code enforcement and business licenses. It quickly became apparent that it is necessary to include the Land Management and Revenue modules in the RFP. With the understanding, these modules were an option to the main focus of Financial and Human Resource software.

### Planning and Permitting

Community Development currently is using Blue Prince, MS Word, Outlook and Excel to manage planning and permitting. Blue Prince is not integrated into the City's GIS system and does not interface with the financial software. When applications come to city hall, they are in paper form. Staff then enters the application into Blue Prince and it is assigned a project number. The application and supporting documents, in hard copy, are forwarded to the Building Department for review. Commercial permit applications are also reviewed by several city departments and the Fire Marshal. Comments coming in are combined into one MS Word document. Once the permit is approved, the applicant is contacted and asked to pay the permit fee and collect their permit. The City currently does not have a system to support Planning activities. There is no public-facing portal to allow customers to interact with the City on applications or the review process.

**BS&A's Building Department module** is a comprehensive software that allows for the property's entire history to be assessed through one easy to navigate view. It can manage any construction project, permit, code compliance, rental registration, certification, occupancy, or other inspection-related process. It also has the capacity to record address down to the apartment number which Blue Prince cannot.

Permits can be tracked from application to finish with the ability to link existing Contractor and Licensee records or add them on the fly if needed. The software will calculate costs from our fee schedules and add them to an invoice. It has the capacity to take payments, issue permits, and print receipts. The Inspection tool in the software can then schedule and process inspections. The Productivity Tool will create letters, attachments of images and attach reminders through workflow to a permit or inspection so no follow-up gets lost.

Code Enforcement can track all property maintenance issues such as weeds, trash, inoperable vehicles. The Inspection Tool again can schedule and process inspections and the Productivity Tool can create letters and attachment of images and documents. As with Permits, the system can also attach reminders through workflow. It also has the capability to set up work flows to apply fees, schedule inspections, generate letters, create reminders and send e-mails to other City staff or to customers.

Inspection Scheduling and Tracking Tool sets appointments and schedules inspections. With user defined checklists, it can create violations, track violations, location, and details and current status of the violations. It also can capture images of the violation directly into the inspection history.

**GIS Integration** allows for a direct link between our data and the GIS maps to view data, plot various datasets and quickly view neighboring accounts using Google Maps.

**Accounting Functionality** of this software allows for invoices, taking payments and deposits, and making adjustments and transfers.

This software will be especially beneficial in tracking and monitoring our sewer connection fees. Currently the City Engineer reviews a permit and assesses the sewer connection fees. (These fees include La Vista connection fees as well as either Sarpy or City of Omaha connection fees.) The fees are collected and deposited into the City of La Vista account. The City Engineer provides a memo identifying the allocation of fees to the different agencies and Building Inspectors hold the memo until the project is completed. Upon completion of the project, the memo is forwarded to the finance department to release the connection fees to the other agencies. This process is not efficient and there are too many opportunities for error.

BS&A's Building Department software would alleviate this problem. The fees can be assessed, collected, and receipted in this program. Sewer collections fees can be flagged by the building inspectors as a hold. As the project is completed and inspected, the inspectors can release the flagged fees and general ledger entries and accounts payable requisitions would be generated for payment to Sarpy or the City of Omaha on a timely manner.

### **Inspections**

The city currently uses Palm Tech and MS Excel to support inspection activities and Blue Prince to manage the Rental Inspection Program. The City is involved in approximately 2,400 annual inspections which are called in by citizens or contractors and answered by staff. The Inspectors share MS Outlook which identifies times for scheduling inspections. The information related to the inspection type is entered into Blue Prince, printed out and placed into an inbox tray for the inspectors. The City requires bonds for temporary Certificates of Occupancy. Blue Prince is able to note if a bond was collected or not on a Certificate, but it cannot track bonds and related activity.

