

WAYZATA CITY COUNCIL

Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street
Wednesday, November 3, 2021

7:00 P.M. - CITY COUNCIL MEETING

- [Click here to join Zoom Mtg](#)

Members of the public may attend this City Council meeting in person, provided they follow all City policies and protocols related to the pandemic, including wearing masks.

Members of the public may also watch and listen remotely by logging into Zoom and entering Zoom Meeting ID 858 8259 5995 and Passcode 929028, or by viewing the meeting on Channel 8, WCTV, and at the City's website at www.wayzata.org/WCTV.

Public comment during the Public Forum and/or Public Hearing portions of the meeting may be provided in person at the meeting, in advance, or by using the Zoom chat feature. All comments must include your full name and address, and will be taken and/or read at the appropriate time during the meeting.

The City encourages comments or questions about items on the agenda and, when possible, requests that you submit them in advance by emailing PublicComment@wayzata.org, calling City staff at 952-404-5323, or mailing Wayzata City Hall at 600 Rice St E, Wayzata, MN 55391 (Attn: Public Comment).

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve Agenda
5. Public Forum (3min/person)
6. New Agenda Items
7. Consent Agenda
 - a. Approval of City Council Workshop and Regular Meeting Minutes of October 19 and October 27, 2021
 - b. Approval of Check Register
 - c. Approval of Development Agreement with Pillar Homes Partner Inc. for Rice Street Townhomes at 520, 524, 530, and 534 Rice Street East
8. New Business
 - a. Consider Approval of Software as a Service Agreement with BS&A Software for ERP Software and Implementation Services
9. City Manager's Report and Discussion Items
10. Public Forum (as necessary)
11. Adjournment

Meeting Rules of Conduct:

Turn in white card for public forum and blue card for agenda item

Give name and address

Indicate if representing a group

Limit remarks to 3 minutes

Upcoming Meetings:

City Council - November 16, 2021

Planning Commission - November 15, 2021

Members of the City Council and some staff members may gather at the Wayzata Bar and Grill immediately after the meeting for a purely social event.
All members of the public are welcome.



City of Wayzata City Council Agenda Report

MEETING DATE: November 3, 2021	AGENDA ITEM: 7.a
TITLE: Approval of City Council Workshop and Regular Meeting Minutes of October 19 and October 27, 2021	
PROPOSED MOTION: To Approve the City Council Workshop and Regular Meeting Minutes of October 19 & October 27, 2021	
PREPARED BY: Kathy Leervig, City Clerk	
REVIEWED BY: Jeffrey Dahl, City Manager	

ACTION REQUESTED:

Staff recommends approval of the minutes as attached.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:

N/A

ATTACHMENTS:

1. October 19, 2021 Workshop Minutes (draft)
2. October 19, 2021 CC Minutes (draft)
3. October 27, 2021 Workshop Minutes (draft)

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**WAYZATA CITY COUNCIL
WORKSHOP MEETING MINUTES
October 19, 2021**

5:30 p.m. Review of Draft Code of Conduct for City Council, Boards, Commissions, Committees, and General Public

Mayor Mouton called the meeting to order at 5:30 p.m. The workshop was held in-person in the Community Room at City Hall. Council Members present: Buchanan, Iverson, MacDonald and Plechash. Also present: City Manager Jeff Dahl, Administrative Services Director Aurora Yager, City Attorney David Schelzel, and Public Works Director/City Engineer Mike Kelly.

Mr. Dahl provided background noting in 2013, the City approved a Code of Conduct to set a level of expectations from the City Council. While the City Council and other Boards and Commissions go through orientation that highlights appropriate norms and behaviors, staff felt that a more thorough document that expanded on the differing roles and responsibilities of staff, Council, and Commissioners along with expectations of norms and behaviors would be helpful. In addition to governing bodies, the draft Code of Conduct includes expectations for members of the public attending public meetings.

Mr. Dahl went through all of the draft Codes of Conduct. City Attorney David Schelzel provided comments based on his review of the drafts.

Discussion focused on the rigidity of the chain of command and filtering all Council Communications through the City Manager, the need for Council Members to attend other board meetings; and overall team dynamics.

While Council Members had strong feelings about the Code of Conduct and some recent behaviors, general consensus was that the purpose of the document was to enhance and build upon a better process to help structure meetings and interactions between Council Members, Board Members, staff and the public. Next steps would include presenting a final version for council approval.

Discussion of Updates to 2022-2026 Capital Improvement Plan — Item Tabled to a Meeting To Be Determined

The workshop meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Kathy Leervig
City Clerk

WAYZATA CITY COUNCIL
DRAFT - MEETING MINUTES
October 19, 2021

AGENDA ITEM 1. Call to Order.

Mayor Mouton called the meeting to order at 7:00 p.m. Mayor Mouton stated members of the public may attend the City Council meeting in person, provided they follow all City policies and protocols related to the pandemic, including wearing masks. She also shared the multiple options for joining remotely and submitting comments or questions.

AGENDA ITEM 2. Pledge of Allegiance.

AGENDA ITEM 3. Roll Call.

Council Members present: Buchanan, Iverson, MacDonald, and Plechash. Also present: City Manager Dahl, Community Development Director Goellner, Planning Consultant Zweber, and City Attorney Schelzel.

Mayor Mouton noted earlier this evening, the city council participated in a workshop. The following item was on the agenda:

- Review of Draft Code of Conduct for City Council, Boards, Commissions, Committees, and General Public

AGENDA ITEM 4. Approve Agenda.

Mr. Buchanan made a motion, seconded by Mr. Plechash, to approve the agenda, as presented. The motion carried 5/0.

AGENDA ITEM 5. Public Forum.

a. Introduction of Bar & Grill Kitchen Manager Dean Frias

Mr. Dahl invited Jeff Pietrini, Wayzata Bar & Grill General Manager, to speak.

Mr. Pietrini briefly talked about the unprecedented times causing supply and staffing issues. He then introduced Dean Frias as Wayzata Bar & Grill's new Kitchen Manager.

Mr. Frias was very excited to be working at the Bar & Grill and was looking forward to introducing the new menu.

Mayor Mouton asked where he worked previously. Mr. Frias said Crowne Plaza Hotels and Resorts among other places. Mayor Mouton said they were pleased to have him and looking forward to his long career in Wayzata.

b. Introduction of Assistant Planner Valerie Quarles

Mayor Mouton noted that Assistant Planner Quarles was unable to attend and would move to a future meeting.

c. Boat Slip Fees

David Nitz, 431 Peavey Lane, said he was present to make final remarks about the boat slip issue. He was disappointed that City staff had been unable to produce a history of boat

slip operation and maintenance expenses. He was opposed to the arbitrary 2022 boat slip fee. He asked the Council to correct the unfair billing issues.

Mayor Mouton noted that the boat slip fees had been addressed at a workshop. Staff had communicated the plan of action and the City was still in the process of addressing the fees.

Mayor Mouton asked if there were any comments on Zoom. Ms. Goellner said there were not.

AGENDA ITEM 6. New Agenda Items.

Mayor Mouton noted the Council discussed Tax Incremental Financing at the last meeting and Council Member Iverson discussed doing more for residents. Ms. Iverson said she and City Manager Dahl had been in discussions and were planning to schedule a meeting to discuss it further.

AGENDA ITEM 7. Consent Agenda.

Mayor Mouton read the items on the consent agenda and asked if any Council member wished to pull an item for further discussion.

Mr. Dahl requested that Item 7.e. be pulled and tabled. He explained that additional information had been submitted and staff had not been able to review it.

Mr. Plechash requested that Item 7.a. be pulled and tabled.

Mayor Mouton asked for a motion to approve the Consent Agenda as amended. Ms. MacDonald made a motion, seconded by Mr. Buchanan, to approve the consent agenda:

- a. ~~Approval of City Council Workshop and Regular Meeting Minutes of October 5, 2021~~
 - b. Approval of Check Register
 - c. Approval of Municipal Licenses
 - d. Receipt of Building Activity Report
 - e. ~~Approval of Development Agreement with Pillar Homes Partner Inc. for Rice Street Townhomes at 520, 524, 530, and 534 Rice Street East~~
 - f. Adoption of Resolution 50-2021 Accepting Donations in Memory of Bill Nelson to the Parks & Trails Capital Improvement Fund
 - g. Approval of Professional Services Agreement with U of M Extension for Local Option Sales Tax Analysis
 - h. Adoption of Resolution 54-2021 Amending the 2022 Fee Schedule for Boat Slips
- The motion carried 5/0.

e. Approval of Development Agreement with Pillar Homes Partner Inc. for Rice Street Townhomes at 520, 524, 530, and 534 Rice Street East

Mayor Mouton asked for a motion to table. Mr. Buchanan made a motion, seconded by Mr. Plechash, to table Item 7.e. Approval of Development Agreement with Pillar Homes Partner Inc. for Rice Street Townhomes at 520, 524, 530, and 534 Rice Street East. The motion carried 5/0.

a. Approval of City Council Workshop and Regular Meeting Minutes of October 5, 2021

Mr. Plechash felt the minutes did not accurately reflect the discussion. He requested the minutes be reworked.

Mayor Mouton asked for motion to table. Mr. Plechash made a motion, seconded by Ms. Iverson, to table Item 7.a. Approval of City Council Workshop and Regular Meeting Minutes of October 5, 2021. The motion carried 5/0.

AGENDA ITEM 8. Public Hearings.

a. Consider Adoption of Resolution 52-2021 Certifying to the County Auditor Assessments for Unpaid Delinquent Utility Bill Charges

Mr. Dahl explained the delinquent utility bill charges were more than 30 days past due and had remained unpaid despite attempts at collection. In order to ensure the City had enough time to get the assessment role to the County for taxes payable in 2022, action must be made by resolution. Mr. Dahl discussed the background, financial impacts, and action requested.

Mr. Buchanan noted there were habitual offenders and asked what the City could do about it. Mr. Dahl said staff had done a better job communicating and had increased the fees in order to offset City admin costs. He said overall the amount of delinquent charges has gone down over the past few years.

Mayor Mouton said it would be assessed through the County to the property and upon refinance or sale of the property the City would collect the funds. Mr. Dahl said that was correct or when the property owner paid their taxes.

Mayor Mouton opened the public hearing at 7:28 p.m. No one came forward to speak. There being no one wishing to speak, Mayor Mouton closed the public hearing at 7:29 p.m.

Mayor Mouton asked for a motion on the draft resolution. Mr. Buchanan made a motion, seconded by Mr. Plechash, to Adopt Resolution No. 52-2021 Certifying to the County Auditor Assessments for Unpaid Delinquent Utility Bill Charges. The motion carried 5/0.

Mr. Dahl noted to the public that there was still two weeks before the City filed and encouraged anyone on the list to call staff.

AGENDA ITEM 9. New Business.

a. Consider Approval of a Professional Services Agreement with Cushing Terrell for Section Foreman House Rehabilitation Design

Ms. Goellner presented the proposed Professional Services Agreement with Cushing Terrell for Section Foreman House Rehabilitation Design. She discussed the selection process, key dates, the selection committee, agreement for services, budget, anticipated timeline, the design review committee, and action requested.

Mayor Mouton asked if Council had questions of staff.

Ms. Iverson asked what happened if the Conservancy was unable to fund the project. Ms. Goellner explained the agreement stated the City would pay a lump sum at the end of each phase and the contract could be ended at the completion of each phase if

1 necessary. She noted there were notification requirements for contract termination. Mr.
2 Schelzel added that there was a 30-day notification requirement.

3 Mayor Mouton believed there was a commitment from one family for \$250,000.
4 Mr. Dahl said that was correct. He added that in the past the Conservancy had given the
5 City the funds up front.

6 Mayor Mouton thanked the selection committee for their work.

7 Mayor Mouton asked the Council if there was any discussion or a motion on the
8 proposed Professional Services Agreement. Mr. Buchanan made a motion, seconded by
9 Ms. MacDonald, to Approve a Professional Services Agreement with Cushing Terrell for
10 Section Foreman House Rehabilitation Design. The motion carried 5/0.

11
12 **b. Consider Adoption of Resolution 53-2021 Approving a Variance for**
13 **Impervious Surface Coverage at 1640 Holdridge Circle**

14 Ms. Goellner presented the development application requesting approval of a variance
15 from the maximum impervious surface requirement from applicant and property owner,
16 Reed Lewis. Ms. Goellner discussed the zoning, 2040 Comprehensive Plan land use,
17 application requests, aerial photos, zoning ordinance standards, existing site plan, Planning
18 Commission recommendation, and action requested.

19 Mayor Mouton asked if there were questions of staff.

20 Mr. Plechash asked about the impervious surface calculation for the property to the
21 west. Mr. Zweber said he did not do an assessment of that property. However, the shared
22 driveway was 1,800 square feet so if it was split, the applicant's impervious surface would
23 be reduced by 900 square feet which would bring them in compliance.

24 Mayor Mouton noted the Council had dealt with this issue before and asked if it
25 would be addressed during the zoning study. Ms. Goellner said she was not sure if it was
26 in the zoning study, but the Public Works Department and Planning Department were
27 encouraging individual driveways on new proposals. Mayor Mouton asked if the driveway
28 was intended to be shared. Ms. Goellner suggested that the applicant could fill in the
29 history. Mayor Mouton said she was wondering what had been stipulated by previous
30 Councils. Mr. Zweber said this was the applicant's second pervious pavement system. He
31 also explained that there had been an application for a subdivision that had been denied.
32 The lot split was a much simpler process which did not have a lot of conditions. The only
33 condition was the shared driveway.

34 Mayor Mouton asked if the Council had questions for the applicant. There were no
35 questions. Mayor Mouton asked the Council for discussion.

36 Mr. Buchanan supported the Planning Commission's recommendation. He said the
37 request was reasonable and believed the practical difficulty was not economic, but due to
38 the unique character of the property.

39 Ms. MacDonald agreed. She thought the Planning Commission did a great job and
40 supported the request as well.

41 Mr. Plechash said this was a common-sense solution to a problem that was there.
42 He was supportive.

43 Ms. Iverson was also supportive. She thought it was the only solution that allowed
44 the property owner access to their front door easily.

45 Mayor Mouton agreed with her colleagues. She thought it was reasonable and
46 agreed with the Planning Commission's recommendation. She thought the City should

1 look at how to address shared driveways that were in existence in terms of calculating
2 impervious surface.

3 Mayor Mouton asked for a motion on the draft resolution. Ms. Iverson made a
4 motion, seconded by Mr. Buchanan, to Adopt Resolution 53-2021 Approving Variance for
5 Impervious Surface Coverage at 1640 Holdridge Circle. The motion carried 5/0.

6
7 **c. Consider Adoption of Resolution 34-2021 Approving a PUD Amendment and**
8 **Design Deviation for Moments of Wayzata at 163 Wayzata Boulevard West**

9 Ms. Goellner presented the development request for Moments of Wayzata. She discussed
10 zoning, 2040 Comprehensive Plan land use, aerial photos, timeline, development
11 application requests for Planned Unit Development amendment and design standard
12 deviation, and background.

13 Mr. Zweber shared the existing structure and site, the proposed project, the
14 proposed site plan, renderings, design deviation, tree removal plan, landscaping,
15 neighborhood meetings, changes since the October 4th Planning Commission meeting, and
16 a summary of the requests.

17 Ms. Goellner explained the requested action.

18 Mayor Motion asked if the Council had questions for staff.

19 Ms. Iverson asked what the grade change would be in the back of the building where
20 the walking paths would be and how much fill was required. Mr. Zweber said the retaining
21 walls in various places towards the west were 7-12 feet in height. He deferred to the
22 applicant regarding the amount of fill. Ms. Iverson asked about the distance between the
23 walking path, retaining wall, and Highway 12. Mr. Zweber was not sure, but said it looked
24 around 50 feet to the property line.

25 Mr. Buchanan said there was a lot of discussion at the Planning Commission
26 regarding whether the narrative was aligned with the final plans. Ms. Goellner answered
27 yes, they were in alignment with the exception of the visitor parking. Mr. Zweber added
28 that the plans submitted match the summary of the neighborhood meeting that the applicant
29 committed to with the one exception mentioned.

30 Mayor Mouton asked about the City's policy in terms of requiring escrow to ensure
31 the trees remained viable. Mr. Zweber said the escrow was negotiated based on the
32 developer's construction costs. The escrow was maintained for one year. After the year
33 expired it would fall under code enforcement if the property fell out of step with Planned
34 Unit Development. Mayor Mouton said it was a significant number of trees and asked
35 what provision the City had if the applicant did not address future issues. Mr. Zweber said
36 if the intention of the Council was to require a longer escrow term, staff would like to hear
37 that in the motion. He also said the code only required 157.7 inches replaced. The
38 applicant was replacing 699 inches. Would the Council expect the escrow to be based on
39 the 157.7 inches or all 699 inches. Mayor Mouton said the proposed amount because that
40 was the expectation of the neighbors. Ms. Goellner, after checking the code requirements,
41 stated that the security must remain in place for three years. The release of financial
42 guarantee was laid out in City Code. She said it was reduced each year based on the health
43 of the trees as examined by the City Forester.

44 Ms. Iverson said the site plan mentioned the location of the monument sign. She
45 asked if the height, size, or lighting had been provided. Mr. Zweber said it had not. The
46 sign permit after approval would need to meet City Code standards. Ms. Iverson said it

1 would be nice to have the applicant provide more details about the sign. Mayor Mouton
2 said the sign would have to abide by the City's sign ordinance and if it did not the applicant
3 would need a variance.

4 Elizabeth Wright, Owner of Moments of Wayzata, thanked the Council for
5 welcoming them again. She presented the site plan and showed the pond, retaining wall,
6 and Highway 12. She talked about the changes made to the application, parking,
7 headlights, building materials, trash and mechanicals enclosure, and trees.

8 Burt Elmer, Architect, further discussed the changes, visitor parking, trash
9 enclosure, and the monument sign.

10 Mayor Mouton asked if Council had questions for the applicant.

11 Mr. Plechash applauded the applicant for the tree replacement, but asked how they
12 came up with the number. Ms. Wright said they loved trees and green areas. They wanted
13 the residents to have a park like setting and believed the residents flourished by being
14 outside. Mr. Plechash asked if the calculation for escrow was based in the amount proposed
15 or required. Ms. Goellner said she would like to look into it further to be sure. Mr. Plechash
16 believed it should be based on what was required and not what was proposed. Mr. Zweber
17 said a lot of the details were hashed out in the development agreement. Staff would be able
18 to explain the calculation and how long it would stay more fully. Mr. Schelzel said the
19 other part of the development agreement was the security collected for public and private
20 improvements associated with the project. He said tree replacement was not usually
21 included, but landscaping was. He said it would be flushed out with the developer.

22 Ms. Iverson said the proposed 65 arborvitae were listed as Mr. Bowling Ball
23 Arborvitae. She thought that species would not do well. Patrick Sarver, Civil Site Group,
24 said he would double check the exact choice of arborvitae. Ms. Iverson asked for one of
25 the Burr oaks to be placed south of the building. Mr. Sarver said they could do that.

26 Mayor Mouton asked for Council discussion.

27 Ms. MacDonald thought the proposal was nice and thorough. She was proud of
28 how the developer, community, staff, and Council had come up with a compromise. She
29 supported the plan.

30 Mr. Plechash thought it was wonderful how the developer and community had
31 worked together and thought the whole process had worked out well. He was supportive.

32 Ms. Iverson said it had been a bumpy road. She thought in the end it was a better
33 product and thanked the developer for taking the time to do the extra work. She was also
34 supportive.

35 Mr. Buchanan was also impressed with the cooperation between the developer and
36 the community. He appreciated the developer listening and taking action. He also
37 supported the resolution.

38 Mayor Mouton agreed with her colleagues. She thanked the applicant, staff,
39 Planning Commission, and the community.

40 Mayor Mouton asked for a motion on the draft resolution. Mr. Plechash made a
41 motion, seconded by Ms. MacDonald, to Adopt Resolution 34-2021 Approving PUD
42 Amendment and Design Deviation at 163 Wayzata BLVD W. The motion carried 5/0.

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44 **d. Consider Proposal for 2021-2022 Winter Lighting along Lake Street**

45 Mr. Dahl presented the background, financial impacts, and three lighting options. He
46 explained that staff was looking for a general consensus on how much to spend.

1 Mayor Mouton asked if the Council had questions for staff.

2 Mr. Buchanan said the businesses along Lake Street contributed last year and
3 planned to contribute this year. Mr. Dahl said that was correct. Mr. Buchanan asked what
4 exactly bells and whistles referred to. Mr. Dahl said the snowflakes, projector, and other
5 options.

6 Mr. Plechash asked if staff had gathered opinions from the Chamber of Commerce,
7 businesses, etc. and whether it helped the businesses last year. Mr. Dahl said the feedback
8 he had received was positive. Ms. Goellner said the businesses were supportive of
9 additional lighting. She explained that this was the initial discussion about lighting,
10 maintenance, and where to draw the line in the future. Mr. Plechash asked about the
11 negative comments. Mr. Dahl said most had to do with either blocking views or that it was
12 becoming too kitschy. Mr. Buchanan asked which option would last year be categorized
13 under. Mr. Dahl said somewhere in between option two and three.

14 Ms. Iverson thought less was more. She asked about other ways to use the
15 additional funds without blocking views and creating chaos such as bringing in a horse and
16 buggy.

17 Ms. MacDonald said as part of the Panoway District Committee, the scaled down
18 vision was preferred. The Committee wanted to see charming lights, but less igloos,
19 projectors, etc.

20 Mayor Mouton said the decision last year was based on City funds, donations, and
21 grants. The City had just completed Panoway in the midst of the pandemic. All of that
22 culminated in the Chamber and staff activating the brand-new space. She wanted to see a
23 balance of clean and simple with a statement piece, such as a tree, on Panoway that
24 represented the community. She suggested seeing future plans earlier in August and also
25 wanted to see businesses chip in. She was not supportive of the bells and whistles.

26 Mr. Dahl said based on the feedback, he was thinking option two with donations
27 and plan accordingly for next year with the potential of a tree.

28 Mayor Mouton said she did also like Council Member's Iverson idea of bringing in
29 a sleigh on the evenings that Lake Street was closed.

30 Mr. Plechash said he was generally a fiscal hawk, but did not want to be a grinch.
31 He said it was staff's job to manage the budget. He did not think it was the Council's role
32 to design, but suggested ending up with something more Norman Rockwell and less Las
33 Vegas.

34 Mr. Dahl said he would prefer a motion for option two.

35 Mayor Mouton asked for a motion on the proposal. Mr. Buchanan made a motion,
36 seconded by Ms. MacDonald, to Approve the 2021-2022 Winter Lighting Proposal along
37 Lake Street, Option 2.

38 Ms. Iverson asked if the motion should include donations from businesses. Mr.
39 Dahl said that was not necessary, but he would act and request that the Chamber solicit
40 donations.

41 The motion carried 5/0.

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43 **AGENDA ITEM 10. City Manager's Report and Discussion Items.**

44 **a. Upcoming Events/Announcements**

45 None.

46

1 **b. Council Member Updates/Announcements**

2 Mayor Mouton thanked staff who did a great job with tonight’s presentations. She also
3 thanked her colleagues for great discussions. She noted Pull It Day on October 27th. Mr.
4 Dahl said it would be a little different this year, but more information could be found on
5 the City’s website.

6 Mayor Mouton also noted Boo Bash Dash + Boo Blast on October 30th and the
7 Person of the Year luncheon hosted by the Chamber of Commerce. Mr. Dahl congratulated
8 Steve Langsdale.

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10 **AGENDA ITEM 11. Public Forum Continued (if necessary).**

11 There were no comments.

12
13 **AGENDA ITEM 12. Adjournment.**

14 There being no further business, Mayor Mouton asked for a motion to adjourn. Mr.
15 Plechash made a motion, seconded by Ms. MacDonald to adjourn. Mayor Mouton
16 adjourned the meeting at 9:23 p.m.

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18 Respectfully submitted,

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22 Kathy Leervig
23 City Clerk

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25 Drafted by Sarah Peterson
26 *TimeSaver Off Site Secretarial, Inc.*

**WAYZATA CITY COUNCIL
WORKSHOP MEETING MINUTES
October 27, 2021**

4:30 p.m. Discussion of Updates to 2022-2026 Capital Improvement Plan

Mayor Mouton called the meeting to order at 4:30 p.m. The workshop was held in-person in the Community Room at City Hall. Council Members present: Buchanan, Iverson, MacDonald and Plechash. Also present: City Manager Jeff Dahl, Administrative Services Director Aurora Yager, and Public Works Director/City Engineer Mike Kelly.

Mr. Dahl indicated that this item was delayed from the October 19th City Council Meeting.

Ms. Yager provided background stating the City Council reviews its CIP twice a year—once in the spring to prioritize use of any excess fund reserves from the prior year and once in the fall as a part of the annual budget process. Included in the five-year Capital Improvement Plan is a breakdown of projected expenses and their uses, projected revenues and their sources, and anticipated fund balances across funds. Based on feedback from the Council regarding these projects and priorities, staff provided updates and included the 2022-2026 CIP with the other 2022 budget items for Council approval at the December 7, 2021 meeting.

Ms. Yager went through each capital fund balance and noted how the fund balances are typically paid through cash versus issuing debt. While the majority of the funds are paid with various charges for services, about 16% of the City's total levy is put toward capital projects.

Discussion regarding specific funds and capital projects included:

- Consider spreading future park projects out more in future years.
- Updated costs and potential locations for the Platform Tennis project will be discussed at a future workshop.
- Consider if expansion of the cemetery is needed and incorporate into a future CIP.
- Consider if reconfiguration of the Muni parking lot is needed and incorporate into a future CIP.
- Potential inclusion of curb and gutter into future street projects will be discussed at a future workshop.
- Consider including future improvements at the "Muni" facilities to refresh the interior.
- Consider the purchase of the Fire Department's Ladder Truck for 2022. Greater discussion on this item will occur at a future workshop.

Overall, there were no major changes directed by the Council. They indicated their gratitude towards staff for the work they put into the updated plan.

The workshop meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Kathy Leervig
City Clerk



City of Wayzata City Council Agenda Report

MEETING DATE: November 3, 2021	AGENDA ITEM: 7.b
TITLE: Approval of Check Register	
PROPOSED MOTION: To Approve the Payment of Checks and Electronic Fund Transfers (EFT's) for October 2021	
PREPARED BY: Kathy Ovshak, Senior Accountant	
REVIEWED BY: Jeffrey Dahl, City Manager	

ACTION REQUESTED:

Staff recommends the approval of checks and EFT's.

FINANCIAL OR BUDGET CONSIDERATION:

N/A

BACKGROUND:

N/A

ATTACHMENTS:

1. Detail Check Register October 2021
2. Detail EFT Register October 2021

CITY OF WAYZATA

10/27/21 8:11 AM

Page 1

***Check Detail Register©**

Batch: 101821PAY,102021PAY,102521PAY,102621PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Old National					
121810	10/19/21	56 BREWING LLC			
E 640-47000-253		Beer For Resale	\$72.00	5616128	BEER
		Total	\$72.00		
121811	10/19/21	ALPINE DIVERSIFIED SERVICES			
E 640-48000-401		Repairs/Maint Buildings	\$1,102.13	31323	KITCHEN HOODS CLEANED
		Total	\$1,102.13		
121812	10/19/21	ARTISAN BEER COMPANY			
E 640-47000-253		Beer For Resale	\$71.20	3500818	BEER RESALE
E 640-47000-253		Beer For Resale	\$362.45	3500819	BEER RESALE
E 640-48000-253		Beer For Resale	\$159.00	3501940	BEER
		Total	\$592.65		
121813	10/19/21	BELLBOY BAR SUPPLY CORP.			
E 640-47000-251		Liquor For Resale	\$408.50	0091659400	LIQ RESALE
E 640-47000-259		Freight	\$5.10	0091659400	FREIGHT
		Total	\$413.60		
121814	10/19/21	BREAKTHRU BEVERAGE MN			
E 640-47000-251		Liquor For Resale	\$2,767.05	341307401	LIQUOR
E 640-47000-259		Freight	\$23.44	341307401	FREIGHT
E 640-47000-251		Liquor For Resale	\$368.90	341307402	LIQUOR
E 640-47000-259		Freight	\$2.90	341307402	FREIGHT
E 640-47000-252		Wine For Resale	\$1,316.00	341307403	WINE
E 640-47000-259		Freight	\$11.12	341307403	FREIGHT
E 640-48000-251		Liquor For Resale	\$228.00	341393922	LIQUOR
E 640-48000-252		Wine For Resale	\$203.70	341393922	WINE
		Total	\$4,921.11		
121815	10/19/21	BREAKTHRU BEVERAGE			
E 640-47000-253		Beer For Resale	\$4,659.30	341271336	BEER
E 640-47000-253		Beer For Resale	\$136.00	341271337	BEER
E 640-48000-253		Beer For Resale	\$544.00	341393287	BEER
		Total	\$5,339.30		
121816	10/19/21	CAPITOL BEVERAGE SALES			
E 640-47000-253		Beer For Resale	\$1,119.20	2604827	BEER
E 640-48000-253		Beer For Resale	\$609.00	2605152	BEER
		Total	\$1,728.20		
121817	10/19/21	CASH - OLD NATIONAL			
G 640-10150		ATM	\$9,000.00	10/19/2021	ATM FILL
		Total	\$9,000.00		
121818	10/19/21	DAHLHEIMER DISTRIBUTING CO.			
E 640-47000-253		Beer For Resale	\$978.90	1473890	BEER
E 640-48000-253		Beer For Resale	\$219.00	1475341	BEER
		Total	\$1,197.90		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
121819	10/19/21	DETAILED SERVICES			
E 640-48000-409		Maint services & Improv	\$320.17	15947	BAR CARPET CLEANING
		Total	\$320.17		
121820	10/19/21	FOREMOST BUSINESS SYSTEMS INC.			
E 640-48000-404		Repairs/Maint - Machin/Eq	\$645.15	89656	PRINTER
		Total	\$645.15		
121821	10/19/21	HARNELL REFRIGERATION			
E 640-48500-404		Repairs/Maint - Machin/Eq	\$112.26	2204	DOOR HANDLES ON APPLIANCE REPLACED
E 640-48500-404		Repairs/Maint - Machin/Eq	\$172.26	2220-2	DISHWASHER SWITCH REPLACED
		Total	\$284.52		
121822	10/19/21	HOBART SERVICE			
E 640-48500-404		Repairs/Maint - Machin/Eq	\$341.88	35244038	DISHWASHER REPAIRS
		Total	\$341.88		
121823	10/19/21	JJ TAYLOR DISTRIBUTING OF MN_			
E 640-47000-253		Beer For Resale	\$1,743.60	3222361	BEER
E 640-48000-253		Beer For Resale	\$932.10	3242554	BEER
E 640-48000-253		Beer For Resale	\$243.00	3246834	BEER
		Total	\$2,918.70		
121824	10/19/21	JOHNSON BROS.-ST.PAUL			
E 640-47000-252		Wine For Resale	\$727.00	1903662	WINE
E 640-47000-259		Freight	\$18.91	1903662	FREIGHT
E 640-47000-251		Liquor For Resale	\$1,649.55	1905947	LIQUOR
E 640-47000-259		Freight	\$10.00	1905947	FREIGHT
E 640-47000-252		Wine For Resale	\$757.75	1905948	WINE
E 640-47000-259		Freight	\$13.86	1905948	FREIGHT
E 640-47000-252		Wine For Resale	\$2,221.00	1905949	WINE
E 640-47000-259		Freight	\$2.52	1905949	FREIGHT
		Total	\$5,400.59		
121825	10/19/21	LIBATION PROJECT			
E 640-47000-252		Wine For Resale	\$600.00	39561	WINE RESALE
E 640-47000-259		Freight	\$4.50	39561	FREIGHT
		Total	\$604.50		
121826	10/19/21	MAIN STREET BAKERY			
E 640-48500-255		FOODIngredients For Res	\$149.20	412721	FOOD RESALE
E 640-48500-255		FOODIngredients For Res	\$180.00	414133	FOOD RESALE
E 640-48500-255		FOODIngredients For Res	\$201.70	414310	FOOD RESALE
		Total	\$530.90		
121827	10/19/21	MINNEHAHA BLDG.MAINT.INC.			
E 640-48000-409		Maint services & Improv	\$80.64	180189734	BLDG.MAINT.
		Total	\$80.64		
121828	10/19/21	NEW FRANCE WINE COMPANY			
E 640-47000-252		Wine For Resale	\$880.00	179012	WINE RESALE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 640-47000-259		Freight	\$8.00	179012	FREIGHT
		Total	\$888.00		
121829	10/19/21	ORIGIN WINE & SPIRITS			
E 640-47000-252		Wine For Resale	\$248.00	0013424	WINE
E 640-47000-259		Freight	\$2.63	0013424	FREIGHT
		Total	\$250.63		
121830	10/19/21	PAUSTIS & SONS			
E 640-47000-252		Wine For Resale	\$1,601.00	142118	WINE RESALE
E 640-47000-259		Freight	\$16.25	142118	FREIGHT
E 640-47000-252		Wine For Resale	\$272.00	142327	WINE RESALE
E 640-47000-259		Freight	\$2.25	142327	FREIGHT
		Total	\$1,891.50		
121831	10/19/21	PHILLIPS WINES & SPIRITS			
E 640-47000-252		Wine For Resale	\$352.25	6282614	WINE
E 640-47000-259		Freight	\$9.31	6282614	FREIGHT
E 640-48000-251		Liquor For Resale	\$466.08	6288203	LIQUOR
		Total	\$827.64		
121832	10/19/21	PLUNKETT'S PEST CONTROL			
E 640-48000-409		Maint services & Improv	\$120.69	7245593	SERVICE
		Total	\$120.69		
121833	10/19/21	SHAMROCK GROUP			
E 640-47000-254		Soft Drinks/Mix For Resal	\$155.12	2683103	ICE
		Total	\$155.12		
121834	10/19/21	SMALL LOT MN			
E 640-47000-259		Freight	\$5.00	46341	FREIGHT
E 640-47000-259		Freight	\$5.00	46499	FREIGHT
E 640-47000-252		Wine For Resale	\$207.96	MN46341	WINE
E 640-47000-252		Wine For Resale	\$415.92	MN46499	WINE
		Total	\$633.88		
121835	10/19/21	SOUTHERN GLAZER'S			
E 640-47000-251		Liquor For Resale	\$1,101.25	2131576	LIQUOR
E 640-47000-259		Freight	\$6.40	2131576	FREIGHT
E 640-47000-252		Wine For Resale	\$4,684.00	2131577	WINE
E 640-47000-259		Freight	\$32.00	2131577	FREIGHT
E 640-47000-251		Liquor For Resale	\$675.45	2131578	LIQUOR
E 640-47000-259		Freight	\$6.40	2131578	FREIGHT
E 640-47000-251		Liquor For Resale	\$1,349.67	2131579	LIQUOR
E 640-47000-259		Freight	\$14.83	2131579	FREIGHT
E 640-47000-254		Soft Drinks/Mix For Resal	\$92.00	2131580	MISC.BEV
E 640-47000-259		Freight	\$5.12	2131580	FREIGHT
E 640-47000-251		Liquor For Resale	\$2,446.88	2134126	LIQUOR
E 640-47000-259		Freight	\$12.16	2134126	FREIGHT
E 640-47000-252		Wine For Resale	\$1,400.00	2134127	WINE
E 640-47000-259		Freight	\$12.80	2134127	FREIGHT

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 640-47000-251		Liquor For Resale	\$674.35	2134128	LIQUOR
E 640-47000-259		Freight	\$3.84	2134128	FREIGHT
E 640-47000-251		Liquor For Resale	\$898.38	2134129	LIQUOR
E 640-47000-259		Freight	\$7.68	2134129	FREIGHT
		Total	\$13,423.21		
121836	10/19/21	SUMMIT FIRE PROTECTION			
E 640-48000-401		Repairs/Maint Buildings	\$144.25	130026215	SERVICE
		Total	\$144.25		
121837	10/19/21	SUNBURST CHEMICALS, INC.			
E 640-48500-210		Operating Supplies (GEN	\$70.44	0492518	KITCHEN SUPPLIES
		Total	\$70.44		
121838	10/19/21	TRUE BRANDS			
E 640-47000-254		Soft Drinks/Mix For Resal	\$114.28	926973	MISC MDSE
		Total	\$114.28		
121839	10/19/21	ULINE			
E 640-47000-210		Operating Supplies (GEN	\$48.83	137805145	STORE SUPPLIES
		Total	\$48.83		
121840	10/19/21	UNMAPPED BREWING COMPANY			
E 640-47000-253		Beer For Resale	\$171.00	1121	BEER
		Total	\$171.00		
121841	10/19/21	VINOCOPIA			
E 640-47000-252		Wine For Resale	\$307.50	0288235	WINE
E 640-47000-259		Freight	\$2.50	0288235	FREIGHT
		Total	\$310.00		
121842	10/19/21	WINE COMPANY			
E 640-47000-251		Liquor For Resale	\$70.67	185297	LIQUOR
E 640-47000-252		Wine For Resale	\$352.00	185297	WINE RESALE
E 640-47000-259		Freight	\$8.40	185297	FREIGHT
		Total	\$431.07		
121843	10/19/21	WINE MERCHANT			
E 640-47000-252		Wine For Resale	\$1,890.00	7349609	WINE
E 640-47000-259		Freight	\$11.53	7349609	FREIGHT
E 640-48000-252		Wine For Resale	\$530.10	7350067	WINE
E 640-48000-252		Wine For Resale	\$42.86	7350146	WINE
E 640-47000-254		Soft Drinks/Mix For Resal	\$177.50	7351095	MISC.BEV
E 640-48000-252		Wine For Resale	\$259.23	7351095	WINE
		Total	\$2,911.22		
121844	10/19/21	WINEBOW			
E 640-47000-252		Wine For Resale	\$528.00	MN00010158	WINE RESALE
E 640-47000-259		Freight	\$10.50	MN00010158	FREIGHT
		Total	\$538.50		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
121845	10/20/21	ACME TOOLS			
E 101-43100-210		Operating Supplies (GEN	\$239.99	9236060	SUPPLIES
		Total	\$239.99		
121846	10/20/21	ASSOCIATED MECHANICAL			
E 640-47000-401		Repairs/Maint Buildings	\$404.75	23194	MUNI BLDG.FANS CLEANED
E 640-48000-401		Repairs/Maint Buildings	\$404.75	23194	MUNI BLDG.FANS CLEANED
		Total	\$809.50		
121847	10/20/21	BANK OF AMERICA			
E 101-42200-210		Operating Supplies (GEN	\$65.50		FD SUPPLIES
E 101-42200-434		Training and schools	\$150.00		FD TRAINING
E 101-42200-499		Miscellaneous	\$183.20		FD MTG.MEALS
		Total	\$398.70		
121848	10/20/21	BEST & FLANAGAN			
G 802-20886		520-534 RICE STREET T	\$5,606.25	551401	RICE STREET BROWNSTONE ESCROW PROJECT
G 802-20366		163 WAYZATA BLVD - M	\$1,803.75	551401	163 WAYZ.BLVD ESCROW PROJECT
G 802-20365		253 LAKE STREET-HOY	\$715.00	551401	253 LAKE ESCROW PROJECT
G 802-20892		611 BUSHAWAY RD - W	\$731.25	551401	611 BUSHAWAY ESCROW PROJECT
G 802-20855		401 LAKE ST.-LOTHENB	\$536.25	551401	401 LAKE ESCROW PROJECT
G 802-20893		1640 HOLDRIDGE CIRCL	\$1,023.75	551401	1640 HOLDRIDGE CIR.ESCROW PROJECT
G 802-20889		803 LAKE ST - THE GOO	\$1,121.25	551401	803 LAKE ESCROW PROJECT
G 802-20859		700 LAKE - STIELDOW	\$97.50	551401	700 LAKE ESCROW PROJECT
E 101-41500-304		Legal Fees	\$48.75	551401	15610 HOLDRIDGE LITIGATION
E 101-41500-304		Legal Fees	\$585.00	551401	ORDINANCES
E 101-41500-304		Legal Fees	\$682.50	551401	PLANNING COMM.MTGS.
E 101-41500-304		Legal Fees	\$585.00	551401	GENERAL
E 101-41500-304		Legal Fees	\$146.25	551401	P&T BOARD BYLAWS
E 101-41500-304		Legal Fees	\$438.75	551401	CITY CONTRACTS
E 101-41500-304		Legal Fees	\$97.50	551401	CELL TOWER
E 101-41500-304		Legal Fees	\$1,657.50	551401	CITY COUNCIL
E 101-41500-304		Legal Fees	\$614.25	551401	EMPLOYMENT ISSUES
E 101-41500-304		Legal Fees	\$146.25	551401	ROW PERMITS
		Total	\$16,636.75		
121849	10/20/21	BLOOMINGTON, CITY OF			
E 610-40000-309		Contractual Services	\$63.00	19928	WATER ANALYSIS
		Total	\$63.00		
121850	10/20/21	BOTHAM, BRIAN			
E 101-42200-499		Miscellaneous	\$62.00		FD BREAKFAST MTGS.
E 101-42200-499		Miscellaneous	\$76.00		FD BREAKFAST MTGS.
		Total	\$138.00		
121851	10/20/21	CMT JANITORIAL SERVICES			
E 101-41940-409		Maint services & Improv	\$2,725.00	3559	MONTHLY CLEANING
		Total	\$2,725.00		
121852	10/20/21	CORE & MAIN			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 670-40000-409		Maint services & Improv	\$294.70	P774055	STORM WATER REPAIRS
		Total	\$294.70		
121853	10/20/21	DEPUTY REGISTRAR 126			
E 409-42100-550		Vehicles	\$2,217.85		PD SQUADS TITLED & PLATED
		Total	\$2,217.85		
121854	10/20/21	ELAN-CARDMEMBER SERVICES			
E 101-41500-331		Mileage & Expense Accou	\$319.82		MTG.MEALS
E 101-41500-433		Dues, Licensing & Semina	\$55.77		SUBSCRIPTION RENEWAL
E 101-41500-433		Dues, Licensing & Semina	\$377.44		DAHL CONF.EXP.
E 101-41500-433		Dues, Licensing & Semina	(\$263.00)		DAHL CONF.REFUND
E 101-43300-433		Dues, Licensing & Semina	\$120.00		ENG.CONF.REGISTRATION
E 101-43100-331		Mileage & Expense Accou	\$52.97		PW MTG.MEALS
E 101-45203-220		Repair/Maint Supply (GEN	\$101.20		BLVD.MAINT.SUPPLIES
E 101-41910-433		Dues, Licensing & Semina	\$53.75		COMM.DEV.DUES
E 408-40000-302		Consultants	\$25.00		ZONING STUDY FACEBOOK
E 235-40000-433		Dues, Licensing & Semina	\$165.51		WCTV DUES
E 101-41500-200		Office Supplies (GENERA	\$389.11		ADMIN.SUPPLIES
E 101-41100-210		Operating Supplies (GEN	\$54.27		COUNCIL SUPPLIES
E 101-41940-210		Operating Supplies (GEN	\$315.07		BLDG.SUPPLIES
E 233-40000-499		Miscellaneous	\$650.01		PANOWAY DOMAIN NAMES
E 630-40000-433		Dues, Licensing & Semina	\$29.95		MV DUES
E 640-47000-497		Credit Card Fees	\$182.67		STORE CC FEES
E 630-40000-210		Operating Supplies (GEN	\$74.15		MV SUPPLIES
E 640-48000-497		Credit Card Fees	\$161.55		BAR CC FEES
E 640-48000-404		Repairs/Maint - Machin/Eq	\$474.93		BAR REPAIRS/PARTS
E 101-41500-306		Personnel Expense	\$31.96		WELLNESS LUNCH SUPPLIES
E 101-42100-200		Office Supplies (GENERA	\$881.34		PD SUPPLIES
E 101-42100-404		Repairs/Maint - Machin/Eq	\$17.64		PD REPAIRS
E 101-42100-434		Training and schools	\$375.00		PD TRAINING
		Total	\$4,646.11		
121855	10/20/21	GOPHER ACE TRU VALUE			
E 101-41940-401		Repairs/Maint Buildings	\$17.18	8203	SUPPLIES/PARTS
E 610-40000-224		Repair & Maint - Motor Eq	\$18.78	8287	SUPPLIES/PARTS
E 610-40000-210		Operating Supplies (GEN	\$31.07	8294	SUPPLIES/PARTS
E 101-42100-210		Operating Supplies (GEN	\$9.76	8302	SUPPLIES/PARTS
E 101-45200-210		Operating Supplies (GEN	\$22.77	8307	SUPPLIES/PARTS
E 101-45200-226		Sign Repair Materials	\$6.99	8331	SUPPLIES/PARTS
		Total	\$106.55		
121856	10/20/21	HENN.CNTY.INFO.TECH.DEPT.			
E 101-42100-323		Radio Units	\$1,232.36	1000172367	PD RADIO LEASE
E 409-42100-540		Equipment	\$1,136.41	1000172367	PD RADIOS
		Total	\$2,368.77		
121857	10/20/21	IMPACT MAILING & FULFILLMENT			
E 610-40000-322		Postage	\$2,000.00	155152	POSTAGE ON ACCOUNT
E 620-40000-322		Postage	\$2,000.00	155152	POSTAGE ON ACCOUNT

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Total			\$4,000.00		
121858	10/20/21	KD & COMPANY			
E 670-40000-409		Maint services & Improv	\$175.00	21355	STORM WATER MAINT.
Total			\$175.00		
121859	10/20/21	LANO EQUIPMENT, INC.			
E 101-43100-220		Repair/Maint Supply (GEN	\$57.89	03-867319	PARTS
Total			\$57.89		
121860	10/20/21	LAW ENFORCEMENT LABOR SERVICES			
G 101-21707		Police union dues	\$698.50	OCT.2021	PD UNION DUES
Total			\$698.50		
121861	10/20/21	MARCO TECHNOLOGIES LLC			
E 630-40000-404		Repairs/Maint - Machin/Eq	\$274.79	455259762	MV COPIER MAINT.
Total			\$274.79		
121862	10/20/21	MEDIACOM			
E 101-41940-321		Telephone	\$390.99		SERVICE
Total			\$390.99		
121863	10/20/21	MENARD'S			
E 101-41940-401		Repairs/Maint Buildings	\$100.02		WARMING HOUSE SUPPLIES
Total			\$100.02		
121864	10/20/21	METROPOLITAN COUNCIL			
E 620-40000-386		Other Utilities	\$43,988.86	0001130624	SEWER SERVICE
Total			\$43,988.86		
121865	10/20/21	MN BATTERY LLC			
E 101-43100-220		Repair/Maint Supply (GEN	\$359.25	26573	PARTS
Total			\$359.25		
121866	10/20/21	MOBOTREX			
E 408-40000-309		Contractual Services	\$1,455.00	254089	PD PARKING LOT CAMERAS
Total			\$1,455.00		
121867	10/20/21	NAPA AUTO PARTS-LONG LAKE			
E 101-43100-220		Repair/Maint Supply (GEN	\$55.14	3270-521409	PARTS
Total			\$55.14		
121868	10/20/21	ONE STOP AUTO SERVICE			
E 101-42100-404		Repairs/Maint - Machin/Eq	\$58.00	37422	SQUAD TIRES MOUNTED & BALANCED
E 101-42100-404		Repairs/Maint - Machin/Eq	\$29.00	37425	SQUAD TIRES MOUNTED & BALANCED
Total			\$87.00		
121869	10/20/21	OTTEN BROTHERS			
E 101-45200-216		Chemicals and Chem Pro	\$37.99	1-1687223	CHEMICALS
Total			\$37.99		
121870	10/20/21	PAKOR INC.			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 630-40000-210		Operating Supplies (GEN	\$55.14	0611746	SUPPLIES
		Total	\$55.14		
121871	10/20/21	POPP TELECOM			
E 101-41940-321		Telephone	\$130.00	164416	MAILBOX SETUP
		Total	\$130.00		
121872	10/20/21	PURCHASE POWER			
E 101-49200-322		Postage	\$4,040.00		POSTAGE
		Total	\$4,040.00		
121873	10/20/21	SHERWIN-WILLIAMS CO.			
E 101-45200-226		Sign Repair Materials	\$415.79	2763-3	PAINT
		Total	\$415.79		
121874	10/20/21	STANTEC CONSULTING SERVICES			
G 802-20358		201 LAKE WETLAND DE	\$302.33	1843239	201 LAKE STREET WETLAND DELINEATION ESCROW
		Total	\$302.33		
121875	10/20/21	STREICHER'S			
E 101-42100-217		Uniforms	\$12.00	I1527909	PD UNIFORM
E 101-42200-240		Small Tools and Minor Eq	\$896.00	I1529233	FD TOOLS
		Total	\$908.00		
121876	10/20/21	SUPPLY SOLUTIONS LLC			
E 101-41940-210		Operating Supplies (GEN	\$68.00	34489	BLDG.SUPPLIES
		Total	\$68.00		
121877	10/20/21	TIME SAVER			
E 101-41100-302		Consultants	\$410.00	M26803	MTG.MINUTES
		Total	\$410.00		
121878	10/20/21	TITAN MACHINERY			
E 101-43100-220		Repair/Maint Supply (GEN	\$56.31	16203663	PARTS
		Total	\$56.31		
121879	10/20/21	U.S.POSTMASTER - HOPKINS			
E 610-40000-322		Postage	\$25.00		POSTAGE ON ACCOUNT
E 620-40000-322		Postage	\$25.00		POSTAGE ON ACCOUNT
		Total	\$50.00		
121880	10/20/21	VERIZON WIRELESS			
E 101-42100-323		Radio Units	\$200.05	9890442206	PD SERVICE
		Total	\$200.05		
121881	10/20/21	WAYZATA CHEVROLET			
E 101-42100-404		Repairs/Maint - Machin/Eq	\$168.16	337437	SQUAD REPAIRS
		Total	\$168.16		
121882	10/20/21	WESTSIDE WHOLESALE TIRE			
E 101-43100-220		Repair/Maint Supply (GEN	\$1,159.30	891118	BACK HOE TIRES

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Batch: 101821PAY,102021PAY,102521PAY,102621PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,159.30		
121883	10/26/21	56 BREWING LLC			
E 640-47000-253		Beer For Resale	\$148.00		RE-ISSUE FOR CK#118018
Total			\$148.00		
121884	10/26/21	ARTISAN BEER COMPANY			
E 640-48000-253		Beer For Resale	\$159.00	3503128	BEER RESALE
Total			\$159.00		
121885	10/26/21	BREAKTHRU BEVERAGE MN			
E 640-48000-251		Liquor For Resale	\$456.00	341480477	LIQUOR
E 640-48000-252		Wine For Resale	\$286.05	341480477	WINE
Total			\$742.05		
121886	10/26/21	BREAKTHRU BEVERAGE			
E 640-48000-253		Beer For Resale	\$381.00	341478377	BEER
E 640-48000-253		Beer For Resale	\$270.00	341522510	BEER
Total			\$651.00		
121887	10/26/21	CAPITOL BEVERAGE SALES			
E 640-48000-253		Beer For Resale	\$284.00	2610697	BEER
Total			\$284.00		
121888	10/26/21	CINTAS CORPORATION			
E 640-48500-210		Operating Supplies (GEN	\$143.69	4098624394	KITCHEN SUPPLIES
E 640-48500-217		Uniforms	\$27.28	4098624394	KITCHEN UNIFORMS
E 640-48500-210		Operating Supplies (GEN	\$143.69	4099300037	KITCHEN SUPPLIES
E 640-48500-217		Uniforms	\$27.28	4099300037	KITCHEN UNIFORMS
Total			\$341.94		
121889	10/26/21	DAHLHEIMER DISTRIBUTING CO.			
E 640-48000-253		Beer For Resale	(\$23.00)	1478907	BEER
E 640-48000-253		Beer For Resale	\$176.00	1478908	BEER
Total			\$153.00		
121890	10/26/21	HARNELL REFRIGERATION			
E 640-48500-404		Repairs/Maint - Machin/Eq	\$839.99	3011	GARBAGE DISPOSAL REPAIRS
Total			\$839.99		
121891	10/26/21	JJ TAYLOR DISTRIBUTING OF MN_			
E 640-48000-253		Beer For Resale	\$465.30	3246897	BEER
Total			\$465.30		
121892	10/26/21	MAIN STREET BAKERY			
E 640-48500-255		FOODIngredients For Res	\$201.70	414678	FOOD RESALE
Total			\$201.70		
121893	10/26/21	MODIST BREWING CO. LLC			
E 640-48000-253		Beer For Resale	\$165.00	26128	BEER
Total			\$165.00		

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Batch: 101821PAY,102021PAY,102521PAY,102621PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
121894	10/26/21	MOOD MEDIA			
E 640-47000-433		Dues, Licensing & Semina	\$68.99	56482762	OVERHEAD MUSIC
E 640-48000-433		Dues, Licensing & Semina	\$68.99	56482762	OVERHEAD MUSIC
		Total	\$137.98		
121895	10/26/21	REINHART FOODSERVICE			
E 640-48500-255		FOODIngredients For Res	\$3,854.70	787753	FOOD
E 640-48500-210		Operating Supplies (GEN	\$88.13	787753	KITCHEN SUPPLIES
E 640-48000-254		Soft Drinks/Mix For Resal	\$238.44	787753	MISC.BEV.
E 640-48000-251		Liquor For Resale	\$125.89	787753	LIQUOR
E 640-48500-255		FOODIngredients For Res	\$3,726.89	790799	FOOD
E 640-48500-210		Operating Supplies (GEN	\$101.46	790799	KITCHEN SUPPLIES
E 640-48000-251		Liquor For Resale	\$78.13	790799	LIQUOR
E 640-48500-255		FOODIngredients For Res	\$4,510.53	793892	FOOD
E 640-48000-254		Soft Drinks/Mix For Resal	\$235.33	793892	MISC.BEV.
E 640-48000-251		Liquor For Resale	\$83.01	793892	LIQUOR
		Total	\$13,042.51		
121896	10/26/21	T.D. ANDERSON INC.			
E 640-48000-409		Maint services & Improv	\$120.00	118986	BEER LINE SERVICE
		Total	\$120.00		
121897	10/26/21	TOLL GAS & WELDING SUPPLY			
E 640-48000-210		Operating Supplies (GEN	\$125.50	10429470	SUPPLIES
		Total	\$125.50		
121898	10/26/21	TRIMARK			
E 640-48500-210		Operating Supplies (GEN	\$158.51	2783612	KITCHEN SUPPLIES
E 640-48000-210		Operating Supplies (GEN	\$253.52	2783612	BAR SUPPLIES
		Total	\$412.03		
121899	10/26/21	TRIO SUPPLY COMPANY			
E 640-48000-210		Operating Supplies (GEN	\$804.44	713672	BAR SUPPLIES
E 640-48500-210		Operating Supplies (GEN	\$149.49	713672	KITCHEN SUPPLIES
		Total	\$953.93		
121900	10/26/21	US FOODS			
E 640-48500-255		FOODIngredients For Res	\$843.13	5330997	FOOD
E 640-48000-251		Liquor For Resale	\$98.86	5330997	LIQUOR
		Total	\$941.99		
121901	10/26/21	WINE MERCHANT			
E 640-48000-252		Wine For Resale	\$170.44	7352091	WINE
		Total	\$170.44		
121902	10/27/21	ADVANCE AUTO PARTS			
E 101-43100-240		Small Tools and Minor Eq	\$40.46	15077-16263	TOOLS
		Total	\$40.46		
121903	10/27/21	ADVANTAGE HEALTH CORPORATION			
E 101-41500-306		Personnel Expense	\$646.00	105706-1	RE-ISSUE LOST CHECK #119484

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$646.00		
121904	10/27/21	ALLIED MEDICAL TRAINING			
E 101-42100-434		Training and schools	\$216.00	2223-1	PD TRAINING
Total			\$216.00		
121905	10/27/21	AMERICAN PRESSURE			
E 101-43100-220		Repair/Maint Supply (GEN	\$255.13	122303	PRESSURE WASHER REPAIRS
Total			\$255.13		
121906	10/27/21	BAKER TILLY US, LLP			
E 408-40000-302		Consultants	\$14,400.00	BT1917567	FD STUDY
Total			\$14,400.00		
121907	10/27/21	BCA			
G 101-20300		Deposits Payable	\$33.25		LONG LAKE FIRE BACKGROUND CHECK
Total			\$33.25		
121908	10/27/21	CIRCLE K			
E 101-42100-212		Motor Fuels	\$179.19		PD FUEL
Total			\$179.19		
121909	10/27/21	COMMERCIAL ASPHALT CO.			
E 430-40000-309		Contractual Services	\$1,232.84	211015	ASPHALT
Total			\$1,232.84		
121910	10/27/21	CORE & MAIN			
E 610-40000-405		Maint/Replac - System	\$909.66	P807941	WATER PARTS
Total			\$909.66		
121911	10/27/21	DISPLAY SALES			
E 101-45203-220		Repair/Maint Supply (GEN	\$50.00	030344	SUPPLIES
Total			\$50.00		
121912	10/27/21	EHLERS			
E 305-40000-302		Consultants	\$3,840.00	88570	TIF CONSULTING
Total			\$3,840.00		
121913	10/27/21	EXCEL DOCUMENT MGMT.			
E 101-41500-200		Office Supplies (GENERA	\$150.87	45462	BUSINESS CARDS
Total			\$150.87		
121914	10/27/21	FLEETPRIDE			
E 101-43100-220		Repair/Maint Supply (GEN	\$40.00	84482919	PARTS
Total			\$40.00		
121915	10/27/21	GOPHER ACE TRU VALUE			
E 101-43100-210		Operating Supplies (GEN	\$12.99	8352	SUPPLIES
E 101-45200-240		Small Tools and Minor Eq	\$18.99	8354	SUPPLIES
E 620-40000-210		Operating Supplies (GEN	\$12.99	8358	SUPPLIES
E 610-40000-405		Maint/Replac - System	\$3.57	8377	SUPPLIES
E 101-45200-210		Operating Supplies (GEN	\$0.20	8416	SUPPLIES

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$48.74		
121916	10/27/21	GRAINGER, INC.			
E 610-40000-210		Operating Supplies (GEN	\$81.48	9090816654	SUPPLIES
Total			\$81.48		
121917	10/27/21	HENKE MANUFACTURING CORP.			
E 409-43100-540		Equipment	\$20,718.00	7764538	JD PLOW
Total			\$20,718.00		
121918	10/27/21	HITCH, EMILIE			
E 404-40000-499		Miscellaneous	\$500.00	OCT.10,2021	MUSIC IN THE PARK
Total			\$500.00		
121919	10/27/21	KD & COMPANY			
E 430-40000-309		Contractual Services	\$1,100.00	21516	ASPHALT DISPOSAL
Total			\$1,100.00		
121920	10/27/21	KLAPPRICH, KURT			
E 101-45200-210		Operating Supplies (GEN	\$113.91		DIG IT DAY SUPPLIES
Total			\$113.91		
121921	10/27/21	JEFFREY W. LAMBERT, P.A.			
E 101-42120-304		Legal Fees	\$3,137.50	10/25/2021	LEGAL SERVICES
Total			\$3,137.50		
121922	10/27/21	LEAGUE OF MN.CITIES			
E 101-41500-434		Training and schools	\$20.00	354367	A.YAGER SEMINAR REGISTRATIONS
E 101-41500-434		Training and schools	\$10.00	354420	A.YAGER SEMINAR REGISTRATIONS
Total			\$30.00		
121923	10/27/21	LOFFLER COMPANIES, INC.			
E 409-40000-540		Equipment	\$2,796.51	3849603	PLANNING TABLET
E 409-40000-540		Equipment	\$412.50	CW126213	BLDG.PERMIT TECH SETUP
Total			\$3,209.01		
121924	10/27/21	MACQUEEN EQUIPMENT			
E 610-40000-224		Repair & Maint - Motor Eq	\$2,061.04	P37781	PARTS
E 620-40000-224		Repair & Maint - Motor Eq	\$2,061.04	P37781	PARTS
E 101-43100-220		Repair/Maint Supply (GEN	\$56.66	P37868	PARTS
E 610-40000-224		Repair & Maint - Motor Eq	(\$615.56)	P37994	PARTS
E 620-40000-224		Repair & Maint - Motor Eq	(\$615.55)	P37994	PARTS
Total			\$2,947.63		
121925	10/27/21	MANSFIELD OIL COMPANY			
E 101-49200-212		Motor Fuels	\$1,630.28	22680667	FUEL
E 101-49200-212		Motor Fuels	\$67.59	22680717	FUEL
E 101-49200-212		Motor Fuels	\$1,864.10	22680721	FUEL
Total			\$3,561.97		
121926	10/27/21	MEDIACOM			
E 101-41940-321		Telephone	\$48.74		SERVICE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$48.74		
121927	10/27/21	METERING & TECHNOLOGY SOLUTION			
E 610-40000-211		Meter supplies	\$1,098.92	20640	METERS
E 620-40000-211		Meter supplies	\$1,098.91	20640	METERS
E 610-40000-211		Meter supplies	\$805.47	20659	METERS
E 620-40000-211		Meter supplies	\$805.48	20659	METERS
Total			\$3,808.78		
121928	10/27/21	MILLER, FRED			
E 235-40000-302		Consultants	\$1,900.00	0210309	WCTV
Total			\$1,900.00		
121929	10/27/21	MN DEPT.OF AGRICULTURE			
E 101-45200-433		Dues, Licensing & Semina	\$25.00	20110245-20	KLAPPRICH 2022 TREE CARE REGISTRY RENEWAL
Total			\$25.00		
121930	10/27/21	MN POLLUTION CONTROL AGENCY			
E 620-40000-433		Dues, Licensing & Semina	\$45.00		STANIGER CERTIFICATION
Total			\$45.00		
121931	10/27/21	MOBOTREX			
E 408-40000-309		Contractual Services	\$345.00	254216	PD GATE CAMERA INSTALLATION
Total			\$345.00		
121932	10/27/21	MORRIE'S MINNETONKA FORD			
E 101-42100-404		Repairs/Maint - Machin/Eq	\$82.58	585972	PD PARTS
Total			\$82.58		
121933	10/27/21	MUNICODE			
E 101-41500-350		Printing & Publishing	\$894.33	00365175	SUPPLEMENT PAGES
Total			\$894.33		
121934	10/27/21	NAPA AUTO PARTS-LONG LAKE			
E 101-43100-210		Operating Supplies (GEN	\$7.14	3270-522142	PARTS
Total			\$7.14		
121935	10/27/21	NEW HISTORY			
E 233-40000-302		Consultants	\$2,860.00	3144	SECTION FOREMAN HOUSE
Total			\$2,860.00		
121936	10/27/21	OFFICE DEPOT			
E 101-41500-200		Office Supplies (GENERA	\$110.36	20218237000	SUPPLIES
Total			\$110.36		
121937	10/27/21	PIRTEK			
E 101-43100-220		Repair/Maint Supply (GEN	\$906.55	T00008327	PARTS
Total			\$906.55		
121938	10/27/21	POIRIER, BERNARD			
E 620-40000-217		Uniforms	\$200.00		BOOTS

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$200.00		
121939	10/27/21	RANDY'S SANITATION			
E 650-47500-384		Refuse/Garbage	\$9,679.35		LABOR
E 650-47500-384		Refuse/Garbage	\$22.75		STICKERS
E 650-47500-384		Refuse/Garbage	\$1,463.92		KARTS
E 650-47500-384		Refuse/Garbage	\$1,139.09		DRIVEUP
E 650-47500-386		Other Utilities	\$4,822.65		DISPOSAL
E 101-41940-386		Other Utilities	\$776.92		CH/PW
E 650-47600-309		Contractual Services	\$4,079.56		RECYCLING
E 650-47800-384		Refuse/Garbage	\$6,803.57		ORGANICS
E 650-47800-386		Other Utilities	\$95.29		ORGANICS DISPOSAL
E 640-47000-384		Refuse/Garbage	\$150.00		STORE
E 640-48000-384		Refuse/Garbage	\$980.89		BAR
Total			\$30,013.99		
121940	10/27/21	SOUTHWEST ASSESSING			
E 101-41550-302		Consultants	\$4,810.00	NOV.2021	MONTHLY ASSESSING
E 101-41550-210		Operating Supplies (GEN	\$678.01	NOV.2021	SUPPLIES
Total			\$5,488.01		
121941	10/27/21	STANTEC CONSULTING SERVICES			
E 305-40000-302		Consultants	\$3,095.96	1843238	LAKE & BARRY PARKING LOT
Total			\$3,095.96		
121942	10/27/21	TOLL GAS & WELDING SUPPLY			
E 101-43100-210		Operating Supplies (GEN	\$66.54	10429659	SUPPLIES
Total			\$66.54		
121943	10/27/21	WAYZATA BAY CAR WASH			
E 101-42100-404		Repairs/Maint - Machin/Eq	\$147.43	1686	SQUAD MAINT.
Total			\$147.43		
121944	10/27/21	YAGER, AURORA			
E 101-41500-331		Mileage & Expense Accou	\$27.96		ICMA CONF.EXPENSE
Total			\$27.96		
10100 Old National			\$276,283.00		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary**10100 Old National**

101 GENERAL FUND	\$39,141.91
233 LAKFRONT IMPROVE	\$3,510.01
235 CABLE TV	\$2,065.51
305 DOWNTOWN TIF DISTRICT 6	\$6,935.96
404 PARK AND TRAIL CIP	\$500.00
408 GENERAL CIP	\$16,225.00
409 EQUIP REVOLVING	\$27,281.27
430 STREET CIP	\$2,332.84
610 WATER FUND	\$6,482.43
620 SEWER FUND	\$49,621.73
630 MOTOR VEHICLE	\$434.03
640 LIQUOR	\$81,239.10
650 SOLID WASTE	\$28,106.18
670 STORMWATER	\$469.70
802 ESCROW PROJECTS	\$11,937.33
	\$276,283.00

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Old National					
1438 e	10/13/21	STATE OF MINNESOTA			
G 630-20300		Deposits Payable	\$189,391.50		STATE DMV PAYMENT 10/12/2021
		Total	\$189,391.50		
1439 e	10/14/21	STATE OF MINNESOTA			
G 630-20300		Deposits Payable	\$218,131.09		STATE DMV PAYMENT 10/13/2021
		Total	\$218,131.09		
1441 e	10/15/21	STATE OF MINNESOTA			
G 630-20300		Deposits Payable	\$99,404.68		STATE DMV PAYMENT 10/14/2021
		Total	\$99,404.68		
1442 e	10/18/21	STATE OF MINNESOTA			
G 630-20300		Deposits Payable	\$47,782.73		STATE DMV PAYMENT 10/15/2021
		Total	\$47,782.73		
1443 e	10/18/21	MN DNR			
G 630-20812		DNR REG	\$1,987.23		DNR EFT 10/18/2021
		Total	\$1,987.23		
1444 e	10/18/21	MN DNR			
G 630-20812		DNR REG	\$34.00		DNR EFT 10/18/2021
		Total	\$34.00		
1445 e	10/18/21	NATIONWIDE RETIREMENT			
G 101-21705		Nationwide Retirement	\$2,260.83		PR 10/15/2021
		Total	\$2,260.83		
1446 e	10/18/21	ICMA			
G 101-21719		ICMA Deferred Comp	\$3,052.50		PR 10/15/2021
		Total	\$3,052.50		
1447 e	10/18/21	OLD NATIONAL BANK			
G 101-20100		Accounts Payable	\$9,174.12		HSA AND CHILD SUPPORT PAYMENTS 10/15/2021
G 101-20100		Accounts Payable	\$382.60		HSA AND CHILD SUPPORT PAYMENTS 10/15/2021
		Total	\$9,556.72		
1448 e	10/18/21	PERA			
G 101-21704		PERA	\$40,204.93		PR 10/15/2021
		Total	\$40,204.93		
1449 e	10/18/21	OLD NATIONAL BANK			
G 101-20100		Accounts Payable	\$49,982.69		PAYROLL TAXES 10/15/2021
G 101-20100		Accounts Payable	\$9,075.62		PAYROLL TAXES 10/15/2021
		Total	\$59,058.31		
1450 e	10/19/21	STATE OF MINNESOTA			
G 630-20300		Deposits Payable	\$284,057.10		STATE DMV PAYMENT 10/18/2021
		Total	\$284,057.10		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1451 e	10/20/21	STATE OF MINNESOTA			
G 630-20300		Deposits Payable	\$52,924.17		STATE DMV PAYMENT 10/19/2021
		Total	\$52,924.17		
1452 e	10/22/21	STATE OF MINNESOTA			
G 630-20300		Deposits Payable	\$114,151.42		STATE DMV PAYMENT 10/20/2021
		Total	\$114,151.42		
1453 e	10/22/21	MN DNR			
G 630-20812		DNR REG	\$2,355.80		DNR EFT 10/22/2021
		Total	\$2,355.80		
1454 e	10/25/21	STATE OF MINNESOTA			
G 630-20300		Deposits Payable	\$249,135.92		STATE DMV PAYMENT 10/21/2021
		Total	\$249,135.92		
1455 e	10/25/21	STATE OF MINNESOTA			
G 630-20300		Deposits Payable	\$14,967.32		STATE DMV PAYMENT 10/22/2021
		Total	\$14,967.32		
1456 e	10/25/21	AFSCME COUNCIL			
G 101-21709		PW Union dues	\$769.65		OCT.2021 DUES
		Total	\$769.65		
1457 e	10/26/21	STATE OF MINNESOTA			
G 630-20300		Deposits Payable	\$196,798.04		STATE DMV PAYMENT 10/25/2021
		Total	\$196,798.04		
		10100 Old National	\$1,586,023.94		

Fund Summary**10100 Old National**

101 GENERAL FUND \$114,902.94

630 MOTOR VEHICLE \$1,471,121.00

\$1,586,023.94



City of Wayzata City Council Agenda Report

MEETING DATE: November 3, 2021	AGENDA ITEM: 7.c
TITLE: Approval of Development Agreement with Pillar Homes Partner Inc. for Rice Street Townhomes at 520, 524, 530, and 534 Rice Street East	
PROPOSED MOTION: To Approve Development Agreement with Pillar Homes Partner Inc. for Rice Street Townhomes at 520, 524, 530, and 534 Rice Street East	
PREPARED BY: Emily Goellner, Community Development Director	
REVIEWED BY: Jeffrey Dahl, City Manager	

ACTION REQUESTED:

Staff recommends approval of the Development Agreement with Pillar Homes Partner Inc. at 520, 524, 530, and 534 Rice Street East.

FINANCIAL OR BUDGET CONSIDERATION:

Typical development fees and escrows are associated with this project. The agreement requires financial security for public and private improvements. Park dedication fees have already been paid.

BACKGROUND:

In 2005, the City approved the Property's rezoning to a PUD District and a PUD General Plan for the Property. A Development Agreement was entered into by and between the City and the developer of the Original PUD, Rice Street Brownstones, LLC, in July 2006.

On September 21, the City Council approved Resolution 44-2021, which granted Pillar Homes Partner Inc., approval of an Amendment to the Original PUD, under which the completed aspects of the prior project would remain unchanged and intact, but the plans for buildings 2 and 3 in the General PUD Plan for the original PUD would be replaced with the developer's recently approved plans for those buildings. Those plans are attached to this agreement. The resolution requires the execution of a development agreement—which essentially ensures that all details of the approval, along with any public improvements, are implemented.

Since the approval of the PUD Amendment by City Council, the applicant has been finalizing the plans to take the existing structure at 530/534 Rice Street, split the building into two units so that the two-foot high stagger between the two units can be constructed, and that both units can be moved back to the 6.6 foot front yard setback. When these final plans were created, two changes to the PUD Amendment plans approved by the City Council on September 22, 2021 were determined:

1. The first floor elevation for unit 530 Rice Street on the survey was incorrectly labeled as 962.1 feet when it should have been labeled 661.1 feet to document the two foot stagger between the two units. The revised survey correctly labels the first floor elevation of 662.1 feet for 530 Rice Street. The revised elevations for 530/534 Rice Street show the same overall building height elevations of 987 feet for 530 Rice Street and 989 feet for 534 as was approved on September 22.
2. The existing joint driveway behind 530/534 Rice Street has a grade change of 4.2 feet while the stagger between the units is only two feet. The applicant has tried to accommodate some of the difference in grade change by proposing to construct the garage floor of 530 Rice Street being 2.3 feet below the garage for 534 Rice Street, but that still leaves a difference of 1.9 feet. To recover this difference in grade, the applicant is proposing to remove the existing joint driveway behind 530 Rice Street, regrading to raise the grade by 0.9 feet, and repaving this portion of the joint driveway. The list of private improvements within the Development Agreement has been revised to include the cost estimate for this driveway replacement.

The agreement states that any further development or construction of new improvements and any additions or alterations to existing improvements not expressly approved under this Agreement will require additional approvals from the City, as required by City ordinances, and in full compliance with any amendments to the City's Comprehensive Plan or Code requirements enacted after the date of this Agreement.

The existing development agreement for the prior project, executed by Rice Street Brownstones, LLC and the City on July 10, 2006, is superseded in all respects for the project and property by this Agreement.

There are not any specific construction deadlines noted in this agreement.

ATTACHMENTS:

1. PILLAR PUD Development Agreement - Pillar Homes for Rice St Townhomes Bldgs 2 and 3 (Draft 10-28-21)
2. List of Plans for Rice Street Townhomes DA 2021-10-28

**DEVELOPMENT AGREEMENT
(520, 524, 530, and 534 Rice Street East, Wayzata, MN)**

THIS DEVELOPMENT AGREEMENT (this “**Agreement**”) is made this ____ day of November, 2021 (the “**Effective Date**”), by and between the City of Wayzata, a Minnesota municipal corporation and political subdivision (“**City**”) and Pillar Homes Partner Inc., a Minnesota corporation (the “**Developer**”), regarding the property located at 520, 524, 530, and 534 Rice Street East, legally described on Exhibit A attached hereto (the “**Property**”).

Pursuant to Chapter 933 of the City’s Code and the terms and conditions of Resolution No. 44-2021, adopted by the Wayzata City Council on September 21, 2021 (the “**City Resolution**”), copies of which are on file with and can be made available by the City, the parties agree as follows:

1. **Amendment to Planned Unit Development (PUD) General Plan; Background on Prior Project.** In 2005, the City approved the Property’s rezoning to a Planned Unit Development (PUD) District, and a PUD General Plan for the Property (the “**Original PUD**”). A Development Agreement was entered into by and between the City and the developer of the Original PUD, Rice Street Brownstones, LLC, in July 2006 (the “**Existing Development Agreement**”). The Original PUD included plans for three new separate townhome buildings, with six units total, two in each building. Only one of the three townhome buildings has been completed as of the Effective Date of this Agreement. The project called for in the Original PUD is referred to herein as the “**Prior Project**”.

Under the City Resolution, the City has granted Developer approval of an Amendment to the Original PUD (the “**PUD Amendment**”), under which the completed aspects of the Prior Project would remain unchanged and intact, but the plans for buildings 2 and 3 in the General PUD plan for the Original PUD would be replaced with the Developer’s plans for those buildings. The project called for in the PUD Amendment is referred to herein as the “**Project**”.

2. **Definition and Amendment of Plans.** The Project shall be developed and constructed in accordance with: (i) the terms of this Agreement; (ii) the City Resolution, the terms of which Resolution are incorporated by reference in this Agreement as if fully stated herein; and (iii) the plans and specifications listed on Exhibit B attached hereto (the “**Plans**”). The Plans are on file with the City and may be amended from time to time with the prior approval of the City, provided all such amendments must comply with City Code, including Chapter 933 on planned unit developments. The parties shall execute an agreement acknowledging any City-approved amendment to the Plans and record the same with the appropriate Hennepin County land records office for the Property. Developer acknowledges that the Plans must comply with all City Code specifications, and must be reviewed and approved by the City Engineer, City Building Official, and in the case of the landscaping plans, reviewed by the City Forester, prior to the City’s issuance of a building permit for the Project.
3. **Intentionally Omitted.**

4. **Intentionally Omitted.**
5. **Intentionally Omitted.**
6. **Intentionally Omitted.**
7. **Intentionally Omitted.**
8. **Public Improvements.** At its sole expense, Developer shall construct and complete all the improvements identified on Exhibit C (“**Public Improvements**”) in accordance with the Plans before the issuance of a certificate of occupancy for the Project by the City. The City shall have no responsibility for any costs for or related to the construction of the Public or Private Improvements or for the cost of any other improvements for or related to the Project.
9. **Private Improvements.** At its sole expense, Developer shall construct and complete all the improvements identified on Exhibit D (“**Private Improvements**”) in accordance with the Plans before the issuance of a certificate of occupancy for the Project by the City. The City shall have no responsibility for any costs for or related to the construction of the Private Improvements or for the cost of any other improvements for or related to the Project.
10. **Maintenance Costs.** The Developer shall be responsible for maintenance of Public Improvements, provided, however, except to the extent of any warranty claims or repairs or replacements of construction defects, and except as otherwise provided for in this Agreement, the City will be responsible for the repair, replacement and maintenance of and own all Public Improvements once inspected, tested, approved and accepted in writing by the City.
11. **Warranty.** As to the Public Improvements, the Developer warrants all such work required to be performed by it pursuant to this Agreement against poor material and faulty workmanship for a period of twenty-four (24) months after final completion is certified by the Developer’s civil engineer. Any repairs or replacements shall be warranted for twenty-four (24) months from the time of construction or installation. The warranties referred to in this Section shall hereinafter be referred to, collectively, as the “**Warranties**”.
12. **Security For Public and Private Improvements.**
 - A. Prior to the issuance of any building permit for the Project, Developer shall deposit with the City an irrevocable letter of credit or cash deposit (in either case, the “**Security For Public and Private Improvements**”) in an amount equal to \$67,306.25, being 125% of the estimated construction costs for all the Public Improvements and Private Improvements, with such costs being shown on Exhibit C and Exhibit D. If application for a building permit for the Project is not made within six (6) months following the date of this Agreement, the City shall have the right to reasonably adjust the amount of the Security For Public and Private Improvements if the then current construction cost estimates for the Public Improvements or Private Improvements have increased from the date hereof. The

Security For Public and Private Improvements shall secure all the Developer's obligations under this Agreement. The Security For Public and Private Improvements shall be referred to herein, collectively and individually, as the "Security".

- B. If a letter of credit is deposited for the Security, the issuer of the Security, and the form and terms of such Security, shall be subject to the prior approval of the City. The letter of credit, if applicable, shall be in force until all of the Public Improvements and Private Improvements have been fully completed, and fully tested, inspected and accepted by the City, and all warranty periods provided for by this Agreement have expired. The letter of credit, if applicable, shall be for at least a one-year term, provided it is automatically renewable for successive one-year periods from the present or any future expiration dates, unless sixty (60) days prior to an expiration date, the issuer notifies the City that it elects not to renew for an additional period. At least thirty (30) days prior to the expiration of any letter of credit provided under this Section, Developer shall provide the City with a replacement letter of credit, acceptable to the City, which shall extend at least one year beyond the expiration date of the letter of credit then in effect, or the City may immediately draw in full upon the letter of credit then in effect.
 - C. The City may draw on the cash deposit or letter of credit, as applicable, provided under this Section with five (5) business days' prior written notice to Developer, if the Developer fails to complete the Public Improvements or Private Improvements prior to the date on which the City is to issue a certificate of occupancy for the Project.
 - D. With prior written approval from the City, the amount of the Security may be reduced from time to time as Developer's obligations with respect to the Public and Private Improvements are satisfied. The amount of such reduction shall equal no more than 100% of the originally estimated cost of the particular Public Improvement or Private Improvements obligation satisfied, as shown on Exhibit C and Exhibit D; provided however, that after any such reductions the remaining amount of the Security shall be no less than 125% of the estimated cost to complete the remaining Public Improvements or Private Improvements, as determined by the City. Any Security on deposit with the City upon the expiration of all Warranties shall be released to Developer upon Developer's written request to the City.
13. **License.** The Developer hereby grants the City, its agents, employees, officers and contractors a license to enter the Property during the development, including construction, and all times until the City issues a final Certificate of Occupancy for the Project, to perform all work and inspections applicable thereto and contemplated under this Agreement and/or under the City Code. If the Developer fails to pay or perform its obligations under this Agreement with respect to the Public Improvements or Private Improvements after notice and expiration of any cure period, then the City may enter the Property and pay or perform such obligations and obtain payment for the expenses therefor from the proceeds of the Security. Among other expenditures, the City may draw upon the Security to satisfy the claims of contractors or suppliers which have not been paid or

satisfied by the Developer with respect to the Public Improvements or Private Improvements.

14. Responsibility for Costs.

- A. The Developer shall hold the City and its elected officials, officers and employees and agents harmless from claims made by Developer and third parties for damages sustained or costs directly incurred resulting from development of the Project, construction and operation, except for such damages or costs resulting from the gross negligence, intentional misconduct or intentional violation of this Agreement or applicable laws and ordinances by the City. Except as limited by the preceding sentence, the Developer shall indemnify and hold the City and its elected officials, officers and employees harmless from all costs, damages or expenses, obligations, claims or liabilities, including reasonable attorneys' and other professional or consulting fees.
- B. The Developer shall reimburse the City for all reasonable costs incurred by the City in connection with processing the application that resulted in the City Resolution and the City Ordinance and the preparation and enforcement of this Agreement (and any amendment thereto), including engineering, building official, planning and attorneys' fees, and for the City's performance of the Developer's obligations under this Agreement in the event that Developer fails to commence or complete such obligations on a timely basis.
- C. The Developer shall pay in full all bills submitted to it by the City for obligations properly incurred under this Agreement within thirty (30) days after receipt. If the bills are not paid on time, the City may halt all development work and construction until the bills are paid in full, and may draw on the Security to discharge such obligations. Bills not paid within thirty (30) days shall accrue interest at the rate of twelve percent (12%) per year or the maximum rate allowed by law, whichever is less.

15. Events of Default.

- A. **Events of Default Defined.** The following shall be "Events of Default" under this Agreement:
 - (1) Failure by the Developer to pay when due amounts required to be paid under any provision of this Agreement.
 - (2) Failure by the Developer to observe and substantially perform any covenant, condition or obligation on its part to be observed or performed under this Agreement.
- B. **Remedies of Default.** Whenever any Event of Default occurs and the Developer fails to cure such default within (i) ten (10) days after notice of a monetary default by the City; or (ii) twenty (20) days after notice by the City of a non-monetary default or such longer period as may be reasonably necessary, provided Developer

has acted promptly and pursued such cure with diligence; or (iii) in the case of an emergency, such shorter period of time as may be reasonable under all of the circumstances, then the City may, in addition to any other remedies or rights available to the City at law or equity and those specifically given the City under this Agreement or its ordinances, take any one or more of the following actions:

- (1) Perform or hire a third party to perform for the account of the Developer any obligation of the Developer hereunder. The Developer shall promptly reimburse the City for any reasonable expense incurred by the City. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a Court order for permission to enter the Property or to act in accordance with this Agreement. When the City does any work as allowed herein, the City may, in addition to its other remedies, assess the cost in whole or in part against the Property and the Property shall be deemed to have benefited from the work in the reasonable amount expended by the City to perform such work.
- (2) Withhold approval of any permit with respect to the Property, including building permits for the Property.
- (3) Require the Developer to discontinue work on the Property until such time as the Event of Default has been cured.
- (4) Assess against the Property any reasonable costs incurred or damages suffered by the City due to the breach of this Agreement by Developer, and the Property shall be deemed to have benefited by such amount.
- (5) Draw on any Security, or the proceeds thereof, to pay to cure the default.

16. **Representations.** Developer warrants and represents, for the benefit of the City, that, as of the date hereof: (i) Developer, or its permitted assign, is the fee owner of the Property and each has all requisite power and authority to execute and deliver this Agreement, and to perform all of the obligations required of Developer hereunder; and (ii) each is not required to obtain any consent or approval of any person or entity as a condition to either entering into this Agreement, or if any such required consent or approval is required, it has been obtained (iii) if, as of the recording of this Agreement, any party has a mortgage lien against the Property with such lien having or purporting to have priority over this Agreement, such party has executed a Consent and Joinder by Mortgagee, in the form attached as Exhibit E attached hereto, and any such Consent and Joinder shall be attached to the recorded/filed original of this Agreement as Exhibit F.

17. **Conformance with Laws.** The Developer shall comply with the terms of this Agreement and all local, state, and federal laws and regulations applicable to the Project and Property.

18. **Miscellaneous.**

- A. This Agreement shall be binding on and inure to the benefit of the City and the Developer, and their respective successors and assigns. The Developer may not

assign this Agreement or any of its rights and/or obligations hereunder, in full or in part, without prior written consent from the City and any such consent shall be subject to any new owner or owners of the Property, in writing, assuming the obligations of the Developer hereunder in a document approved, in writing, by the City.

- B.** This Agreement may not be terminated, amended, revoked or modified without the written agreement of the then current fee owner(s) of the Project and the City, in a document which is in recordable form.
- C.** Nothing herein contained shall be deemed to be a gift or dedication of all or any portion of the Property to the general public or for any public use or purpose.
- D.** All exhibits and attachments referred to herein and attached hereto shall be deemed part of this Agreement.
- E.** Notwithstanding anything to the contrary herein, this Agreement shall not limit the City's rights and powers under applicable law, including without limitation any rights to maintain public or City-owned property.
- F.** There shall be no third party beneficiaries to this Agreement and third parties shall have no recourse against the City under this Agreement.
- G.** If any portion, section, sub-section, sentence, clause, paragraph, or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portions of this Agreement.
- H.** The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. No building permit or certificate of occupancy shall be issued which conflicts with the requirements of this Agreement. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.
- I.** This Agreement and any amendments thereto shall run with and be enforceable against the Property, including, without limitation, any common interest community that may be created with respect to the Property, and shall be recorded against the title to the Property at the expense of the Developer. Developer shall provide the City with a recorded copy of this Agreement, and any amendments thereto, as soon as they are available. No building permits shall be issued for the Property until (i) evidence of such recording acceptable to the City has been provided by the Developer, and (ii) Developer has obtained and recorded agreements by all parties holding an interest in the Property, including but not limited to mortgage holders, agreeing to be subject to the terms and conditions of this Agreement.
- J.** If the Developer endeavors to create a common interest community with respect to the Property, it shall disclose this Agreement, together with any amendment thereto,

in any disclosure statement required under Minnesota Statute Section 515B.4-102 or any other applicable law.

K. After (i) the Developer has completed all of the Public Improvements required of it under this Agreement, (ii) the City has inspected, approved and accepted ownership of all Public Improvements, and (iii) all warranty periods provided for in this Agreement have expired, then, at the Developer's request, the City will execute and deliver to the Developer a Certificate of Completion in recordable form evidencing performance by Developer of its obligations hereunder with respect to the Public Improvements, subject to:

- (1) Any representation or warranties which may be in effect subsequent to the date of completion;
- (2) The obligations of the Developer to retain the Public Improvements in the form described by the Plans referenced herein;
- (3) Any other obligations which are not specifically identified in such Certificate as having been performed.

Any obligations imposed by this Agreement not certified as having been satisfied in such Certificate of Completion, and all warranties and representations of the Developer, shall remain the ongoing obligation of the Developer and its successors and assigns. Any owner of the Property, including without limitation any HOA, shall be subject to all the restrictions and obligations contained herein to the extent that such restrictions and obligations have not been satisfied by the Certificate.

L. If the Developer shall consist of more than one party (each a "**Developer Party**"), then: (i) the obligations of each Developer Party hereunder are joint and several with any other Developer Party; (ii) a release of any one (1) or more Developer Party shall not in any way be deemed a release of or limitation in favor of or for the benefit of any other Developer Party not so released; and (iii) a separate action hereunder may be brought and prosecuted against one (1) or more Developer Party.

M. Each right, power or remedy herein conferred upon either party is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to such party at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient to the party having such right, power and remedy and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.

N. The City and Developer are not intended to become partners or joint venturers and nothing herein shall be construed or applied to constitute the Owner and Developer as partners or joint venturers.

- O.** Notwithstanding any provision of this Agreement to the contrary, to the full extent permitted by law, any further development or construction of new improvements and any additions or alterations to existing improvements not expressly approved under this Agreement will require additional approvals from the City, as required by City ordinances, and in full compliance with any amendments to the City's Comprehensive Plan or Code requirements enacted after the date of this Agreement.
- P.** This Agreement may be executed in counterparts, all of which executed counterparts shall together constitute a single document. Signature pages may be detached from the counterparts and attached to a single copy of this Agreement to physically form one document.
- Q.** The Existing Development Agreement for the Prior Project, executed by Rice Street Brownstones, LLC and the City on July 10, 2006, is superseded in all respects for the Project and Property by this Agreement.
- 19. Notices.** Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by certified or registered mail at the following address:

Pillar Homes Partner Inc.
1700 Niagara Ln. N.
Plymouth, MN 55447
Attention: K.C. Chermak, President

With copies to:

Peter Coyle
Larkin Hoffman
8300 Norman Center Drive
Suite 1000
Minneapolis, MN 55437

Notices to the City shall be in writing and shall be either hand delivered to the City Manager, or mailed to the City by registered or certified mail in care of the City Manager at the following address:

Wayzata City Hall
600 East Rice Street
Wayzata, MN 55391
Attention: City Manager

[SIGNATURE PAGES ATTACHED]

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first above written.

DEVELOPER:

Pillar Homes Partner Inc., a Minnesota corporation

By: _____

Name: _____

Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me on _____, 2021, by KC Chermak, the Chief Executive Officer of Pillar Homes Partner Inc., a Minnesota corporation, on behalf of the corporation.

Notary Public

[SIGNATURE PAGE TO AMENDED AND RESTATED DEVELOPMENT AGREEMENT
FOR 520, 524, 530, and 534 Rice Street East]

CITY:

**City of Wayzata,
A Minnesota municipal corporation**

By: Johanna Mouton
Its: Mayor

STATE OF MINNESOTA)
) ss
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by Johanna Mouton, Mayor of the City of Wayzata, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

[SIGNATURE PAGE TO AMENDED AND RESTATED DEVELOPMENT AGREEMENT
FOR 520, 524, 530, and 534 Rice Street East]

CITY:

**City of Wayzata,
A Minnesota municipal corporation**

By: Jeffrey Dahl
Its: City Manager

STATE OF MINNESOTA)
) ss
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by Jeffrey Dahl, City Manager of the City of Wayzata, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

THIS INSTRUMENT DRAFTED BY:

Best & Flanagan LLP
60 South Sixth Street, Suite 2700
Minneapolis, MN 55402-4452

EXHIBIT A

Legal Description and Property Information

Addresses	520 Rice Street East, Wayzata, MN 55391
	524 Rice Street East, Wayzata, MN 55391
	530 Rice Street East, Wayzata, MN 55391
	534 Rice Street East, Wayzata, MN 55391
PIDs	520 Rice St. E: 0611722240101
	524 Rice St. E: 0611722240100
	530 Rice St. E: 0611722240099
	534 Rice St. E: 0611722240098
Legal Descriptions	520 Rice St. E: Lot 6, Block 1, Rice Street Brownstones Addition
	524 Rice St. E: Lot 5, Block 1, Rice Street Brownstones Addition
	530 Rice St. E: Lot 4, Block 1, Rice Street Brownstones Addition
	534 Rice St. E: Lot 3, Block 1, Rice Street Brownstones Addition
Abstract or Torrens?	Abstract (All parcels)
Certificate Nos.	N/A

EXHIBIT B

List of Plans

1. Proposed survey by Sathre-Bergquist, Inc. revised and dated 10/19/2021
2. Narrative by Pillar Homes Partner, Inc. undated
3. Architectural plans and elevations of 520 and 524 Rice Street East by DFP Planning and Design revised and dated 10/19/2021
4. Architectural plans and elevations of 530 and 534 Rice Street East by DFP Planning and Design revised and dated 8/17/2021
5. Landscape Plans by Pillar Homes Partner, Inc. undated
6. Landscape Schedule by B. Butterfield Landscaping Co. dated 10/21/2021

EXHIBIT C

Public Improvements

The Public Improvements are as follows:

Public Improvements

Sidewalk	4 @ \$2,100	\$8,400.00
Landscaping - Sod	4 @ \$300	<u>\$1,200.00</u>
	TOTAL	\$9,600.00

EXHIBIT D

Private Improvements

The Private Improvements are as follows:

Private Improvements

Rock Filtration Area	520/534 Rice St.	2 @ \$650	\$1,300.00
Aggregate over Fabric	520/524/530/534		\$3,300.00
Landscaping	520/524/530/534		\$11,855.00
Retaining Walls	520/524/530/534		\$24,100.00
Asphalt Private Driveway Repair	530/534		<u>\$3,690.00</u>
TOTAL			\$44,245.00

EXHIBIT E

Form of Consent and Joinder by Mortgagee

(Attached)

DRAFT

EXHIBIT F

Executed Consent and Joinder by Mortgagee(s)

(Attached)

4842-6381-6701, v. 2

DRAFT



Note: We prepared a sketch plan for Lots 1 and 2 by approximations taken from building permit plans, aerial photos and photographs.

Existing Impervious Surface (Lot 1)
Lot Area = 2,170 S.F.
House Area = 1,486 S.F.
Conc. Stoop & Steps Area = 64 S.F.
Paved Area = 111 S.F.
Conc. Drainage Ditch Area = 70 S.F.
Sidewalk Area = 130 S.F.
Total Area = 1,861 S.F.
Coverage = 85.76%

Existing Impervious Surface (Lot 2)
Lot Area = 2,017 S.F.
House Area = 1,422 S.F.
Conc. Stoop & Steps Area = 64 S.F.
Total Area = 1,486 S.F.
Coverage = 73.67%

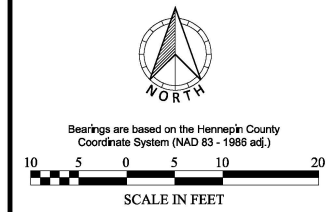
Proposed Impervious Surface (Lot 3)
Lot Area = 2,134 S.F.
House Area = 1,363 S.F.
Front Porch Area = 42 S.F.
Driveway Area = 25 S.F.
Pervious Paver Sidewalk Area = 14 S.F.
Total Area = 1,444 S.F.
Coverage = 73.57%

Proposed Impervious Surface (Lot 4)
Lot Area = 1,873 S.F.
House Area = 1,363 S.F.
Front Porch Area = 42 S.F.
Driveway Area = 25 S.F.
Pervious Paver Sidewalk Area = 14 S.F.
Total Area = 1,444 S.F.
Coverage = 77.0%

Proposed Impervious Surface (Lot 5)
Lot Area = 1,988 S.F.
House Area = 1,378 S.F.
Front Porch Area = 42 S.F.
Pervious Paver Driveway Area = 20 S.F.
Pervious Paver Sidewalk Area = 20 S.F.
Total Area = 1,460 S.F.
Coverage = 73.44%

Proposed Impervious Surface (Lot 6)
Lot Area = 2,463 S.F.
House Area = 1,236 S.F.
Front Porch Area = 40 S.F.
Pervious Paver Driveway Area = 190 S.F.
Pervious Paver Sidewalk Area = 20 S.F.
Total Area = 1,488 S.F.
Coverage = 60.41%

Total Impervious Surface (Lots 1 - 6)
Lots 1 - 6 Area = 12,645 S.F.
Lot 1 Impervious Surface Area = 1,861 S.F.
Lot 2 Impervious Surface Area = 1,486 S.F.
Lot 3 Impervious Surface Area = 1,444 S.F.
Lot 4 Impervious Surface Area = 1,444 S.F.
Lot 5 Impervious Surface Area = 1,460 S.F.
Lot 6 Impervious Surface Area = 1,488 S.F.
Total Impervious Surface Area = 9,183 S.F.
Total Coverage = 72.62% (Max 75%)



FIELD CREW	NO.	BY	DATE	REVISION
CL	1	JRS	4/9/2021	IMPERVIOUS SURFACE CALCULATIONS LOTS 1-6
DRAWN	2	JRS	5/10/2021	ADDED RET. WALL AND STORM INFO @ LOT 6
JJA	3	DLS	5/13/2021	RECALCULATED HARDWARE
CHECKED	4	DLS	7/23/2021	SLIDE BUILDING BACK
DBP	5	JRS	8/17/2021	REVISED WALLS, FENCES & SIDEWALKS PER NC NOTES
DATE	6	DLS	8/25/2021	REVISED GRADES
12/02/15	7	DLS	10/19/2021	REVISED GRADES

USE (INCLUDING COPYING, DISTRIBUTION, AND/OR CONVEYANCE OF INFORMATION) OF THIS PRODUCT IS STRICTLY PROHIBITED WITHOUT SATHRE-BERGQUIST, INC.'S EXPRESS WRITTEN AUTHORIZATION. USE WITHOUT SAID AUTHORIZATION CONSTITUTES AN ILLEGITIMATE USE AND SHALL THEREBY INDEMNIFY SATHRE-BERGQUIST, INC. OF ALL RESPONSIBILITY. SATHRE-BERGQUIST, INC. RESERVES THE RIGHT TO HOLD ANY ILLEGITIMATE USER OR PARTY LEGALLY RESPONSIBLE FOR DAMAGES OR LOSSES RESULTING FROM ILLEGITIMATE USE.