The inspectors currently use Blue Prince to manage the Rental Inspection Program from their desktop computer and Palm Tech in the field on computer tablets. This system does not integrate with Palm Tech and requires duplicate data entry into Blue Prince and maintaining a MS Excel spreadsheet to track the registration status of rental properties and whether the registration fees were collected. The number of inspections, inspection statistics and percentage completed cannot be tracked in Blue Prince due to multi-unit apartment buildings being listed as a single address. This is not an efficient process.

**Field Inspection** software from BS&A is a tablet-enabled application that synchronizes with BS&A's Building Department module. Allowing the tablets in the field full access to permits, code enforcement, inspection scheduling and tracking tools, GIS integration and accounting functionality. And, the software has the capability to handle multi-unit rental inspections and edit numerous units within a single building.

### **Community Development Summary**

The current systems with Blue Prince and Palm Tech are not meeting the needs for planning, permitting nor inspections. With Land Management and Revenue Modules, not only will Community Development be receiving a more robust and modern software to meet their needs, the City will have a system that interfaces with the financial software.

### **Cost of Financial Software**

The recommendation to use the Payroll Maxx complete suite with time management, Infinity HR and Evolution payroll in combination with BS&A financial and Community Development modules: General Ledger, Financial Reporting, Treasury Management, Budgeting, Purchasing, Accounts Payable, Accounts Receivable and Cash Receipts, Work Orders, Fixed Assets, Planning, Permitting and Inspections, Grant Management, Project Management and Business Licensing, has an estimated one-time cost is \$256,332.

BS&A's yearly maintenance costs would begin in year two at an estimated \$42,147. The savings from discontinuing other software products (Summit, Successfactors, Land port, Blue Prince and Palm Tec) would be \$26,494. The result is an overall increase cost of \$15,653 for the entire software package. (See appendix)

**Appendix**  
**Financial Costs**

<b>Functional Areas</b>	<b>Current Systems Cost</b>	<b>Quoted Cost BS&amp;A</b>	<b>Quoted Costs Payroll Maxx</b>	<b>Total Cost New Financial System</b>
<b><u>One-Time Costs:</u></b>				
General Ledger / Budgeting / Grant /				
Project Management	26,017			26,017
Purchasing	20,329			20,329
Accounts Payable	23,789			23,789
Accounts Receivable / Cash Receipts	40,828			40,828
Fixed Assets	20,183			20,183
Work Orders	36,548			36,548
Planning / Permitting and Inspections	64,678			64,678
Business Licensing	20,010			20,010
Infinity HR		3,950		3,950
Evolution Payroll		-		
<b>Total One time Costs</b>	<b>252,382</b>	<b>3,950</b>		<b>256,332</b>
<b><u>Annual Fees:</u></b>				
<b>BS &amp; A Includes:</b> General Ledger /				
Budgeting/ Grant Management / Project				
Management / Purchasing / Accounts				
Payable / Accounts Receivable / Cash				
Receipts/ Fixed Assets / Work Orders /				
Planning / Permitting and Inspections /				
Business Licensing	21,420			21,420
<b>Payroll Maxx includes :</b> Time				
Management / Infinity HR / Evolution				
Payroll	20,727			20,727
<b>Total New System Annual Fees</b>			<b>42,147</b>	
<b>Summitt includes:</b> General Ledger /				
Purchasing / Accounts Payable / Accounts				
Receivable / Cash Receipts / Payroll /				
Fixed Assets	(12,000)			(12,000)
<b>Successfactors:</b> Performance Evaluation				
System	(10,000)			(10,000)
<b>Landport:</b> Work Order System	(1,500)			(1,500)
<b>Blue Prince:</b> Permitting, Planning,				
Inspections systems	(2,586)			(2,586)
<b>Palm Tec:</b> inspections systems	(408)			(408)
<b>Total Current System Annual Fees</b>	<b>(26,494)</b>			<b>(26,494)</b>
<b>Overall Increase in Annual Fees</b>				<b>15,653</b>