IMPERVIOUS SURFACE CALCULATION LOTS 1 - 6

08/18/2021

SATHRE-BERGQUIST, INC.
150 SOUTH BROADWAY WAYZATA, MN. 55391 (952) 476-6000

ENGINEERS
SURVEYORS
DESIGNERS
PLANNERS

TWP.117 - RGE.22 - SEC.06
Project City: Wayzata
Hennepin County

CERTIFICATE OF SURVEY
PROPOSED CONDITIONS
PREPARED FOR:
PILLAR HOMES

FILE NO.
7056-075
1
1

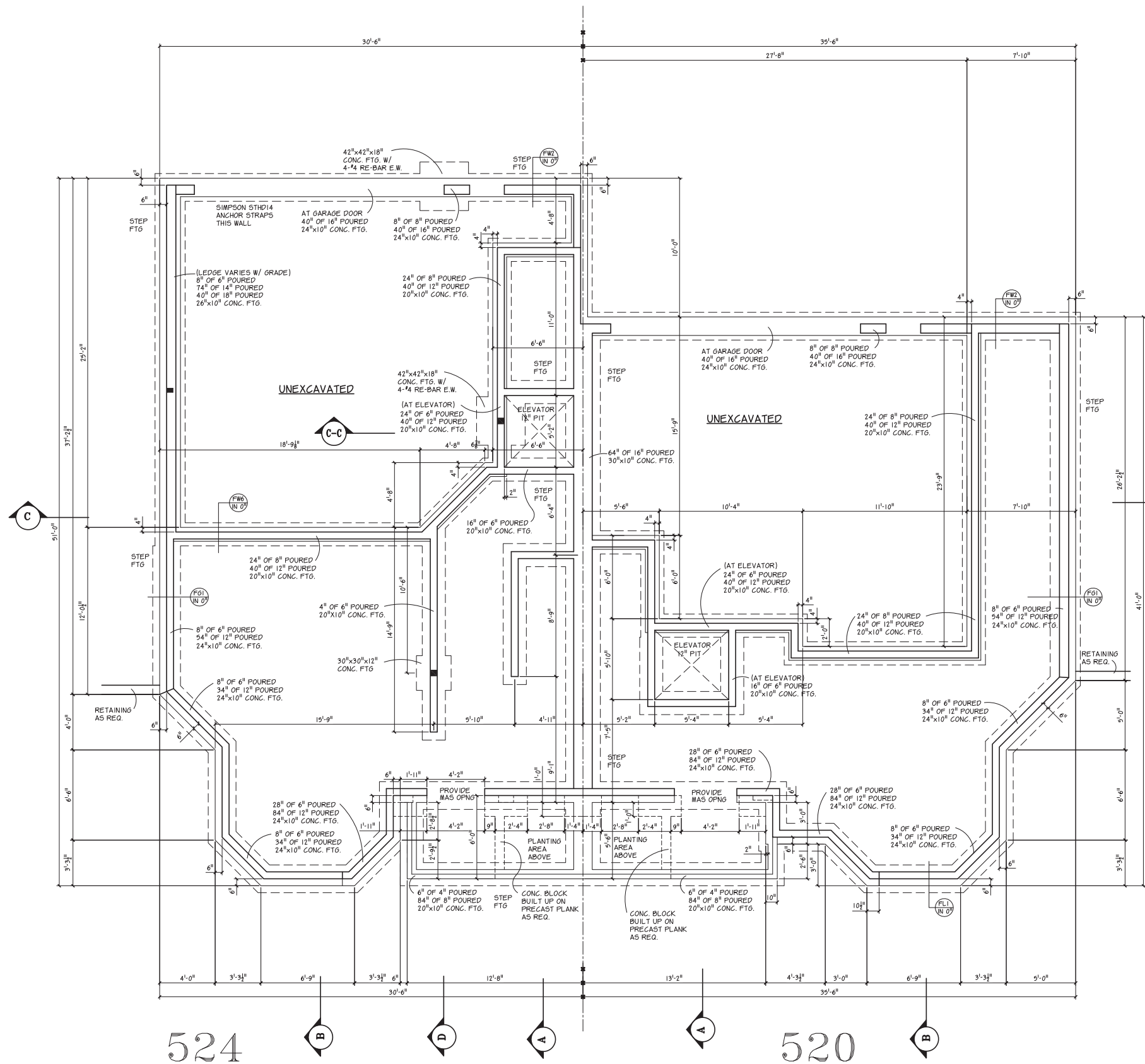
**Rice Street Townhomes
534/530/524/520 Rice Street
Wayzata, MN 55391**



The following adjustments to the plans and survey listed below are the result of collaborative communication between Pillar Homes and surrounding neighbors. Together we have bridged the gap in final design details for a positive outcome of support by the neighbors and clear direction for Pillar Homes to complete the Rice Street Townhomes:

- **Townhomes 534/530 to slide south away from Rice Street to create 6.5 foot front set back.**
- **Townhomes 534/530 to be stepped 2 feet lower in elevation from existing original building 544/540 and 2 feet between units 534 and 530.**
- **Decks on south side, adjusted to match existing townhome sizes with no railing on upper. This is a flat roof with an option to add railing.**
- **Front balcony over front door adjusted to better match existing townhomes.**
- **Roof top enclosure with no elevator space or access.**
- **Roof top enclosure with brick façade.**
- **Privacy wall on top floor between the townhomes lowered (4' on high side/6' low side to match height of existing wall).**
- **Front door to match style of existing homes.**

**Pillar Homes Partner, Inc.
1700 Niagara Lane
Plymouth, MN 55447
763-475-1700
www.pillarhomes.com**



FOUNDATION PLAN

SCALE: 1/4"=1'-0"

FOUNDATION WALL & FOUNDATION INSULATION NOTES

- POURED FOUNDATION WALLS W/ SINGLE PLATE
- BASEMENT FLOOR RAISED TO TOP OF WALKOUT STEM WALL
- ASSUMED SOIL BEARING CAPACITY 2,000 LBS
- MAINTAIN 42" MIN. GRADE ABOVE FOOTING
- MASONRY CONTRACTOR TO VERIFY WALL & FOOTING REQUIREMENTS WITH SITE CONDITIONS
- MASONRY CONTRACTOR TO VERIFY ALL WALL AND FOOTING REQUIREMENTS AT ALL UNBALANCED BACKFILL LOCATIONS

SEE FOUNDATION WALL DETAIL ON PAGE D1
INDICATES DISTANCE FOUNDATION IS HELD IN FROM SHEATHING ABOVE

- SEE FOUNDATION WALL DETAILS FOR FOUNDATION WALL INSULATION (R-10 EXTERIOR/ R-5 INTERIOR)

For Review

08/25/2021 9:45:23 AM



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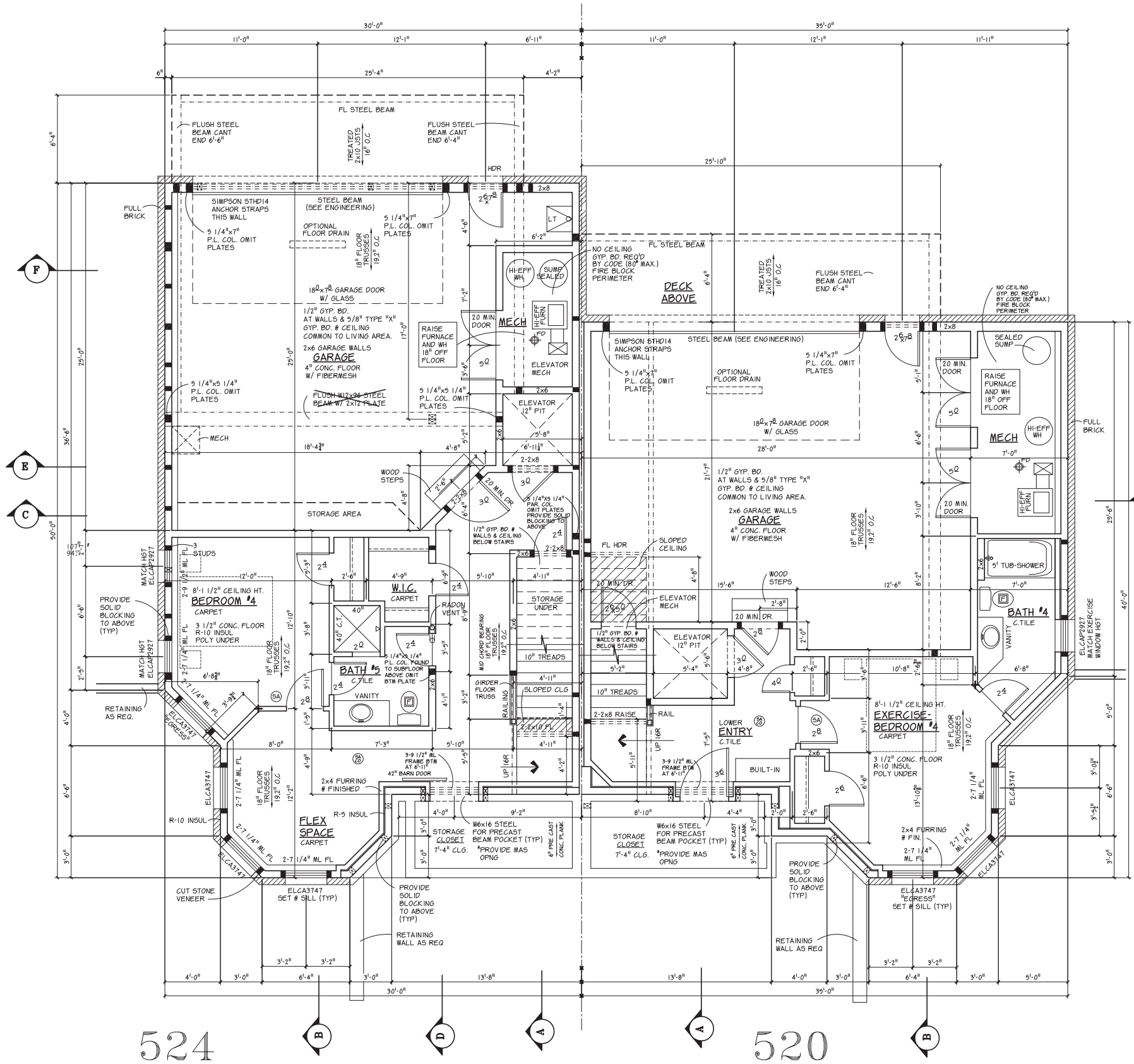
RICE STREET TOWN HOMES
530
RICE STREET EAST
WAYZATA, MINNESOTA

DATE:
4-8-21
REVISIONS:
4-12-21
5-13-21
7-26-21
8-29-21

DRAWN BY:
JJ
COMM. NO.
220121
SHEET NO.

2

For Review
08/25/2021 9:45:21 AM



BASEMENT PLAN

SCALE: 1/4"=1'-0"

EXTERIOR DIMENSION ARE FROM EXTERIOR OF FOUNDATION WALLS AT FULL BASEMENT AREAS AND AS NOTED AT FRAMED WALLS AT LOOKOUT AND WALKOUT AREAS

524 BASEMENT FINISHED	656 SQ. FT.
524 BASEMENT MECH UNFINISHED	98 SQ. FT.
524 STORAGE CLOSET	83 SQ. FT.
524 GARAGE	610 SQ. FT.
520 BASEMENT FINISHED	502 SQ. FT.
520 BASEMENT MECH UNFINISHED	106 SQ. FT.
520 STORAGE CLOSET	83 SQ. FT.
520 GARAGE	629 SQ. FT.

WINDOW & DOOR NOTES

- MARVIN ELEVATE WINDOWS
- CODE MAX U VALUE = 0.32 MAX SHGC = 0.35
- ALL WINDOWS SET AT SET # SILL UNLESS NOTED OTHERWISE
- BUILDER TO PROVIDE WINDOW ORDER LIST WITH U FACTOR, SHGC, & STC RATING FOR EACH WINDOW & EXTERIOR DOOR
- BUILDER TO VERIFY ALL WINDOW, DOOR & OPENING HOR. HTS.
- WINDOW WELLS WITH A VERTICAL DEPTH OF MORE THAN 44" MUST BE EQUIPPED WITH AN APPROVED LADDER

GUARDRAIL NOTES

- GUARDRAIL REQUIRED ON OPEN SIDE OF ANY STAIR MORE THAN 30" ABOVE FLOOR
- ALL OPENINGS LESS THAN 4" AT ALL GUARDRAILS

FLOOR SYSTEM NOTES

- ALL FLOORS TO BE L/480
- FLOOR TRUSS MANUFACTURER TO VERIFY FRAMING BELOW GRANITE TOPS, TUBS & TILE AREAS ABOVE
- FLOOR TRUSS MANUFACTURER TO PROVIDE HEAT SLOPPY & RETURN CHASE IN TRUSSES
- BUILDER TO PROVIDE CITY WITH TRUSS LAYOUT PLANS

SHEETROCK & INSULATION NOTES

- GYP. BD. REQUIRED AT ENTIRE CEILING (EXCEPT 80 SQ. FT. MAXIMUM AT MECHANICAL)
- 1/2" GYP. BD. AT WALLS & CEILING BELOW STAIRS
- ALL SPRAY FOAM INSULATION MUST BE COVERED BY MIN. 1/2" GYP. BD. AT HABITABLE AREAS

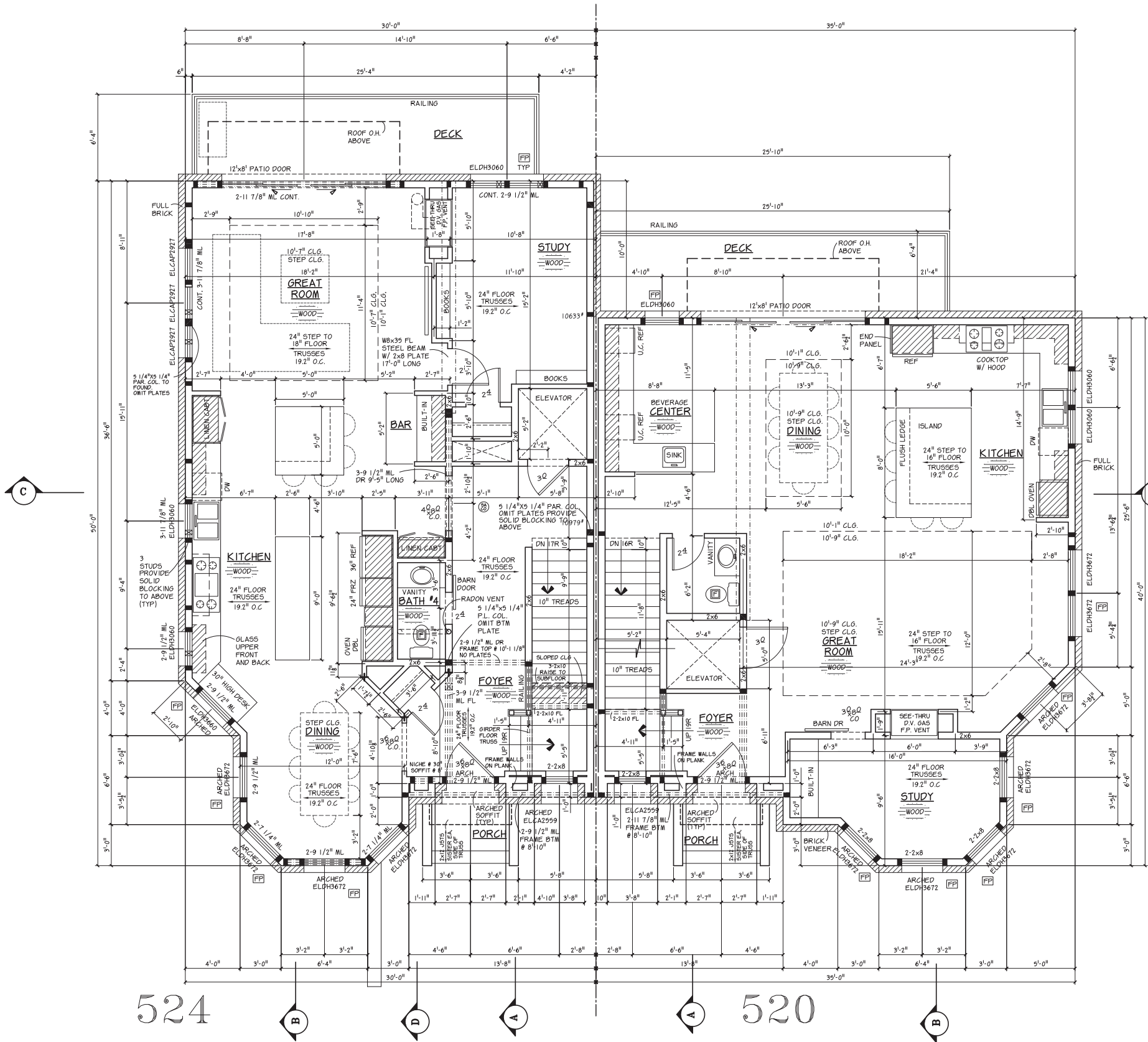
FRAMING NOTES

- 8'-9 1/2" PLATE HEIGHT UNLESS NOTED OTHERWISE
- 2X6 STUDS @ POCKET DOOR WALLS UNLESS NOTED OTHERWISE
- DOUBLE STUDS AT ALL WINDOW & PATIO DOOR HEADERS UNLESS NOTED OTHERWISE
- PROVIDE LVL/LSL SOLID BLOCKING AT ALL POINT LOADS, SUPPORT BEAMS, MICROLAMS, & GIRDER TRUSSES TO FOUNDATION
- PROVIDE FIRE BLOCKING VERTICALLY @ CEILINGS & FLOORS & HORIZONTALLY @ INTERVALS NOT EXCEEDING 10'-0" (CONCEALED SPACES @ SOFFITS, DROPPED CEILINGS, BETWEEN STAIR STRINGERS & BETWEEN STORIES)
- PROVIDE DRAFT STOPPING BETWEEN STORIES DIVIDED INTO APPROXIMATELY EQUAL SPACES NOT EXCEEDING 1,000 SQ. FT.

SMOKE AND CARBON MONOXIDE ALARMS

- PROVIDE SMOKE ALARM IN EVERY BEDROOM & THE CORRIDOR GIVING ACCESS TO THE BEDROOM ON EACH FLOOR INCLUDING THE BASEMENT, & IN ANY ROOM THAT HAS A CEILING HEIGHT MORE THAN 24" HIGHER THAN A CORRIDOR GIVING ACCESS TO THE BEDROOMS.
- PROVIDE CARBON MONOXIDE ALARM WITHIN 10'-0" OF ALL BEDROOMS





For Review
08/25/2021 9:45:19 AM

FIRST FLOOR PLAN

SCALE: 1/4"=1'-0"	
EXTERIOR DIMENSIONS ARE FRAMING TO FRAMING	
924 FIRST FLOOR FINISHED	1,363 SQ. FT.
920 FIRST FLOOR FINISHED	1,237 SQ. FT.

- WINDOW & DOOR NOTES**
- MARVIN ELEVATE WINDOWS
 - CODE MAX. U VALUE = 0.32 MAX. SHGC = 0.35
 - ALL WINDOWS SET 8'-0" UNLESS NOTED OTHERWISE
 - BUILDER TO PROVIDE WINDOW ORDER LIST WITH U FACTOR, SHGC, & STC RATING FOR EACH WINDOW & EXTERIOR DOOR
 - BUILDER TO VERIFY ALL WINDOW, DOOR & OPENING HDR. HTS.
 - FP = PROVIDE FALL PROTECTION @ OPERATING WINDOWS

- GUARDRAIL NOTES**
- GUARDRAIL REQUIRED ON OPEN SIDE OF ANY STAIR MORE THAN 30" ABOVE FLOOR
 - ALL OPENINGS LESS THAN 4" AT ALL GUARDRAILS

- FLOOR SYSTEM NOTES**
- ALL FLOORS TO BE 1/4"X8"
 - FLOOR TRUSS MANUFACTURER TO VERIFY FRAMING BELOW GRANITE TOPS, TUBS & TILE AREAS ABOVE
 - FLOOR TRUSS MANUFACTURER TO PROVIDE HEAT SUPPLY & RETURN CHASE IN TRUSSES
 - BUILDER TO PROVIDE CITY WITH TRUSS LAYOUT PLANS

- FRAMING NOTES**
- 10'-1 1/8" PLATE HEIGHT UNLESS NOTED OTHERWISE
 - 2X6 STUDS @ POCKET DOOR WALLS UNLESS NOTED OTHERWISE
 - DOUBLE STUDS AT ALL WINDOW & PATIO DOOR HEADERS UNLESS NOTED OTHERWISE
 - PROVIDE LVL/LSL SOLID BLOCKING AT ALL POINT LOADS, SUPPORT BEAMS, MICROLAMS, AND GIRDER TRUSSES TO FOUNDATION
 - PROVIDE FIREBLOCKING VERTICALLY @ CEILINGS & FLOORS & HORIZONTALLY @ INTERVALS NOT EXCEEDING 10'-0" (CONCEALED SPACES @ SOFFITS, DROPPED CEILINGS, BETWEEN STAIR STRINGERS & BETWEEN STORIES
 - PROVIDE DRAFT STOPPING BETWEEN STORIES DIVIDED INTO APPROXIMATELY EQUAL SPACES NOT EXCEEDING 1,000 SQ.FT.
 - ALL SPRAY FOAM INSULATION MUST BE COVERED BY MIN. 1" GYP. BD AT HABITABLE AREAS

- SMOKE AND CARBON MONOXIDE ALARMS**
- PROVIDE SMOKE ALARM IN EVERY BEDROOM & THE CORRIDOR GIVING ACCESS TO THE BEDROOM ON EACH FLOOR INCLUDING THE BASEMENT, & IN ANY ROOM THAT HAS A CEILING HEIGHT MORE THAN 7'-4" HIGHER THAN A CORRIDOR GIVING ACCESS TO THE BEDROOMS.
 - PROVIDE CARBON MONOXIDE ALARM WITHIN 10'-0" OF ALL BEDROOMS



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RICE STREET TOWN HOMES
530
RICE STREET EAST
WAYZATA, MINNESOTA

DATE:	4-8-21
REVISIONS:	4-12-21
	5-13-21
	7-26-21
	8-29-21

DRAWN BY:
J.J.

COMM. NO.
220121

SHEET NO.
4



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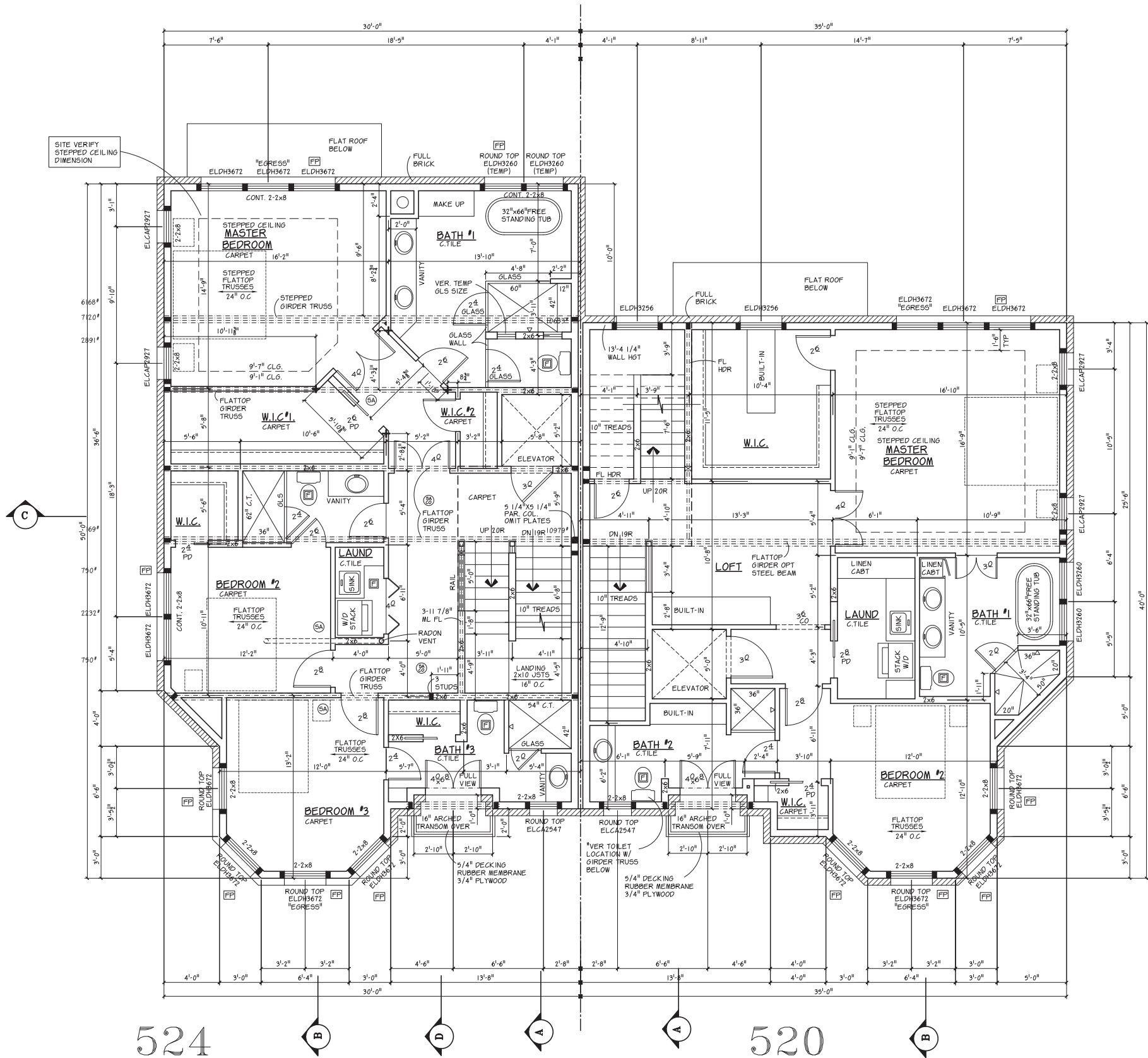
RICE STREET TOWN HOMES
530
RICE STREET EAST
WAYZATA, MINNESOTA

DATE:
4-8-21
REVISIONS:
4-12-21
5-13-21
7-26-21
8-29-21

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220121
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SECOND FLOOR PLAN

SCALE: 1/4"=1'-0"

EXTERIOR DIMENSIONS ARE FRAMING TO FRAMING	
524 SECOND FLOOR FINISHED	1,377 SQ. FT.
520 SECOND FLOOR FINISHED	1,251 SQ. FT.

- WINDOW & DOOR NOTES**
- MARVIN ELEVATE WINDOWS
 - CODE MAX. U VALUE = 0.32 MAX. SHGC = 0.35
 - ALL WINDOWS SET 8'-0" UNLESS NOTED OTHERWISE
 - BUILDER TO PROVIDE WINDOW ORDER LIST WITH U FACTOR, SHGC, & STC RATING FOR EACH WINDOW & EXTERIOR DOOR
 - BUILDER TO VERIFY ALL WINDOW, DOOR & OPENING HDR. HTS.
 - FP = PROVIDE FALL PROTECTION @ OPERATING WINDOWS

- GUARDRAIL NOTES**
- GUARDRAIL REQUIRED ON OPEN SIDE OF ANY STAIR MORE THAN 30" ABOVE FLOOR
 - ALL OPENINGS LESS THAN 4" AT ALL GUARDRAILS

- FRAMING NOTES**
- 9'-1" PLATE HEIGHT UNLESS NOTED OTHERWISE
 - 2X6 STUDS @ POCKET DOOR WALLS UNLESS NOTED OTHERWISE
 - DOUBLE STUDS AT ALL WINDOW & PATIO DOOR HEADERS UNLESS NOTED OTHERWISE
 - PROVIDE LVL/LSL SOLID BLOCKING AT ALL POINT LOADS, SUPPORT BEAMS, MICROLAMS, AND GIRDER TRUSSES TO FOUNDATION
 - PROVIDE FIREBLOCKING VERTICALLY @ CEILINGS & FLOORS & HORIZONTALLY @ INTERVALS NOT EXCEEDING 10'-0" (CONCEALED SPACES @ SOFFITS, DROPPED CEILINGS, BETWEEN STAIR STRINGERS & BETWEEN STORIES
 - PROVIDE DRAFT STOPPING BETWEEN STORIES DIVIDED INTO APPROXIMATELY EQUAL SPACES NOT EXCEEDING 1,000 SQ.FT.
 - ALL SPRAY FOAM INSULATION MUST BE COVERED BY MIN. 1" GYP. BD AT HABITABLE AREAS

- SMOKE AND CARBON MONOXIDE ALARMS**
- PROVIDE SMOKE ALARM IN EVERY BEDROOM & THE CORRIDOR GIVING ACCESS TO THE BEDROOM ON EACH FLOOR INCLUDING THE BASEMENT, & IN ANY ROOM THAT HAS A CEILING HEIGHT MORE THAN 24" HIGHER THAN A CORRIDOR GIVING ACCESS TO THE BEDROOMS.
 - PROVIDE CARBON MONOXIDE ALARM WITHIN 10'-0" OF ALL BEDROOMS

524

520



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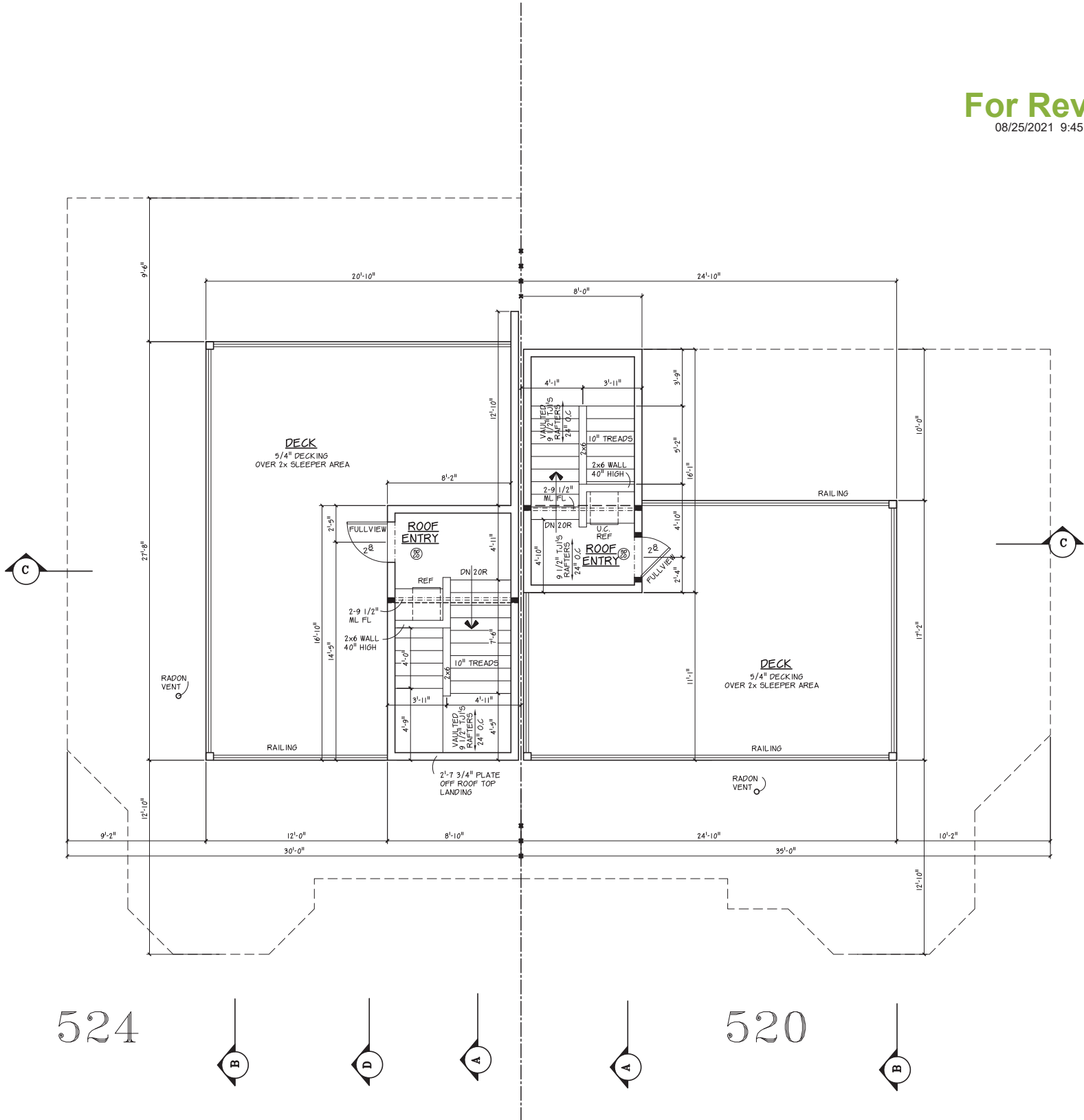
RICE STREET TOWN HOMES
530
RICE STREET EAST
WAYZATA, MINNESOTA

DATE:
4-8-21
REVISIONS:
4-12-21
5-13-21
7-26-21
8-29-21

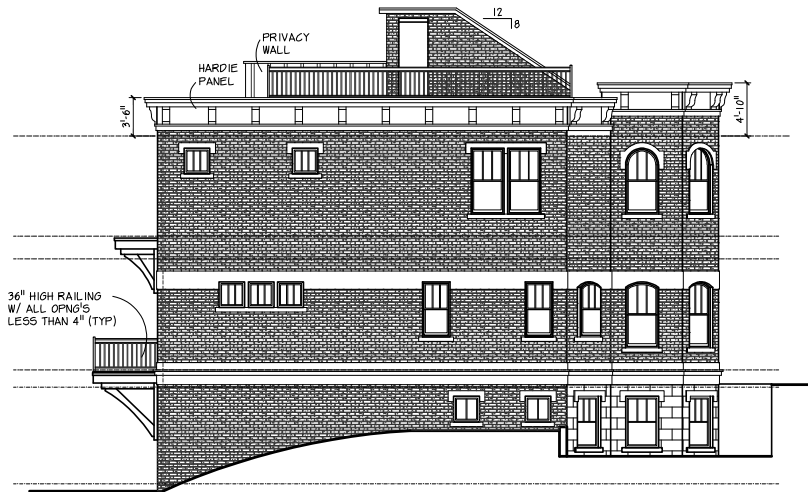
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COMM. NO.
220121
SHEET NO.

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For Review
08/25/2021 9:45:15 AM



ROOF TOP DECK	
SCALE: 1/4"=1'-0"	
EXTERIOR DIMENSIONS ARE FRAMING TO FRAMING	
UNIT 524 ROOF TOP ENTRY	149 SQ. FT.
UNIT 524 DECK	418 SQ. FT.
UNIT 520 ROOF TOP ENTRY	128 SQ. FT.
UNIT 520 DECK	377 SQ. FT.
WINDOW & DOOR NOTES	
- MARVIN ELEVATE WINDOWS - CODE MAX. U VALUE = 0.32 MAX. SHGC = 0.35 - ALL WINDOWS SET 6'-8" UNLESS NOTED OTHERWISE - BUILDER TO PROVIDE WINDOW ORDER LIST WITH U FACTOR, SHGC, & STC RATING FOR EACH WINDOW & EXTERIOR DOOR - BUILDER TO VERIFY ALL WINDOW, DOOR & OPENING HOR. HTS. - FP = PROVIDE FALL PROTECTION & OPERATING WINDOWS	
GUARDRAIL NOTES	
- GUARDRAIL REQUIRED ON OPEN SIDE OF ANY STAIR MORE THAN 30" ABOVE FLOOR - ALL OPENINGS LESS THAN 4" AT ALL GUARDRAILS	
FRAMING NOTES	
7'-9" PLATE HEIGHT UNLESS NOTED OTHERWISE 2x6 STUDS & POCKET DOOR WALLS UNLESS NOTED OTHERWISE - DOUBLE STUDS AT ALL WINDOW & PATIO DOOR HEADERS UNLESS NOTED OTHERWISE - PROVIDE LVL/LSL, SOLID BLOCKING AT ALL POINT LOADS, SUPPORT BEAMS, MICROLAMS, AND GIRDER TRUSSES TO FOUNDATION - PROVIDE FIREBLOCKING VERTICALLY & CEILINGS & FLOORS & HORIZONTALLY & INTERVALS NOT EXCEEDING 10'-0" (CONCEALED SPACES & SOFFITS, DROPPED CEILINGS, BETWEEN STAIR STRINGERS & BETWEEN STORIES) - PROVIDE DRAFT STOPPING BETWEEN STORIES DIVIDED INTO APPROXIMATELY EQUAL SPACES NOT EXCEEDING 1,000 SQ.FT. - ALL SPRAY FOAM INSULATION MUST BE COVERED BY MIN. 1" GYP. BD AT HABITABLE AREAS	
SMOKE AND CARBON MONOXIDE ALARMS	
- PROVIDE SMOKE ALARM IN EVERY BEDROOM & THE CORRIDOR GIVING ACCESS TO THE BEDROOM ON EACH FLOOR INCLUDING THE BASEMENT, & IN ANY ROOM THAT HAS A CEILING HEIGHT MORE THAN 24" HIGHER THAN A CORRIDOR GIVING ACCESS TO THE BEDROOMS. - PROVIDE CARBON MONOXIDE ALARM WITHIN 10'-0" OF ALL BEDROOMS	



534 LEFT ELEVATION
SCALE: 1/8" = 1'-0"



530 REAR ELEVATION
SCALE: 1/8" = 1'-0"



RIGHT ELEVATION 530
SCALE: 1/8" = 1'-0"





STREET VIEW
SCALE 3/16"=10'



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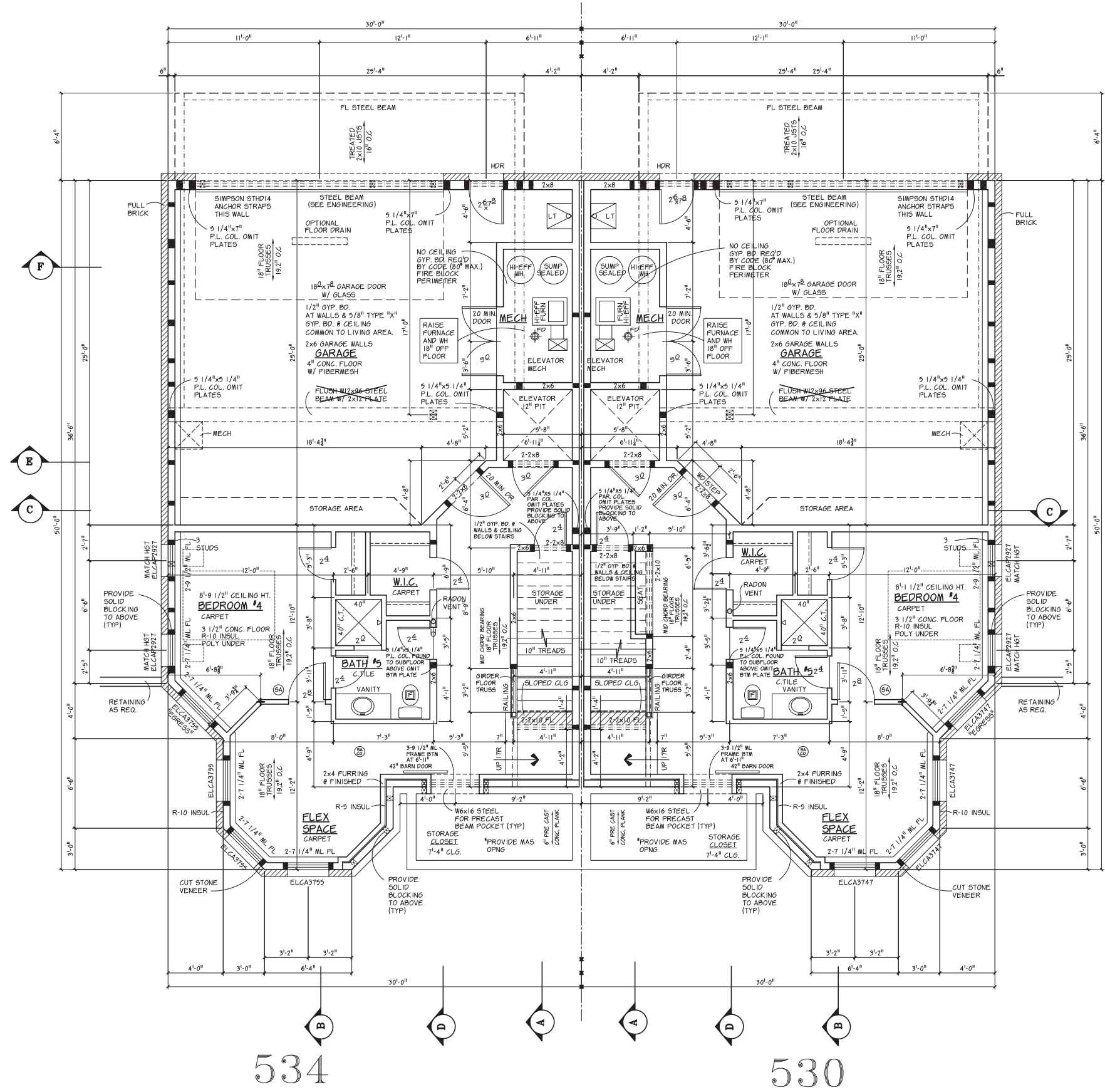


RICE STREET TOWN HOMES
530 & 534
RICE STREET EAST
WAYZATA, MINNESOTA

DATE:
11-20-20
REVISIONS:
3-8-21
3-12-21
7-23-21
8-11-21
8-17-21

DRAWN BY:
JJ
COMM. NO.
220121
SHEET NO.

3



BASEMENT PLAN

SCALE: 1/4"=1'-0"
EXTERIOR DIMENSIONS ARE FROM EXTERIOR OF FOUNDATION WALLS
AT FULL BASEMENT AREAS AND AS NOTED AT FRAMED WALLS AT
LOOKOUT AND WALKOUT AREAS
BASEMENT FINISHED 656 SQ. FT.
BASEMENT UNFINISHED 98 SQ. FT.
STORAGE CLOSET 83 SQ. FT.
GARAGE 610 SQ. FT.

WINDOW & DOOR NOTES

- MARVIN ELEVATE WINDOWS
- CODE MAX. U VALUE = 0.32 MAX. SHGC = 0.35
- ALL WINDOWS SET AT SET # SILL UNLESS NOTED OTHERWISE
- BUILDER TO PROVIDE WINDOW ORDER LIST WITH U FACTOR, SHGC, & STC RATING FOR EACH WINDOW & EXTERIOR DOOR
- BUILDER TO VERIFY ALL WINDOW, DOOR & OPENING HDR. HTS.
- WINDOW WELLS WITH A VERTICAL DEPTH OF MORE THAN 44" MUST BE EQUIPPED WITH AN APPROVED LADDER

GUARDRAIL NOTES

- GUARDRAIL REQUIRED ON OPEN SIDE OF ANY STAIR MORE THAN 30" ABOVE FLOOR
- ALL OPENINGS LESS THAN 4" AT ALL GUARDRAILS

FLOOR SYSTEM NOTES

- ALL FLOORS TO BE L/480
- FLOOR TRUSS MANUFACTURER TO VERIFY FRAMING BELOW GRANITE TOPS, TUBS & TILE AREAS ABOVE
- FLOOR TRUSS MANUFACTURER TO PROVIDE HEAT SUPPLY & RETURN CHASE IN TRUSSES
- BUILDER TO PROVIDE CITY WITH TRUSS LAYOUT PLANS

SHEETROCK & INSULATION NOTES

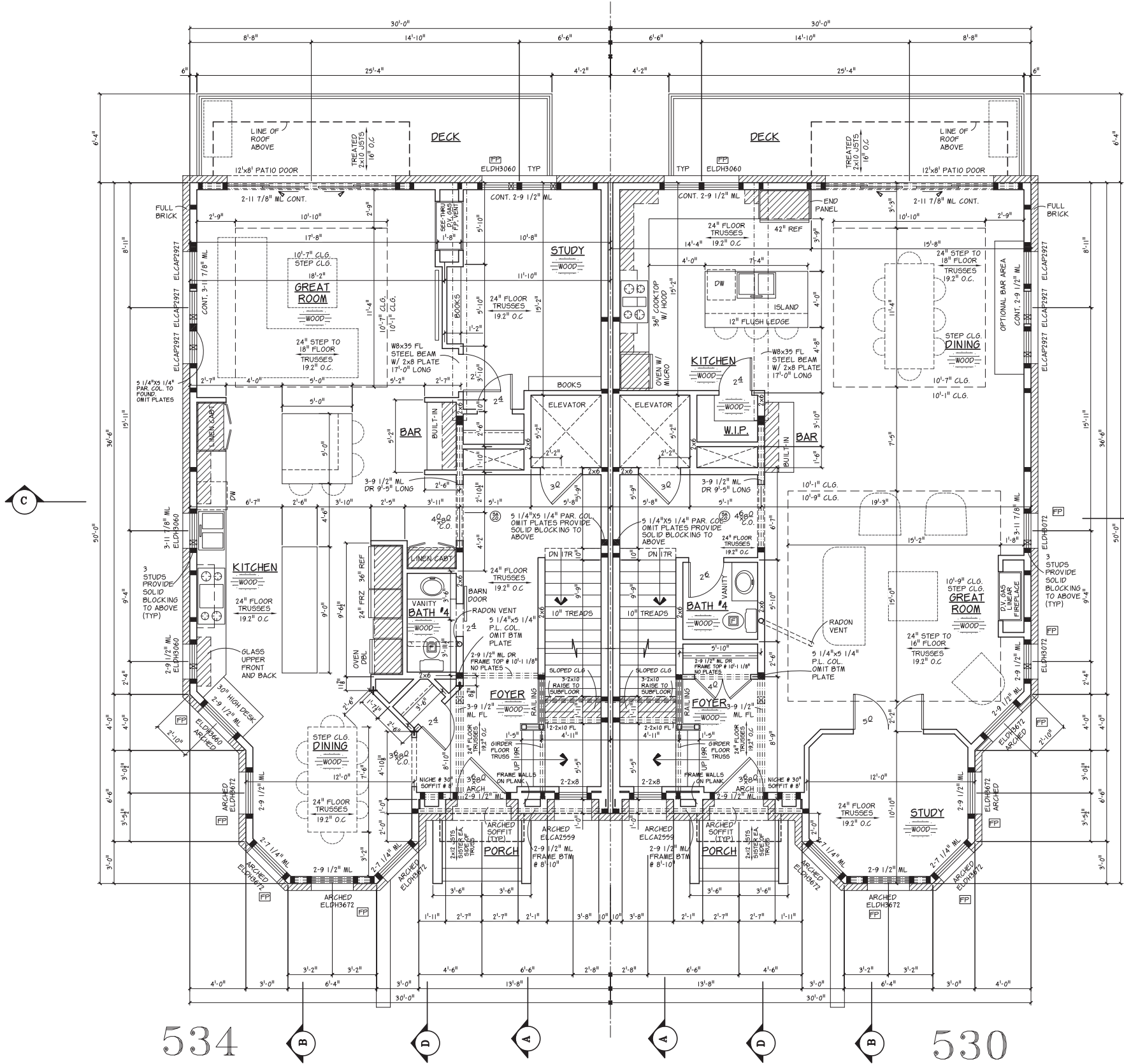
- GYP. BD. REQUIRED AT ENTIRE CEILING (EXCEPT 80 SQ.FT. MAXIMUM AT MECHANICAL)
- 1/2" GYP. BD. AT WALLS & CEILING BELOW STAIRS
- ALL SPRAY FOAM INSULATION MUST BE COVERED BY MIN. 1/2" GYP. BD. AT HABITABLE AREAS

FRAMING NOTES

- 8'-9 1/2" PLATE HEIGHT (UNIT 534) 8'-1 1/2" PLATE HEIGHT (UNIT 530) UNLESS NOTED OTHERWISE
- 2X6 STUDS & POCKET DOOR WALLS UNLESS NOTED OTHERWISE
- DOUBLE STUDS AT ALL WINDOW & PATIO DOOR HEADERS UNLESS NOTED OTHERWISE
- PROVIDE LVL/LSL SOLID BLOCKING AT ALL POINT LOADS, SUPPORT BEAMS, MICROLAMS, & GIRDER TRUSSES TO FOUNDATION
- PROVIDE FIRE BLOCKING VERTICALLY & CEILINGS & FLOORS & HORIZONTALLY & INTERVALS NOT EXCEEDING 10'-0" (CONCEALED SPACES & SOFFITS, DROPPED CEILINGS, BETWEEN STAIR STRINGERS & BETWEEN STORIES)
- PROVIDE DRAFT STOPPING BETWEEN STORIES DIVIDED INTO APPROXIMATELY EQUAL SPACES NOT EXCEEDING 1,000 SQ.FT.

SMOKE AND CARBON MONOXIDE ALARMS

- PROVIDE SMOKE ALARM IN EVERY BEDROOM & THE CORRIDOR GIVING ACCESS TO THE BEDROOM ON EACH FLOOR INCLUDING THE BASEMENT, & IN ANY ROOM THAT HAS A CEILING HEIGHT MORE THAN 24" HIGHER THAN A CORRIDOR GIVING ACCESS TO THE BEDROOMS.
- PROVIDE CARBON MONOXIDE ALARM WITHIN 10'-0" OF ALL BEDROOMS



FIRST FLOOR PLAN

SCALE: 1/4"=1'-0"

EXTERIOR DIMENSIONS ARE FRAMING TO FRAMING

FIRST FLOOR FINISHED	1,363 SQ. FT.
----------------------	---------------

WINDOW & DOOR NOTES

- MARVIN ELEVATE WINDOWS
- CODE MAX. U VALUE = 0.32 MAX. SHGC = 0.35
- ALL WINDOWS SET 8'-0" UNLESS NOTED OTHERWISE
- BUILDER TO PROVIDE WINDOW ORDER LIST WITH U FACTOR, SHGC, & STC RATINGS FOR EACH WINDOW & EXTERIOR DOOR
- BUILDER TO VERIFY ALL WINDOW, DOOR & OPENING HGT, HTS.
- FP = PROVIDE FALL PROTECTION @ OPERATING WINDOWS

GUARDRAIL NOTES

- GUARDRAIL REQUIRED ON OPEN SIDE OF ANY STAIR MORE THAN 30" ABOVE FLOOR
- ALL OPENINGS LESS THAN 4" AT ALL GUARDRAILS

FLOOR SYSTEM NOTES

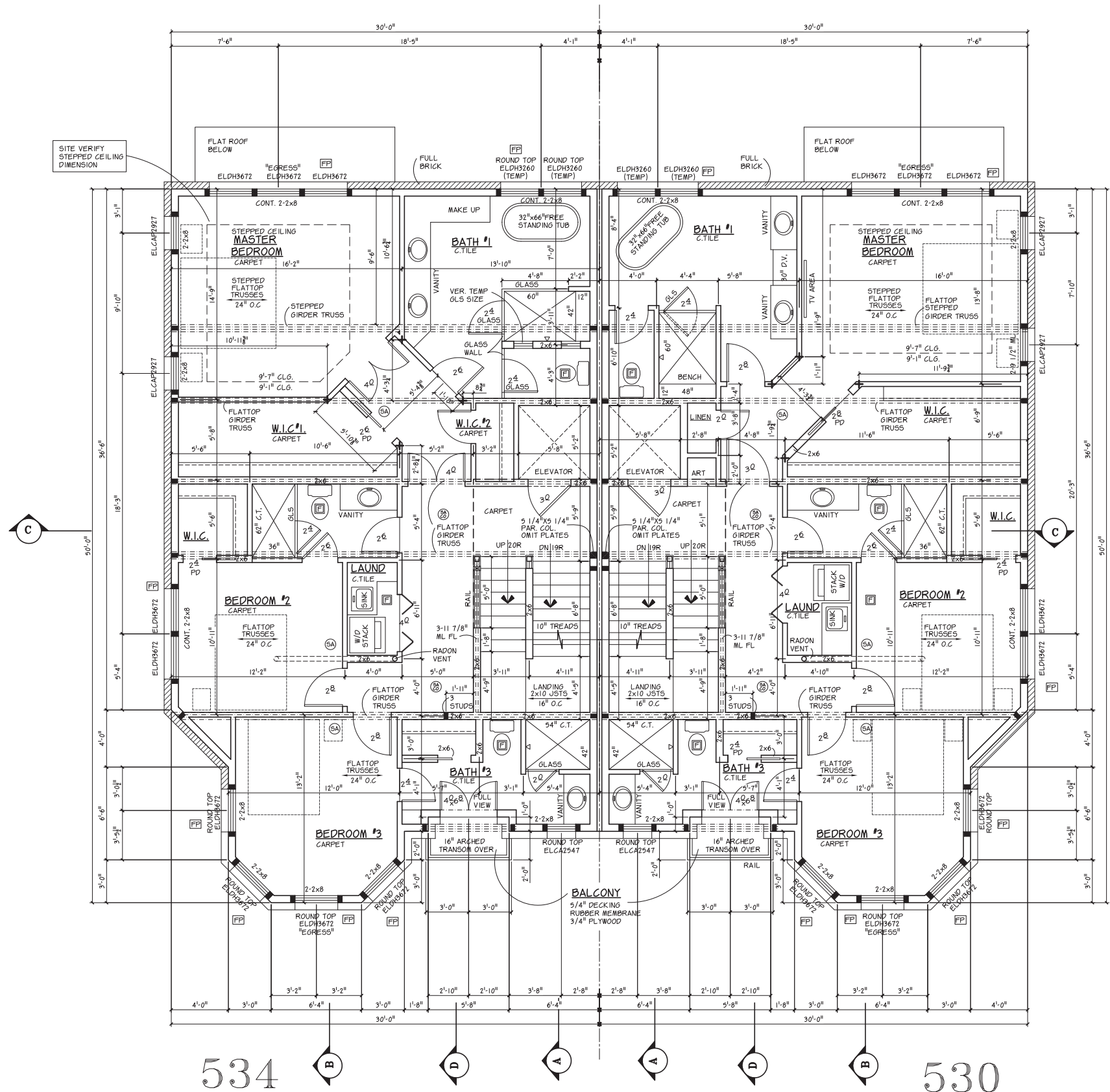
- ALL FLOORS TO BE L/480
- FLOOR TRUSS MANUFACTURER TO VERIFY FRAMING BELOW
- GRANITE TOPS, TUBS & TILE AREAS ABOVE
- FLOOR TRUSS MANUFACTURER TO PROVIDE HEAT SUPPLY & RETURN CHASE IN TRUSSES
- BUILDER TO PROVIDE CITY WITH TRUSS LAYOUT PLANS

FRAMING NOTES

- 10'-1" PLATE HEIGHT UNLESS NOTED OTHERWISE
- 2X6 STUDS @ POCKET DOOR WALLS UNLESS NOTED OTHERWISE
- DOUBLE STUDS AT ALL WINDOW & PATIO DOOR HEADERS UNLESS NOTED OTHERWISE
- PROVIDE LVL/LSL SOLID BLOCKING AT ALL POINT LOADS, SUPPORT BEAMS, MICROLAMS, AND GIRDER TRUSSES TO FOUNDATION
- PROVIDE FIREBLOCKING VERTICALLY @ CEILINGS & FLOORS & HORIZONTALLY @ INTERVALS NOT EXCEEDING 10'-0" (CONCEALED SPACES @ SOFFITS, DROPPED CEILINGS, BETWEEN STAIR STRINGERS & BETWEEN STORIES)
- PROVIDE DRAFT STOPPING BETWEEN STORIES DIVIDED INTO APPROXIMATELY EQUAL SPACES NOT EXCEEDING 1,000 SQ.FT.
- ALL SPRAY FOAM INSULATION MUST BE COVERED BY MIN. 1" GYP. BD AT HABITABLE AREAS

SMOKE AND CARBON MONOXIDE ALARMS

- PROVIDE SMOKE ALARM IN EVERY BEDROOM & THE CORRIDOR GIVING ACCESS TO THE BEDROOM ON EACH FLOOR INCLUDING THE BASEMENT, & IN ANY ROOM THAT HAS A CEILING HEIGHT MORE THAN 24" HIGHER THAN A CORRIDOR GIVING ACCESS TO THE BEDROOMS
- PROVIDE CARBON MONOXIDE ALARM WITHIN 10'-0" OF ALL BEDROOMS



SECOND FLOOR PLAN

SCALE: 1/4"=1'-0"

EXTERIOR DIMENSIONS ARE FRAMING TO FRAMING

SECOND FLOOR FINISHED 1,377 SQ. FT.

WINDOW & DOOR NOTES

- MARVIN ELEVATE WINDOWS
- CODE MAX. U VALUE = 0.32 MAX. SHGC = 0.35
- ALL WINDOWS SET 6'-10" UNLESS NOTED OTHERWISE
- BUILDER TO PROVIDE WINDOW ORDER LIST WITH U FACTOR, SHGC, & STC RATING FOR EACH WINDOW & EXTERIOR DOOR
- BUILDER TO VERIFY ALL WINDOW, DOOR & OPENING HXS, HTS.
- FP = PROVIDE FALL PROTECTION @ OPERATING WINDOWS

GUARDRAIL NOTES

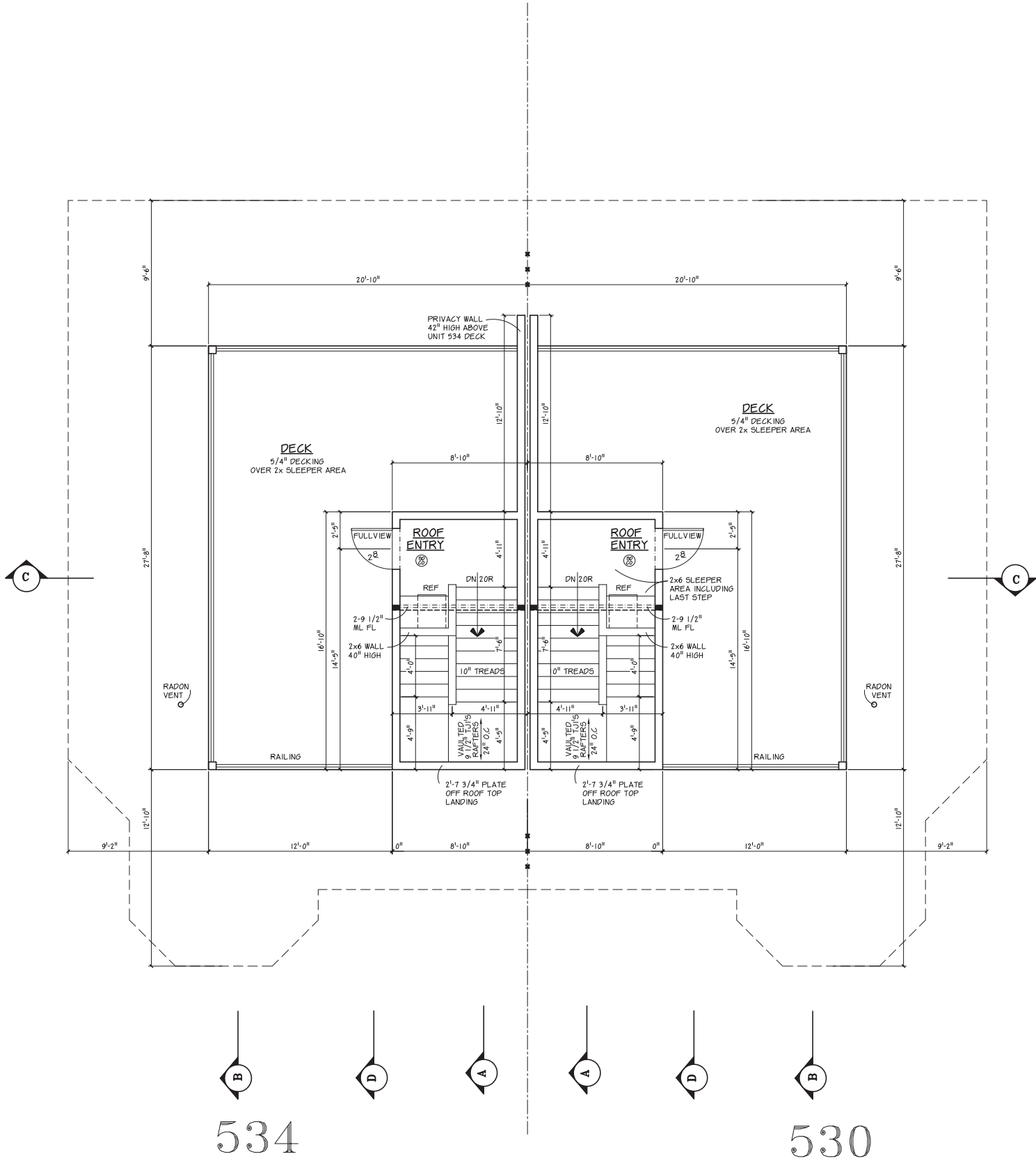
- GUARDRAIL REQUIRED ON OPEN SIDE OF ANY STAIR MORE THAN 30" ABOVE FLOOR
- ALL OPENINGS LESS THAN 4" AT ALL GUARDRAILS

FRAMING NOTES

- 9'-1" PLATE HEIGHT UNLESS NOTED OTHERWISE
- 2X6 STUDS @ POCKET DOOR WALLS UNLESS NOTED OTHERWISE
- DOUBLE STUDS AT ALL WINDOW & PATIO DOOR HEADERS UNLESS NOTED OTHERWISE
- PROVIDE LVL/LSL SOLID BLOCKING AT ALL POINT LOADS, SUPPORT BEAMS, MICROLAMS, AND GIRDER TRUSSES TO FOUNDATION
- PROVIDE FIREBLOCKING VERTICALLY @ CEILINGS & FLOORS & HORIZONTALLY @ INTERVALS NOT EXCEEDING 10'-0" (CONCEALED SPACES @ SOFFITS, DROPPED CEILINGS, BETWEEN STAIR STRINGERS & BETWEEN STORIES
- PROVIDE DRAFT STOPPING BETWEEN STORIES DIVIDED INTO APPROXIMATELY EQUAL SPACES NOT EXCEEDING 1,000 SQ.FT.
- ALL SPRAY FOAM INSULATION MUST BE COVERED BY MIN. 1" GYP. BD AT HABITABLE AREAS

SMOKE AND CARBON MONOXIDE ALARMS

- PROVIDE SMOKE ALARM IN EVERY BEDROOM & THE CORRIDOR GIVING ACCESS TO THE BEDROOM ON EACH FLOOR INCLUDING THE BASEMENT, & IN ANY ROOM THAT HAS A CEILING HEIGHT MORE THAN 24" HIGHER THAN A CORRIDOR GIVING ACCESS TO THE BEDROOMS.
- PROVIDE CARBON MONOXIDE ALARM WITHIN 10'-0" OF ALL BEDROOMS



ROOF TOP DECK

SCALE: 1/4"=1'-0"

EXTERIOR DIMENSIONS ARE FRAMING TO FRAMING

UNIT 534 ROOF TOP ENTRY	148 SQ. FT.
UNIT 534 DECK	428 SQ. FT.
UNIT 530 ROOF TOP ENTRY	148 SQ. FT.
UNIT 530 DECK	428 SQ. FT.

WINDOW & DOOR NOTES

- MARVIN ELEVATE WINDOWS
 - CODE MAX. U VALUE = 0.32 MAX. SHGC = 0.35
- ALL WINDOWS SET 6'-8" UNLESS NOTED OTHERWISE
- BUILDER TO PROVIDE WINDOW ORDER LIST WITH U FACTOR, SHGC, & STC RATING FOR EACH WINDOW & EXTERIOR DOOR
- BUILDER TO VERIFY ALL WINDOW, DOOR & OPENING HDR. HTS.
- FP = PROVIDE FALL PROTECTION @ OPERATING WINDOWS

GUARDRAIL NOTES

- GUARDRAIL REQUIRED ON OPEN SIDE OF ANY STAIR MORE THAN 30" ABOVE FLOOR
- ALL OPENINGS LESS THAN 4" AT ALL GUARDRAILS

FRAMING NOTES

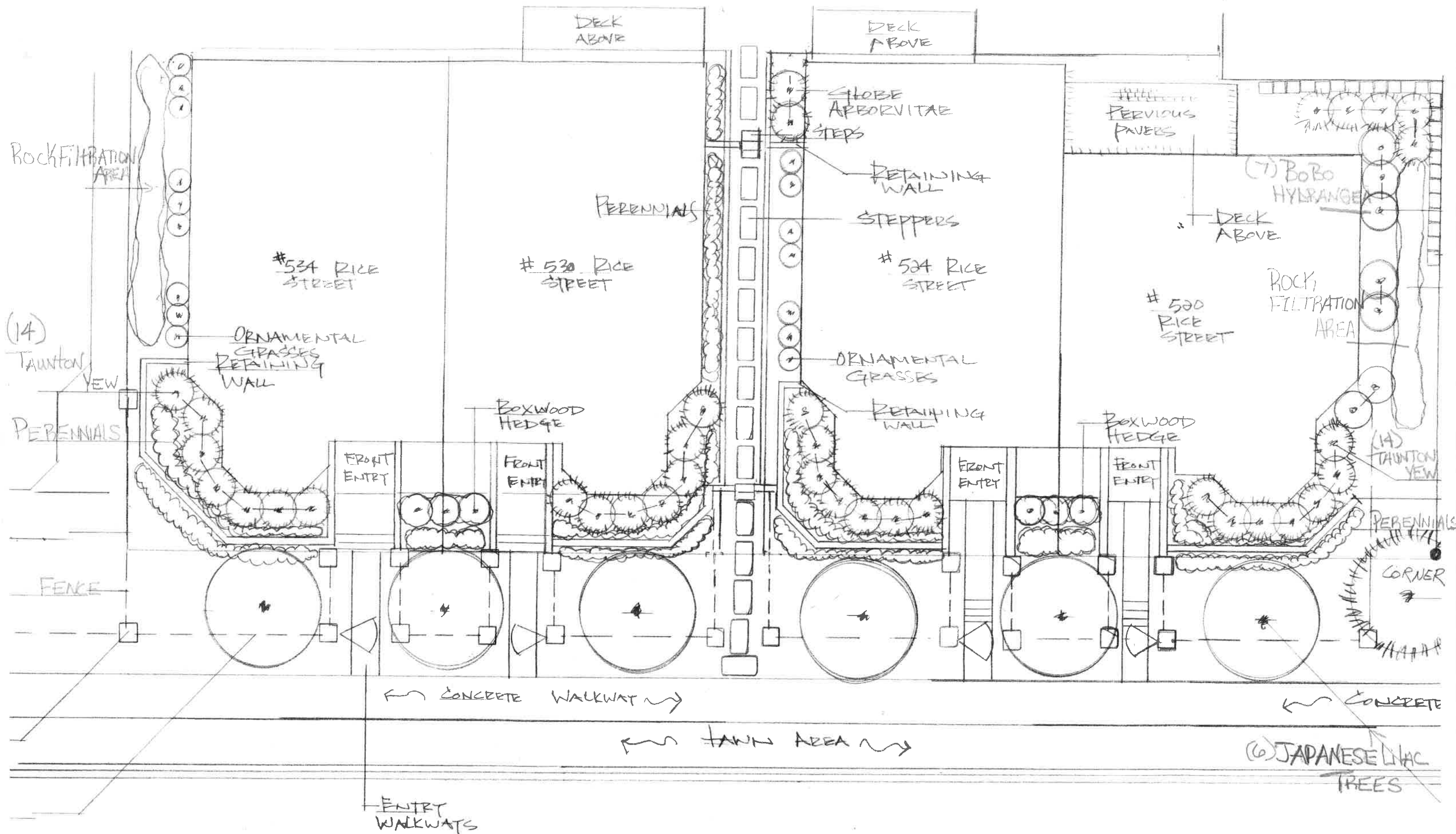
- 7'-9" PLATE HEIGHT UNLESS NOTED OTHERWISE
- 2X6 STUDS @ POCKET DOOR WALLS UNLESS NOTED OTHERWISE
- DOUBLE STUDS AT ALL WINDOW & PATIO DOOR HEADERS UNLESS NOTED OTHERWISE
- PROVIDE LVL/LSL SOLID BLOCKING AT ALL POINT LOADS, SUPPORT BEAMS, MICROLAMS, AND GIRDER TRUSSES TO FOUNDATION
- PROVIDE FIREBLOCKING VERTICALLY @ CEILINGS & FLOORS & HORIZONTALLY @ INTERVALS NOT EXCEEDING 10'-0"
- (CONCEALED SPACES @ SOFFITS, DROPPED CEILINGS, BETWEEN STAIR STRINGERS & BETWEEN STORIES
- PROVIDE DRAFT STOPPING BETWEEN STORIES DIVIDED INTO APPROXIMATELY EQUAL SPACES NOT EXCEEDING 1,000 SQ.FT.
- ALL SPRAY FOAM INSULATION MUST BE COVERED BY MIN. 1" GYP. BD AT HABITABLE AREAS

SMOKE AND CARBON MONOXIDE ALARMS

- PROVIDE SMOKE ALARM IN EVERY BEDROOM & THE CORRIDOR GIVING ACCESS TO THE BEDROOM ON EACH FLOOR INCLUDING THE BASEMENT, & IN ANY ROOM THAT HAS A CEILING HEIGHT MORE THAN 24" HIGHER THAN A CORRIDOR GIVING ACCESS TO THE BEDROOMS.
- PROVIDE CARBON MONOXIDE ALARM WITHIN 10'-0" OF ALL BEDROOMS

534

530



RICE STREET E

B. Butterfield Landscape Co

Customer Address:

10/21/2021

Pillar Homes Partner Inc.
1700 Niagara Lane
Plymouth, MN 55447

Rice Street Townhomes
530/534 Rice Street
Wayzata, MN 55391

Rice Street Townhomes will have the following plant material per plan dated 8/17/2021

6 1 ½" B&B	Japanese Lilac Trees – 3 in front of each building
56 #5 Pot	14 Taunton Yew behind each retaining walls
6 #5 Pot	Boxwood Hedge between front doors – 3 in front of each building
16 #2 Pot	Ornamental Grasses on (7 – 8) on East side of each building
7 #3 Pot	Bobo Hydrangea on West side of 524/520 Rice Street
9 #5 Pot	Globe Arborvite – various locations at back of buildings by garages
	Arborvitae Hedge around Existing stone wall west of 524/520 Rice Street – installed

Thank you.

Brian Butterfield
3925 Watertown Road
Orono, MN 55359



City of Wayzata City Council Agenda Report

MEETING DATE: November 3, 2021	AGENDA ITEM: 8.a
TITLE: Consider Approval of Software as a Service Agreement with BS&A Software for ERP Software and Implementation Services	
PROPOSED MOTION: To approve the Software as a Service Agreement with BS&A subject to final revisions and approval by the City Manager and City Attorney for ERP Software and Implementation Services.	
PREPARED BY: Aurora Yager, Administrative Services Director	
REVIEWED BY: Jeffrey Dahl, City Manager	

ACTION REQUESTED:

Staff recommends approval of the Software as a Service Agreement with BS&A subject to final revisions and approval by the City Manager and City Attorney for ERP Software and Implementation Services.

FINANCIAL OR BUDGET CONSIDERATION:

The City previously budgeted \$260,000 in the 2021 CIP for a new ERP software solution that included RFP assistance, software, and implementation and training costs. The City has already spent \$7,350 for RFP assistance. The attached proposal from BS&A is \$70,575 for software, implementation and training services, which is well below the original budget of \$260,000 and within the revised 2022 CIP budget of \$83,400. This proposal from BS&A is more cost-effective for both one-time implementation fees and ongoing annual software costs than the next comparable vendor.

BACKGROUND:

In April of 2021, the City Council approved a contract with AEM Financial Solutions for assistance with RFP and software evaluation services. This was the first step to replacing the City's 30+ year old accounting system, Banyon Data Systems, and was an important project in meeting the Strategic Plan Priority to Increase Operational Effectiveness. Since then, AEM and Staff have sent out an RFP, reviewed the extensive RFP responses, and conducted demos with four companies: Springbrook, BS&A, Tyler Technologies (Incode), and AccuFund.

Staff and AEM established criteria for evaluating RFP responses and demos that included (but were not limited to):

- Reliable
- Easy-to-use
- Fully integrates with other accounting modules and software
- Contains robust reporting and budgeting modules
- Increases efficiencies with better processing workflows
- Offers strong customer support and implementation assistance

Based on the above criteria, BS&A Cloud was determined to be the best software solution for the City of Wayzata. A more detailed report of the evaluation process and recommendations along with the full RFP response from BS&A is included in the attached memo from AEM Financial Solutions.

Agreement

BS&A's Software as a Service Agreement is attached. The City Attorney has reviewed the agreement and submitted a few changes to BS&A. A few of those changes are pending approvals from BS&A related to liability coverage, ownership, and data practices. The proposed motion would approve the agreement but with that approval subject to final revisions and approval by the City Manager and City Attorney.

Next Steps

If approved, the Mayor and City Manager would work to execute a final Professional Services Agreement with BS&A. Based on the vendor's availability, implementation is planned for approximately April of 2022.

ATTACHMENTS:

1. AEM - Wayzata Software Evaluation Report
2. BS&A Software as a Service Agreement

Software Evaluation

City of Wayzata, Minnesota

October 25, 2021



AEM Financial Solutions™

People
+ Process®
Going
Beyond the
Numbers



AEM Financial Solutions™

October 25, 2021

Aurora Yager, Administrative Services Director
City of Wayzata
600 Rice Street
Wayzata, Minnesota 55391

Dear Aurora,

Thank you for the opportunity to partner with the City of Wayzata (the City) on your evaluation of software solutions. We appreciated working with your staff to understand the City's accounting, operation and technology requirements, and to evaluate these requirements along with vendor solutions.

We trust you will find the enclosed documentation and analysis useful as the City prepares to decide on its software solution. We are available to provide additional support as needed and look forward to partnering with you and your staff again in the future.

Thank you again, it has been a pleasure working with you and your team at the City of Wayzata.

Sincerely,

Jean McGann, CPA
President, AEM Financial Solutions, LLC
Partner, Abdo

City of Wayzata
Wayzata, Minnesota
Software Evaluation
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EXECUTIVE SUMMARY

Scope & Background

Abdo, Eick & Meyers, LLP (AEM) entered into an agreement with the City of Wayzata, MN (City) on April 6, 2021, for RFP development and software evaluation of Enterprise Resource Planning (ERP) software options. Software options evaluated included Springbrook, BS&A, Tyler Technologies (Incode), and AccuFund.

Methodology

We submitted an initial questionnaire to the City and then reviewed the responses as well as facilitating conversations where we discussed the City's requirements. After gaining an understanding of the City's requirements, we prepared a Request for Proposal (RFP) and sent this RFP to vendors. After receiving the RFP responses, we scheduled virtual demonstrations with three vendors: Springbrook, Tyler Technologies, and AccuFund. These demonstrations occurred over three weeks during August of 2021. After these three demonstrations, it was decided that it was necessary to contact BS&A to request a response and demonstration from them.

BS&A initially did not respond to the RFP because they were in the process of launching their cloud product. Reaching out to them in September we found the launch was complete and received a demonstration in October.

Attending these demonstrations were key City staff members Aurora Yager (Administrative Services Director) and Kathy Ovshak (Senior Accountant). We asked key questions related to functionality and requirements throughout the demonstrations and documented key information. After attending the demonstrations, we compiled and evaluated all information gained from the RFP responses and from the demonstrations. The result of this information and documentation is included within this report.

Summary Recommendation

The key requirement of the City of Wayzata was a reliable, easy-to-use, and fully integrated solution with modules for General Ledger, Cash Management, Bank Reconciliation, Accounts Payable, Capital Assets, Budget Management, Utility Billing, Point of Sale (POS), and Project Accounting. After viewing the initial demos from Springbrook, Tyler Technologies, and AccuFund, the City and AEM agreed that AccuFund and Springbrook were not the right fit and removed them from consideration. After discussing the offering from Tyler Technologies, BS&A was identified as a vendor that we had not heard from, but wanted to see. After attending the demonstration, it was determined that they were the best choice for the city.

We recommend the City choose the BS&A Cloud to meet the key requirements described above. BS&A will provide project management, training, ongoing support, maintenance, and upgrades of the application for reasonable and predictable costs.

Summary Evaluation & Recommendation

While the City was open to either a cloud-based solution or an on-premises solution, it was agreed that a cloud-based product would be the best long-term choice. With BS&A's new cloud-based product, they can fulfill that wish while also meeting the module and integration requirements set forth in the RFP. Additionally, over its thirty-year history, BS&A has established a proven track record of world class support and customer service. BS&A focuses solely on governmental software and has over 2,000 active clients, with an over 99% retention rate.

BS&A's full RFP response is included in Appendix A.

Positive

- BS&A is in the cloud and offers fully integrated modules.
- BS&A provides one site license with unlimited concurrent users.
- BS&A offers an internal chat system, enabling users to hold conversations within the program and attach the conversation history to specific accounts or transactions.
- BS&A offers a completely customizable workflow, allowing for document routing for approval, automatic notifications of updates, and automatic running of reports.
- BS&A can integrate the City's LaserFiche to allow images of invoices and checks to be attached to transactions within the software.

Negative

- BS&A is not able to have a live integration with Paylocity, so the City will continue to export information out of Paylocity and import it into BS&A.

Recommendations

1. We recommend that the City proceed with BS&A Cloud, implementing their General Ledger, Accounts Payable, Cash Receipting, Accounts Receivable, Fixed Assets, and Utility Billing modules, as well as BS&A Online, which allows customers to pay their bills online.

Proposed Solution Cost

The total cost of implementation is \$70,575 that includes \$14,665 of travel expenses. The City did inquire if training and implementation were able to be done remotely, but BS&A informed us that this must be done in person, as the product is still new. There are no additional fees for the first year. The standard maintenance fees for the second year are \$11,745, and these fees will have small increases equal to CPI each year going forward.

Proposal for:
City of Wayzata, Hennepin County MN
November 1, 2021
Quoted by: Dan J. Burns, CPA

Software and Services for BS&A Cloud



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Cloud Modules

Financial Management

General Ledger	\$1,800
Accounts Payable	\$1,530
Cash Receipting	\$1,530
Accounts Receivables	\$1,530
Fixed Assets	\$1,530
Utility Billing (approximately 1,583 utility accounts)	\$1,425
Subtotal	\$9,345

Data Conversions/Database Setup

Convert existing Banyon data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	\$2,000
Accounts Payable (Vendors, Up to 10 years invoices and check history)	\$1,700
Cash Receipting (Receipt items, Up to 10 years receipt history)	\$1,700
Accounts Receivables (Setup of Billing Items, Penalties)	\$2,065
Fixed Assets (Setup of Assets, Entry of Value, Accumulated Depreciation)	\$1,700
Utility Billing (Accounts, Services, Deposits, Rates, Meters, Unlimited Years of Service, billing and Payment History)	\$4,000
Subtotal	\$13,165

Custom Import

BS&A Integration with Laserfiche Document Management System <i>Ability to store and retrieve document attachments in Laserfiche Document Management system, for all currently integrated BS&A modules.</i>	\$3,000
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Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$8,000

Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	3		\$3,000
Financial Management Modules	Days:	13		13,000
	Total:	16	Subtotal	\$16,000

Post-Go Live Assistance

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A modules
- Assist customers with more detailed and advanced report options available within the BS&A modules
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Post-Go Live for all modules for which training was performed	Days:	4	\$4,000
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Cost Totals

Not including Annual Service Fees

Modules	\$9,345
Data Conversions/Database Setup	\$13,165
Custom Import	\$3,000
Project Management and Implementation Planning	\$8,000
Implementation and Training	\$16,000
Post-Go Live Assistance	\$4,000

Total Proposed	\$53,510
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<i>Travel Expenses</i>	<i>\$14,665</i>
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<i>Hosting Fees</i>	<i>\$2,400</i>
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Payment Schedule

1st Payment: **\$21,165** to be invoiced upon execution of this agreement.

2nd Payment: **\$11,745** to be invoiced at activation of customer's site.

3rd Payment: **\$37,665** to be invoiced upon completion of training.



Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management	
General Ledger	\$1,800
Accounts Payable	\$1,530
Cash Receipting	\$1,530
Accounts Receivables	\$1,530
Fixed Assets	\$1,530
Utility Billing	\$1,425
Total Annual Service Fees	\$9,345

Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

\$2,400



Tyler Technology

Summary Evaluation

Tyler Technology's Incode product was the other solution seriously considered by the City. The primary downside of Incode was that the City would be required to purchase the work order module to utilize workflow capabilities. Additionally, Incode does not have the level of customer care that BS&A does, and the integration with LaserFiche is not as smooth as it is with BS&A.

Proposed Solution Cost

The pricing of BS&A Cloud and Incode are very comparable, with Incode's onetime fees totally \$63,030 and recurring fees totaling \$24,700. Incode pricing is detailed below:

Tyler Annual Software - SaaS

Description	List Price	Discount	Annual
Incode			
Incode 10 Financial Management Suite			
Core Financials	\$ 14,786	\$ 5,619	\$ 9,167
Fixed Assets	\$ 1,865	\$ 709	\$ 1,156
Laserfiche Interface - Financial/Personnel Management	\$ 3,215	\$ 0	\$ 3,215
Project Accounting	\$ 3,469	\$ 1,318	\$ 2,151
Purchasing	\$ 4,457	\$ 1,694	\$ 2,763
Incode 10 Customer Relationship Management Suite			
Utility CIS System - Water/Gas	\$ 6,427	\$ 2,442	\$ 3,985
Cashiering	\$ 1,415	\$ 538	\$ 877
Utility Billing Online Component (Based on # of Accts (\$.48 x # of Accts)	\$ 0	\$ 0	\$ 0
TOTAL:	\$ 35,634	\$ 12,320	\$ 23,314
Term # of Years:	3		

Tyler Annual Services

Description	List Price	Discount	Annual
Incode			
Other Services			
Tyler U	\$ 1,386	\$ 0	\$ 1,386
TOTAL:	\$ 1,386	\$ 0	\$ 1,386

Tyler Fees per Transaction

Description	Unit Price	Discount	Net Unit Price
Incode			
Incode 10 Financial Management Suite			
AP Automation	\$0.00	\$ 0.00	\$0.00
EasyPay Online Payment Component	\$1.25	\$ 0.00	\$1.25
IVR Solution for Utility Billing	\$1.25	\$ 0.00	\$1.25
Notifications for Utility Billing	\$0.10	\$ 0.00	\$0.10

Services

Description	Hours/Units	Price	Discount	Extended Price	Maintenance
Incode 10 Financial Management Suite					
Implementation	224	\$ 29,120	\$ 0	\$ 29,120	\$ 0
Accounts Payable	1	\$ 2,000	\$ 0	\$ 2,000	\$ 0
General Ledger	1	\$ 750	\$ 0	\$ 750	\$ 0
Financials Project Management	1	\$ 1,950	\$ 0	\$ 1,950	\$ 0
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Incode 10 Customer Relationship Management Suite					
Implementation	152	\$ 19,760	\$ 0	\$ 19,760	\$ 0
Customer Relationship Management Suite Project Management	1	\$ 1,250	\$ 0	\$ 1,250	\$ 0
Utility Billing Master	1	\$ 6,000	\$ 0	\$ 6,000	\$ 0
Incode Community Development Suite					
Implementation	0	\$ 0	\$ 0	\$ 0	\$ 0
Incode Community Development Project Management	1	\$ 1,950	\$ 0	\$ 1,950	\$ 0
MyCivic					
MyCivic Project Management	1	\$ 250	\$ 0	\$ 250	\$ 0
TOTAL:		\$ 63,030	\$ 0	\$ 63,030	\$ 0

Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 23,314
Total Tyler Services	\$ 63,030	\$ 1,386
Summary Total	\$ 63,030	\$ 24,700
Contract Total	\$ 87,730	

Appendix A



BS&A Cloud

Request for Proposal for:

City of Wayzata, Hennepin County MN

ERP Software and Implementation Services

Submitted by:

BS&A Software
14965 Abbey Lane
Bath, MI 48808
(855) 272-7638

Dan J. Burns, CPA
Account Executive
dburns@bsasoftware.com



14965 Abbey Lane
Bath, MI 48808
Toll Free: (855) BSA-SOFT
P: (517) 641-8900
F: (517) 641-8960
www.bsasoftware.com

September 27, 2021

City of Wayzata
c/o Nicole More, CPA
Abdo Eick & Meyers, LLP
5201 Eden Avenue, Ste. 250
Edina, MN 55436

We are pleased to respond to the City of Wayzata MN request for ERP Software and Implementation Services with BS&A Cloud, our new cloud-based ERP system.

The following details outline our solution including:

- Software Modules
- Project Management and Implementation Services
- Training
- Ongoing Support and Maintenance

For over 30 years, BS&A Software has provided software solutions for local and county government. Governmental software is and has always been our sole focus. With over 2,000 clients, 200 employees and \$30 million in annual revenue, BS&A is a proven leader in the governmental ERP market.

We have reviewed the City's RFP and have a clear understanding of the goals, objectives and requirements. We are confident in our ability to deliver solutions that consistently exceed our client's expectations. Our success is evidenced with a greater than 99% retention rate.

Please do not hesitate to contact us with any questions you may have following the review of this proposal. I will be pleased to assist you, and can be reached at 855-BSA-SOFT.

Sincerely,

A handwritten signature in blue ink that reads "Dan J. Burns".

Dan J. Burns, CPA
Account Executive
PH: 517.641.8900
FX: 517.641.8960
dburns@bsasoftware.com



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1.0 Executive Summary

Headquarters:

BS&A Software, Inc.
14965 Abbey Lane
Bath, MI 48808
(855) 272-7638

Primary Contact:

Dan J. Burns, CPA
Account Executive
PH: 517-641-8900
dburns@bsasoftware.com

Secondary Contact:

Jason Hafner, CPA
Director of Implementation
PH: 517-641-8900
JHafner@bsasoftware.com

Overview

BS&A Software is proposing our fully integrated ERP solution in response to the City of Wayzata RFP for Enterprise Resource Planning (ERP) Software and Implementation. Our response demonstrates our understanding of the City's requirements and our ability to provide comprehensive yet easy-to-use solution along with professional services ensuring a successful implementation. We have over 2,000 clients using our software, all within the public sector. Our clients range from small to large municipalities, special districts and county governments. We obtain and retain our clients by continually refining both our software and our processes, ensuring we meet and exceed all expectations, while delivering unparalleled support. Our Software is built with the latest web development tools available. BS&A Software utilizes Microsoft SQL as its database engine and is provided as a site license with unlimited concurrent users.

BS&A Software Benefits

Since 1987, our trademark has been to provide great software and world-class customer service. BS&A has prospered in the competitive public sector market; by doing business the right way. We believe in 100% controlled organic growth opposed to growth through mergers and acquisitions. As a private company we are able to focus on our clients and employees, without having to make sacrifices to satisfy shareholders.

- **Customer Support & Satisfaction** – BS&A believes that customer satisfaction is the single most critical factor to the long-term success of any company. We are so confident that we deliver the highest level of customer service and support that we have provided a complete client list as part of our proposal, in addition this list is also available on our company website. We encourage you to contact any of our existing clients, as they are our strongest advocates.
- **Money Back Guarantee:** If you are not satisfied with a BS&A product at any time during the first year, simply return it and we will refund 100% of the price of the software.
- **Site License:** As a standard process, BS&A provides each municipality with a site license, whereby they can run our software with an unlimited number of concurrent users. This makes it practical to provide access to BS&A software to as many users and departments as desired without incurring any additional license costs.
- **Data Conversion:** BS&A sets the bar in terms of data conversion efficiency, and minimizes efforts on the City's part. Instead of placing the burden of data conversion on you, we take the bulk of the responsibility for this process. We will not force you to provide data in a predefined BS&A format. Whether you choose to convert all of your data or just the critical components, BS&A conversion fees will not change, unless changes to the scope of the conversions are requested.
- **Integrations:** BS&A provides out of the box and user configurable integrations for a large number of required systems (Banks, State Government, IRS, Benefit Providers, Purchasing Cards, etc.) We do not charge any extra fees for these integrations and, in most cases, we will create similar integrations at no cost.
- **Professional Services:** BS&A representatives will deliver the implementation services for all of the proposed Modules, without the use of a third-party. Our Project Managers, along with our Implementation & Training team, have been involved in hundreds of successful projects similar to the City's.

Market Focus & Local Presence

BS&A Software has been successfully delivering solutions in the State of Minnesota for over 7 years. We have 18 clients in the State including, City of Delano, City of Brainerd, and City of Dayton. BS&A has demonstrated a proven understanding of the Minnesota-specific requirements and has an unblemished track record with numerous successful projects in Minnesota.

2.0 Proposed Software

BS&A Cloud is a web-based Enterprise Resource Planning (ERP) software that streamlines all government business practices, allowing information to be easily shared across all parts of the organization.

Global ERP Functionality

- Dashboards are customizable to display data relevant to a specific user or role in multiple different formats e.g. charts, graphs, tiles and list views.
- Notifications can be provided whenever an action is required for approval or if a record or field is updated. These notifications can be sent within the Module or via text or email.
- Internal chat provides an efficient way for your team members to collaborate while working within the Module.
- Customizable workspaces and views allow for each user to view a set of data in the most relevant manner. Multiple workspaces can be saved with different filters allowing each user to quickly view the same data in different ways.
- Our powerful customizable workflow allows the software to be configured to meet your needs and work with your processes. Workflow can route documents for approval, notify you when a specific record or field has been updated, and even automate the running of a report.
- Master name and address records allow the user to inquire as to what any person or company owes the city across all modules.
- Role based security simplifies the creation and deployment of security and user setup as well as the ongoing maintenance.
- Favorites enables the user to customize the menu to their specified preference allowing for quick and easy navigation of the Module.
- Global Search enables you to search or navigate the system by simply typing what it is you would like to view or do. This eliminates the need to remember where to click to run a process or view a specific record.
- Single Page Module (SPA) architecture reducing the need to always refresh a screen or open a new tab.
- Unlimited user defined fields on all record types.
- All reports can be emailed or printed to Excel, PDF, or other Modules and file formats.
- Individual User Report Profiles allow users to run saved sets of reports.
- Detailed audit tracking to log all changes made.
- Integration with GIS
- Integration with Laserfiche ECM Suite.

Financial Management Modules

General Ledger

BS&A's General Ledger module is the foundation of our cloud-based Financial Management Suite. It acts as the central data warehouse for financial entries from our other seamlessly integrated modules tied to GL accounts while also providing strict security and control.

It is a powerful general ledger system designed using Generally Accepted Accounting Principles (GAAP) for fund accounting and the specific needs of governmental GASB reporting. We provide a flexible chart of accounts structure and sophisticated reporting tools to comply with state regulations and to meet the specific needs of Cities, Counties, and Townships.

All GASB 34 reports are built-in with no need for a separate reporting module. Enter Adjustment journal entries in a separate Adjustments fund or in a GASB 34 Adjustments area.

Run statistical reports to identify major/minor funds with support calculations. Run reports in a summary format – the prescribed reporting format – or in a detailed format, which shows general ledger balances and adjustments. Summary report formats provide drilldown into individual account balances.

Budgeting is integral to the financial function of any municipality, and unlike some other systems, it is included as part of the BS&A GL module.

Budgeting

The Budgeting function supports decentralized budget entry, imports of preliminary budgets from spreadsheets, and multiple user-definable budget levels.

The final budget document is completely user-definable or may be saved as a spreadsheet to give you unlimited options in formatting.

BS&A's Budgeting function allows for budget projections, worksheets, and proposed budget reports that can be used for review and approval and are fully exportable for use with other analysis tools.

It interfaces with HR allowing you to load the budget with key information such as; employee longevity, grade, raises and benefit projections.

You can build projections based on prior year actuals or the past several rolling years actual amounts and then increase/decrease by percentage.

With the Budgeting function, you can review mid-year projections so you can make adjustments to the budget as well as calculate what-if scenarios.

And, being a fully integrated cloud-based solution, the information you are reviewing and using is all real-time and provides an additional level of integrity of the data.

Project and Grant Accounting

Project accounting empowers you to budget for current projects as you would for departments and funds.

With Project accounting you are able to quickly view the budget status for the project in real-time, with comprehensive drill down functionality to view the transactions that make up your activity. If you need to roll project activity into the overall activity of their parent fund or departments, it is as simple as unchecking an option to transition from granular to high-level project details.

Grant accounting has become critical to municipal accounting. With BSA's Grant Accounting, you are able to Budget and report your grant activity in the Grant's Fiscal Year, as it can be unique to your municipality FYE.

Grant Accounting provides you the versatility to budget for the present year as well as future years where you may be planning large purchases or projects that are grant funded. Perhaps your Grant requires use of the funding within the next few years; we can easily track items such as our lifetime activity, expiration date, and activity relative to budget within the Grant view, as well as detailed grant reports.

Bank Reconciliation

Many software applications use the term “reconciliation”, when in fact they merely offer the ability to mark the checks cleared. While BS&A allows for this functionality, identifying open and cleared transactions – manually or electronically via export file from your bank – we offer a more comprehensive solution.

BS&A also allows for the grouping of cash transactions by deposit and reconciles other transactions (e.g. manual journal entries) that affect cash. This enables a complete reconciliation between your general ledger account balances and your corresponding bank account balances.

As with all the BS&A modules, our Bank Reconciliation function gives users search and exporting capabilities.

Allows for multiple bank accounts and pooled cash functionality. You can easily clear transactions in groups or individually, or electronically via bank statement download.

When you need to look up an item quickly, you can do so based on amount range, type and/or status. The program is built with the end-user in mind, making the task of reconciliation easy and efficient with the fewest number of key strokes.

Accounts Payable

In addition to the standard invoice entry/check printing functionality, BS&A Accounts Payable interfaces with all of our billing modules for easy tracking and maintenance of refund requests. As part of your budgeting process, BS&A’s AP module provides real-time budget verification to prevent overspending.

Our use of a Graphical Workflow User Interface allows for easy status checks, modification, and configuration.

The system provides email notifications and supports approvals via the software, dashboard, email, and smartphones.

Electronic check requests can be transferred to Accounts Payable by selecting a pending Check Request for payment, and relevant information is filled in for you. You can query Accounts Payable for the status of the check request. For example, the Utility Billing Clerk can look up requested information without having to consult the Accounts Payable Clerk, increasing internal efficiencies between departments.

BS&A’s AP Purchasing Card Support imports transactions from your P-Card vendor. Detailed tracking of purchasing information is tied to the true vendor, while payments are made to the issuer of the Purchasing Card.

Our AP module also supports ACH payment capability. It’s as easy-to-use as a check run using paper checks.

Once a vendor has been set up as being paid via ACH, the module handles the rest. Upon processing an ACH check run, you’ll be prompted to generate the ACH file and the transfer will go as instructed by your bank.

BS&A also can facilitate Positive Pay per your bank’s specifications. The easily-created export file provides a list for your bank to use as a cross-reference and important component in check fraud prevention.

Cash Receipting

Centralize your cashiering process with BS&A's Cash Receipting System, a robust cashiering solution that manages revenue collection from multiple locations and collection points. Easily accept payments for utility bills, property taxes, fees, tickets, and fines.

BS&A's Cash Receipting functionality allows you to manage revenue collection from multiple locations and collection tools including receipt printers, scanners, barcodes, and credit card readers. You can also add user-defined receipt items to handle charges not maintained in BS&A. Receipt items can be set up to link to third-party billing systems by way of an end-of-day procedure that automatically creates an export file.

Receipt transactions are easily grouped by deposit, providing quick balancing and easy end-of-month reconciliation of deposits.

By simply entering a name or address, you can retrieve a detailed list of items owed and the grand total. You have the flexibility to mark any or all bills and process for payment.

Repetitive receipts – for example, utility bill mail payments – may be entered as fast as the bar-coded bills can be scanned. Running batch totals are then matched up with the total money received.

Accounts Receivable

BS&A's Accounts Receivable module provides a flexible tool for billing customers and tracking revenue. The system manages customer information, billing items, and invoices and includes the ability to set up recurring invoices, eliminating the need to manually enter repetitive billings.

You can apply credits to a customer's account, whether for overpayment or to adjust the amount billed on an invoice.

BS&A's AR module helps you streamline your payment process by using ACH payments, paperless billing (emailing bills to the customer), and allowing for citizen self-service and online bill payment capabilities.

The penalty assessment process offers the flexibility to apply percentages, flat amounts, or table of percentages/amounts calculated based on the number of days past due.

From a collections standpoint; BS&A's AR module supports full cash stations, scan line entry, bank lockbox and web interface, allows for batch balancing, detailed reports of receipt information and exports of daily collection information.

For payment processing we can process both partial payments and overpayments as well as adjustments. The system automatically updates bill balances when a payment is reversed. We can also process multi-bill payments as well as over/short adjustments.

Customer payment detail is easily accessed and displays the original bill in detail including all transactions (payments and adjustments).

And when a customer requests it, you can schedule or produce statements on demand.

Fixed Assets

GASB 34 made the accurate tracking and reporting of fixed assets necessary. Because of the singular architecture of our cloud-based system, the Fixed Assets module greatly simplifies the tracking of these items and GASB 34 compliant reports necessary for financial statement note disclosure are included.

Construction projects can be tracked and automatically converted to capital assets once completed.

Because of system-wide integration, Purchase Orders or invoices may be flagged as asset purchases, facilitating electronic transfer to BS&A Fixed Assets. In addition, rules can be set to specify amounts and accounts that automatically flag purchases for asset creation. Depreciation, capitalization, and disposal accounting information are posted to GL. This integration eliminates errors and duplication of data entry.

With Flexible Asset Disposal, assets can be partially disposed of based on quantity, dollar amount, or percentage of the 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 module also supports splits, repairs, and disposals, including partial disposal.

Utility Billing

Our UB module provides complete billing and tracking for a variety of utility account types. The use of process managers helps simplify complex tasks into efficient step-by-step operations such as; Final Bill, Meter Change, and Past Due/Shutoff. Deposit and work order processing features are also available.

Flexible billing item setup accommodates both consumption-based and flat rate fees for items including but not limited to Water, Sewer, Stormwater, and Refuse.

Our Internal Billing capability simplifies the process of billing internal accounts without requiring bills to be printed and payments processed.

We can help you streamline your payment process by using ACH – payments can be automatically debited from the customers' back accounts. Additionally, bills can be emailed to customers who want to go paperless.

Tools provided step-by-step guidance for common tasks such as shut-offs, final bills, the billing process, etc., ensuring all necessary steps are completed.

Customers can customize the billing cycle to include only those tasks they use. For example, removing meter export/import steps for flat rate billings.

Deposit Tracking provides the ability to calculate interest on deposits and offers flexibility in returning deposits to customers. The deposit may be applied to the customer's next bill, refunded to Accounts Payable via electronic transfer or by check request.

The ability to track detailed meter inventory such as; purchasing information, manufacturer, serial numbers, meter location (specific area of customer's location), curb box location, and information in general for necessary meter reads.

Meter read export/import file layouts are provided for various meter manufacturers including but not limited to; Sensus, Badger, SLC/Neptune, Itron, Greentree, and Hersey.

Each customer's history information can be accessed including payment reversals, bill adjustments, and the ability to print various reports.

BS&A's UB Module allows for an unlimited number of user-definable billing items per customer account as well as an unlimited number of services to be used in the calculation of billing.

Aging reports can be generated as needed by specifying an "as of" date. This flexibility eliminates the need to print them on the last day of the month.

Our customers can use a variety of methods to read estimations including; account average usage, user-defined data range of meter reads, or user-defined amount of usage.

The budget billing feature lets you bill fixed amounts based on user-definable history instead of the actual usage for the current cycle. You can determine – for each billing item – whether or not to allow budget billing.

The fully integrated work order process allows you to track the details of all work done on a customer's account. The process checks for scheduling conflicts of the staff person assigned to the task. Shut-off fees, etc., can be billed to the customer once completed.

Customized letters may be generated for elected accounts, increasing customer communication and reducing clerical tasks.

Payroll

Power, flexibility, and accuracy are the hallmarks of our Payroll module. Designed to automate the most complex compensation and deduction scenarios, it supports all necessary reports for quarterly reporting including W2 processing and electronic submission. Simple direct deposit processing and emailing of check stubs in a password-protected PDF format supports paperless offices.

Easily view YTD information for each employee based on user-defined parameters. Items that can be displayed include: pay codes, deductions/expenses, leave balances, and direct deposit amounts. You can also drill down to individual transactions to ascertain which checks are included in the totals, and print transaction registers that show details.

Our flexible means of accruing and tracking leave time based on user-definable parameters include; a) the maximum number of hours allowed in each leave bank, b) number of hours that may be carried forward to the next year, c) frequency of accrual (e.g. monthly, first of the year, anniversary date, etc.), d) accrual method based on a table (e.g. number of years worked).

Automated W2 processing uses all IRS-supported formats including the EFW2 file for submission to the Social Security Administration.

Complex deduction scenarios are easily set up for each employee from the setup screen without having to access each employee's screen. Child support and garnishment calculations are built-in, and deductions can be set up using tables to reduce the number of deduction codes needed.

BS&A provides Federal and State reports needed including tax, Affordable Care Act, EEO4, unemployment, and retirement reports.

Manage contributions, interest, and withdrawals for self-administered retirement plans, generate Form 945, 1099Rs, and retirement statements.

Hours can be easily imported through BS&A Timesheets or various third-party Time and Attendance Software. Easily reconcile your benefit plan invoices with payroll deductions and expenses.

Employee raises, including rate table updates and step increases, can be scheduled for future effective dates, including the ability to allow rates to be split automatically in the middle of a pay period.

Included is a utility to streamline retro pay calculation processes.

Human Resources

BS&A's Human Resources module streamlines processes from the online job posting and applicant tracking through employee management.

Electronic employment applications reduce the amount of staff time and resources devoted to processing and storing paper applications. Prospective employees may apply via the web or at a designated on-site workstation. Track basic applicant information such as an address, phone number, etc., and more detailed information such as employment and education history.

Workflow-enabled personnel action forms allow for electronic approvals to be required for a rate increase, position changes, etc., eliminating the need for manual tracking and paper forms.

Set up and track benefit plans including enrollment, rate tables, costs, enrollees, beneficiaries, changes, and effective dates. Cobra management, reporting, and invoicing.

Via Position Control, track current employees, openings, and applications position to position. Position Tracking saves time by storing user-defined position requirements and defaults to facilitate the setup of new employees.

HR Compliance and Reporting including:

- Employee Beneficiary Information
- Continuing Education
- Employee Asset Tracking
- Reviews
- Position and Rate History
- OSHA Management
- Compensation Reports

Sophisticated Position Budgeting utilizes historical and user-defined data, and scheduled pay-rate information, all of which may be transferred to BS&A General Ledger. Unlimited budget scenarios allow "what-if" analysis for budget planning.

Allowing employees to manage their benefit plans online increases employee satisfaction and reduces the drain on clerical resources.

Timesheets

BS&A's Timesheets module is designed to decentralize the data entry of hours worked, while maintaining final oversight and approval. Customizable views allow you to tailor screens to your jurisdiction's needs.

Designed to work with BS&A Payroll, Timesheets allows for decentralized entry of employee hours to be transferred directly into the payroll process.

Approval levels are based on user-defined rules. Hours are reviewed and approved before they are transferred to Payroll.

Exception-based time entry speeds data entry time, increasing "buy-in" by employees.

Customize timesheets to appear as you want: day of week the timesheet starts, number of days displayed per timesheet, etc.

Costs may be allocated to various funds or departments based on usage. Track in summary or by detailed use of equipment by employee.

Timesheet entry may be configured to allow individual employees to enter their time, or to centralize data entry by department, while still allowing entry and approval by each department.

BS&A Online - Public Records Search

Key Features:

- Allows Accounts Receivables, Utility Billing, Business License, Tax and Building Department (permit) data to be displayed on the web, and supports online payment of these bills
- Reprint bills and view detailed account history
- Interfaces with online credit card processors

3.0 Optional Software

Not proposing optional software.

4.0 Offeror Information Qualifications and Experience

Mission Statement

BS&A Software is driven to excellence in all areas of our business. We focus our efforts on building lasting customer relationships through unparalleled support, and pursuing continued improvement in our solutions through innovation and customer feedback.

Company History

Bellefeuil, Szur & Associates, Inc. was incorporated in the State of Michigan in 1991 with a vision of providing public sector software exclusively for local and county governments in the State of Michigan. Our solution set has since grown to a full municipal ERP offering including Financial Management, Human Resource Management, Community Development, Utilities and Public Works, and Assessing and Property Tax solutions. With the growth in products, our customer base has expanded to include municipalities throughout the United States. We exclusively serve the public sector – all 2,000+ of our clients are local, county and other government entities. BS&A employs over 175 team members involved in development, sales, project management, implementation, training, and technical support. The majority of our staff are dedicated to the development and support of the proposed Modules. We are a privately held company, focusing on consistent controlled organic growth. We pride ourselves on having developed our solution in-house, allowing us to be responsive to customer and market feedback.

BS&A Software is an equal opportunity employer. BS&A Software prohibits discrimination based on a person's race, color, creed, national origin, age, sex, height, weight, religion, marital status, disability, pregnancy, genetic information, or any other characteristic.

Strategic Plan

BS&A Software has grown to become a well-recognized and successful software company for the public sector. Our continued growth is dependent upon implementing the following:

- 1) Providing best in class municipal ERP solutions using leading edge technology at a value price.
- 2) Forging a company philosophy that challenges and rewards BS&A team members to consistently "go the extra mile" to solve client issues.
- 3) Creating a "closed loop" feedback system between our clients, technical support, and developers leading to prompt issue resolution.
- 4) Continued investment in the development of our ERP solution by keeping a close eye on the needs of our clients.
- 5) Industry leading data conversion process to make the software transition as smooth as possible.
- 6) Integrity, honesty, and a strong desire to be "extremely easy to do business with."

Client Retention

Our superior software and service have not gone unnoticed in our market. Our track record speaks for itself. Over 2,000 government entities have successful implementations of one or more BS&A Software products. BS&A Software has enjoyed unprecedented 99% client retention over our entire product line for 25 years. Moreover, we have never lost a Financial Management client to any competitor.



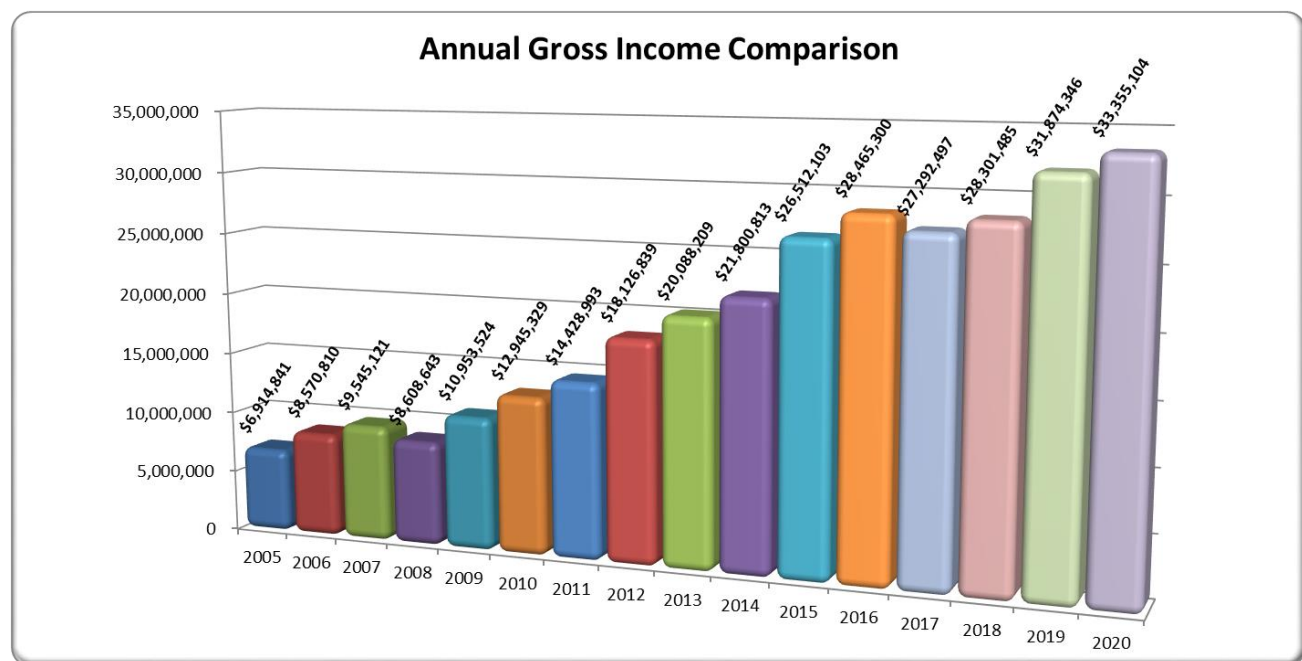
Keys to Success

All of our team members are expected to deliver the highest level of customer service. In order to ensure a successful system and implementation, we have identified the following objectives and strategies:

1. **Implement Operational Improvements:** BS&A strongly believes that while implementing a new system, numerous opportunities will arise to increase operational efficiencies. Our experienced implementation consultants will collaborate with your team to identify and incorporate best practices and process improvements that will tighten internal controls and increase productivity.
2. **Focus on Training:** A major contributor to the success of a new system is effective training. BS&A will customize a training plan specific to this project and your needs.
3. **Implementation Experience:** BS&A has successfully completed over a thousand implementations, and provides highly experienced project management resources to guide the project from start to finish.
4. **Support:** Delivering the highest quality customer care is the foundation upon which we have built our organization.

Continued Growth

Our gross sales have increased an average of 20% per year over the last several years. We are a consistently profitable organization that averages 20+% profit margins. We are managed very conservatively and carry no long-term corporate debt. Our gross income was \$28 Million in 2018, nearly \$32 Million in 2019 and over \$33 Million last year.



Account Executive

Name	Dan J. Burns, CPA Account Executive	
Education	Bachelor's degree in Accounting	
Date of Hire	2011	
Responsibilities	Account Manager for State of Minnesota	
BS&A Project Experience	Numerous local and county clients including City of New Brighton, MN; City of Shoreview, MN; City of Alexandria, MN; Three Rivers Park District, MN; City of Delano, MN; City of Robbinsdale, MN and City of Plymouth, MN	
Prior Work Experience	1994 - 2010	<i>ADP, Inc.</i> – Sales Representative; Major Account Sales Executive <i>Iron Mountain</i> – Manager of Account Services
	1991 - 1993	<i>Plante Moran</i> – CPA/Tax Consultant
	1987 - 1991	<i>Ernst & Young</i> – Public Accountant

Project Management & Implementation Planning Team

Below are the resumes for our project managers and implementation team. Specific personnel will be assigned prior to project kickoff.

Name	Jason Hafner, CPA Director of Project Management and Implementation Planning	
Education	Bachelor's degree in Accounting	
Date of Hire	2003	
BS&A Project Experience	Involved in numerous local and county implementations including Greenfield, WI; Muskegon County, MI; Northbrook, IL; Clark County, OH; Skokie, IL; Longboat Key, FL; Great Lakes Water Authority, MI	
Prior Work Experience	1998 - 2003	<i>Abraham and Gaffney-Certified Public Accountant Firm</i> -Senior in charge Accountant; Set up and training of new software; Conducted audits of governmental entities

Name	Mark Puetz Product Manager	
Education	Bachelor's degree in Accounting	
Date of Hire	2004	
BS&A Project Experience	Involved in numerous local and county implementations including Muskegon City, MI; Lincoln Park City, MI; Lowell City, MI; West Bloomfield Township, MI; Jackson City, MI; and Fenton City, MI	
Prior Work Experience	2002 - 2004	<i>Thomson Reuters</i> – Software training

Name	John Schopmeyer Product Manager	
Education	Bachelor's degree in Computer Science	
Date of Hire	2001	
BS&A Project Experience	Involved in numerous local and county implementations including The Villages, FL; Westland City, MI; Grand Haven City, MI; Hutchinson, MN; Jackson County, MI; Jacksonville City AR	
Prior Work Experience	2011 - 2017 2001 - 2011	<i>BS&A Software</i> – Financial Management Project Manager <i>BS&A Software</i> – Software Developer; BS&A Payroll System

Name	Ryan Klein Product Manager	
Education	Master's degree in Business Administration; Bachelor's degree in Economics	
Date of Hire	2011	
BS&A Project Experience	Involved in numerous local and county support projects including The Villages, FL; Flint City, MI, Huntingburg, IN; Medley, FL; Muskegon County, MI	
Prior Work Experience	2011 – 2020 2011	<i>BS&A Software</i> – <i>Utility Billing Support Specialist</i> <i>State of Michigan, Michigan Department of Corrections</i> – Parole Board Student Assistant

Name	Curtis Crumpton Financial Management Project Manager	
Education	Bachelor's degree in Information Systems, Concentration on Enterprise Software	
Date of Hire	2015	
Responsibilities	Develop and monitor detailed implementation plan; Analyze and manage project risks; Maintain project documentation; Conduct business process review and assist with change management strategy; Coordinate data conversions and data reviews	
BS&A Project Experience	Involved in numerous local and county implementations including Great Lakes Water Authority; Woodstock, GA; West Melbourne, FL; Fort Meade, FL; Hillsdale, MI	
Prior Work Experience	2015 - 2018 2011 - 2015	<i>BS&A Software</i> – Financial Management Implementation Specialist <i>ABC Warehouse</i> – Sales

Name	Jessica Duflo Financial Management Project Manager	
Education	Bachelor's degree in Accounting	
Date of Hire	2006	
Responsibilities	Implementation logistics; data conversions; training arrangements, Report Designer, data and logical program testing	
BS&A Project Experience	Involved in numerous local and county implementations including Shoreview, MN; Bennettsville, NC; Harrison, AR; Warren, MI; Silver Spring, PA	
Prior Work Experience	2006-2016	<i>BS&A Software</i> – Financial Management Support

Name	Jon Nowak Financial Management Project Manager	
Education	Bachelor's degree in Business Administration with a minor in Sociology	
Date of Hire	2013	
Responsibilities	Implementation logistics; data conversions	
BS&A Project Experience	Involved in numerous local and county implementations including Marquette County, MI; Marquette County Health Department, MI; Jackson County, MI; Lincoln Township, MI; Colon Township, MI; Huron Township, MI; Mackinac County, MI; Watertown Township, MI; City of Madison Heights, MI; City of Novi, MI; Green Lake Township, MI; City of Northville, MI; Altoona, PA	
Prior Work Experience	2012-2013 2011-2012	<i>Principal Financial Company</i> – Licensed Agent <i>Smith Consulting Group</i> – Research Assistant

Name	Katie Magsig Utility Billing Data Analyst	
Education	Bachelor's degree in Biomedical Sciences	
Date of Hire	2016	
Responsibilities	Implementation logistics; data conversions	
Prior Work Experience	2016 - 2019 2014 - 2016	<i>BS&A Software</i> – Utility Billing Support Specialist <i>Central Michigan University</i> – College of Medicine Laboratory Technician

Name	Kurt Kramer Financial Management Project Manager	
Education	Master's degree in Business Administration; Bachelor's degree in Accounting/Computer Information Systems	
Date of Hire	2005	
Responsibilities	Implementation logistics; data conversions; training arrangements	
BS&A Project Experience	Involved in local and county implementations including West Melbourne, FL; Fort Meade, FL; Jupiter Island, FL; Alton, IL; Oak Park IL; Tifton, GA	
Prior Work Experience	2010 - 2016 2005 - 2010 2003 - 2004	<i>BS&A Software</i> – Financial Management Lead Support <i>BS&A Software</i> – Financial Management Implementation Specialist <i>Auto Owner's Insurance</i> – Computer Programming Intern

Name	Laura Pohl HRMS Data Analyst	
Education	Bachelor's degree in Accounting	
Date of Hire	2011	
Responsibilities	Implementation logistics; data conversions	
Prior Work Experience	2011-2012	<i>State of Michigan</i> – Office of Financial and Insurance Regulation – Student assistant to Commissioner's receptionist

Name	Randy Dickinson, CPA Financial Management Project Manager	
Education	Bachelor's degree in Business Management; Bachelor of Applied Arts in Accounting	
Date of Hire	2012	
Responsibilities	Implementation logistics; data conversions	
BS&A Project Experience	Involved in numerous local and county implementations including Greenfield, WI; Roscommon County, MI; Northbrook, IL; Clark County, OH; Skokie, IL; Longboat Key, FL	
Prior Work Experience	1999 - 2009	<i>Delhi Corporation</i> - Electronics and Safety Division; Supplier, Quality & Development Engineer – Structured problem solving, failure analysis, process improvement

Name	Ryhan Carrier Financial Management Project Manager	
Education	Bachelor's Degree in Accounting	
Date of Hire	2013	
Responsibilities	Implementation logistics; data conversions	
BS&A Project Experience	Involved in local and county implementations including Flint, MI; Stoughton, WI; Commerce, GA; Shoreview, MN; Champaign Park District, IL; Jupiter Island, FL; Alton IL	
Prior Work Experience	2014 - 2018	<i>BS&A Software</i> – Financial Management Implementation Specialist
	2013 - 2014	<i>BS&A Software</i> – Financial Management Support Specialist Intern

Name	Tina Walker Financial Management Project Manager	
Education	Bachelor's degree in Accounting	
Date of Hire	2009	
Responsibilities	Implementation logistics; data conversions; training arrangements	
BS&A Project Experience	Involved in numerous local and county implementations including Clinton Charter Township, MI; Shorewood Village, WI; West Melbourne, FL; Fort Meade, FL; Jupiter Island, FL; Alton, IL; Tifton, GA; Oak Park IL	
Prior Work Experience	2002 - 2009	<i>Wilbur Ellis Co.</i> – Budget preparation, revenue forecasting, monthly sales and gross margin reports

Name	Tom Magsig Financial Management Project Manager	
Education	Associate's degree in Business Management	
Date of Hire	2011	
Responsibilities	Implementation logistics; data conversions	
BS&A Project Experience	Involved in numerous local and county implementations including Cooper City, FL; Peachtree City, GA; Northbrook, IL; Round Lake Beach, IL; Oak Park, MI; City of Muskegon, MI; Altoona, PA; The Villages Community Development District, FL	
Prior Work Experience	2012 - 2017	<i>BS&A Software</i> – Financial Management Implementation Specialist
	2000 - 2011	<i>State of Michigan</i> – Real Estate Broker
	1990 - 2011	<i>Motz Development, Inc.</i> – CFO; Construction Management and Land Development. Licensed Real Estate Broker, State of MI

Name	Zach Earegood Financial Management Project Manager	
Education	Bachelor's degree in Business Administration	
Date of Hire	2012	
Responsibilities	Implementation logistics; data conversions	
BS&A Project Experience	Involved in numerous local and county implementations including North Little Rock, AR; Macomb Township, MI; Des Plaines, IL; Branch County, MI; Genoa Township, MI; Shoreview, MN. Bennettsville, NC; Harrison, AR; Silver Spring, PA; Macomb Township, MI; Warren, MI	
Prior Work Experience	2012 - 2014	<i>BS&A Software</i> – Financial Management Support Specialist

Implementation and Training Team

BS&A Software will provide information on personnel likely to be assigned to the project. In an effort to most effectively use resources, personnel will be assigned to the project upon commencement of implementation.

Name	Rob Burritt Director of Implementation and Training	
Education	Bachelor's degree in Accounting	
Date of Hire	2011	
BS&A Project Experience	Involved in numerous local and county implementations including Clinton Charter Twp, MI; Huron Charter Twp, MI; Redford Twp, MI; Shorewood Village, WI; Festus, MO; Marquette, MI; Angola, IN; Grand Haven City, MI; Jeffersonville, IN; Flint, MI; Jackson County, MI; Westland, MI	
Prior Work Experience	2006 - 2011	<i>RTS Consulting, Inc.</i> – Senior Client Manager; Installed and configured software systems, training, provided recommendations for new software procedures
	2000 - 2006	<i>TCI Solutions/Retalix Ltd.</i> – Manager/Professional Services; Training on new software procedures, software implementation, consult and coordinate with analysts and programmers to design and develop automated business procedures.

Name	Andrew Klein Financial Management Implementation Specialist	
Education	Bachelor's degree in Accounting with a minor in Economics	
Date of Hire	2015	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local and county implementations including Hoffman Estates Park District, IL; Lockport, IL; Shoreview, MN; Tequesta, FL; North Riverside Village, IL; West Melbourne, FL	
Prior Work Experience	2015 - 2016	<i>BS&A Software</i> – Support Intern

Name	Audrey Regnery Financial Management Implementation Specialist	
Education	Bachelor's degree in History and Political Science, and Master's degrees in both Business Administration and Public Administration	
Date of Hire	2017	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local and county implementations including Oak Park, IL; Wayne County, GA; Winfield, IL; Afton, IL; Lockport, IL; Isle of Palms, SC	
Prior Work Experience	2013 - 2016 2011 - 2013	<i>City of Woodstock, GA</i> – Financial Analyst <i>City of Woodstock, GA</i> – Business License and Building Permit Representative

Name	Carrie Klemm Financial Management Implementation Specialist	
Education	Bachelor's of Arts in English with a specialization in Creative Writing	
Date of Hire	2016	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local and county implementations including Altoona, PA; Midland Twp, MI; Douglasville, GA; Jackson County, IL; Oak Park, IL; La Vista, NE; Midland Water District, MI	
Prior Work Experience	2012 - 2015 2013 - 2014	<i>Western Land Services</i> – Title Examiner/Abstractor/Team Lead <i>Mason County Press</i> – News Correspondent

Name	Chris Polack Financial Management Implementation Specialist	
Date of Hire	2001	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local and county implementations including Grand Rapids, MI; Alton, IL; Suwanee, GA; Cadillac, MI; Cole County, MO; Clawson MI	
Prior Work Experience	2013 - 2014 2001 - 2012 1999 - 2001	<i>BS&A Software</i> – Financial Management Support Specialist <i>BS&A Software</i> – Tax Support Specialist and Trainer <i>New Horizons Computer Learning Center</i> – Software Trainer

Name	Corey Meiring Financial Management Implementation Specialist	
Education	Bachelor's degree in Accounting & Marketing	
Date of Hire	2005	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in numerous local and county implementations including Skokie, IL; Highland, IN; Longboat Key, FL; St. Joseph County, MI; Arlington Heights Park District, IL; Alachua, FL; Broward Metropolitan Planning Organization, FL; West Melbourne, FL; Jackson County, IL; Bennettsville, SC	
Prior Work Experience	2000 - 2005	<i>Thomson Reuters</i> – Software training

Name	Craig Borsenik Financial Management Implementation Specialist	
Education	MBA; Business Administration	
Date of Hire	2012	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local and county implementations including Skokie, IL; Highland, IN; Longboat Key, FL; St. Joseph County, MI; Arlington Heights Park District, IL; Alachua, FL; Broward Metropolitan Planning Organization, FL; West Melbourne, FL; Jackson County, IL; Bennettsville, SC	
Prior Work Experience	2007 - 2012	<i>Northwood University</i> – Facilities & Events Associate Director

Name	Devin Banek Financial Management Implementation Specialist	
Education	Bachelor's degree in Banking, Finance, and Business Management	
Date of Hire	2014	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local, county, and special district implementations including Houghton County, MI; St. Joseph Charter Twp, MI; Zion Park District, IL; Eaton Rapids, MI; Freeport Park District, IL; Alachua, FL; North Little Rock, AR; Frankenmuth Twp, MI; Johnstown Twp, MI; Adairsville, GA; Peachtree City, GA; Alton, IL; North Charleston Sewer District, SC; Kalkaska, MI.	
Prior Work Experience	2012 - 2014	<i>Wolverine Bank</i> – Deposit Sales and Service Representative

Name	Jason Sheeran Financial Management Implementation Specialist
Education	Bachelor's Degree Business Information Systems
Date of Hire	2018
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems
BS&A Project Experience	Involved in numerous local and county implementations Muskingum County, OH; Peterborough, NH; Newberry, MI; Round Lake, IL; Bourbonnais, IL; Traverse City, MI

Name	Jeff Delany Financial Management Implementation Specialist
Education	Bachelor's Degree in Accounting
Date of Hire	2014
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems
BS&A Project Experience	Involved in numerous local and county implementations including Grosse Pointe Park, MI; Beverly Hills, MI; Haring Charter Twp, MI; Kalamazoo Lake Sewer & Water Authority, MI; Manistique, MI; Wayne County, GA; Lake Bluff, IL; Sullivan's Island, SC; Winfield, IL; Somers, WI.
Prior Work Experience	2014 <i>BS&A Software</i> – Financial Management Support Specialist

Name	Josh Katona Financial Management Implementation Specialist
Education	Associates Degree in Computer Repair & Applied Computer Science Bachelor of Business Administration (BBA) Computer/Information Technology Administration and Management
Date of Hire	2012
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems
BS&A Project Experience	Involved in numerous local and county implementations including Lake Forest, IL; Village of Kenilworth, IL; New Lenox, IL; Volusia County Clerk of Court, FL; Oconee County, GA; Traverse City, MI; Richmond, IN; Countryside, IL; Columbus, NE
Prior Work Experience	2012-2018 <i>BS&A Software</i> – I.T. Support Technician

Name	Lauren Hirn Financial Management Implementation Specialist	
Education	Bachelor's of Science in Business Administration, majoring in Finance and minoring in Information Systems SAP Certified – Associate Business Foundation & Integration s/ SAP ERP 6.0 EHPS	
Date of Hire	2015	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local and county implementations including Medley, FL; Basehor, KS; Salem, WI; Winfield, IL; Northbrook, IL; Ferndale, MI; Romulus, MI; Clay County Utility Authority, FL; Sullivan's Island, SC; Warren, MI; South Milwaukee, WI; New Haven, IN	
Prior Work Experience	2015	<i>BS&A Software</i> – Financial Management Support Intern

Name	Mary Reardon Financial Management Implementation Specialist	
Education	Bachelor's Degree in Finance	
Date of Hire	2007	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local and county implementations including Clark County, OH; Montgomery Twp, PA; Covington, GA; Libertyville Village, IL; North Little Rock, AR; New Brighton, MN; Muskegon County, MI	
Prior Work Experience	2007 - 2011 1994 - 2007	<i>BS&A Software</i> – Support Specialist for the Financial Management Suite <i>City of Ludington</i> – Community Development Director

Name	Matt Seal Financial Management Implementation Specialist	
Education	Bachelor's Degree in Finance	
Date of Hire	2012	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local, county and special districts implementations including Sterling Park District, IL; Greenfield, OH; Highland Park, MI; Clark County, OH; St. Charles Park District, IL	
Prior Work Experience	2006 - 2012	<i>Illinois Medical Center</i> – Financial Analyst

Name	Sarah Turkovich Financial Management Implementation Specialist	
Education	Bachelor's Degree in Accounting	
Date of Hire	2016	
Responsibilities	Implementation, Training & Support of BS&A Software Financial Management Systems	
BS&A Project Experience	Involved in local and county implementations including Flint, MI; Stoughton, WI; Commerce, GA; Shoreview, MN; Champaign Park District, IL; Jupiter Island, FL; Alton IL	
Prior Work Experience	2014 - 2016	<i>Auto-Owners Insurance Company – Accounts Payable Specialist and Company Credit Card Administrator</i>

Services that will be outsourced to a sub-contractor:

N/A

Availability for software demonstrations:

- Tuesday, October 12, 2021
- Friday, October 15, 2021
- Monday, October 18, 2021
- Tuesday, October 19, 2021

Note: Unfortunately, dates cannot be held, subject to confirmation at time of scheduling.

RFP for ERP Software & Implementation Services

Appendix C

City of Wayzata

ENTER VENDOR NAME:

BS&A Software

ENTER DATE COMPLETED:

9/30/2021

VENDOR QUESTIONNAIRE

ID	Question	Response
1.1 General Information		
1.1.1	Company name	BS&A Software
1.1.2	Company address (corporate)	14965 Abbey Lane, Bath MI 48808
1.1.3	Provide additional physical office locations, city/state	N/A
1.1.4	Company telephone	517-641-8900
1.1.5	Web site	www.bsasoftware.com
1.1.6	Name of Parent Company	Bellefeuil, Szur and Associates
1.1.7	Company CEO	Tom Szur
1.1.8	Senior management team (names, titles, years with company)	James Bellefeuil, Chair of Board, 29 years; Tom Szur, CEO, 29 years; Jeff Taylor, CFO, 26 years; Tim Giessen, Vice-President, 26 years; Chad Harryman, President/CTO, 18 years.
1.1.9	What is your company's strategic vision?	To provide powerful public sector software to local government by continuing to provide the Industry's best support services. From a product perspective, we plan to increase the breadth of our product offering and enhance our web-based product capabilities. We expect to continue to expand sales in our growing markets of Ohio, Wisconsin, Illinois, Indiana, Missouri, and Florida. We hope to achieve that by leveraging our initial successes in each of those markets and continue to deliver superior services to new and existing customers.
1.1.10	Industry focus and/or industries served?	We focus exclusively on municipal government.
1.1.11	How many years have you been in business?	30
1.1.12	What year did the organization start selling ERP system solutions?	2002
1.1.13	What is the organization's annual revenue?	2020 = \$33,355,104
1.2 Contact Information		
1.2.1	Proposal contact name	Dan J. Burns, CPA
1.2.2	Title	Account Executive
1.2.3	Contact address	14965 Abbey Lane, Bath MI 48808
1.2.4	Contact telephone	517-641-8900
1.2.5	Contact e-mail address	dburns@bsasoftware.com
1.2.6	Contact mobile phone	248-345-8026
1.3 Organizational Information		
1.3.1	Public or private (if private, skip to 1.3.3, if public go to 1.3.2)	Public
1.3.2	Stock exchange and ticker symbol	N/A
1.3.3	Describe ownership structure (attach additional information if required)	James Bellefeuil, Chair of Board; Tom Szur, CEO; Jeff Taylor, CFO/Secretary-Treasurer; Tim Giessen, Vice-President; Chad Harryman, President/CTO.
1.4 Employee Information		
1.4.1	Total number of employees	170
1.4.2	Number of Sales employees	10
1.4.3	Number of Marketing employees	0
1.4.4	Number of HR, Finance, and Legal employees	2

VENDOR QUESTIONNAIRE

ID	Question	Response
1.4.5	Number of employees that are Functional Consultants	0
1.4.6	Number of employees that are Project Managers	44
1.4.7	Number of employees that are Developers and Integration Specialists	35
1.4.8	Number of employees that are Software Engineers / Technical Consultants	0
1.4.9	Number of employees that are dedicated to Customer Support	70
1.5 Customer Base		
1.5.1	Total number of customers	1,092
1.5.2	Total number of client business units	0
1.5.3	Total number of users	N/A
1.5.4	Total number of government clients	1,092
1.6 Company Strengths		
1.6.1	What are your company's strengths?	• Customer Support & Satisfaction – BS&A believes that customer satisfaction is critical to the long-term success of any company. We are so confident in what our existing customers have to say that we provide a complete client list on our website. Feel free to contact any of our existing customers. If they do not say that we provide the absolute best customer support, choose another vendor. • Money Back Guarantee: BS&A is so confident in our ability to provide quality software that we provide you with a guarantee. If you are not satisfied with a BS&A product at any time during the first year, simply return it and we will refund 100% of the price of the software.
1.6.2	Please highlight the unique capabilities of your solution.	Section 2.0 of BS&A's response summarizes the functionality of the applications.
1.6.3	What are the key benefits for the customer?	• Completely Integrated Solution: BS&A develops, maintains and supports all of the programs outlined in our proposal. Because of this, we can provide a completely integrated solution where data is entered once, but shared with the other applications, as necessary. It is never necessary to copy data from one part of the systems to another. Instead data is shared in real-time, so that all systems are always up to date. • Site License: As a standard process, BS&A provides each municipality with a site license, where they can run our software on an unlimited number of desktops or with an unlimited number of concurrent users. This makes it practical to provide access to BS&A software to as many users and departments as desired without incurring any additional license costs. • Money Back Guarantee: BS&A is so confident in our ability to provide quality software, that we provide you with a guarantee. If you are not satisfied with a BS&A product at any time during the first year, simply return it and we will refund 100% of the price of the software. • Customer Satisfaction – BS&A believes that customer satisfaction is critical to the long term success of any company. We achieve unparalleled customer satisfaction by providing superior customer support. We are so confident in what our existing customers will say that we provide a complete list of every customer on our web site. Feel free to contact any of our existing customers, if they do not say that we provide the absolute best customer support – chose another vendor. • Data Conversion: BS&A sets the bar in terms of data conversion efficiency and minimizes efforts on the Village's part. We simply require you to get us data and we take over from there. We are not particular about the format. Whether or not you chose to convert all of your data or just the critical components, BS&A will not provide any surprise or additional data conversion fees. • Integrations: BS&A provides out of the box and user configurable integrations for a large number of required systems. We do not charge any extra fees for these integrations and, in most cases, we will create similar integrations at no cost.

VENDOR QUESTIONNAIRE

ID	Question	Response
1.6.4	What are the key benefits for the customer's clients?	• Site License: As a standard process, BS&A provides each municipality with a site license, whereby they can run our software on an unlimited number of desktops or with an unlimited number of concurrent users. This makes it practical to provide access to BS&A software to as many users and departments as desired without incurring any additional license costs. • Data Conversion: BS&A sets the bar in terms of data conversion efficiency, and minimizes efforts on the City's part. We simply require you to get us data in a readable, defined format, and we take over from there. Whether you choose to convert all of your data or just the critical components, BS&A will not produce any surprise or additional data conversion fees, unless changes to the scope of the conversions are requested. • Integrations: BS&A provides out of the box and user configurable integrations for a large number of required systems (Banks, State Government, IRS, Benefit Providers, Purchasing Cards, etc.) We do not charge any extra fees for these integrations and, in most cases, we will create similar integrations at no cost. • Project Management: BS&A representatives will deliver the implementation services for all of the proposed applications. BS&A will assume the role of primary contractor and will assume project management responsibilities. Our Project Managers, along with our Implementation & Training staff, have been involved in hundreds of successful projects similar to the City's.

5.0 Key System Requirements

- **Aloha & Counterpoint**
BS&A has the ability to import payments into Cash Receipting or import Journal Entries into General Ledger. If generic formats can be used, these are provided at no additional cost.
- **Paylocity**
BS&A has the ability to import Journal Entries into General Ledger. If generic formats can be used, these are provided at no additional cost.
- **PermitWorks**
BS&A has the ability to import payments into Cash Receipting or import Journal Entries into General Ledger. If generic formats can be used, these are provided at no additional cost.
- **LaserFiche**
Integration with LaserFiche is currently in the testing phase with a to-be-determined release date.
- **Utility Billing Meters**
BS&A has existing import and export layouts available for Itron, Badger, and Sensus AMI systems.
- **Payment Processors**
BS&A interfaces with third-party payment providers Invoice Cloud and Point & Pay.
- **Accounts Payable Automation**
BS&A has not worked with Accounts Payable Automation systems in the past.

SERVICES, SOFTWARE & TECHNOLOGY QUESTIONNAIRE

ID	Question	Response
2.1 Support/Help Desk		
2.1.1	Describe how clients access support - phone/ email / online ticketing process, etc.	BS&A support is available via phone or email. Emails to support can be generated automatically from within the BS&A applications. Our support staff is available Monday through Thursday, 8:30 a.m. – 6:00 p.m., and Friday from 8:30 a.m. – 5:00 p.m. (all times Eastern). The average response time is less than 15 minutes; 95% of our support requests are answered in under 30 minutes. We do not have a voicemail service; calls are queued and taken in the order received. Support via email, fax, or remote assistance is also available. Email support requests can be initiated directly from within any BS&A application. With your annual support agreement, there is no limit on the amount of times you contact us. If you require occasional support assistance outside the normal business hours, arrangements can be made.
2.1.2	Do you provide dedicated support resources for clients? If so, explain.	We do not dedicate individual support resources to specific customers. Instead, our support calls are handled by all of our available support staff, on a first come, first served basis. However, if a customer is working with a support representative on a specific issue that cannot be resolved on the first call, that representative will continue to work with the customer on that issue.
2.1.3	Is 24x7 support available?	No. Our support is available Monday through Thursday, 8:30 a.m. - 6:00 p.m. and Friday from 8:30 a.m. - 5:00 p.m. (all time Eastern).
2.1.4	In what cities/states do you have functional consultants available to provide in person support?	Bath, MI
2.1.5	In what cities/states do you have IT consultants available to provide in person support?	Bath, MI
2.1.6	Describe your SLAs and escalation policy for client-submitted issues	See Exhibit C of License and Service Agreement for SLA relating to software issues. Feature requests are prioritized, and developed based on the assigned priority. Our customers are our number one priority. Contacting your Project Manager is the preferred way to initiate the escalation process should a problem arise that you feel is not being given the appropriate attention or priority. The PM is responsible for and has access to all resources available in providing a resolution. A solution in these circumstances may be a temporary one that gets you going again as soon as possible while a more permanent solution is identified.
2.1.7	Do you support the last five software releases?	Yes. However, an update to resolve issues that may have occurred on a prior version will likely require an update to the current version.
2.1.8	What is your average support response time?	The average response time is less than 15 minutes; 95% of our support requests are answered in under 30 minutes.
2.1.9	What percentage of calls are resolved in the first call?	Approximately 75%. In many cases where a customer needs assistance balancing, having a report created, or other non-trivial task, our support team will gather the information, let the customer return to their work, and call the customer back when the issue is solved or more input is required.
2.1.10	Please provide links here to online posted customer reviews.	https://www.bsasoftware.com/testimonials/client-testimonials/
2.2 Implementation		
2.2.1	Describe your implementation services, including training, project management, documentation, IT support, and test/go live process	A detailed description of all services is included in section 7.0 of BS&A's response document.
2.2.2	Are implementation services provided by your staff or by a third party?	All services are provided by BS&A staff.
2.2.3	Will we have one or more dedicated functional and technical consultants assigned to our entire project and immediately after Go-Live?	Yes
2.2.4	How quickly can we start the project after contract negotiations have been finalized?	Projects begin with a project kick-off, typically within 30 days after an agreement has been signed.
2.2.5	What is the minimum/typical/maximum implementation time?	A typical project would be completed in 9 - 12 months from contract execution. However, projects are scheduled on a first come, first served basis, so exact timing cannot be known until a signed contract is received.
2.2.6	What steps do you take to ensure on-time, high-quality implementations?	We never let a customer fail. BS&A places specific emphasis on conversion and data reviews, as a solid conversion is critical to a successful implementation. We also provide regular status updates to make sure everyone is on the same page and necessary activities are moving along as expected.
2.2.7	Is a dedicated project manager provided?	Yes
2.2.8	Are weekly project status meetings held?	Regular project status meetings are held. The frequency is flexible, based on the needs of the project. Often, meetings are less frequent during early stages of the project and ramp up in frequency as project activities increase.

SERVICES, SOFTWARE & TECHNOLOGY QUESTIONNAIRE

ID	Question	Response
2.2.9	How do you manage scope changes?	In the event of a change in scope, the assigned Project Manager will first review the requested functionality with the appropriate Project Stakeholders, to ensure that there is a clear understanding of the desired outcome. Once this is completed, the Project Manager may consult with development staff, or our Product Management team, in order to first determine if it is possible to accommodate the requested changes, then to determine if there will be cost involved, and finally to determine an estimated timeline for the implementation of those changes. Once this step has been completed, a Change Order, detailing the change in scope, as well as any impacts to cost or timeline, is prepared for customer review. At any stage during this process, the Project Manager may facilitate the exchange of information between BS&A's Product Managers and developers, and the appropriate customer personnel.
2.2.10	How do you identify and manage risk?	BS&A embeds risk management in every project. In our 25 years of data conversions and implementations we have learned this is an integral part of maintaining a successful project. Throughout the project your Project Manager will be in constant communication with you, and will schedule regular conference calls to keep everyone aware of the status of your project. Constant communication and consultation throughout the entire process is the best way to handle risk management.
2.2.11	Describe your post-deployment account management services	BS&A strongly recommends follow-up training approximately 30 to 60 days after initial training. During these sessions we will work one-on-one with any users who require additional assistance. For this project, we would recommend 4 days of follow-up training. Activities include: • Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A applications • Assist customers with more detailed and advanced report options available within the BS&A applications • Revisit commonly-used procedures discussed during training • As needs arise, provide assistance with bank reconciliations • \$1,000/day + travel costs • Days quoted are estimates; you will only be billed for actual days used
2.3 Training & Testing		
2.3.1	Describe the training services included in your offering	A detailed description of all services is included in section 7.0 of BS&A's response document. We prefer to train your staff using your data in conjunction with your go-live date. Our experience has shown that training too far in advance of actually using the software is easily forgotten. The coordination of data conversion, installation and training is crucial to a seamless transition – and is something we do very well.
2.3.2	Do you possess a dedicated training organization, staff and facilities?	Yes
2.3.3	Do you provide a training plan that will outline all sessions and time required?	Yes
2.3.4	Do you provide a standard user testing script for your implementations tailored to the software you are proposing?	BS&A can provide testing scripts for customer led-testing. BS&A-led user acceptance testing is not included as part of this proposal, but is available at additional cost.
2.3.5	How do you provide most of your training - in person or online? If a combination, please provide a standard percentage split or description of when you would typically provide training in one method or another.	BS&A prefers all training to be in person. Where practical, we find a hands-on approach at your users' desk most effective. Depending on the size of the municipality, we can offer training in a classroom environment, using a screen and projector. In either case, we utilize your data, which has the most relevance for your users and leads to best retention of training.
2.4 Pricing & Licensing		
2.4.1	Do you offer discounts for government or non profit entities? If so, please describe.	Our products are written specifically for government use and priced accordingly.
2.4.2	Are user licenses named or concurrent?	Concurrent
2.4.3	Are their multiple modules that will require an additional license?	Licensing is per module. Licensing cost for all proposed modules has been included.
2.4.4	Describe how the annual enhancement fee is calculated and the benefits	We charge an annual maintenance and support fee, which provides for program updates, and technical support. Feature requests are implemented based on assigned priorities. Custom features can be provided, at a rate of \$200 per hour.

SERVICES, SOFTWARE & TECHNOLOGY QUESTIONNAIRE

ID	Question	Response
2.4.5	What is your standard hourly billing rate, and does this vary between type and experience level of the consultant providing the service?	For on-site assistance, we bill on a daily basis, rather than hourly. This is billed at a rate of \$1,000 per person, per day, plus applicable travel expenses. Custom development is billed at a rate of \$200 per hour. Remote training or assistance can be arranged at a rate of \$140 per hour.
2.4.6	Do you provide fixed fee implementations? If so, describe when and why you provide fixed fee and what would typically not be included.	Our proposed cost is primarily a fixed cost, with variations only necessary for changes in scope.
2.4.7	What is your hourly billing rate for post implementation support?	For standard software support, the first year of support is included with the purchase price. Thereafter, it is included with the annual maintenance and support costs. If necessary, additional onsite training or support is available for \$1,000/day plus applicable expenses. Alternatively, remote web training is also available for a fee of \$140/hour.
2.4.8	Do you provide annual customer care contracts at fixed fee? If so, please describe the fee, hourly limits and what is included/excluded as well as if unused hours may be carried forward to the next year.	This is not a standard service that we offer to our customers. We have, however done this in the past upon request. Price would be \$1,000 per day, subject to a change in our standard daily rate, plus applicable travel expenses. We do not bill for unused days, therefore there would be no need to carry forward to future periods.
2.4.9	What are the advantages of your pricing model over your competitors?	We price based on a site license, not number of users. Increases to annual support fees are limited based on CPI increases.
2.5 Software Upgrades		
2.5.1	How often are new software versions released?	We release updates to all of our applications on the 1st and 15th of every month
2.5.2	How often do clients typically upgrade this software?	Updates are deployed by BS&A, costs are included in your Annual Service Fees, with no user intervention needed.
2.5.3	Do you provide upgrade services in house?	Yes
2.5.4	Describe the process for upgrading your proposed software	Updates are deployed by BS&A, costs are included in your Annual Service Fees, with no user intervention needed.
2.5.5	What is the average cost to complete an upgrade?	Updates are deployed by BS&A, costs are included in your Annual Service Fees, with no user intervention needed.
2.5.6	What is the average length of time to complete an upgrade?	BS&A deploys updates overnight based on predetermined release schedule. Typically, when an update is being deployed, the site will be unavailable for one hour.
2.5.7	Are any updates auto pushed out to clients?	Updates are deployed by BS&A, costs are included in your Annual Service Fees, with no user intervention needed.
2.5.8	What is required by the customer to apply an upgrade?	Updates are deployed by BS&A, costs are included in your Annual Service Fees, with no user intervention needed.
2.6 Technology & Additional Products/Integrations		
2.6.1	What is the deployment model: on-premises, SaaS, hosted, hybrid, other?	SaaS
2.6.2	What software and/or hardware is required by the customer?	Detailed requirements are included in section 9.0 of BS&A response document.
2.6.3	What is the underlying database for the application?	Microsoft SQL
2.6.4	Is there a standard integration framework? Please describe. What interfacing options are available?	Integrations and Interfaces are addressed on a case-by-case basis. The BS&A applications include tools for exporting an importing data. More complex interfaces require custom development by BS&A.
2.6.5	What types of interfaces and integrations are most common within your install base?	Import of Journal Entries, Receipts, Payments. Export of payment transactions to third-party systems.
2.6.6	What support do you provide for data migration of current and historical project information from our legacy system?	In a typical conversion, this information would be expected to be converted. We would need to review sample data to determine whether this would be possible/in scope.
2.6.7	What are the most common add on software packages (ISVs) for your proposed application?	We have integrations with many other software systems, such as Laserfiche, various Time and Attendance systems, as well as various parks and recreation software.
2.7 Other		
2.7.1	What additional information would you like to provide about your proposed software that differentiates it from the competition?	Each of our applications is designed with the end-user in mind. Our applications' ease of use is our most consistent customer feedback. We are the only vendor in our market to publish our entire customer list for public viewing.

SYSTEM WIDE SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
3.1 SYSTEM DESIGN & OPERATION			
3.1.1	All modules are developed by the same vendor	5	
3.1.2	All modules operate in a 64 bit Windows environment. Software is able to run on Windows 7/10 64 bit	5	System is web based and runs in any supported browser.
3.1.3	Application utilizes Single Sign On technology such as Microsoft Active Directory, LDAP, or its own user system	0	
3.1.4	System is internet browser agnostic	5	Supported browsers are Google Chrome, Mozilla Firefox, and Microsoft Edge.
3.1.5	System has a web interface	5	
3.1.6	System can be operated with mobile devices	5	Via a web browser.
3.1.8	System has an application for running processes and reports in the background on the server	5	
3.1.9	System has an application for archiving reports.	5	
3.1.10	System utilizes an MDI (Multiple Document Interface) for docking and undocking windows	5	Modules are web based using single page architecture, multiple tabs within the browser can be open at once.
3.1.11	Application has the ability to attach documents to records and transactions within the system	5	
3.1.12	Documents can be linked into system records and transactions via drag and drop functionality	5	
3.1.13	System has the ability to set up at a minimum one production database and one testing database with easy access to both.	5	Additional databases may be subject to additional fees.
3.1.14	System has the ability to refresh test data easily from production data.	5	Test data can be refreshed four times per year, costs included in Annual Service Fees. Any additional refresh would be subject to additional fees.
3.1.15	System uses Drop-Down Menu Lists or other look-up features to ensure entry of data is consistent, and to provide validation during data entry.	5	
3.1.16	The user interface provides “drill-down” features, such as the ability to drill down from a GL account to the source document.	5	
3.1.17	The drill-down features can be used without keyboard intervention.	5	
3.1.18	All fields should allow users to type information directly into the field. Look-up screens should always be optional.	5	
3.1.19	Combo boxes or lookup screens are accessible by both a mouse click and a keyboard shortcut.	5	
3.1.20	All screens be navigated and completed with or without the use of a mouse.	5	
3.2 USER EXPERIENCE / USEABILITY			
3.2.1	System allows data entry and look up screens to be customized by each individual users, including removing non-required fields clicking and dragging columns to move to new location.	5	
3.2.2	Application allows for resizing of screens.	5	
3.2.3	System allows users to modify their dashboard/home page	5	
3.2.4	System allows users to modify their color scheme	5	
3.2.5	Look-up grids are customizable, allowing by user to select any available fields, determine column order, sort on any column and have grouping and sub-grouping capabilities.	5	
3.2.6	The ability to access system and transact data from a Microsoft Surface.	5	Modules can be run from any device that has a supported browser.
3.3 SECURITY & AUDIT			
	<i>Application should provide security that allows for adequate internal controls and is in compliance with all state and federal laws including, but not limited to, state public records laws.</i>	X	
	<i>System allows for the following:</i>		
3.3.1	Lock-out of specific modules (no access)	5	
3.3.2	Lock-out of specific menu items (no access)	5	
3.3.3	Read-only access to specific modules	5	
3.3.4	Read-only access to specific menu items	5	
3.3.5	Lock-out of <u>any</u> specific field-level items (Every field can be locked out).	5	
3.3.6	When a field is locked out, both the field and the label disappear from the screen.	5	
3.3.7	Read-only access to specific field-level items (view-only on screen)	5	
3.3.8	Application has a configurable password policy with expiration limit, minimum character and other customizable requirements.	5	
3.3.9	Does the audit log provide detailed information by user and task completed?	5	
3.4 REPORTING			
3.4.1	All reports can be previewed on the screen prior to being sent to a printer.	5	
3.4.2	All reports can be saved with pre-set parameters.	5	
3.4.3	Application includes a user-friendly built-in report writing tool to create queries and/or reports, using data from any of the fields and within all modules of an application, without having to use an outside software and have the capability to transfer data to third party applications such as Microsoft Excel.	5	Report Writer has access to most fields in the system. Available fields are curated to provide better usability.
3.4.4	Application includes report publishing that allows for staff to write reports for other departments and then publish those reports for select users.	5	Reports, whether system default reports, or user created reports, cannot be limited to only a selected group of users.
3.4.5	Application includes ability to schedule reports.	5	
3.4.6	Application includes KPIs and dashboards for Business Intelligence/Analytics defined by user	5	
3.4.7	System has the ability to develop letters, etc. in MS-Word and utilize a merge function within the software to complete document.	5	
3.5 DATA EXPORT			

SYSTEM WIDE SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
3.5.1	Be able to one-click any look-up grid in the system and export the exact contents of that layout to a formatted Excel document.	0	
3.5.2	All screens should have the ability to copy field and grid information to paste into third party software such as MS Word, Excel or Outlook.	5	System can run List Views to Excel.
3.5.3	System has the ability to export data to Excel	5	
3.6 WORKFLOW			
3.6.1	System has the ability for workflow notifications	5	
3.6.2	Notification emails through MS Outlook allows the user to open the workflow item from a "hyper-link" without the end-user having to navigate to the module and select menu options	5	
3.7 INTEGRATIONS / INTERFACES			
3.7.1	Online reference documentation included with software that includes with table of contents, index, and keyword search capabilities with bookmark and note capabilities	5	
3.7.2	Software company provided - access to online documentation and knowledge base query at no extra charge	5	
3.7.3	Software company provided - access to online training videos at no extra charge	5	
3.7.4	There is a local or regional user group community available for support that meet at least annually.	5	

CLOUD SPECIFICATIONS

(If hosted option is provided, please complete the following)

Legend

	DESCRIPTION	VENDOR RESPONSE CODE	COMMENTS
4.1	Use only standard internet protocols (HTTP, HTTPS) for communication	5	
4.2	All data transmissions must be encrypted with 256-bit encryption	5	
4.3	Be multi-tenant on hardware (multiple organizations sharing the same pool of hardware)	5	
4.4	Be multi-tenant on software (multiple organizations sharing the same software instance)	5	Multi-tenant in software, but not in database.
4.5	Include automatic service packs and upgrades as part of subscription	5	
4.6	Require no additional hardware connections (e.g. point-to-point routers, etc.)	5	Only Cash Receipting Hardware.
4.7	Require no additional software connections (e.g. VPN software, Citrix, etc.)	5	
4.8	Require no dedicated data lines	5	
4.9	Services are hosted with/by a Tier 1 hosting company	5	Hosted by Microsoft Azure, a Tier 4 hosting company, significantly better than Tier 1.
4.10	Be accessible from any internet connection, including remote sites, wireless sites, homes, hotels, etc.	5	
4.11	Provide a rich native user experience for Microsoft Windows workstations	5	
4.12	Require no external or third party software to be installed on workstations	5	
4.13	Provide test environment prior to scheduled upgrades including client data, settings and configuration	0	
4.14	Provide schedule of all upgrades and service packs with at least 90 days notice	5	Updates are scheduled the 1st and 15th of each month. In the event of urgent system changes, unscheduled updates may be released without 90 days notice.
4.15	All database backups are stored offsite	5	
4.16	Provide summary documentation of all new features and feature changes prior to upgrade	0	
4.17	Provide detail documentation of all new features and feature changes prior to upgrade	0	
4.18	All data media securely disposed at end of life	5	
4.19	As number of clients and users in the "Cloud Community" expands, vendor provides a scalable solution to easily expand hardware or add processing power, provide better responsiveness	5	
4.20	Cloud portal contains logging file that records who has accessed the system and from where Date/time/user name and vendor attempts to capture and log IP Address	5	
4.21	Cloud clients are proactively notified on web-site of service pack updates, when scheduled maintenance will take place, etc.	5	
4.22	Vendor's Cloud product is internet browser agnostic.	5	Supported browsers are Google Chrome, Mozilla Firefox, and Microsoft Edge.
4.23	Cloud Portal provides hyperlinks for end-users to easily access Customer Support, User Voting Portal, Release notes etc.	5	
4.24	Provide a 99% uptime guarantee.	0	
4.25	Provide a detailed description of how user preferences are decided when in a cloud environment.	5	
4.26	In the event of notification of a disaster, ability to "go live" in a hosted site environment within 48 hours.	5	As long as Microsoft Azure is up.
4.27	Provide unlimited tests for reliability at no charge.	5	
4.28	System has automatic nightly backups and data is stored in three redundant sites around the U.S.	5	SQL Managed Instance. Full backup every week, differential every 12-24, transaction every few minutes.
4.29	Ability to be fully backed up without shutting down user access to the system.	5	

GENERAL LEDGER SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
5.1 SYSTEM & DATA			
5.1.1	The system must provide for the maintenance of separate funds, each of which is a self-balancing set of accounts, with all funds recorded being processed simultaneously by the common system.	5	
5.1.2	During all processing, the system should edit transactions to ensure that each entry to a fund is balanced and complete and also that each fund is maintained as a self-balancing entity.	5	
5.1.3	Ability to accommodate consolidated (pooled) cash accounting for transactions of multiple funds, which are accounted for in one centralized (pooled) bank account.	5	
5.1.4	Provide the ability to account for cash in funds where cash is maintained separately from the pooled cash bank account.	5	
5.1.5	Ability to maintain unlimited detailed historical financial data, i.e. actual amounts for both budgetary and financial data. This information must be available for both systems reports and inquiry functions.	5	
5.1.6	Maintain detailed transaction descriptions in the general ledger for both system and manually generated journal entries.	5	
5.1.7	The system must have the ability to automatically balance all journal entries when posting a transaction to one fund which will affect other funds (claim on cash automatic).	5	
5.1.8	The system must provide for error identification and correction before actual posting occurs, including the rejection of out-of-balance batches and invalid account numbers.	5	
5.1.9	Must prevent journal entries (or interfaces from other systems such as accounts payable) from posting to months, fiscal years, or accounting periods, which have already been closed for accepting business transactions.	5	
5.1.10	Ability to set up predefined sets of accounts and corresponding descriptions for repetitious journal entries (templates).	5	
5.1.11	Provide ability to distribute the amount of the journal entry on a predefined percentage basis or by stated amounts.	5	
5.1.12	Integration with imaging system to allow user to click on a link to view image of journal entry and all back-up. System to have internal document management capability.	5	
The General Ledger system should interface with the following modules:		X	
5.1.13	Accounts Payable	5	
5.1.14	Payroll (if implemented)	5	
5.1.15	Bank Reconciliation	5	
5.1.16	Accounts Receivable (if implemented)	5	
5.1.17	Central Cash Collection	5	
5.1.18	Project Accounting	5	
5.1.19	Budget Preparation	5	
5.1.20	Fixed Assets	5	
5.1.21	Point of Sale	5	Via Cash Receipting
5.2 ACCOUNTS			
5.2.1	Support up to a forty-two-character alphanumeric account number. The account number must be user definable in at least 7 components.	5	
5.2.2	When creating new fund or set of accounts, the system should have the ability to copy accounts from another fund or set of accounts.	0	
5.2.3	The system should provide on-line account number look-up at any prompt for a general ledger account number. Filtering options should be available on the look-up to allow the user to quickly find the desired account.	5	
5.2.4	System has hover and show or easy to reference field for to view account notes for reference and coding purposes.	5	

GENERAL LEDGER SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
5.3 JOURNAL ENTRIES			
5.3.1	Journal entries must have a unique identifying transaction code or number.	5	Numeric only
5.3.2	Allow the user to reverse a previously posted journal entry. The system must also be able to re-post a journal entry after its reversal. The system should provide a complete audit trail in the general ledger for journal entry reversal and re-post by requiring a separate journal entry number or code for each reversal/re-post. This applies to both manually entered general journal entries and journal entries created internally by the system.	5	
5.3.3	Ability to create reoccurring journal entries and automatically reversing entries. Reversing entry can be for a different period.	5	
5.3.4	Print journal entry transaction detail and allow for corrections prior to posting the journal entry to the general ledger.	5	
5.4 ACCOUNTING PERIODS			
5.4.1	Authorized users must be able to close and re-open accounting periods as necessary.	5	
5.4.2	Provide three optional "adjustment periods" for posting and separating audit adjusting entries and provide specific Journal Entry "types" for GAAP Reporting.	5	
5.4.3	The system must be a true open period system and have the capability to post to any of the months in the current fiscal year or the next fiscal year without closing any of the months of the current fiscal year and prior year.	5	
5.5 INQUIRIES			
5.5.1	The account inquiry screen should provide an option to display detailed information on transactions posted during the fiscal year. The system should display (and be able to sort by) the transaction date, transaction number, reference (ck number, etc.), description, and amount of the transaction. If appropriate, the invoice number should be displayed. The detail records should support drill-down functionality on the transaction number, vendor number.	5	
5.5.2	The monthly activity, budget information and transaction detail information described above should be available for on-line inquiry for the current fiscal year as well as for an unlimited number of previous years.	5	Limited only to number of years transaction data is converted.
5.5.3	Ability to inquire on transactions by journal entry numbers, including transactions created internally in the system.	5	
5.5.4	Availability of Budget to Actual variance inquiries.	5	
5.5.5	General Ledger Data Display - Data on status and history of an account including general ledger number, account name, type account and account balance.	5	
5.5.6	Provide online account information including account number, account name, type of account (asset, revenue, expense, etc.), account balance, both the original and current amount budgeted, and the amount encumbered. Capability to search online throughout software.	5	
5.5.7	Ability to combine funds into an unlimited number of user-defined groups for sub-totaling and filtering purposes.	5	

GENERAL LEDGER SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
5.6 REPORTING			
5.6.1	The system must be able to generate data necessary for compliance with all state and federal laws and regulations.	X	This is a 5, however cell C56 is locked.
5.6.2	Provide the ability to run all applicable reports for the current fiscal year's data or from data from any previous fiscal year.	5	
5.6.3	User-friendly built-in report writing tool to create queries and/or reports, using data from any of the fields within an application, without having to use an outside software and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	5	
5.6.4	Provide a reporting tool for Real-Time report formation. Tools that require exporting do not meet this requirement.	5	
5.6.5	The ability to export to Excel without dealing with merged cells	5	
5.6.6	All reports should have the option to preview, print, attach to email or be exported to MS-Excel.	5	
5.6.7	The system should print a revenue report by fund and account code showing budgeted revenues, revenues for the period, revenues YTD and budget variances with totals by summary account and prior year data.	5	
5.6.8	The system should print an expenditure report by fund, organization (department and division) and expense object, showing budget, expenditures for the period, expenditures YTD, prior YTD, percent of budget expensed, outstanding encumbrances and unobligated balance with totals by summary accounts.	5	
5.6.9	Ability to generate financial statements by individual funds or combination of funds.	5	
5.6.10	Ability to run detailed interim financial reports during an accounting month.	5	
5.6.11	Ability to produce financial reports that meet government wide financial reporting requirements (either standard GASB reports included, or ability to create custom reports)	5	
	The following financial reports must be included or be able to be created:	X	
5.6.12	Chart of Accounts	5	
5.6.13	Statement of Revenues and Expenditures	5	
5.6.14	Trial Balance	5	
5.6.15	Balance Sheet	5	
5.6.16	Budget to Actual YTD reports	5	
5.6.17	General Ledger Detail Report: Report parameters should include the ability to choose fund or any other account section, range of dates, and range of accounts. There should also be an option to include unposted journal entries. For each account selected, the report should print the account number and name, beginning balance, debits and credits for the periods selected, and ending balance.	5	
5.6.18	Capability to do a trial balance across years	5	
5.6.19	Ability to track and report by program, service code, fund, department and object.	5	
5.7 PERIOD CLOSE			
5.7.1	When closing a fund the system should have the ability to roll financial history to another fund.	5	
5.7.2	Provide for automated year-end closing. This process should include the automated closing of revenue and expenditure accounts to the individual fund equity account, and posting of asset, liability and equity balances to subsequent year's general ledger. In addition, the system must allow the user the ability to post audit-adjusting entries to prior year's data after the initial year-end close has been processed. The system must automatically post all adjusted balance sheet amounts to the current year's general ledger, and reflect prior year audit adjusting entries in individual account historical data.	5	

BUDGET MANAGEMENT SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
6.1	The system must include a user defined budget worksheet and budget proposal report as specified by the organization.	5	
6.2	Budget worksheets and proposals should be capable of including account number, account name, one or more previous year's budget amounts, one or more previous year's actual amounts, current year's actual YTD, estimated final annual amount, and current fiscal year budget in addition to the proposed budget.	5	
6.3	During budget formulation, all object and revenue line items currently in use by the financial system should be accessible by the budget subsystem.	5	
6.4	The system should allow the user to create projected budgets for at least 10 years into the future.	5	
6.5	Ability to have a budget that doesn't match a particular year	0	Need more information on what is being asked.
6.6	System must have ability to set-up budgets for multiple years.	5	
6.7	The ability to have a project budget that crosses multiple years	5	
6.8	The system must be able to accommodate 6 versions, per year, of the budget and multiple changes per cost center.	5	
6.9	Budgeting must allow for an unlimited number of user-defined types, such as requested, proposed, revised, adopted.	5	
6.10	System should allow for an unlimited number of scenarios within each user-defined budget type.	5	
6.11	Payroll step and grade tables and COLA adjustment data is connected to the budget module to provide the ability to run what if scenarios in the budget module.	5	
6.12	System must have roll-up/roll-down capabilities for all line items.	5	
6.13	Changes must be maintained in separate records, and displayed in separate windows in the system.	5	
6.14	Subsequent to the final approved budget being established in the system, all versions used during budget formulation should still be available for on-line inquiry and report printing.	5	
6.15	Capability of revising the budget during the year and provide an audit trail for tracking budget revisions. This audit trail should provide data for a budget adjustment date, description, adjustment amount and new budget. The system must be able to maintain the amounts in the original adopted budget, as well as the amounts for the revised or adjusted budget to comply with GAAP.	5	
6.16	Both approved and revised/amended budgets are available within General Ledger system.	5	
6.17	Security must be robust enough to allow an end-user to see only their accounts and modify/enter budget amounts on only those accounts they have clearance for. (e.g. see all accounts in their dept. but not be able to modify payroll/benefit accounts)	5	
6.18	The ability to restrict user permissions by the different budget ledgers	5	
6.19	System allows Budget administrator to lock out updates to revisions.	5	
6.20	The system should provide the ability to include free form text notes at the line item, department, and fund level. These notes can be printed with budget worksheets and budget proposals at the user's discretion and provide information about what is to be included in the budget for that line.	5	
6.21	The system must have the capability to have seamless export and import capabilities to and from Excel.	5	
6.22	Budgeting module should allow for electronic workflow for notifications and approvals.	0	
6.23	System should allow user to click on a link to view images of internal records management of documentation , plans, maps and photos related to budget items.	5	
6.24	The system must allow automatic installation of the adopted budget to the General Ledger.	5	All budgeting functionality is within the General Ledger program.
6.25	Upon completion of adopted budget, system will show all the roll-down detail in the Chart of Account menu.	5	

ACCOUNTS PAYABLE SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
7.1 SYSTEM & DATA			
7.1.1	System can utilize a pooled cash account to allow the payment of bills for multiple funds out of a pooled cash account.	5	
7.1.2	Support cash, accrual, modified accrual, or combinations thereof.	5	
7.1.3	The system must internally generate all entries to keep all funds in balance if an item is expensed to multiple funds.	5	
7.1.4	Vendor numbers and G/L account numbers must be validated by the system at the field level.	5	
7.1.5	The system must provide an option to print separate checks for a single vendor, when needed. The system default, however, must be to pay all invoices from a vendor with one check.	5	
7.1.6	The system must not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain why it is necessary.	5	
7.1.7	An unlimited amount of history must be available.	5	Limited only to number of years transaction data is converted.
The Accounts Payable system must interface with the following modules:		X	
7.1.8	General Ledger	5	
7.1.9	Bank Reconciliation	5	
7.1.10	Project Accounting	5	
7.1.11	Fixed Assets	5	
7.1.12	Accounts Receivable (if implemented)	5	
7.1.13	The system must be able to provide a cash requirement report based on user defined periods of time.	5	
7.1.14	Ability to use workflow to automatically route request for purchase approvals based on approval dollar and position approval levels.	5	
7.1.15	The system must check for duplicate payments by comparing vendor/invoice combinations to those maintained in historical files.	5	
7.2 Vendor Records			
Vendor data must include but not necessarily be limited to following:		X	
7.2.1	Vendor number	5	
7.2.2	Name	5	
7.2.3	Remittance address	5	
7.2.4	Support Entry and electronic filing for 1099 Type Codes "MISC", "S", "INT" & "G"	5	
7.2.5	Telephone number	5	
7.2.6	Contact person (unlimited number of contacts)	5	
7.2.7	E-mail addresses for all contacts	5	
7.2.8	Taxpayer ID numbers (federal, state, and local)	5	
7.2.9	Payment method	5	
7.2.10	Field to hold data on whether a new vendor record should update another system.	5	
7.2.11	Recurring payment setup	5	
7.2.12	At least 10 user-defined fields	5	
7.2.13	Provide a process to merge the vendor master information and vendor history for duplicate vendors.	5	
7.2.14	When checks have been issued, and files are updated, the vendor file must automatically be updated for subsequent 1099 use.	5	
7.2.15	Vendor record must contain fields for both ordering and remittance addresses.	5	
7.2.16	Ability to add/edit vendors from item input with system maintained security.	5	
7.2.17	Ability to set up pre-defined accounts and corresponding descriptions for vendors with recurring type invoices that are always expensed to the same general ledger account numbers (templates).	5	
7.2.18	Provide ability to distribute the invoice by percentage to the accounts or by amounts entered by the operator.	5	

ACCOUNTS PAYABLE SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
7.3 Invoice Entry			
7.3.1	Must be able to enter multiple invoices and multiple line items per invoice, split among an unlimited number of G/L accounts, on a single screen. Prior to processing, the user must be able to access the invoice to change the account distribution as needed. The user must be able to make these changes directly to the accounts and/or amounts.	5	
7.3.2	Ability to allow individual documents to be held back when generating a batch of recurring documents.	5	
7.3.3	Must be able to flag a Fixed Asset at the time invoices are entered and have the system create a Fixed Asset record in that module.	5	
7.3.4	Ability to process credit memos.	5	
7.3.5	Ability to store credit memos for each vendor.	5	
7.3.6	Ability to provide a comment field that can accommodate various comments, which are printed on the check.	5	
7.3.7	Ability to have an additional field for check remittance information.	5	
7.3.8	At any time during data entry, inquiry, or maintenance, the system must allow immediate access to vendor data and invoice history.	5	
7.3.9	Must automatically accept all refund batches from customer-based modules such as Accounts Receivable.	5	
7.3.10	The system must accept future dated entries, which would not be processed until that date is reached. These entries must be maintained in the unpaid file until processed.	5	
7.3.11	Allow invoices to be associated with predefined projects and funding sources from the Project Management system directly from input with project code lookup using drop-down lists.	5	
7.3.12	Ability to flag and set up payable for use tax due on portion of invoice subject to tax.	5	
7.3.13	Ability to prevent the posting of a batch if any transactions are missing an indication of if the payment method is a paper check or electronic check.	5	
7.4 Payments			
7.4.1	The system must accommodate payment of all invoices from a single disbursement fund account and automatic generation of receivables and payables between various funds and a disbursement fund.	5	
7.4.2	Provide function for automated process of reversing accounts payable checks. Provides option to automatically create reversing entries in the general ledger, and void the check in the check reconciliation system. When voiding a check, the system will give the user the option to leave the invoice open for payment, or void the invoice automatically.	5	
7.4.3	Payment information will be maintained both on a calendar basis and on a fiscal year basis for each vendor.	5	
7.4.4	Must be able to select invoices for payment based upon manual selection or automatic selection using payment dates, vendors, bank accounts, funds, invoice batches, or invoice numbers.	5	
7.4.5	Option to pay items one vendor at a time or all vendors.	5	
7.4.6	Ability to print edit report of selected items with option to make desired changes prior to processing checks.	5	
7.4.7	Ability to print accounts payable checks and check register.	5	
7.4.8	Ability to create EFT payment file per bank specifications	5	
7.4.9	Ability to create a Positive Pay/Positive ACH file per bank specifications for every batch of checks processed in the system.	5	
7.4.10	System must prompt a separate remittance if data is too lengthy to print on a single check stub.	5	
7.4.11	Ability to process payments in system with a credit card that pays both invoices entered to a vendor but paid by the credit card and charges directly on the credit card.	5	
7.4.12	Ability to pay an invoice out of current calendar year before printing 1099's from previous calendar year.	5	
7.4.13	Ability to have a default or choose to select bank account for each check run.	5	
7.4.14	The ability to select invoices to pay by type or class.	5	

ACCOUNTS PAYABLE SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
7.5 Reports & Inquiries			
7.5.1	Provide lookup capability by vendor number, vendor address, or vendor name. If a portion of the vendor name is entered, the system must display all vendors starting with the letters entered and provide scroll and point selection of the selected vendor.	5	
7.5.2	The system must produce all registers and audit reports necessary to provide a complete audit trail.	5	
7.5.3	Ability to allow user to click on a link to view images of all supporting documentation related to payment.	5	
	The system must provide online item detail for user defined length of time. This detail must include:	X	
7.5.4	Vendor number	5	
7.5.5	Vendor name	5	
7.5.6	Invoice number	5	
7.5.7	Description	5	
7.5.8	Due date	5	
7.5.9	Adjustments	5	
7.5.10	Item date	5	
7.5.11	General ledger distribution	5	
7.5.12	Project Number	5	
7.5.13	Amount paid	5	
7.5.14	Discount taken	5	
7.5.15	Date paid	5	
7.5.16	Check number paid	5	
7.5.17	Provide ability to display a listing of all checks issued to a vendor and allow user to drill into detailed information regarding individual checks.	5	
7.5.18	All look-up grids in the Accounts Payable must be completely customizable by user, selection of column, data, grouping, etc. and all grids must be able to exported to a fully formatted MS-Excel document.	5	
7.5.19	System to provide an option to look at unpaid items or all items.	5	
7.5.20	The system must be able to print 1099's for selected vendors at the end of the calendar year on a local printer.	5	
7.5.21	The organization must be able to print the contents of the 1099 field in report format, prior to the actual production of the 1099's.	5	
7.5.22	Accounts Payable Check Register: must print vendor number, invoice number, vendor name, check date, amount for each invoice, check number, check amount and description	5	
7.5.23	History Check Register: Provide the ability to print a check register for any range of dates or check numbers.	5	
7.5.24	Accounts Payable Disbursements Report: User defined parameters must include ability to sort on all fields and print paid items within a range of payment dates. Sort sequence options must include fund, department and vendor. Choice to print General Ledger distribution and fund totals.	5	
7.5.25	User-friendly built-in report writing tool to create queries and/or reports, using data from any of the fields within an application, without having to use an outside software and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	5	
7.5.26	Ability to print a current or historical aging report that ties to balance of all general ledger accounts payable accounts.	5	
7.5.27	The ability to generate reports that include unposted batches	5	
7.5.28	The ability to create and export a list of vendors, date paid, amount paid, date approved.	5	

ACCOUNTS RECEIVABLE SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
8.1	Handle an unlimited number of fees and rates.	5	
8.2	Have both taxable and non-taxable fees.	5	
8.3	System allows for individual interest charge/ finance charge/late fee codes associated with a rate. Needs to calculate interest rate.	5	
8.4	System has the ability to process sales tax	5	
8.5	System can hold an unlimited number of accounts and history.	5	Limited only to number of years transaction data is converted.
8.6	Includes a field on the invoice of person receiving	5	
8.7	Allow for recurring invoices that can be grouped together to facilitate creating invoices, with ability to modify the amount.	5	
8.8	The ability to create a schedule of invoices to be created	5	
8.9	Ability to easily review and revise an invoice prior to posting .	5	
8.10	Ability to create an invoice for the prior year (prior to closing that period).	5	
8.11	Ability to have separate invoices by department	5	
8.12	Ability to have separate processing of invoices, at different times	5	
8.13	Ability to quickly reprint an invoice.	5	
8.14	Invoices and statements can be customized with organizations logo and information.	5	
8.15	Statements can be printed at any time.	5	
8.16	Track credits and deposits.	5	
8.17	Allow credit and deposits to be applied to accounts and have a process for any other adjustments such as write-offs.	5	
8.18	Allow user to click on a link to view images of all supporting documentation related to invoice.	5	
8.19	Integrated fully with the accounts payable module for processing of refund checks to selected customers with credit balances or deposit refunds.	5	
8.20	Ability to take and apply partial payments	5	
8.21	A way to have unapplied payments and have a credit balance on a customer account	5	
8.22	System provides a report that allows the user to define the fund, commitment date, dates and ages that print on the report.	5	
8.23	Provide the ability to design and create reports in a user-friendly reporting tool without having to use a formal report writer.	5	
8.24	Customer aging and historical aging reports are available for a user-defined date range that provides beginning balance, invoices, payments and adjustments during the period, and ending balance by customer.	5	
8.25	Ability to produce an EFT for receivables file	5	
	Must automatically interface with:		
8.26	General Ledger	5	
8.27	Cash Receipts	5	
8.28	Accounts Payable	5	
8.29	Project Accounting	5	

PROJECT MANAGEMENT / ACCOUNTING SPECIFICATIONS

Legend

	DESCRIPTION	VENDOR RESPONSE CODE	COMMENTS
9.1	User-friendly built-in report writing tool to create queries and/or reports, using data from any of the fields within an application, without having to use an outside software and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	5	
9.2	Project Management maintains subsidiary ledger activity for each project and will need to record, store and allow retrieval of both current and historical project related information. This inception to date data maintenance and reporting is required for meaningful project budgeting, monitoring and reporting.	5	
9.3	The account number must be user definable in at least 3 components, with a minimum of five digits per component.	5	They can use a combination of letters and numbers PF048 for ex (park fund) alpha-numeric, two letters preceded by two numbers.
9.4	The Project Management system is designed to allow tracking of projects across multiple fiscal years.	5	
9.5	The system can set up project budgets and track activity for up an unlimited number of fiscal and calendar years.	5	
9.6	Software should provide project budgeting and reporting capability based on any date range.	5	
9.7	Support the ability for multiple departments to access the project information simultaneously.	5	
9.8	Ability to correct errors or edit on-line in real time.	5	
9.9	Ability to calculate budget, expenditures, and available balances (e.g. daily, weekly, and monthly) with totals to date.	5	
9.10	General information associated with a project can be set up with a minimum of 3 levels below the project level.	5	
9.11	Ability to define line item budgets for the project.	5	
9.12	Ability to track and compile reports on project expenditures/accumulated costs by Agency's object account coding system for both fiscal year and project –inception-to-date.	5	
9.13	Ability to track projects with multiple funding sources and identify expenditures by funding sources within individual projects for the life of the project and or for the individual fiscal years.	5	
9.14	Identify department in charge of work being completed by project.	5	
9.15	The project name is printed and displayed with the project code in any reports where a project summary is printed or on screens where a list of projects is displayed.	5	
9.16	The ability to add pictures and documents to a project record	5	
9.17	A description of the type of project can be entered. For example, a project type may be a grant, a capital project, a program such as meter change outs, etc.	5	
9.18	A short description of the project can be added.	5	
9.19	Additional lines for detailed descriptions and notes can be displayed.	5	
9.20	Reports can be run for groups of projects related to a specified master project.	5	
9.21	Provide summary information on activity and total expenses for the entire group of projects.	5	
9.22	A project can be tied to a master project by selecting from a list of master project codes.	5	
9.23	If a project is funded by a grant, there is an option of entering the grant number.	5	
9.24	If a project is associated with a particular contract, a contract number can be assigned to the project.	5	
9.25	When posting items to projects through the Accounts Payable, Accounts Receivable, Cash Receipts, and General Ledger systems, a detail transaction is also posted to the Project Management files.	5	
9.26	Must be able to flag a Fixed Asset at the time project transactions are entered and have the system create a Fixed Asset record in that module.	0	
9.27	The project report provides general information about each project (such as description, type, department, grant and contract information), and lists the budgets for each line item.	5	
9.28	The Line Item report provides a summary of the Budget and Actual expenditures, by line item, for each fiscal year.	5	
9.29	Within a project report, we have the ability to filter by fund, department and expense.	5	
9.30	The ability to exclude expense types.	5	
9.31	The Line Item report can be run for a range of project numbers, and you can select a master project for which to run the report, if you want report totals to provide a Budget and Activity summary for all projects tied to a selected master project.	5	
9.32	The detail report prints the detail of each transaction posted within a selected range of dates.	5	
9.33	Transactions are listed by line item for each project, and activity and balance totals are printed for each line item, and for the entire project.	5	
9.34	Report can be run for a range of project numbers, and you may select a master project for which to run the report, if you want report totals to provide a Budget and Activity summary for all projects tied to a selected master project.	5	
9.35	Ability to attach multiple documents to the project record, and categorize these documents through user defined categories.	5	
	Project Accounting/Management Module Interfaces with:	X	
9.36	General Ledger	5	
9.37	Accounts Payable	5	
9.38	Accounts Receivable (if implemented)	5	
9.39	Fixed Assets	5	
9.40	Payroll (if implemented)	5	
9.41	HR (if implemented)	5	

FIXED ASSETS SPECIFICATIONS

Legend

	DESCRIPTION	VENDOR RESPONSE CODE	COMMENTS
10.1	Menus have drill-down capabilities for detail.	5	
10.2	Assets originating in the Accounts Payable module will automatically record the purchase amount, purchase date, description, vendor, invoice number, and purchase order number.	5	
10.3	Allows user to assign fixed assets to one or more funds.	5	
10.4	Allows the user to define classes of fixed assets.	5	
10.5	Allow user to click on a link to view images of all supporting documentation related to asset.	5	
10.6	Ability to track acquisition method.	5	
10.7	Fixed asset module calculates depreciation and posts automatically to the appropriate G/L accounts.	5	
10.8	Additions, Deletions, and ending fiscal year balances in compliance with GASB.	5	
10.9	Assets records contain user-defined fields, with customizable labels (including unit #) with the ability to track items such as license and expiration dates	5	
10.10	Ability to have an unlimited number of component assets tied to a master asset.	5	
10.11	Ability to do mass updates for infrastructure updates.	5	
10.12	Allow an unlimited history, with formulas showing for depreciation calculation.	5	
10.13	Ability to adjust depreciation for individual assets.	5	
10.14	Ability to review audit trail and reactivate an asset if incorrectly deleted.	5	
10.15	Ability to transfer asset to another department or fund.	5	
10.16	Module has structured processes, with audit trails for transfers, life and other adjustments, etc.	5	
10.20	Ability to import data into fixed assets		
10.21	Functionality to track non capitalized assets such as equipment, IT, furniture and include information such as data purchased, acquisition method, cost, vendor, assigned to, etc.	5	
	Fixed Asset Module Seamlessly Integrates with:	X	
10.22	General Ledger	5	
10.23	Accounts Payable	5	
10.24	Project Accounting	5	
10.25	Human Resources (if implemented)	0	

PAYROLL / HR SPECIFICATIONS

Legend

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DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
11.1 SYSTEM & SECURITY			
11.1.1	Provide audit trail of on-line file maintenance to payroll fields with operator ID, date/time, and old/new data. Track rate changes, date of change, old and new rate.	5	
11.1.2	Maintain an unlimited amount of prior years detail and totals.	5	
11.1.3	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, and download updates via secure connection.	5	
11.1.4	Provide for complete security and restrictions to access.	5	
11.1.5	Allows integration with document management / imaging system to allow user to click on a link to view image for related field in HR/Payroll. For example when viewing drivers license information, employee certifications or W-4, system should have ability to click on a link to view image.	5	
11.1.6	All look-up grids in the Payroll must be completely customizable by user, selection of column, data, grouping, etc. and all grids must be able to exported to a fully formatted MS-Excel document.	5	
	The Payroll system should interface with the following software modules:	X	
11.1.7	General Ledger	5	
11.1.8	Accounts Payable	5	
11.1.9	Project Accounting	5	
11.1.10	Check Reconciliation	5	
11.1.11	Budget Management	5	
11.2 PAYROLL SET UP AND PROCESSING			
	Maintain the following general information for each employee (and allow changes):	X	
11.2.1	Employee name	5	
11.2.2	Employee number	5	
11.2.3	Address	5	
11.2.4	Social Security Number	5	
11.2.5	Normal hours worked per pay period and annually	5	
11.2.6	Pay cycle (weekly, bi-weekly, semi-monthly, monthly, etc.)	5	
11.2.7	Number of dependents	5	
11.2.8	Home state and work state	5	
11.2.9	Title and primary department number	5	
11.2.10	Date of birth	5	
11.2.11	Date of last raise	5	
11.2.12	Date hired	5	
11.2.13	Date terminated	5	
11.2.14	Full time / part time / seasonal	5	
11.2.15	Gender	5	
11.2.16	Race	5	
11.2.17	EEO-4 Category	5	
11.2.18	Previous and current job grade and step	5	
11.2.19	Exempt flag	5	
11.2.20	Multiple email addresses	5	
11.2.21	Multiple phone numbers	5	
11.2.22	The system must provide the ability to establish base payrolls and process time record data for exception pay employees on a weekly, bi-weekly, semi-monthly, or monthly basis or any user-defined combination thereof.	5	
11.2.23	Ability to accurately track workers compensation codes for each employee, including tracking employees that change positions resulting in different codes for various ranges of dates during the year.	5	
11.2.24	Ability to establish codes for tracking of hours when working outside of standard (ie; police working 12 hour shifts) and generate reports to ensure over/under hours are accounted for.	5	
11.2.25	Ability to define unlimited earnings types.	5	
11.2.26	Provide an unlimited number of hourly/salary rates for each employee.	5	
11.2.27	Ability to pay employees for multiple positions in one pay period.	5	
11.2.28	Provide capability for time to be entered for an employee who works temporarily in a higher pay class or position.	5	
11.2.29	Ability to adjust pay for "differential" hours worked at a different rate than the employee's normal rate.	5	
11.2.30	Ability to handle blended rates.	5	
11.2.31	System will provide for multiple methods of calculating overtime pay, such as time-and-a-half, double-time, and premium pay. These calculations are user defined and maintained.	5	

PAYROLL / HR SPECIFICATIONS

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	DESCRIPTION	VENDOR RESPONSE CODE	COMMENTS
11.2.32	Ability to support employees in multiple labor distributions. Support automatic distribution of pay and other benefits on a percentage basis and on the basis of hours worked at each job.	5	
11.2.33	Ability to compute shift and overtime premium or exception pay.	5	
11.2.34	System will automatically calculate gross pay from multiple user defined components such as base pay, longevity, educational incentive pay, shift differential, etc.	5	
11.2.35	Ability to develop special, customized pay rules	5	
11.2.36	Must be able to enter unlimited types of pay such as annual leave, comp time, holiday (including a floating holiday), bereavement and wellness time taken, along with General Ledger distribution with defaults for each.	5	
11.2.37	Include fields to track pay increases and dates of increase	5	
11.2.38	Ability to process COLA increases for an individual employee classification or for multiple employee classifications by a percentage or flat amount.	5	
11.2.39	Ability for mass rate changes and also mass changes based on different work groups/units.	5	
11.2.40	Ability to move an employee up a percentage value when using a range in grade/steps. Needs to have validation that the employee did not fall out of the pay scale with the increase.	5	
11.2.41	System must handle automated retro-pay for select groups of employees.	5	
11.2.42	System shall allow for non cash pay adjustments such as car used for personal use, uniform allowance, taxable per diem and spousal insurance.	5	
11.2.43	System shall allow for multiple non-taxable reimbursements such as mileage, conference expenses, supplies and apply to appropriate general ledger coding.	5	
11.2.44	Ability to select tax treatment of earning categories for various tax calculations.	5	
11.2.45	Ability to produce an hourly or salaried payroll or a combination thereof.	5	
11.2.46	Ability to produce a supplemental and interim payroll.	5	
11.2.47	Provide an unlimited number of expense distributions for each employee.	5	
11.2.48	Provide options to prevent Federal Tax, FICA Tax, and/or Medicare Tax from being withheld on an employee-by-employee basis.	5	
11.2.49	Ability to preload annual holiday schedule	5	
11.2.50	Ability to allow for multiple holiday schedules (such as for union, non-union).	5	
11.2.51	Ability to track a floating holiday.	5	
11.2.52	Provide the capability to edit and verify the labor distribution prior to the actual payroll check production.	5	
11.2.53	Ability to correct or change time accounting up to the deadline for processing payroll.	5	
11.2.54	Allow the preparation of paychecks/stubs at any time during the pay period for terminated employees, back pay, special allowances, and other reasons.	5	
11.2.55	Ability to create warnings when processing payroll and/or through work flow approval process (employee uses more leave than available, employee uses more leave than available, employee has more than 40 hours of reg pay in a week)	5	
11.2.56	While viewing a payroll proof list, provide drill-down capability to click on an employee ID and have the system "launch" time-card entry for that employee.	5	
11.2.57	Prepare employee earnings\check stub for each employee, including employees on direct deposit, showing all hours earnings, deductions and all year to date totals and leave balances.	5	
11.2.58	Ability to distribute pay stub to employees via email.	5	
11.2.59	Support direct deposit capabilities by preparing an ACH file for transmission to a central repository bank for deposit into individual employee accounts.	5	
11.2.60	Support direct deposit capabilities by providing capability for each employee to designate an unlimited number of bank/savings accounts, etc. for direct deposit.	5	
11.2.61	Provide ability to easily prioritize direct deposit information. An example would be that the employee wants the first 25% of net pay to go to savings and 75% of net pay to checking.	5	
11.2.62	Ability to void or reverse checks. Voiding a payroll check should reverse all General Ledger and employee entries, along with any Project Accounting entries.	5	
11.2.63	Payroll processing will effect updates to employee data, time reporting, adjustments, calculation of gross and net pay, accruals disbursements, registers, and other reports.	5	
11.2.64	System supports ability to handle earned income credits resulting in reduction of payroll tax deposit, reporting on 941 and reporting on W-2.	5	

PAYROLL / HR SPECIFICATIONS

Legend

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DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
11.2.65	<u>Allow for special schedules and rules as follows:</u> (1) Allow for time to be paid out as 80 hours regular, 2 hr as overtime straight, then any remaining time is 1.5 overtime. (2) Grant funded hours that must be paid out regardless of regular pay rate or overtime pay rate, that time cannot be put in a comp bank. (3) Allow for premium pay codes such as court pay, training officer pay, call in pay, and work alone. (4) Allow for schedules based on their duty that vary, could be 10,11 or 12 hour shifts (5) The ability to comp overtime hours and get paid out overtime hours on the same day. (6) Comp can be at regular pay or 1.5 (7) Staff must be able to split a single OT shift between OT pay and/or Comp	5	
11.3 BENEFIT / DEDUCTION FEATURES			
11.3.1	Capability to handle cafeteria benefits plan with flexible spending accounts.	5	
11.3.2	Allow for an extra withholding tax deduction in any amount at the option of the employee.	5	
11.3.3	Ability to manage comp time earned, used, have the ability to set a maximum balance on the books and allow for multiple calculations of time earned.	5	
11.3.4	Support an unlimited number of deduction codes for items such as insurance, retirement, child support, etc. These deductions should be able to set up as a flat amount or a percentage of gross or other user defined pay field. Options should be provided to designate the tax treatment of the deduction code (after federal and state tax, before federal and state, before FICA, etc.) in order to accommodate various retirement plans and Section 125 type deductions.	5	
11.3.5	Provide the ability to assign an unlimited number of deduction codes to each employee.	5	
11.3.6	Ability to designate if a deduction code is global or employee specific for purposes on ongoing maintenance of deduction codes. A retirement plan deduction might be global (all employees pay the same percentage, the entity contributes the same percentage for all employees, meaning an increase or decrease would apply to all the employees with the deduction code), a child support code would be employee specific (changes would have to be made at the employee record level).	5	
11.3.7	Ability to base a deduction on a table (ex life insurance).	5	
11.3.8	Provide the ability to assign accounts payable vendors to each deduction code with flexible parameters for definition of due dates.	5	
11.3.9	Provide the ability to distribute the entity's share of benefits across multiple funds and departments in the same percentages that an employee's pay is distributed.	5	
11.3.10	Once a deduction code is set up, provide the ability to stop and start a deduction on an employee-by-employee basis. Year-to-date totals should be maintained and included in reports.	5	
11.3.11	Ability to provide global control of what deductions are included in each payroll process.	5	
11.3.12	Ability to establish limits for deductions and employer taxes. The deduction should stop when a specified limit for the employee is reached. Option to automatically re-establish the deduction for purposes of employee bond purchase plans, etc. Limits should include annual maximums and lifetime maximums.	5	
11.3.13	Ability to distribute deduction and benefit expenses to the Project Accounting module.	5	
11.3.14	Ability to withhold garnishments.	5	
11.3.15	Ability to calculate deductions based on net pay.	5	
11.3.16	Ability to withhold IRS tax levies.	5	
11.3.17	Ability to calculate benefits paid by the entity.	5	
11.3.18	System provides the ability to enter a benefit rate increase with an effective date in the future.	5	
	Ability to generate deduction calculations automatically for:	X	
11.3.19	<i>First Pay period of the month.</i>	5	
11.3.20	<i>Second pay period of the month.</i>	5	
11.3.21	<i>Third pay period of the month (when applicable).</i>	5	
11.3.22	<i>All pay periods.</i>	5	
11.3.23	<i>Current pay period only.</i>	5	
11.3.24	<i>Or any other user defined cycle.</i>	5	
11.4 LEAVE			
11.4.1	Accrue annual leave and an unlimited number of other user-defined leave categories for each employee based on user-defined tables with leave category, length of service, and/or job classification.	5	
11.4.2	The system should track each of these leave categories on an annual or employee anniversary basis.	5	

PAYROLL / HR SPECIFICATIONS

Legend

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	DESCRIPTION	VENDOR RESPONSE CODE	COMMENTS
11.4.3	On-screen inquiry should display balance carried forward from previous year, current year accrual, current year taken, current year adjustments, and total hours available for each leave category. Option to display further detail for any leave type including all accruals and hours taken by date and check number.	5	
11.4.4	Ability to post adjustments, with concurrent authorization, to an employee's leave balances. A history of any adjustments posted must be maintained for inquiry or reporting purposes.	5	
11.4.5	Ability to limit accrual of leave time to maximum allowed.	5	
11.4.6	Provide a report of the dollar amount of the entities liability for accrued benefits and compensated absences.	5	
11.4.7	Validate availability of leave at time of payroll input.	5	
11.4.8	Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees.	5	
11.4.9	Allow for special holiday related exceptions as follows: (1) Christmas Eve-they get 4 hours of holiday but the time worked on Christmas Eve is paid as regular time. (2) They have the ability to place their holidays in a holiday comp bank which at certain times of the year, they can request variable amounts of hours to pay out of that bank. Or they can be paid out their holiday instead of putting it in a bank. (3) They can use those holiday bank hours later in lieu of vacation or sick time. (4) If they work one of three holidays (Thanksgiving, Christmas, and Independence Day), they get the holiday pay and for the actual hours worked they get paid time and a half.	5	
11.5 GENERAL LEDGER, FUNDS AND PROJECTS			
11.5.1	The system must provide the ability to expense the payroll to multiple funds and internally keep all funds in balance.	5	
11.5.2	The system should provide the capability to automatically distribute an employee's base pay, overtime, leave pay, employer retirement contribution and other employee costs based on a predefined percentage to multiple funds/departments/line items within the General Ledger.	5	
11.5.3	Create payroll, general ledger and project accounting distribution data from same input.	5	
11.5.4	The system should automatically generate liability accruals to be posted to the General Ledger along with liability payments and accrual relief entries.	5	
11.5.5	Ability to create a paid leave accrual at year end for each person's pay rate	5	
11.6 REPORTING & BUDGETING			
11.6.1	Ability to produce reports for ACA compliance	5	
11.6.2	Provide the capability to reconstruct a previously posted payroll register, along with related payroll check registers and deduction registers.	5	
11.6.3	Provide detailed history of all payroll checks. Ability to designate any range of dates (unlimited history) for prior year's history for inquiry purposes on screen including posting date, check date, check number, gross pay, deductions, taxes, reimbursements, and net pay. Ability to retrieve further detail in a report format.	5	
11.6.4	Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees.	5	
11.6.5	Ability to pull current wages into the budget module for budget planning.	5	
11.6.6	All reports allow the ability to edit	5	
11.6.7	Ability to generate a report of checks printed.	5	
11.6.8	Prepare monthly, quarterly, and year-end reports as required for Workers Compensation, insurance, tax withholding, and FICA.	5	
11.6.9	Prepare an electronic file for transmission of Unemployment Insurance Quarterly Wage and Tax Detail Report and State Quarterly Withholding Report. File format must meet state requirements.	5	
11.6.10	Prepare W2's as required including capability to prepare an electronic file for transmission of federal withholding and social security deductions. File format must meet federal requirements.	5	
11.6.11	Capability to maintain and report employee tax withholding data and generate W-2's at any time of the year.	5	
11.6.12	Ability to run W-2's for prior year after payrolls for current calendar year have been posted.	5	
11.6.13	Ability to produce quarterly reports at any time during the year for a previous year.	5	
11.6.14	Payroll Check Register includes employee number, name, check date, check amount and check number and provides the number of regular and manual checks printed with totals.	5	
11.6.15	System generates a leave liability report showing the dollar amount and the hours of the entity's liability for unused leave and sick time and other user defined leave categories. Report will be by department/division. Totals by department/division and overall totals.	5	

PAYROLL / HR SPECIFICATIONS

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	DESCRIPTION	VENDOR RESPONSE CODE	COMMENTS
11.6.16	System generates a worker's compensation report that provides the ability to input the entity's discount rate and experience factor for purposes of automatically calculating the Worker's Compensation premium for the period specified.	5	
11.6.17	System produces the necessary report for the entity's Workers Compensation carrier.	5	
11.6.18	System has the capability to produce a report for each deduction. These reports will list as a minimum, Employee, Social Security number, department, amount of deduction, total amount, and total number of employees participating in the deduction. Provide options to sort by employee name, employee number, department number, or social security number. Provide option to print for one or more deduction codes in one report.	5	
11.6.19	System is able to generate an employee profile report: User defined parameters should include sort sequence (number, department, alpha), department, and employee number if information on a single employee is requested. This report should print a summary of all information in an employee's information in the master file.	5	
11.6.20	941 Report and State Withholding Report: Option to print for any range of dates.	5	
11.6.21	Payroll History Report: User defined parameters should include range of dates to include employee number(s). The report should print the following information from each pay period: check number, posting date, the following in both hours and dollars: net pay, gross pay, overtime pay, vacation pay, sick pay, holiday pay, any other leave pay. All deductions should be included, including employer contributions. Should include totals by calendar quarter.	5	
11.6.22	Employee Review Report: Should print history of an employee's review with the County. Ability to provide reminder of employees who may be due a review.	5	
11.6.23	Retirement Plan Report: Prints necessary information for different employee retirement systems in format acceptable to the MN PERA retirement system.	5	
11.6.24	Retirement Plan Exclusion Report: Prints the necessary information needed to determine if employee should be enrolled in MN PERA retirement system.	5	
11.6.25	Leave Balance/Usage Report: Listing of accumulated leave and leave taken so that beginning balance, taken, and current balance are reported. Listing should be for each employee in department/division sequence. Should provide both summary and detail reports. Detail report should allow selection to print history of one or more leave categories and list leave time earned, taken and any adjustments for each leave category selected.	5	
	Payroll Calculation Report: This report is to be used to proof payroll data prior to printing payroll checks. Should be allowed to customize report sequence (by department, last name or by employee number) ...The report should include subtotals by department and should include, but not necessarily be limited to, the following information for each employee:	X	
11.6.26	Employee number	5	
11.6.27	Employee name	5	
11.6.28	Earnings in hours and amount for each applicable earnings type	5	
11.6.29	Leave time in hours and amount for each applicable leave category	5	
11.6.30	Benefits and reimbursements	5	
11.6.31	Deduction information including both employee and associated employer contributions	5	
11.6.32	Taxable wage totals, employee and employer contributions for federal withholding, FICA and Medicare	5	
11.6.33	This report should show totals for all departments, provide department recap totals, and detailed journal of transactions to be posted to the Accounts Payable system. General Ledger totals should also be provided showing all debits and credits that will be posted to the General Ledger. Errors and/or warnings regarding this report should be listed including page numbers on which errors and/or warnings appear.	5	
11.6.34	Employee List: User defined parameters should include sort sequence (employee number, name, social security number, and choice to print specific or all departments.) Report should include employee number, name, social security number, department number, annual wages, hourly rate/salary and status (active, terminated).	5	
11.6.35	Requirements Report: Report on employees that are about to expire on requirements, or have already expired.	5	
11.6.36	User-friendly built-in report writing tool to create queries and/or reports, using data from any of the fields within an application, without having to use an outside software and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	5	
11.6.37	Provide comprehensive reporting capabilities for deductions including user-defined parameters. Deduction reports should provide options such as range of dates (including prior years data), sorting options (alpha, employee number, by department, social security number, etc.), deduction code(s) (options for one, multiple, all). Option to print gross amount of pay, employer's share of deduction code, department totals, general ledger detail, and social security numbers.	5	
11.6.38	Ability to setup predefined consolidation codes for purposes of grouping deduction codes for reporting purposes (i.e. one report consolidating information for several retirement plans, or all cafeteria plan deductions).	5	

PAYROLL / HR SPECIFICATIONS

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	DESCRIPTION	VENDOR RESPONSE CODE	COMMENTS
11.7 TIME ENTRY / SELF SERVICE FEATURES - PAYLOCITY			
11.7.1	Self-service time-entry and request for leave with approval hierarchy available 24 hr/day.	5	
11.7.2	Ability to view leave balances through self-service time entry process.	5	
11.7.3	Through self service time entry an employee can request time off and have the request electronically approved.	5	
11.7.4	Calendaring feature that provides supervisor ability to view what day(s) the employees took leave.	5	
11.7.5	The system should allow time entry on an exception basis; for example, only exceptions to a pre-established work schedule should require entry.	5	
11.7.6	The system should allow for import of payroll data from other scheduling systems providing exception information.	5	
11.7.7	The system should be capable of facilitating time entry at any point or points during the pay period, including daily if desired.	5	
11.7.8	The system must have the ability to accommodate varied work cycles used in determining hours worked in accordance with Federal Labor Standards Act (29 C.F.R. Part 553).	5	
11.7.9	The system should permit the entry of information concerning multiple types of leave. Accrual of leave amounts should be automatic and should not require input during the time entry process.	5	
11.7.10	During the time entry process, the system should allow the user to override the default labor distribution to specify possible multiple accounts for distribution. Changes to the distribution should not affect the liabilities recorded to federal and regulatory authorities, unless specified by the user.	5	
11.7.11	Allow Split distribution between accounting periods based on time card date and/or between date worked vs. date paid	5	
11.7.12	System allows time entry to a specific project(s) for cost accounting. The employee benefit will follow the wage distribution	5	
11.7.13	The system can restrict access to pay codes to employees that are not eligible for that pay type based on user-defined classification of employee.	5	
11.7.14	If self-service time-card entry is utilized, system provides for user-defined electronic workflow and warnings.	5	
11.7.15	Ability for employee to create a sample check with "what if" scenarios (changing W-4 information, etc.)	5	
11.8 HUMAN RESOURCES (HRIS) FEATURES			
11.8.1	System provides an audit trail on HR employee master record that shows any changes on employee including date and time of change, user that made the change, the field that was changed, and the previous information as well as what it was changed to.	X	
11.8.2	Unlimited free form text area for maintaining a history of employee reviews and promotions. The information should be displayed in reverse chronological order.	5	
11.8.3	Ability to set up user defined fields to track human resources related data such as educational qualifications, licenses held, continuing education requirements and history, spouse's name, address, phone number, date of birth, employer, employer phone number, insurance data such as group health census data, life insurance amounts, number of children covered, types of insurance coverage, etc.	5	
11.8.4	Ability to track (report) statistics on user defined fields (i.e. applications received and other demographic information).	5	
11.8.5	Allow for storing of the position description, department number and job number	5	
11.8.6	Provide fields for disabled veteran flag and code, military code, and multiple veteran preference codes.	5	
11.8.7	Provide emergency information for each employee including name, address, phone number, and	5	
11.8.8	We need to be able to have a list of equipment assigned to a position - HRIS	0	
11.8.9	Ability to track assets assigned to an employee, such as a computer, etc.	5	
11.8.10	Track demographics such as name, age, and benefit cost	5	
11.8.11	Date review due	5	
11.8.12	Follow-up review date	5	
11.8.13	Next review date (allow for multiple dates)	5	
11.8.14	Date of discussion with employee	5	
11.8.15	Maintain date employee goes on C.O.B.R.A. benefit and ability to select from list of for types of continuation codes.	5	
11.8.16	Ability to manage/track short-term disability, workers compensation or FMLA (including key dates, documentation, alerts for documentation and hours used)	5	
11.8.18	Provide for the recording and retention of data relating to employee performance, commendation, and disciplinary action.	5	

PAYROLL / HR SPECIFICATIONS

Legend

Please note that The City is currently using Paylocity for HR and Payroll Management. If you would like The City to consider implementing your HR/Payroll module, please complete the questionnaire and provide a quote for the price.

	DESCRIPTION	VENDOR RESPONSE CODE	COMMENTS
11.8.19	The system should be able to record, in the employee record, the various training courses an employee completes while working for the entity , including such information as grade or certification received in the course.	5	
11.8.20	Ability to proactively notify an employee or department head via electronic work-flow, for things like recertification/training/review dates etc.	0	
11.8.21	Position Control: Provide ability to see the history of a position in a display mode and report mode. At a minimum display who has occupied the position and the dates the individual occupied the position.	1	
11.8.22	Provide for a Personal Action Form Microsoft Word Merge that can be used for Pay Adjustment process.	0	
11.8.23	Provide a screen of information for Emergency Contacts and Dependents that can aid with Benefit Management so that payroll staff can report the number of dependents, the age of the dependent (for insurance purposes), SSN, contact information, In college, etc.	5	
11.8.24	Comply with EEO-4 Reporting	5	
11.8.25	Ability to submit an online employment application	5	
11.8.26	Ability to allow applicants to check status of process online.	5	
11.8.27	Ability to create scoring of applications base on customized criteria	5	
11.8.28	Ability to create letters based on selection criteria to employment candidates	5	
11.8.29	Ability to push application information into employee general information for selected candidate	5	
11.8.30	Payroll & HR module should allow for electronic workflow for notifications and approvals.	5	

BANK RECONCILIATION SPECIFICATIONS**Legend**

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
12.1	System includes an integrated bank reconciliation module allowing for payment and cash receipt/deposit transactions to flow automatically into the bank reconciliation module.	5	
12.2	The system is able to process an unlimited number of cash accounts per fund.	5	
12.3	The corresponding fund and the GL account show for each transaction in the bank reconciliation module.	5	
12.4	Ability to automatically upload an electronic file of cleared items from the bank to the check reconciliation system.	5	
12.5	For user with appropriate security access, the ability to unclear checks in the reconciliation system.	5	
12.6	System generates reconciliation statements in summary and detail that include the bank balance at last statement, cleared checks, cleared deposits, cleared interest, service charges, miscellaneous items and uncleared debits and credits.	5	
12.7	The system has a bank reconciliation register that can be run by account and filtered for type of transaction, status, range of dates, amounts, and sub-system posted from. These transactions can also be grouped by type.	0	
12.8	Ability to enter bank transactions - both debits and credits that show in the bank reconciliation module	5	

UTILITY BILLING SPECIFICATIONS

Legend

	DESCRIPTION	VENDOR RESPONSE CODE	COMMENTS
13.1	Ability to accept information from AMI software in the Advance File Format.	5	Software is currently compatible with Sensus, Badger, and Itron AMI systems.
13.2	Support an unlimited number of books/routes per billing cycle.	5	
13.3	Support an unlimited number of utility accounts (service addresses) per book/route.	5	
13.4	Provides all file maintenance on-line real-time via display.	5	
13.5	Support both accrual and cash accounting methods and the ability to automate general journal entries in the General Ledger.	5	
13.6	Support the ability to enter first and last names in separate fields.	0	
13.7	Support the ability to have secondary customer field.	5	
13.8	Ability to send courtesy invoice to secondary customer.	5	
13.9	Provisions for user-defined fields with parameters defined by the user.	5	
13.10	Ability to turn off and turn on individual services (water, sewer, sanitation, etc.) resulting in automatic, user defined, prorating of services. Ability to automatically turn services off and back on at specified dates or vice-versa.	5	
13.11	Provide for displaying and/or printing any customer account history (financial and consumption) upon request	5	
13.12	All look-up grids in the Utility Billing must be completely customizable by user, selection of column, data, grouping, etc. and all grids must be able to exported to a fully formatted MS-Excel document.	5	
13.13	Accepts full and partial and pre-payments. Distributes partial payments received on a pro-rata basis of what is owed based on user defined formula able to accommodate different distribution rules for current and past due balances.	5	
13.14	Provision for data entry correction of any distribution errors.	5	
13.15	Provision for unlimited text or notes for a customer's accounts with ability to identify as occupant related or address related notes and file attachments. All notes are date stamped when entered or edited. Ability to attach files to customer accounts.	5	
13.16	The system must utilize "Wizards" to expedite processes. i.e. Setting up new accounts, finalizing accounts, meter change-outs, etc.	5	
13.17	The ability to have an unlimited amount of rate codes per service, per account.	5	
13.18	Provides security down to the field level. This access should allow each user group to be granted full access, read-only access or no-access on field basis. Users must be able to have access granted based upon assignment of user groups.	5	
13.19	The system must include a built-in utility consumption and revenue summary by rate class.	5	
13.20	Ability to track information through system by contact and property. Provide ability to see all accounts (current and prior) at a given property. Conversely, be able to view multiple accounts associated with a single contact.	5	

UTILITY BILLING SPECIFICATIONS

Legend

	DESCRIPTION	VENDOR RESPONSE CODE	COMMENTS
13.21	System must be able to provide an audit trail for changes to the account. Audit trail must include: user name, date, time stamp, what used to be in the field, and what currently is in the field.	5	
13.22	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, and download updates via secure connection.	5	
13.23	Provide the ability to look up accounts by meter number. The meter lookup feature should accept a partial meter number, displaying a list of all meters beginning with the numbers input by the user.	5	
13.24	Ability to track register numbers for radio frequency.	5	
13.25	Ability during data entry, inquiry, or maintenance of any data/files, to access any related files for inquiry. For example, while entering a customer payment, the user should be able to temporarily stop entering the data and enter an inquiry mode to find an alternate account.	5	
13.26	Ability to have multiple screens/accounts open at the same time without using additional licenses.	5	
13.27	Provided the ability to look up and sort look ups by type (residential, commercial, meter size, storm codes, sewer codes, etc.)the account based on any of the following criteria:	5	
13.28	All or a portion of the customer's last name.	5	
13.29	All or a portion of the service address.	5	
13.30	Owner	5	
13.31	Meter Route	5	
13.32	Meter Sequence	5	
13.33	Meter Size	5	
13.34	Serial Number	5	
13.35	Register ID	5	
13.36	Tax Lot ID	5	
13.37	Account number from previous utility billing software.	5	
13.38	Container Route	5	
13.39	Inquiries should be able to search all account statuses (i.e. Active, Final, Suspended, Vacation, Delete).	5	
13.40	The system should support unlimited transaction and consumption history.	5	
13.41	Ability to sort the Transaction history screen by specific field such as: post date, transaction date, type transaction (bill, payment, deposit, deposit refund, adjustment, etc.), references (check number, adjustment type, etc.), debits, credit	5	
13.42	Display balances by service (water, sewer, storm sewer, recycling, tax, etc.).	5	

UTILITY BILLING SPECIFICATIONS

Legend

	DESCRIPTION	VENDOR RESPONSE CODE	COMMENTS
13.43	Display consumption history for an unlimited number years by billing period (including both actual meter readings and computed consumption). Any readings that were estimated should be automatically flagged by the system.	5	
13.44	Provide the ability to attached an alert code. Alert codes can be customized to appear on specific screens such as during cash receipting process and/or customer inquiry screen.	5	User field or account flag.
13.45	Ability to run reports on alert codes.	5	
13.46	Provide electronic bill delivery, account activity inquiry and online payments.	5	
13.47	Provide for billing at least 10 services (i.e. water, sewer, storm water, recycling, irrigation) per service address, with an unlimited number of categories for each service and an unlimited number of rates.	5	
13.48	Provide ability to base charges for non-metered services such as sewer on water consumption from customer's water consumption. The system must provide the ability to base sewer charges that are dependent on water consumption or user defined winter average.	5	
13.49	Ability to identify and bill for sales tax for taxable items or services if the customer has not established non taxable status. These taxes must be able to be allocated to an unlimited amount of agencies (i.e.: federal, state, city, county, water district etc.)	5	
13.50	Ability to provide user-specified and maintained rate tables.	5	
13.51	Ability to vary rate structure to accommodate an unlimited number of rate tables for each service.	5	
13.52	Ability to vary rate structure for different rate types for each service as city ordinances change. This includes the minimum consumption, billing rate breaks for consumption (tiered water rates) and dollars, tax rate, penalty amount, base charge, and minimum charge.	5	
13.53	Provide for flat rate billings or one-time special charges such as sales of merchandise, meter damage, billings for hydrant meters, and repairs.	5	
13.54	Interface with Accounts Payable, Accounts Receivable, Project Management and Central Cash.	5	
13.55	Integration with Laserfiche imaging system to allow user to click on a link to view images of all supporting documentation and correspondence related to a customers.	5	
13.56	Provide for billing of deduct meters. This meter measures the water flow that is to be deducted from the Sewer calculation.	5	
13.57	Print user defined messages on bills.	5	
13.58	Ability to print individual message on a customers bill (over-riding the general message)	5	
13.59	Print bar codes on bills representing the customer's utility account numbers. Ability to read bar codes with bar code scanners upon receipt of payment from customer in cash collection.	5	
13.60	Provide for bank draft option for customers. Bills marked "Paid by Draft" should be printed for customers on bank draft.	5	
13.61	Provide for address certification to maximize postage discount.	5	

UTILITY BILLING SPECIFICATIONS

Legend

	DESCRIPTION	VENDOR RESPONSE CODE	COMMENTS
13.62	Ability to automatically add late penalties or interest charges to delinquent accounts according to a flexible rate structure determined by the user.	5	
13.63	Ability to age accounts in 30, 60, 90, and 120-day increments on the customer account and in an aging report.	5	
13.64	Ability to print disconnect notices and cut-off service orders through the service order system.	5	
13.65	Ability to enter disconnect dates on employee Outlook calendars.	0	
13.66	Ability to quickly and easily reprint any bill on a customers account.	5	
13.67	Ability to produce delinquent bills for customers that have already received a final bill but continue to maintain an unpaid balance.	5	
13.68	Lien processing/certification to taxes: Ability to generate reports and letters to delinquent customers, apply fees and interest and write off through lien process.	5	
13.69	Ability to post payments and adjustments to accounts that have been written off.	5	
13.70	Ability to reinstate a write-off account to the active data files without having to re-enter account information.	5	
13.71	Service order system provides automated updates to the utility system upon completion of applicable service orders. Examples are turn-ons, turn-offs, re-reads, meter change outs, transfers, etc.	5	Meter change outs.
13.72	A history of all service orders related to a service address should be displayed in the inquiry window at the service address. The status of each service order should be displayed. Service orders should provide drill-down functionality for details of account.	5	
13.73	Each service address should include a history of all meters that have been installed at the service address. This history should include the date a meter was removed, the meter serial number and last reading.	5	
13.74	Actual reading and consumption for each meter will be determined by the number of dials to be read for that meter and should support a minimum of nine digits.	5	
13.75	Ability to change out (Swap) meters at any time. Where meters have been changed out, ability to show separate individual meter readings and consumption, and to show total consumption and billing amount on the same bill.	5	
13.76	Ability to handle multiple meter changes for a single metered service within a single billing period.	5	
13.77	If a meter change occurs during the billing period, the system should have the ability to support different consumption multipliers on each meter.	5	
13.78	When a customer transfers to a new service address, the system has the ability to automate the transfer of the customer's balance, deposits and any other occupant related information to the new account.	5	
13.79	Ability to run one customer account for invoicing as a wizard to see if all is correct before final.	5	

UTILITY BILLING SPECIFICATIONS

Legend

	DESCRIPTION	VENDOR RESPONSE CODE	COMMENTS
13.80	The customer master record should maintain the date of the transfer and the account transferred to or from.	5	
13.81	The system can prorate bills for new accounts and final accounts based on user-defined formulas.	5	
13.82	Ability, as soon as a meter reading is obtained, to calculate a final bill with deposit applied and print on printer associated with the workstation.	5	
13.83	For meters not set up for AMR, the system has the ability to produce a meter reading card to be mailed	5	
13.84	Ability to create data file to be transmitted to vendor for offsite printing of meter reading cards and bills.	5	
13.85	Bill print data file can be customized to include additional information such as consumption history for a specified period (for graphing purposes).	5	
13.86	Ability to sort bills and meter cards by zip plus four and carrier route or complete CASS (Coding Accuracy Support System) certification to take advantages of available postage discount.	5	
13.87	Calculates final bills during any cycle, based on the internal system issuance of a turn-off service order, or closing of a customer account.	5	
13.88	Ability to estimate consumption for a complete route or routes in the event of emergencies and produce bills. Also, provide the ability to estimate bills for single accounts of all un-read meters.	5	
13.89	Ability to change meter reading sequence without changing the customer account number.	5	
13.90	Flexible high/low feature that allows the user to adjust the range of parameters. This high/low would be both on the information sent to the Automated Meter Reading system before readings, and on the edits performed in the Utility Billing System.	5	
13.91	When processing final bills, permit off-cycle billing in order to get final bills to customer's as soon as possible.	5	
13.92	Provides consumption reports prior to generating the billing. Reports would include: Proof list, meter change-out, possible misreads, and unread meters.	5	
13.93	Ability to bill by cycle and produce corresponding billing registers and journal entries.	5	
13.94	Ability to print edit report for all bank draft accounts, make necessary changes. Posting program posts all bank drafts as a single process.	5	
13.95	Allow for the cashier to modify the distribution of moneys to various services.	5	
13.96	Provides interface to cash collection system supporting real-time, on-line cash receipts entry, with entry validation and individual cashier totals.	5	
13.97	The system can handle multiple donation types and payment "round-up".	5	

UTILITY BILLING SPECIFICATIONS

Legend

	DESCRIPTION	VENDOR RESPONSE CODE	COMMENTS
13.98	Deposit information must include type deposit, date of deposit, amount, receipt number, check number, and refund date. Vendor's cash collection system should interface with deposit programs in utility billing system to capture all deposit information.	5	
13.99	General Ledger: The utility billing and collection system should fully integrate with the general ledger for posting billings, adjustments, and collections.	5	
13.100	Accounts Payable: If the utility system does not generate its own credit balance refund checks, it should integrate fully with the accounts payable module for processing of refund checks to customers.	5	
13.101	Automated Meter Reading: Provide for upload and download of data to hand-held meter reading system.	5	
13.102	Central Cash Collection: Fully integrate with centralized cash receipts module for posting payments, deposits, etc. to utility billing system. Should provide immediate updates to the utility billing system of payments pending until posted at end of day.	5	
13.103	Ability to have multiple user defined spaces.	5	
13.104	Service Orders: Service order creation, completion and inquiry should be accessible from any screen in the utility billing system. Completed service orders related to the utility billing system should automatically update the utility billing system. Ability to create workflows for Utility Billing service orders.	5	
13.105	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. Viewer should also provide report warehousing function through defined folder structure on server, with ability	5	
13.106	Each report should include in the title the name of the report, date and time when printed, the date or dates covered by the data in the report, and page numbering.	5	
13.107	User-friendly built-in report writing tool to create queries and/or reports, using data from any of the fields within an application, without having to use an outside software such as Cognos or Crystal Reports and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	5	
13.108	Online customer portal that allows customers to maintain account information and update contact information.	5	
13.109	Web Based Payments: Integrated with Interactive Voice Response (IVR) System	1	
13.110	IVR Capabilities: Integrated with Past-Due processing where an export file is created for outbound calling	1	
13.111	IVR Capabilities: Outbound calling provides an option to pay by e-check or credit card	1	
13.112	IVR Capabilities: Languages supported include English or Spanish	1	
13.113	IVR Capabilities: User-definable "script" that can be customized by end-user	1	

UTILITY BILLING SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
13.114	IVR Capabilities: Real-Time interface to Utility Billing balances	1	
13.115	IVR Capabilities: Other critical "call-outs" supported (e.g. watering restrictions, service outages etc.)	1	
13.116	IVR Capabilities: Can be configured for security access; for example, enter the digits of the house-number in addition to the account number prior to securing balance information	1	
13.117	IVR Capabilities: Payment Security option to collect the customer's CVV2 code (Three numbers on the back of the card) with added ability to also collect the customer's zip code and phone number.	1	
	The Utility billing system should interface with the following software modules:	X	
13.118	General Ledger	5	
13.119	Accounts Payable	5	
13.120	Project Management	5	
13.121	Cash Collections	5	

CENTRAL CASH MANAGEMENT (CASHIER, CASH REGISTER) SPECIFICATIONS

Legend

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
14.1	Accepts any type of cash receipt including accounts receivable, special assessing, upload of files from building permits, licenses, liquor store, etc. Requires the ability to match customer account identification with a unique identifier from a data import.	5	
14.2	Ability to use bank reconciliation module when uploading from another system.	5	
14.3	Cashiers are to have a workstation with a dedicated receipt/validation printer, automated cash drawer, and an optional bar code scanner. Certain workstations can be designated for cash collections without the peripheral equipment, but will have restricted capabilities as a result.	5	
14.4	The system provides the option to have more than one operator logged in to a workstation at the same time. Each operator is given a code that must be used by the operator receiving the payment.	0	
14.5	Each operator can have multiple batches active in the system and the ability to update each separately.	5	
14.6	Cash receipts for integrated systems such as Accounts Receivable, Special Assessment, etc., will post to those accounts with a true real-time.	5	
14.7	Ability to import cash receipt detail into system from MS Excel or other file formats as necessary (such as point of sale system from liquor sales, electronic payment file from building permit system).	5	BS&A generic file formats can be used at no cost.
14.8	Ability to do transfers between cash accounts	5	
14.9	Each type of receipt should carry a unique code that indicates the type payment being posted. A look-up feature should be provided that allows the operator to view the available codes authorized for that operator and make their selection.	5	
14.10	Support an unlimited number of predefined general ledger accounts that may be debited/credited for each transaction code using the category and type codes.	5	
14.11	The system should be capable of endorsing checks on one pass-through and generate a receipt. The time, date, operator code, amount paid, how paid, amount posted, remaining balance and change given, should be printed on the receipt or bill.	5	
14.12	The user should be able to edit the receipt template in the system without using a separate report-writing tool.	5	
14.13	Provide on-line account number validation for any integrated subsystems such as the Accounts Receivable, special assessments, etc., with on-line look up of the respective account available once the transaction code for that subsystem is selected.	5	

CENTRAL CASH MANAGEMENT (CASHIER, CASH REGISTER) SPECIFICATIONS

Legend

14.14	When posting a payment to a customer's account, the Central Cash Collection system should provide the ability to look-up accounts by account number, invoice number, the account name or a portion of the name. (i.e. If the letters "SM" are entered, the system should display all account names beginning with "SM" and provide the ability to select the desired account). Once the account is selected, the operator can choose from all invoices available for that customer to apply payment, no matter which module created the invoice.	5	
14.15	Cashier has ability to apply a payment to a specific invoice or to the balance owing on the account.	5	
14.16	Ability for cashier to collect payments for items that are not pre-billed in any system. These transactions would only post to the respective general ledger accounts. These could include, but are not limited to, transaction codes such as copy fees, rent, entrance fees, vending machine receipts, etc. Ability to establish various service charges and rates with pre-determined G/L coding.	5	
14.17	At the close of the day, a close-out report should be printed to be balanced with the cash, checks, money orders, etc.. in the operator's drawer.	5	
14.18	The system should provide for the ability to void a receipt (for users with appropriate security clearances).	5	
14.19	The system should never allow receipts to be deleted. They can only be voided.	5	
14.20	System should provide a complete audit trail that shows the user name, date, time, and a description of the change. This audit trail is not editable by any user.	5	
14.21	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	5	
14.22	When processing a customer's payment, the system should provide the ability to go to the account management window and inquire on information such as transaction history, detailed data of current bill, consumption history for utility billing , etc. based upon security rights.	5	
14.23	Provide the ability, at any time during the day, to display all a summary of all receipts processed at a cash collection workstation. Information displayed should include the operator's code and name, and total receipts for each type of transaction (utility payments, deposits, building permits, etc.) and by type (cash, check, credit card, etc.). The grand total of all receipts at the workstation should be displayed as well as the total number of receipts voided.	5	
14.24	Support the processing of a single payment for different types of transactions from one customer as a single transaction (accounts receivable invoice, building permit) and print a single receipt or multiple receipts based on the types of transactions.	5	

CENTRAL CASH MANAGEMENT (CASHIER, CASH REGISTER) SPECIFICATIONS

Legend

14.25	When posting a payment a customer account, the system should default to the balance currently owed by the customer for all modules (Accounts Receivable, Special Assessments, etc.).	5	
14.26	Automatically prompt the operator to have the receipt printer endorse checks.	5	
14.27	Have a process for entering mail-in payments so that receipts are not printed. The operator should be able to scan the customer's bar code, ensure the amount of the payment matches the balance due, and proceed to the next payment. The only input required would be in the event the amount paid does not match the customer's current balance displayed on the screen.	5	
14.28	Ability for cashier to import data files from other applications into cash management system through interface.	5	BS&A generic file formats can be used at no cost.
14.29	Ability to inquire in system on date range, amounts, payment type, description, customer name, etc.	5	
14.30	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report-warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	5	
14.31	Cash Collection Receipt Register: This report should be printed when an operator is ready to closeout a batch of payments taken by the operator. This report should include all transactions handled by the operator in the batches selected. The report should be printed in receipt number or transaction number order and should include receipt number, date, time, operator code, workstation number, payment type (special assessment, court fine, etc.), amount tendered, amount applied, change, how paid (cash, check, etc.), reference (i.e. check number), subsystem payment will update and voided receipts., utility account number and utility customer name. The batches can then be approved and updated.	5	
14.32	Daily Cash Collection Register: This report should print a summary of all Cash Collection Receipt Registers during the day totaled by operator and workstation. Total receipts for each payment type (building permit, accounts receivable, etc.) are totaled as well as totals for checks, cash, money orders, credit cards and other. This report should include a General Ledger posting report and deposit recap.	5	
14.33	Journal Report: User defined parameters should include the ability to select the operators and workstations to be included in the report. The report should be printed in receipt number order and should include receipt number, date, time, operator code, workstation number, amount tendered, amount posted, change, how paid, reference and subsystem the transaction will be posted to. The report should include summaries by operator and workstation.	5	

CENTRAL CASH MANAGEMENT (CASHIER, CASH REGISTER) SPECIFICATIONS

Legend

14.34	History Report: User defined parameters should include the ability to select by ranges of transaction numbers, dates, and receipt numbers. Option to print history only on transactions related to a subsystem (special assessments, accounts receivable, etc.). Option to print history on transactions generated from a designated workstation and/or operator. Information printed on the report should include receipt number, date, time, operator code, workstation number, transaction type, subsystem (if applicable), amount applied, charges, amount tendered, method of payment, and notes (if applicable). Daily totals should be provided for the range of dates specified and grand totals for the overall report.	5	
14.35	User-friendly built-in report writing tool to create queries and/or reports, using data from any of the fields within an application, without having to use an outside software such as Cognos or Crystal Reports and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	5	
	The Central Cash Collection system should interface with the following modules:	X	
14.36	General Ledger	5	
14.37	Accounts Receivable (if implemented)	5	
14.38	Project Management	5	
14.39	Special Assessments	5	

WORK ORDER

Legend

Please note that work orders are only required for Utility Billing. Please explain if work orders are a part of the Utility Billing module or if a separate Work Order module must be purchased.

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
15.1	Ability to generate work orders.	5	Through Utility Billing module.
15.2	Ability to create different work order form templates.	5	
15.3	Ability to create an online work order form that automatically interfaces with the module.	5	Utility Billing Module is web based, data can be accessed and updated through any supported web browser.
15.4	Support an unlimited number of work orders.	5	
15.5	Ability to select a unique identifier for each requestor to the work order module. Utility billing, property management and work order modules should use a consistent identifier to link records together (i.e. parcel number, service address, or other unique identifier).	5	
15.6	Ability to assign a separate workflow to each work order form template.	5	
15.7	Ability to assign processing time to each step in the form workflow.	0	
15.8	Workflow system should prompt users to complete the action item required by the workflow.	0	
15.9	Provisions for user-defined fields with parameters defined by the user.	5	
15.1	Provide for displaying and/or printing any work order history and status information upon request.	5	
15.11	All look-up grids in work order must be completely customizable by user, selection of column, data, grouping, etc. and all grids must be able to exported to a fully formatted MS-Excel document.	5	
15.12	Provision for unlimited text or notes for a work order form.	5	
15.13	Utility Billing module should identify when work orders exist.	5	
15.14	Work Order module should identify when Utility Billing service orders exist.	5	
15.15	Provides security down to the field level. This access should allow each user group to be granted full access, read-only access or no-access on field basis. Users must be able to have access granted based upon assignment of user groups.	5	
15.16	Ability to track information through system by contact and property. Provide ability to see all work orders (current and prior) at a given property. Conversely, be able to view work orders associated with a single contact.	5	
15.17	System must be able to provide an audit trail for changes to the account. Audit trail must include: user name, date, time stamp, what used to be in the field, and what currently is in the field.	5	

WORK ORDER

Legend

Please note that work orders are only required for Utility Billing. Please explain if work orders are a part of the Utility Billing module or if a separate Work Order module must be purchased.

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
15.18	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, and download updates via secure connection.	5	
15.19	Ability during data entry, inquiry, or maintenance of any data/files, to access any related files for inquiry.	5	
15.20	Ability to have multiple screens/accounts open at the same time without using additional licenses.	5	
15.21	Provide the ability to look up a form by work order number.	5	
15.22	Provided the ability to look up and sort look ups by type based on any of the following criteria:		
15.23	All or a portion of the requestor's last name.	5	
15.24	All or a portion of the service address.	5	
15.25	Owner	5	
15.26	Tax Lot ID	5	
15.27	Other unique field created by client.	5	
15.28	Inquiries should be able to search all work order statuses (i.e. Active, Complete, etc.)	5	
15.29	The system should support unlimited transaction and work order history.	5	
15.30	Ability to sort the Transaction history screen by specific field such as: requested date, completed date, and type of work order (pot hole, mail box repair, water leak, etc.)	5	
15.31	Display work order history for an unlimited number years.	5	Limited only to number of years transaction data is converted.
15.32	Provide the ability to attached an alert code. Alert codes can be customized to appear on specific screens.	5	
15.33	Ability to run reports on alert codes.	5	
15.34	Integration with Laserfiche imaging system to allow user to click on a link to view images of all supporting documentation and correspondence related to a customers.	5	
15.35	Ability to generate work flow status reports.	0	

WORK ORDER

Legend

Please note that work orders are only required for Utility Billing. Please explain if work orders are a part of the Utility Billing module or if a separate Work Order module must be purchased.

DESCRIPTION		VENDOR RESPONSE CODE	COMMENTS
15.36	A history of all work orders related to a requestor should be available for display with the status of each Work Order. Work orders should provide drill-down functionality for additional detail.	5	
15.37	Ability to have multiple user defined spaces.	5	
15.38	Ability to track total time from submission to completion of the work order and custom work flow steps that occur in between.	0	
15.39	Ability to run reports on the processing time associated with a work order, including information on contributors to the work flow process.	5	Can run reports on fields including date filed, scheduled, completed, and job length (hours), but not necessarily "processing time".
15.40	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. Viewer should also provide report warehousing function through defined folder structure on server, with ability	5	
15.41	Each report should include in the title the name of the report, date and time when printed, the date or dates covered by the data in the report, and page numbering.	5	
15.42	User-friendly built-in report writing tool to create queries and/or reports, using data from any of the fields within an application, without having to use an outside software such as Cognos or Crystal Reports and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	5	
15.43	Ability to create user defined dashboards to alert user to the status of work orders and performance metrics around response time.	0	
	The Work Order system should interface with the following software modules:	X	
15.44	Utility Billing	5	

Application	Score
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3	System Wide	240
4	Cloud/Hosting	125
5	General Ledger	290
6	Budget Management	115
7	Accounts Payable	440
8	Accounts Receivable	145
9	Project Accounting	5
10	Fixed Assets	100
11	Payroll & HR	956
12	Bank Reconciliation	35
13	Utility Billing	0
14	Cash Management	190
15	Work Order	190
	Total	2831

6.0 Pricing

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Modules

Financial Management

General Ledger	\$1,800
Accounts Payable	\$1,530
Cash Receipting	\$1,530
Accounts Receivables	\$1,530
Fixed Assets	\$1,530
Utility Billing (based on 6,700 utility customers)	\$1,425

Personnel Management

Payroll	\$2,470
Human Resources	\$1,800
Timesheets	\$1,100

BS&A Online

Public Records Search + Online Bill Pay With use of integrated Credit Card Processor	\$1,500
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Subtotal **\$16,215**

Data Conversions

Conversion scope and price are estimates, pending review of preliminary data.

Convert existing Banyon data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	\$2,000
Accounts Payable (Vendors, Up to 10 Year Invoices and Check History)	\$1,700
Cash Receipting (Receipt items, Up to 10 years receipt history)	\$1,700
Accounts Receivables (Setup of Billing Items, Penalties)	\$1,700
Fixed Assets (Setup of Assets, Entry of Value, Accumulated Depreciation)	\$2,065
Payroll (Database Setup, Employee detail and YTD, Up to 10 years check history)	\$6,000

Utility Billing (Accounts, Services, Deposits, Rates, Meters, Unlimited Years of Service, billing and Payment History)	\$4,000
Database Setup:	
Human Resources (Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees)	\$3,000
	Subtotal \$22,165
No conversion or database setup to be performed for: Timesheets	

Project Management and Implementation Planning

Services include:

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

\$13,500

Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each module
- Performing final process and procedure review
- Configuring custom settings in each module to fit the needs of the customer
- Setting up module integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	6		\$6,000
Financial Management Modules	Days:	13		\$13,000
Personnel Management Modules	Days:	15		\$15,000
		Total:	30	Subtotal \$34,000

Post-Go Live Assistance

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A modules
- Assist customers with more detailed and advanced report options available within the BS&A modules
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Post-Go Live for all modules for which training was performed Days: 4 **\$4,000**

Cost Totals

Not including Annual Service Fees

Modules	\$16,215
Data Conversions	\$22,165
Integrations	\$3,000
Project Management and Implementation Planning	\$13,500
Implementation and Training	\$34,000
Post-Go Live Assistance	\$4,000

Total Proposed	\$92,880
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<i>Travel Expenses</i>	<i>\$21,050</i>
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<i>Hosting Fees</i>	<i>\$3,700</i>
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Payment Schedule

1st Payment: **\$35,665** to be invoiced upon execution of this agreement.

2nd Payment: **\$19,915** to be invoiced at activation of customer's site.

3rd Payment: **\$62,050** to be invoiced upon completion of training.

Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

	Year 1	Year 2	Year 3	Year 4	Year 5
Financial Management					
General Ledger	\$0	\$1,800	\$1,854	\$1,910	\$1,967
Accounts Payable	\$0	\$1,530	\$1,576	\$1,623	\$1,672
Cash Receipting	\$0	\$1,530	\$1,576	\$1,623	\$1,672
Miscellaneous Receivables	\$0	\$1,530	\$1,576	\$1,623	\$1,672
Fixed Assets	\$0	\$1,530	\$1,576	\$1,623	\$1,672
Utility Billing	\$0	\$1,425	\$1,468	\$1,512	\$1,557
Personnel Management					
Payroll	\$0	\$2,470	\$2,544	\$2,620	\$2,699
Human Resources	\$0	\$1,800	\$1,854	\$1,910	\$1,967
Timesheets	\$0	\$1,100	\$1,133	\$1,167	\$1,202
BS&A Online					
Public Record Search	\$0	\$1,500	\$1,545	\$1,591	\$1,639
Total Annual Service	\$ 0	\$16,215	\$16,702	\$17,202	\$17,719

Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

\$3,700

7.0 Implementation

BS&A has developed a Project Management approach that leverages our extensive experience and skilled personnel. Our goal is to deliver every project on time and within budget. We combine our years of experience in governmental software with industry standard project management concepts and processes. Using these practices, we are confident in our ability to successfully deliver a project that will exceed the expectations for the City of Wayzata.

As part of this process, a member of our Project Management and Implementation Planning team will be assigned to coordinate your project. Our consultant will remain with you throughout the project and oversee the implementation process, schedule all necessary meetings, facilitate data transfer and conversion, and develop a detailed implementation plan. Coordination, documentation, and communication will be provided throughout the project by way of Microsoft SharePoint.

An overview of our planned method which follows a standard five-phased project management approach is detailed below.

Initiation: One of the first major activities of the project is the Kick -Off meeting with Project Stakeholders. The initial goals are to introduce team members, confirm and agree on project scope and initiate discussions on target timeline.

Planning: Comprehensive planning is the next major step in the process. Planning is completed and is put in place through a formal Implementation Plan. The plan specifically outlines dates, timelines, tasks, responsible persons, and schedule of events.

Execution: Execution is an extension of the planning process. It puts the Implementation Plan in motion and begins the key processes of data conversion and system configuration.

Control: Project control is a series of processes and steps that the project manager and other team members carry out to monitor the project in terms of progress, quality, changes, action items and issues. The ultimate purpose of project control is to manage work during each stage of the project and prepare for the next stage. One of the primary tools used to share information and to assist in project control will be a



Project Management Testimonials

"BS&A has gone massively above and beyond any sort of reasonable expectation – they always stand up and say 'we can solve that problem for you.'"

Steve Milford, Gulf Breeze FL

"I was impressed from the very beginning. We had worked very hard to identify our needs, so we already had an idea of how any software needed to function. The 'Discovery' process was fantastic. It helped users in the different departments understand the changes that were coming well in advance of training and go-live by letting them see the applications. The scheduling and meticulous thought that went into the timeline was great and it allowed me to show the department how things would flow."

Karen Scott, North Little Rock AR

"Speaking for the City, the entire process was an amazingly smooth one, and employees, management, and City Council are very pleased with the new software. Working with the BS&A project management folks, IT Team, and each implementation and training specialist was a pleasure. When things didn't work quite right, which was rare, it just provided comic relief!"

Melody N. Marlowe, Dahlonega GA

SharePoint site where project information is shared. A dedicated SharePoint site will be created to facilitate all project communication between BS&A and the City.

Closure: In this phase the project is completed and activities transition from implementation to our regular support processes. BS&A will remain onsite for the first several Go-Live dates, for each Module if necessary. Additionally, follow-up visits may be scheduled to assess progress and answer questions. Of course, the BS&A support team is always here for you.

Change Management

In every software implementation, change management is a critical piece of a successful project. Every organization can experience challenges when implementing new technology, business processes and procedures that come with a new ERP system. Based upon our experiences we have learned that new technologies, strategic visions, and even perfect planning can only take you part of the way. To ensure success, change management is essential in every project.

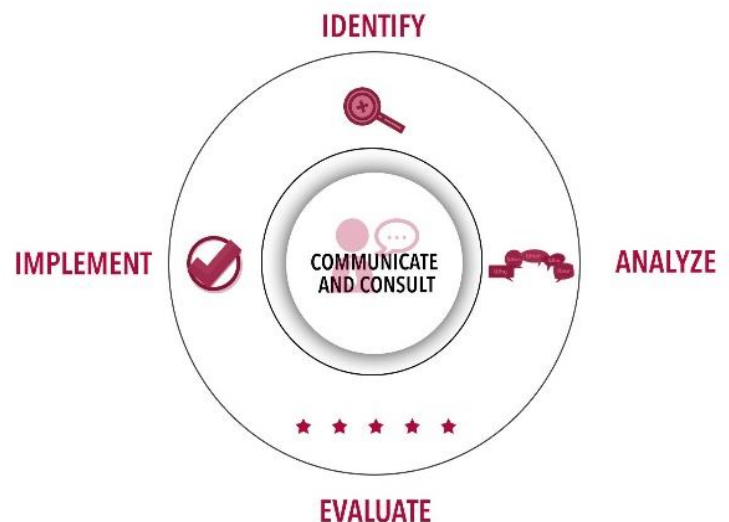
- Assess your processes. Your project team will collaborate with your organization to assess your business processes from both a management standpoint as well as an end user's standpoint, ensuring any changes are delivering the expected results as well as acceptance from the end users. BS&A's team will leverage their experience and knowledge of the software and combine it with your goals and personnel. Early in the project it is important to identify if there is organizational buy-in or potential issues, as this will guide us in tailoring the project plan to ensure success.
- Engaging the users. Throughout the project our team will work closely with your staff, starting with process review and discovery, continuing with onsite implementation, and concluding with end user training and go-live assistance. Involving your staff early in this process empowers them and creates a sense of ownership.
- Supporting and reinforcing the change. As we begin to deploy the change in the form of on-site training BS&A team members will be present to assist your staff, and we will work alongside your key stakeholders to reinforce and deliver lasting change.

Project Risk Management

Any successful implementation project requires an assessment of the risks and developing strategies to mitigate them. At the outset of the project, your project manager will identify and analyze project risk. As needed, they will implement strategies to minimize or eliminate those risks. Then, as the project progresses, they will continually monitor risks and discuss any changes during the regular project status meetings and/or calls..

The project risk management model that we follow is:

1. Identify
2. Analyze
3. Evaluate
4. Implement



Final Phase and Cut-Over

In the final phase of the project, you will be running BS&A as your primary system. For some modules this will simply involve transitioning from your current system to BS&A. For other modules, this may involve a short period of time where you are running both systems in parallel. For payroll and billing cycles, we will run at least one cycle in parallel where paychecks or utility bills are created in both systems. We will make the cutover to BS&A, only after validating that both system achieve similar results. No matter which approach is used, BS&A will be onsite during these Go-Live periods to help quickly resolve any problems that may arise. At the conclusion of this phase, we will transition you to our support team.

Our goal with every project is to have clients who are completely satisfied with their selection of BS&A. We utilize our extensive experience to accomplish this in an efficient, accurate, and timely manner, making the transition from your current system as smooth and painless as possible. In the majority of our implementations we are able to have our clients live in less than one year.

BS&A's project management team will work with you to develop an implementation plan. Our approach is to jointly craft a plan that leverages our experience and considers the needs of the project, the availability of BS&A resources and key dates/activities for the city. For example, many municipalities believe the best time to convert is at the start of a fiscal year. Our experience has shown that this is often the busiest time of year – not the optimal time to transition to new software.

Implementation meetings are held to discuss and review information about key topics and processes. This might include such things as: workflow processes, approval routing, banking information, reporting requirements, etc. As part of these meetings, key team members from the municipality are identified and included, ensuring that risks are identified and potential issues are addressed.

Implementation Approach

BS&A has developed a five phase approach to implementation.

Initiation: In the first phase of your implementation BS&A will assign a project manager that will lead you through your implementation. Once the project manager has been assigned our next step will be to schedule the project kickoff meeting. In this meeting we will introduce our project team to the key stakeholders on your end. BS&A will define and review the roles and responsibilities for each party. Your project manager will assess the scope of your project and create an implementation plan for your review. The next key event will be the extraction of your data so that our team may begin working on your preliminary data conversion.



Implementation Testimonials

"As far as service goes, BS&A went overboard when it came to implementation. They went above and beyond making sure there were no inaccuracies after we left. Their support staff is exactly what they advertise it to be and more."

Tom Kloss, Hutchinson MN

"I considered the BS&A implementation team (to be) the expert in the implementation process and relied on their assurance (that) the transition would be as smooth as possible, and it was."

Melissa Burton, Overland MO

"Despite the COVID-19 Pandemic, we were not in a position to delay our ERP implementation. Based on our experience, BS&A was extraordinary and so customer-oriented. We score them a perfect 10! Do nothing different!"

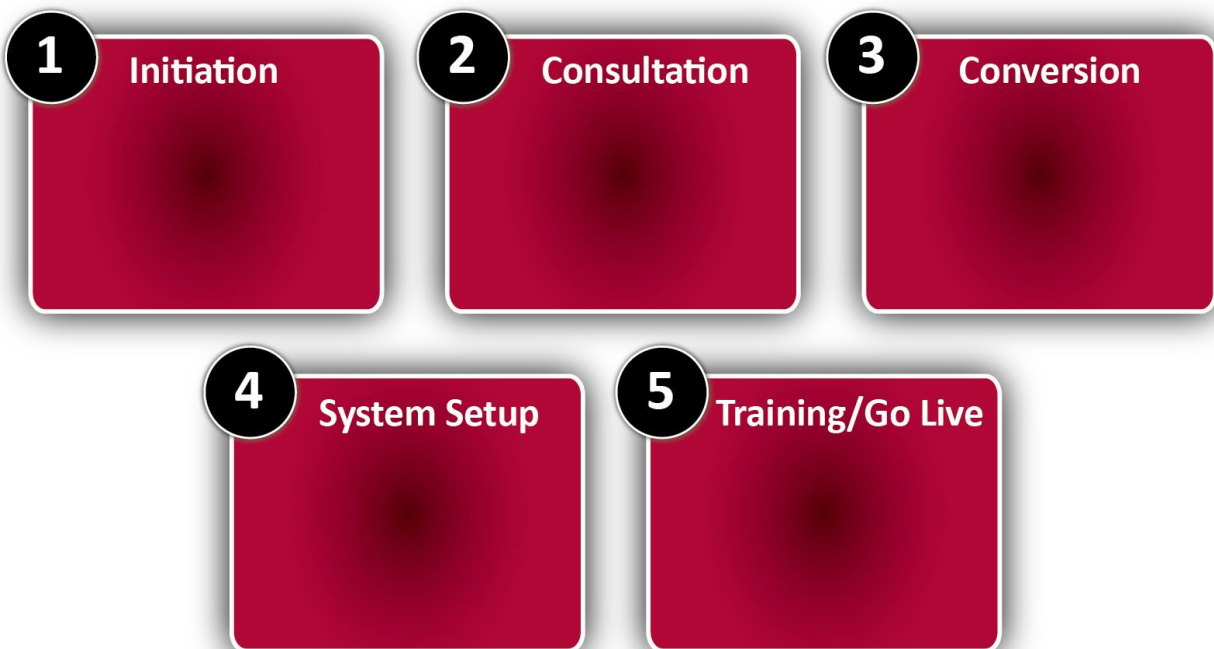
John DeLeo, SR, Cape Canaveral FL

Consultation: The consultation phase is one of the most critical to your implementation. Here is where we will be gathering information on your current and future processes as part of our business process review. BS&A will make recommendations based upon our own experiences as well as industry best practices. Our goal is to work with you in the redesign of your business processes to create a more efficient environment with greater internal controls. During this phase we will review your chart of accounts, to ensure it is optimized to take advantage of the efficiencies new software brings.

Conversion: A key aspect of the data conversion process is to review your preliminary data conversion with you. In a typical implementation, BS&A will convert your data no less than three times: the preliminary which we will review with you, a second conversion to provide up to date account information prior to training, and the final data conversion just before the cutover to BS&A.

System Setup: As we enter this phase, your implementation specialist will be working with you to make any final configuration changes. They will set up roles, users and security rights, configure and test system workflows and integrations, and set up your custom forms.

Training/Go-Live: Our training team will be working with you and your team as we run parallel cycles in BS&A and confirm the results with your legacy system. We will ensure things are configured correctly prior to Go-Live. BS&A implementation team will be onsite to assist with your first payroll, billings, and check and report runs. They will review the new processes with you and transition you to the BS&A support team.



Proposed Implementation Schedule

Dates are estimated based on the expected Go-Live date and are subject to change.

Timetable	Scope of Work
1 Month Post Signing	Kick-Off Meeting – This meeting will assemble all project stakeholders to discuss expectations and concerns. BS&A Software will lead the discussion and review: project scope, team, roles & responsibilities, project management processes and timing.
	Assemble Project Team – The respective Project Managers will administer the day-to-day operations of the project.
	Establish a timeline for project components such as conversions, customizations, program training.
5 Months Pre Go-Live	Meet with the City IT team to identify possible network issues and review existing system configurations.
	City reviews hardware requirements and begin the process of purchasing/installing new server(s) and workstations if necessary.
4-5 Months Pre Go-Live	Preliminary Data Conversion & Data Review – Begin process of converting City's existing data into BS&A, following the agreed upon conversion plan.
	City sends preliminary data to BS&A for analysis and first run of data conversions. Upon completion of initial conversion, BS&A meets with key stakeholders to review conversion output. If necessary, the conversion will be updated and the process will be completed again until we have successfully converted all data. During this process, we will also gather requirements for any required program customizations.
4 Months Pre Go-Live	Install programs in test environment for learning and evaluation purposes. This allows time for staff to become familiar with the Modules, execute test cases and review tutorials prior to formal training. Final converted data to be installed at a later date.
0-2 Months Pre Go-Live	Implementation/Training
	The converted data will go through a Quality Control test. BS&A will first review/test the data, and then pass it to the City for their review and critique.
	BS&A begins Program Training. This will familiarize staff with the new software and processes.
1 Month Post Go-Live	Evaluation
	After you are up and running we don't disappear. We will conduct a post project review meeting to tie up any loose ends and evaluate the entire process. We want your feedback to make sure you're completely satisfied and learn of anything that could be done to make our process better.

Sample – High Level Work Plan

The following Sample Implementation Schedule details the overall implementation timeframe and schedule of events. The dates, times and order of events are subject to change based on availability of the City and BS&A teams. This will be determined at the kick-off meeting should BS&A be the selected vendor. BS&A guarantees that the system will be fully functional according to the completion document once finalized at the commencement of the project.

Sample Implementation Schedule [Below Template will be updated to fit your needs]

Task	Responsible Parties (Bold is Primary)	Start	Duration
Initiation Activities			
Conduct Kick-off Meeting	BS&A and City	1 month post signing	1 day
Review Project Scope and Project Management Process	BS&A	1 month post signing	1 day
Establish Project Meeting Schedule	BS&A and City	1 month post signing	1 day
Assemble BS&A Project Team	BS&A	1.5 months post signing	1 day
Assemble City Project Team	City	1.5 months post signing	1 day
Create Initial Project Timeline	BS&A & City	1.5 months post signing	1 day
IT and Data Conversion Activities			
Meet with City IT Staff to review Hardware Configurations	BS&A and City	5 months pre go-live	1 day
Extract Preliminary Data from current System	BS&A and City	5 months pre go-live	1 week
Conduct Data Mapping and Develop Data Conversion Routines	BS&A	5 months pre go-live	1 month
Conduct Review of Converted Data with City	BS&A and City	4 months pre go-live	Approx. 1 day
Install Programs	BS&A	4 months pre go-live	1 day
Knowledge Transfer			
Conduct On-site Process Review Meeting	BS&A and City	3 months pre go-live	2 days
Conduct Analysis of Current Forms	BS&A and City	3 months pre go-live	1 day
Conduct Review of Required Reports	BS&A and City	3 months pre go-live	1 day
Conduct Analysis of System Interface Requirements	BS&A and City	3 months pre go-live	1 day
Develop Best Practices Recommendation	BS&A	3 months pre go-live	1 day
Approve Recommendations	City	3 months pre go-live	1 day
Provide Consulting and Assistance with Chart of Account Redesign	BS&A	3 months pre go-live	1 day
Create System Specification Document	BS&A	3 months pre go-live	3 days
Implementation			
Create Forms	BS&A	0-2 months pre go-live	2 days
Create Reports	BS&A	0-2 months pre go-live	2 days

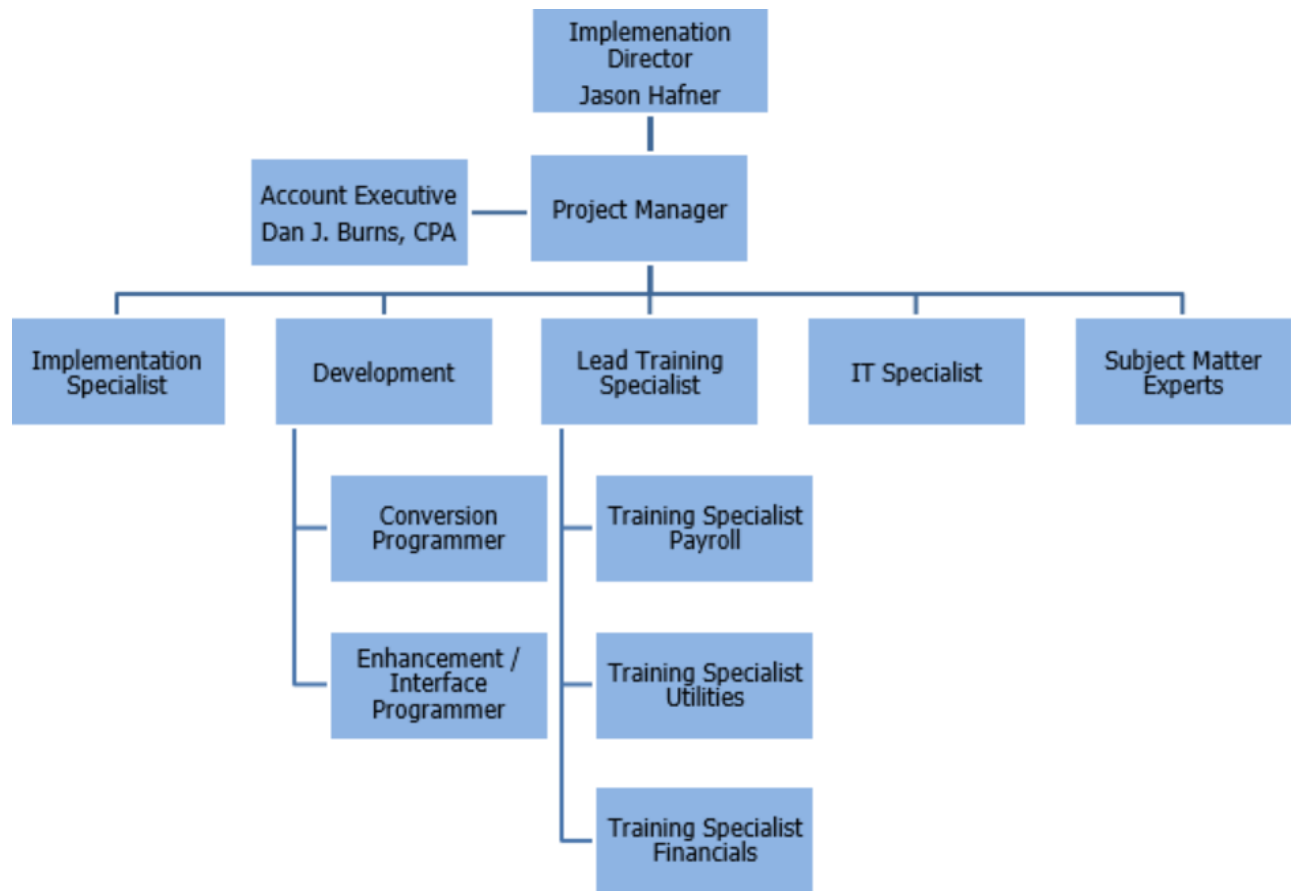
Conduct Acceptance Testing	City	0-2 months pre go-live	2 days
Conduct Final Data Extraction	City	1 week pre go-live	2 days
Convert Final Data	BS&A	1 week pre go-live	2 days
On-site Set-up for Users & Configuration Items	BS&A	0-1 month pre go-live	4 days
Training			
On-site Training	BS&A and City	0-2 months pre go-live	Varies
Post-Project Activities			
Conduct Post Project Review & Assessment	BS&A and City	1 month post go-live	Varies
Conduct Post Implementation Follow Up Training	BS&A and City	TBD	TBD

BS&A's Project Specific Roles

BS&A Software will use the following roles during the project:

- **Project Management and Implementation Planning Director**
 - Has overall accountability for the project and provides a point of escalation for the customer.
- **Account Manager**
 - Escalate internal issues as needed.
- **Project Manager**
 - Has day-to-day accountability for the project.
 - Scheduling and leading the Kick-Off Meeting
 - Manages and coordinates all activities and resources associated with the project.
 - Produces and maintains the project plan
 - Responsible for and leads the work associated with the development of the customer's new processes
 - Leads the on-site process review
 - Hold regular conference calls with Organization project manager to review status and progress of project and to identify any outstanding issues
 - Manage Change Orders
- **Implementation Specialist**
 - Responsible for and leads the work associated with the development of the customer's new databases
 - Participates in the on-site process review
 - Develops best practices recommendations
 - Assist with forms analysis & creation
 - Assist with data conversion analysis
 - Assist with report analysis & creation
- **Development**
 - Create custom integrations
 - Perform data conversion
 - Develop enhancements or bug fixes
- **Training Specialist**
 - Participates in creation of the training plan
 - Responsible for and leads the cutover and delivery of the training
 - One lead training specialist will be identified to coordinate all training activities
- **IT**
 - Assists with the extraction of test and production data from the customer's existing applications.
 - Responsible for the installation of the BS&A applications on the customer's production environment.
- **Subject Matter Experts**
 - May assist as required, typically for Payroll, Utility Billing

Note: there may be a number of people fulfilling each role.



Organization's Project Specific Roles

We recommend the following roles for Organization employees for this Project

- **Project Champion**
 - Escalate and resolve issues raised by project manager
 - Insure Organization-wide buy-in and support
- **Project Manager**
 - Manage completion of project planning documents
 - Identify and communicate to BS&A project manager requirements for a successful implementation
 - Coordinate with BS&A project manager to develop and maintain implementation schedule which identifies specific milestones and establishes accountability
 - Schedule Organization resources for training: personnel, equipment and training rooms.
 - Identify additional employee training needs and update schedule
 - Ensure that employees accomplish tasks on time, including monitoring homework assignments
 - Review invoices and approve payment in accordance with the contract and associated milestones
 - Oversee project and monitor progress with BS&A project manager
 - Develop conversion specifications with BS&A
 - Coordinate analysis and proofing of conversion data

- **Subject Matter Experts (one each for payroll, utilities, work order and financials)**
 - Provide detailed policy/process information
 - Analyze potential policy/process changes
 - Subject matter experts on selected modules
 - Participate in knowledge transfer and analysis sessions
 - Sign off on system design
 - Participate in form design
 - Participate in validation of conversion
 - Participate in testing and parallels
 - Assign department resources for training and internal project tasks
 - Complete workflow and security templates for all end users
 - Attend all training sessions or appoint an appropriate management level designee
 - Assess end user competency on trained topics
 - Assess policy compliance
 - Provide end users with dedicated time to complete required homework tasks
 - Act as supervisor/cheerleader for the new BS&A processes
 - Identify and communicate to Organization project manager any additional training needs or scheduling conflicts
 - Help document lessons learned at end of each phase and signoff on formal acceptance for phase close-out
- **IT Specialist**
 - Assist with data extraction
 - Procure and install any required hardware
 - Add new users and printers
 - Perform basic server system maintenance
 - Ensure all users understand BS&A log-on process and have necessary permission for all training sessions
 - Ensure network and infrastructure is sound
- **End User**
 - Attend Training as offered
 - Complete tasks as assigned
 - Practice skills learned within training before live processing date.
 - Communicate departmental needs as needed
 - Communicate any problems to project manager or subject manager expert
 - Demonstrate competency with BS&A applications processing prior to GO LIVE

Data Conversion

Data conversion is a critical aspect of any ERP implementation project. After reviewing your RFP, it is clear this is also important to the City of Wayzata with respect to your migration from Banyon. The BS&A team has completed thousands of data conversions and hundreds each year. Leveraging this experience, we have evolved our processes to the point where they are Best-In-Class. This process maximizes BS&A technical experience while minimizing your efforts. Many software providers will minimize the importance of converting your historical data, in some cases to the point of recommending eliminating conversions. Conversely, BS&A recommends comprehensive conversion of your data.

Data Conversion Process

Our data conversion process minimizes the work on your part and maximizes your ability to access historical data. Following is an outline our data conversion process.

Data Extraction & Formatting

BS&A will extract all of the data to be converted from your system. The City does not need to touch or reformat the data in any way. The only thing required of the City is to run some reports to aid us in balancing the data.

Preliminary Data Conversion/Mapping

One of the early activities in the project is to extract an initial copy of your data. BS&A consultants will then map your existing data into the appropriate fields within BS&A. This mapping will be used to drive the development of our data conversion routines. Once those routines are developed, a preliminary conversion is conducted.

Data Review

Once we have converted the initial data, it will be installed onsite for review by your transition team and BS&A staff. Together, we will walk through the data to determine if we need to make any changes to our data conversion approach. Any deficiencies in the raw data and/or conversion process are identified and addressed. From this point forward, the data will remain on your test system for evaluation throughout the remainder of the process.

Parallel Cycles

To validate the efficacy of our data conversion, we run parallel cycles for aspects of the project that involve



Data Conversion Testimonials

"We had zero trouble migrating data over to BS&A. The conversion in total was fantastic. They showed us examples of how they converted data from our old system to BS&A for other customers, so we were able to see exactly how our data would appear. Having been through multiple conversions and software migrations, this is the easiest one I've ever had. The process was as smooth as anyone could expect."

Paula Schafer, Greenfield WI

"BS&A has obviously perfected the process by converting hundreds of municipalities and counties. I don't know what other vendors do to convert customers, but I believe that BS&A's approach is the best."

Karen Scott, North Little Rock AR

complex calculations, e.g., payroll and utility billing. After running a payroll or billing in your current system, we will re-run the same payroll or billing in BS&A to make sure that all data is replicated and balanced. With other processes, such as accounts payable, we have found it is not necessary to run in parallel to verify correct results.

Final Conversion

Just prior to the cut-over date for a particular Module, we will again extract a copy of your data to obtain all the latest transactions. We will re-run our conversion and load the data onsite into the appropriate BS&A Module

Scope of Data Conversion

The cost proposal identifies conversion costs. The scope of those conversions is specified in the following table.

Application	Scope of Conversion
General Ledger	Chart of Accounts
	Balances and Budget
	Up to 10 years Journal Transaction History
Accounts Payable	Vendors
	Up to 10 years Invoices and Check History
Payroll	Database Setup
	Employee detail and Year to Date
	Up to 10 years check history
Cash Receipting	Setup of Receipt Items/Tender Types
Accounts Receivables	Setup of Billing Items, Penalties
Fixed Assets	Setup of Assets, Entry of Value, Accumulated Depreciation
Utility Billing	Accounts, Services, Deposits, Rates, Meters
	Unlimited Years of Service, Billing and Payment History

Testing Approach

Our testing plan outlines the activities and processes necessary to ensure that the project objectives are successfully accomplished. A variety of different testing activities are undertaken throughout the project with the end goal of having the city confident in the overall solution, well before the Go-Live date. The following summarizes the key testing activities:

1) Data Conversion Testing

The converted data will go through an internal BS&A validation with each iteration of a data conversion. With the goal being to identify any issues with data, due to data mapping, legacy data issues or conversion errors. Our goal is to have acceptance of data conversion prior to the Go-live period. To achieve this goal, BS&A, will reconcile balances, record counts and other available metrics to validate the converted data. After we have completed this initial review,, we will then collaborate with the city for further review and confirmation. By validating the data conversion early, it provides for ample time to adjust or modify the project plan to ensure success.

2) System Testing

System Testing is the overall approach used to validate that an entire system satisfies the requirements, business processes, and operational objectives. The purpose of this testing is to validate the efficacy of the business process decisions made throughout the project. This is accomplished by running a set of sample transactions that reflect your business processes.

3) Integration Testing

Integration testing is intended to verify operational requirements between modules and third party Modules. Test cases should be constructed to test that modules interact correctly and any interaction with third party systems creates the desired results. Integration testing will be conducted for any contracted integration, customization or interface delivered by BS&A

Training

Training is a critical part of any software implementation. Effective training of your staff will increase efficiencies and ensure a successful project. BS&A Software performs training in person and onsite at your facilities using your data. While onsite is our preferred method, BS&A Software has adapted due to the current environment and COVID-19 and is currently offering remote training where necessary.

Your onsite implementation specialist will work closely with your staff to execute the implementation plan. Some general objectives of all training include.

- Familiarization with BS&A Software's user interface and global functionality
- Software configuration to fit your needs
- Configuration and testing of custom workflow
- User and security setup
- Group training sessions
- Parallel cycles
- Verification of converted data for balancing and audit purposes

In addition to expertise in our system, the majority of our implementation specialists hold degrees in accounting, finance, or public administration. We believe this is very important to effectively communicate and consult with your staff throughout the project. Our implementation specialists teach in a friendly, relaxed yet professional manner, which helps alleviate any apprehension your staff may have over learning a new system and ensures their buy-in of the entire project.

Every project is unique and requires its own customized training plan. Your BS&A Implementation team will work with you to create a training plan to ensure your project's success. BS&A Software utilizes multiple training methods including end user, classroom, and train the trainer. Where practical, we find a hands-on end user training approach at your desk most effective. This method will be used for the majority of your primary users training as well as the processing of parallel cycles. For the more casual users we offer training in a classroom environment, allowing for a



Training Testimonials

"The onsite training far exceeded my expectations. They were very patient, very diligent during reconciliations and very knowledgeable. The staff were highly trained and experienced."

Karin Callan, Douglasville GA

"They had an answer for everything we threw at them and presented a 'can do' philosophy with a strong commitment and track record on customer service."

Victor Curfman, Altoona PA

"One of the biggest things for us was the trainers who were here. They related very well to us, they were in the trenches with our staff, and became a part of the Cooper City family."

Karen Correa, Cooper City FL

"Overall, the training and support staff experience has been excellent. They are very accessible, they answered all of our questions, and we had a number of conference calls to discuss questions which was very helpful."

Kristen Berhorst, Cole County MO

greater number of users to be trained concurrently. When appropriate, in some limited cases we will deploy a train the trainer method. In all cases, we utilize your converted data, easing the transition for your users and delivering the best results.

BS&A will provide customized training documents to assist with your training. The training materials provided can be used, copied, combined and/or distributed for any City training sessions.

End User Training

The estimated number of training days for end user training for City staff on all software modules:

Software Setup	Days: 6
Financial Management Modules	Days: 13
Personnel Management Modules	Days: 15
Post-Go Live Follow Up	Days: 4
Total:	38

Optional Post-Go Live Follow-up Training

BS&A strongly recommends follow-up training days after initial training has been completed. During these sessions we will work one-on-one with any users who require additional assistance. For this project, we would recommend 4 days of follow-up training. Activities include:

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A modules
- Assist customers with more detailed and advanced report options available within the BS&A modules
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- \$1,000/day + travel costs
- Days quoted are estimates; you will only be billed for actual days used

User Groups and Conferences

BS&A Software offers complementary regional user groups to our clients. This gives the opportunity to network with other communities that are BS&A Clients, review best practices within the software, and learn the new features and functionality that have been added to the software in the last 12 months. BS&A also holds an annual user conference. This is a multiday event that allows you to interact with industry peers as well as the BS&A Software staff. Here you will be able to build new and strengthen existing relationships as well as gain new product knowledge. The conferences offer numerous opportunities for continuing education including, classes, training sessions, workshops and keynote and industry relevant presentations.

8.0 Support

BS&A believes that providing superior support is the key to success. We have over 60 team members dedicated to supporting our software, along with over 30 software developers to provide a higher level of assistance when needed. Many of our team members are degreed accountants, including multiple CPAs. This exceptional level of understanding of the accounting process, combined with their expertise in our software, has enhanced the quality of our software support. Our technical support team continuously receives outstanding evaluations from our customer base!

BS&A's management measures the success of the support team in several ways. First, approximately 3 weeks after conclusion of the project, we conduct a Post-project review. The purpose of this activity is to determine what aspects of the project went well and uncover any areas where improvements need to be made. If any additional training or support activities are required those will be completed to ensure satisfaction with the project. Then, after approximately 60 days post-implementation, a member of the senior BS&A management team will conduct an additional follow up. Here the focus is two-fold, improving future projects and determining if there is anything needed to ensure your complete satisfaction. Each team member is evaluated based on several criteria; however the greatest weight is given to their overall customer care, product and process knowledge, and willingness to consistently go above and beyond to solve customer problems.

BS&A tracks statistics for issues reported, resolved on the first call, average call duration, and the average time to reach issue resolution, as well as numerous other metrics. This information is monitored for the purposes of evaluating our effectiveness and efficiency. These statistics are only a small portion of how we measure the quality of our support. We believe each customer should be given the appropriate amount of assistance, and our ultimate goal is complete satisfaction.

Company Service and Support Philosophy

Delivering the highest quality care is the foundation upon which we have built our organization. We have over 60 team members dedicated to supporting our software, along with over 30 software developers and programmers who can provide a higher level of assistance when needed. Many of our team members are degreed accountants, including multiple CPAs. This exceptional level of understanding of the accounting process, combined with their expertise in our software, has enhanced the quality of our software support. As part of our support process, we send out an annual assessment to our clients. Our technical support team continuously receives outstanding evaluations from our customer base!

BS&A tracks statistics for issues reported, average call duration, and the average time to reach issue resolution, as well as other metrics. This information is monitored for the purposes of evaluating our effectiveness and efficiency. We believe each call should be given the appropriate amount of assistance, and our ultimate goal is complete satisfaction.

Annual Fees

Unlimited support is included in your annual fee. BS&A reserves the right to increase the annual fees by no more than the yearly CPI.

Onsite Support

BS&A staff will be at your location during the implementation, training, and final Go-Live dates. Additional onsite training or support is available for \$1,000 /day, plus travel expenses. For example, if you want a representative onsite for training new staff, we can provide that.

User Groups and Conferences

BS&A Software offers complementary regional user groups to our clients. This gives the opportunity to network with communities that are BS&A Clients, review best practices within the software, and learn the new features and functionality that has been added to the software in the last 12 months. BS&A also holds an annual user conference. This is a multiday event that allows you to interact with industry peers as well as the BS&A Software staff. Here you will be able to build new and strengthen existing relationships as well as gain new product knowledge. The conferences offer numerous opportunities for continuing education including, classes, training sessions, workshops and keynote and industry relevant presentations.

Software Updates

Our support platform includes software updates/enhancements for each Module that are available to all current customers on a monthly basis, and are accompanied by an update log that details the changes/enhancements. All updates are cumulative and there is no need to install each update in a sequential fashion in order to patch properly.

BS&A Software has, and will continue to be, committed to statutory and process compliance changes as deemed necessary at the Federal or State level. All users with paid support agreements receive periodic updates. Program changes are researched thoroughly and active communication is maintained with the appropriate State agencies.

System Support

Our support team is available Monday through Thursday, 8:30 a.m. – 6:00 p.m., and Friday from 8:30 a.m. – 5:00 p.m. (EST). The average response time is less than 15 minutes; 95% of our support requests are answered in under 30 minutes. All calls are answered by a live team member, are queued and taken in the order received. Support via email and remote assistance is also available. Email support requests can be initiated directly from within any BS&A Module. With your annual support agreement, there is no limit on the number or frequency of support calls. Support assistance outside the normal business hours, can be available upon request. If client's problem cannot be resolved during the phone call, database backups can be sent for BS&A Support staff to review with our Developers, and City will be updated in a timely manner.

Sharing Desktops

Our support consultants have the ability to connect with your workstation, so that we see exactly how you are encountering the problem. If needed, we can take over control of your desktop to walk you through a resolution.

9.0 Information Technology

- a. On-Premises versus SaaS or Hosted options and definition of each.
BS&A Cloud modules are SaaS, they are web based and hosted by Microsoft Azure
- b. Hardware specifications for the proposed solution.
- c. Mobile hardware and operating system specifications.

Supported Web Browsers

- Google Chrome
- Mozilla Firefox
- Microsoft Edge

Minimum Workstation Recommendations

These recommendations are preliminary, final workstation recommendations are still being assessed. As a general guideline:

- 5 Mbps download bandwidth for every 20 concurrent users and the faster the connection the better.
- 1GB of RAM, 1 GHz processor, and 1366*768 resolution recommended.
 - Some functionality may require the use of a Desktop Service on a local machine, which requires increased hardware specifications and a Microsoft Windows Operating System.

Server Requirements

- 2 GHz Multi-Core Xeon Processor
 - 8 GB of RAM
 - 250 GB free disk space
 - Windows Server 2012 Standard (32-bit)
- d. Support for Service-Oriented Architecture, Specific Web Services Standards supported (e.g. WSDL, REST, JSON), Server Virtualization, etc.
BS&A does not currently have any public facing APIs.
 - e. Support for remote access technologies and encryption (VPN, synchronization, etc.).
Yes. BS&A Cloud is web based and accessible without requiring a VPN.
 - f. Escrow Agreements, etc. Address how The City of Wayzata's ERP data would be delivered or provided to The City if the relationship between The City and the Offeror is terminated.
In the event of a termination of the agreement, BS&A would provide the City's data either as an SQL backup or through an export to an industry standard format.
 - g. Development languages, structures or frameworks used e.g. .NET architecture, SQL, etc.
BS&A Cloud modules are developed using .NET architecture and Microsoft SQL. Additionally, common web languages such as C#, HTML, and JavaScript.

10.0 Training – Post Go-Live

Optional Post-Go Live Follow-up Training

BS&A strongly recommends follow-up training days after initial training has been completed. During these sessions we will work one-on-one with any users who require additional assistance. For this project, we would recommend 4 days of follow-up training. Activities include:

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A modules
- Assist customers with more detailed and advanced report options available within the BS&A modules
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- \$1,000/day + travel costs
- Days quoted are estimates; you will only be billed for actual days used

11.0 References

Item	Offeror Response
Client Reference No. 1 – Existing	
Name	City of Delano, Wright County MN
Number of Employees	90
Population	6,059
Contact Name	Jennifer Willems
Contact Title	Finance Assistant
Contact Telephone Number	763.972.0569
Contact E-mail Address	jwillems@delano.mn.us
Products, Modules, Services Provided by Offeror	BS&A Online/Financial Services, BS&A Online/Employee Self-Service, Accounts Payable .NET, Building Department .NET, Cash Receipting .NET, Field Inspection .NET, General Ledger .NET, Human Resources .NET, Miscellaneous Receivables .NET, Payroll .NET, Timesheets .NET
First Date of Business Relationship with Offeror	9/2018
Go Live Date	1/2019
Rationale for including the specific reference	Former Banyon conversion, MN peer unit sharing same Building Official

Item	Offeror Response
Client Reference No. 2 – Existing	
Name	City of Brainerd, Crow Wing County MN
Number of Employees	225
Population	13,428
Contact Name	Lori Turkowski
Contact Title	IT Specialist
Contact Telephone Number	218.828.2307
Contact E-mail Address	lturkowski@ci.brainerd.mn.us
Products, Modules, Services Provided by Offeror	BS&A Online/Financials, BS&A Online/Employee Self Services, BS&A Online/Community Development, Animal License .NET, Building Department .NET, Business License .NET, General Ledger .NET, Accounts Payable .NET, Cash Receipting .NET, Fixed Assets .NET, Field Inspection .NET, Payroll .NET, Human Resources .NET, Miscellaneous Receivables .NET, Timesheets .NET, Special Assessment .NET
First Date of Business Relationship with Offeror	7/2019
Go Live Date	2/2020
Rationale for including the specific reference	Recent MN conversion

Item	Offeror Response
Client Reference No. 3 – Existing	
Name	City of Dayton, Hennepin County MN
Number of Employees	78
Population	5,011
Contact Name	Amy Benting
Contact Title	Clerk
Contact Telephone Number	763.421.1891
Contact E-mail Address	abenting@cityofdaytonmn.com
Products, Modules, Services Provided by Offeror	BS&A Online/Employee Self Services, General Ledger .NET, Accounts Payable .NET, Cash Receipting .NET, Payroll .NET, Miscellaneous Receivables .NET, Timesheets .NET, Utility Billing .NET
First Date of Business Relationship with Offeror	6/2018
Go Live Date	8/2018
Rationale for including the specific reference	Former Banyon customer

CUSTOMER REFERENCES – PRIOR CUSTOMERS

This is the only “prior” customer of BS&A Software.

Item	Offeror Response
Client Reference No. 1 – Prior	
Name	Village of Howards Grove, Sheboygan County WI
Number of Employees	30
Population	3,100
Contact Name	Jill Schleicher
Contact Title	Clerk
Contact Telephone Number	920.565.3511
Contact E-mail Address	clerktreasurer@tds.net
Products, Modules, Services Provided by Offeror	General Ledger .NET, Accounts Payable .NET Cash Receipting .NET, Miscellaneous Receivables .NET, Payroll .NET, Timesheets .NET
First Date of Business Relationship with Offeror	1/14/2013
Go Live Date	4/16/2013
Rationale for including the specific reference	Originally implemented with former Finance Director with Positive Feedback. Position turnover, and new Finance Director requested refund to purchase system she was familiar with. Only BS&A loss to report, entire customer listing is published.

Full Client List on following pages.

Customer	County	Address	City	State	Zip	Contact	Phone	Converted From	Pervasive Since	.NET Since	Population
Brewton City	Escambia	PO Box 368	Brewton	AL	36427-0368	Tyree Newkirk	(251) 809-1772	Citipak		2015	5,367
Eufaula Water Works	Barbour	PO Box 26	Eufaula	AL	36072	Christy Mann	(334) 687-1225	Sage Mas 90		2016	
Bethel Heights City	Benton	530 Sunrise Dr	Bethel Heights	AR	72764	Lisa Gibson	(479) 751-7481	Quickbooks	2006	2015	2,456
Eureka Springs City	Carroll	44 South Main Street	Eureka Springs	AR	72632	Lonnie Clark	(479) 253-9703	Mainstreet		2013	2,074
Harrison City	Boone	PO Box 1715	Harrison	AR	72602	Luke Feighert	(870) 715-5008	Quickbooks		2017	13,000
Jacksonville City	Pulaski	#1 Municipal Drive	Jacksonville	AR	72076	Cheryl Erkel	(501) 982-4502	Sage		2012	28,808
Lowell City	Benton	216 N Lincoln	Lowell	AR	72745	Mary Mason	(479) 770-2185	Perception	2006	2009	5,000
North Little Rock City	Pulaski	120 Main Street	North Little Rock	AR	72114	Ember Strange	(507) 975-8800	Harris		2016	64,633
Alachua City	Houghton	PO Box 9	Alachua	FL	32616-0009	Rob Bonetti	(386) 418-6100	ADG		2016	9,300
Bellevue City	Marion	5343 SE Abshier Blvd.	Bellevue	FL	34420	Marge Strausbaugh	(352) 233-2117	Asyst		2014	3,478
Biscayne Park Village	Miami-Dade	640 NE 114th Street	Biscayne Park	FL	33161	Larry Spring	(305) 899-8000			2013	3,126
Broward Metropolitan Planning Organization	Broward	100 West Cypress Creek Rd; Suite 650	Fort Lauderdale	FL	33309	Tracy Flavien	(954) 876-0039	Tyler Eden		2017	
Cape Canaveral City	Brevard	100 Polk Avenue	Cape Canaveral	FL	32920	John DeLeo	321-868-1220 x204	Springbrook		2020	10,413
Clay County Utility Authority	Clay	3176 Old Jennings Road	Middleburg	FL	32068-3907	Allen Boatright	(906) 213-2417			2017	
Cooper City	Broward	PO Box 290910	Cooper City	FL	33329-0910	Karen Correa	(954) 434-4300 x228	Harris SB Client		2013	29,076
Crystal River City	Citrus	123 NW hwy 19	Crystal River	FL	34428	Michelle Russell	(352) 795-4216 x309	Munis		2012	3,485
EL Portal Village	Miami-Dade	640 NE 114th Street	Biscayne Park	FL	33161	Larry Spring	(305) 899-8000			2013	2,380
Flagler Beach City	Flagler	105 South 2nd Street	Flagler Beach	FL	32136	Kathleen Doyle	(386) 517-2000 x229	Mainstreet		2012	4,484
Fort Meade City	Polk	8 West Broadway Street	Fort Meade	FL	33841	James "Mel" Parker	(863) 285-1174	ADG		2016	5,691
Gulf Breeze City	Santa Rosa	1070 Shoreline Drive	Gulf Breeze	FL	32561	Steve Milford	(850) 934-5113	HTE		2013	5,763
Jupiter Island Town	Martin	2 Bridge Road	Hobe Sound	FL	33455	Michael Ventura	(772) 545-0104	Fund Balance		2017	850
Key Largo Wastewater Treatment District	Monroe	98880 Overseas Hwy	Key Largo	FL	33037	Paul Christian	(305) 451-4019 x220	Quickbooks		2013	
Longboat Key Town	Sarasota	501 Bay Isles Road	Longboat Key	FL	34228	Jason Keen	(941) 316-6869			2017	7,082
Medley Town	Miami-Dade	7777 NW 72nd Avenue	Medley	FL	33166	Roy Danzinger	(305) 887-9541 x141	Great Plains/MS		2016	842
Mount Dora City	Lake	510 North Baker Street	Mount Dora	FL	32756-0176	Mike Sheppard	(352) 735-7179	Dvnamic HTE		2015	12,534
Palmetto City	Manatee	516 8th Ave West	Palmetto	FL	34221	Cheryl Miller	(941) 723-4570 x7111	American Data Group		2014	14,500

Customer	County	Address	City	State	Zip	Contact	Phone	Converted From	Pervasive Since	.NET Since	Population
Parker City	Bay	1001 West Park Street	Parker	FL	32404	Robin Combs	850-871-4104	Harris		2020	4,585
Rockledge City	Brevard	1600 Huntington Lane	Rockledge	FL	32955	Matthew Trine	(321) 221-7540	IMSoftech		2018	24,935
Satellite Beach City	Brevard	565 Cassia Blvd	Satellite Beach	FL	32937	Brittany Jumper	321-773-4407	Fund Balance		2019	11,056
Tequesta Village	Palm Beach	345 Tequesta Dr	Tequesta	FL	33469	Jody Forsythe	(561) 575-6270	Fund Balance		2017	6,094
Titusville City	Brevard	555 S Wahsington Ave.	Titusville	FL	32796	Jon Sellers	321-567-3747	HTE		2020	46,263
Titusville City	Brevard	555 S Wahsington Ave.	Titusville	FL	32796	Jon Sellers	321-567-3747	SunGard Pentamation		2020	46,263
Village Center Community Development District	Sumter	984 Old Mill Run	The Villages	FL	32162	Sarah Koser	(352) 753-0421	JD Edwards		2020	157,000
Volusia County Clerk of Courts	Volusia	101 N Alabama Avenue	Deland	FL	32724	Jolie Kelly	386-736-5915 x18218	Tangicloud		2019	
West Melbourne City	Brevard	2240 Minton Rd	West Melbourne	FL	32904	Tom Bradford	(321) 837-7757	HTE		2016	19,500
Wilton Manors City	Broward	2020 Wilton Drive	Wilton Manors	FL	33305	Bob Mays	(954) 390-2141	Incode		2012	11,632
Sebring City	Highlands	368 S. Commerce	Sebring	FL	33870	Penny Robinson	863-471-5100	HTE		2020	10,937
Safety Harbor City	Pinellas	750 Main street	Safety Harbor	FL	34695	June Solanes	(727)724-1555	HTE		2020	18,031
Deland Cit	Volusia	120 S. Flroida Avenue	DeLand	FL	32720	Greg Whidden	386-626-7088	Springbrook		2021	33,532
Highland Beach Town	Palm Beach	3614 South Ocean Blvd	Highland Beach	FL	33487	Marshall Labadie	561-278-4548	Fund Balance		2021	3,915
Sewall's Point Town	Martin	1 S. Sewalls' Point Road	Sewall's Point	FL	34996	Cheryl Dempsey	772-287-2455 x22	Quickbooks		2021	2,216
Grant-Valkaria Town	Brevard	1449 Valkaria Road	Grant Valkaria	FL	32950	Jessica Keenan	321-951-1380	IMS		2021	4,254
Adairsville City	Bartow	116 Public Square	Adairsville	GA	30103	Nicole Scoggins	(770) 773-3451 x106	Harris		2016	4,716
Commerce City	Jackson	PO BOX 348	Commerce	GA	30530	James Wascher	(706) 335-3277	Harris		2015	6,495
Covington City	Newton	2194 Emory Street, N.W.	Covington	GA	30014	Randy Smith	(678) 212-6140	SunGard Pentamation		2015	13,347
Dahlonega City	Lumpkin	465 Riley Road	Dahlonega	GA	30533	Angi McDonald	706-864-6133			2020	6,884
Doraville City	DeKalb	3725 Park Avenue	Doraville	GA	30340	Lisa Ferguson	(770) 451-8745	Sage		2014	8,485
Douglasville City	Douglas	6695 Church Street	Douglasville	GA	30134	Karin Callan	(678) 449-3076	Sungard Bi- Tech		2017	33,252
Hiram City	Paulding	217 Main Street	Hiram	GA	30141	Sheila Kendall	770-943-3726	Smart Fusion		2019	3,984
Oconee County	Oconee	23 N Main street	Watkinsville	GA	30677	Alex Newell	706-610-3520	Smart Fusion		2019	38,028
Peachtree City	Fayette	151 Willowbend Rd	Peachtree City	GA	30269	Paul Salvatore	(770) 487-7657	Tyler Incode		2015	34,675
Peachtree City Water & Sewage Authority	Fayette	1127 Hwy 74 S	Peachtree City	GA	30269	Bo Davis	770-317-0746	Tyler Incode		2019	

Customer	County	Address	City	State	Zip	Contact	Phone	Converted From	Pervasive Since	.NET Since	Population
Suwanee City	Gwinnett	330 Town Center Avenue	Suwanee	GA	30024	Amie Sakmar	(770) 904-2797	Harris		2013	15,734
Tifton City	Tift	130 1st St E	Tifton	GA	31794	Wayne Putnal	(229) 231-3896	GEMS		2018	16,836
Tucker City	DeKalb	4119 Adrian Street	Tucker	GA	30084	Lewis Wilkinson	(678) 597-9040	QS1		2018	35,322
Wayne County	Wayne	341 E. Walnut Street	Jesup	GA	31546	Amanda Hannah	(912) 427-5900			2017	29,949
Woodstock City	Cherokee	12453 Highway 92	Woodstock	GA	30188	Robert Porche	(770) 592-6000	Manual System		2016	26,000
East Point City	Fulton	2777 East Point Street	East Point	GA	30344	Farhad Islam	404-270-7073	HTE		2020	34,849
Peachtree Corners City	Gwinnett	310 Technology Pkwy	Peachtree Corners	GA	30092	Jennifer Davis	470-395-8203	QS1		2020	31,704
Royston City	Hart	684 Franklin Springs Street	Royston	GA	30662	Sharleen Ayers	706-245-7232	CSI		2020	2,569
Hayden City	Kootenai	8930 N. Govenment Way	Hayden	ID	83835	Michael Drobnock	208-209-0988	Vadim		2019	14,693
Sandpoint City	Bonner	1123 Lake Street	Sandpoint	ID	83864	Sarah Lynds	208-263-3557			2019	8,390
Moscow City	Latah	206 East Third Street	Moscow	ID	83843	Jesse Flowers	208-883-7121	Springbrook		2021	25,766
Alton City	Madison	101 East Third Street	Alton	IL	62002	Jeannie Cowan	(618) 463-3544	Pentamation		2016	27,290
Arlington Heights Park District	Cook	410 N. Arlington Heights Road	Arlington Heights	IL	60004	Donna Wilson	(847) 506-7878	Harris		2015	75,101
Bannockburn Village	Lake	2275 Telegraph Rd	Bannockburn	IL	60015-1533	Linda McCulloch	(847) 945-6080	Fundware		2016	1,577
Bourbannais Park District	Kankakee	459 N. Kennedy Drive	Bourbannais	IL	60914	Paula Rogers	(815) 933-9905	Quickbooks		2016	
Bourbannais Village	Kankakee	600 Main Stree NW	Bourbannais	IL	60914	Tara Latz	815-802-5350	ACS		2019	18,420
Burr Ridge Village	DuPage	7660 County Line Rd	Burr Ridge	IL	60521	Jerry Sapp	(630) 654-8181 ext 55	MSI		2012	10,408
Byron Park District	Ogle	PO Box 423	Byron	IL		Paul Zepezauer	(815) 234-6277			2017	
Champaign Park District	Champaign	706 Kenwood Rd	Champaign	IL	61821	Andrea Wallace	(217) 819-3826	MSI		2015	
Channahon Village	Grundy	24555 S. Navajo Drive	Channahon	IL	60410	Heather Morandi	(815) 467-8331	Fund Balance		2015	12,600
Countryside City	Cook	5550 East Avenue	Countyside	IL	60525	David Schutter	708-485-2464	MSI		2019	5,964
Crestwood Village	Cook	13840 South Cicero Avenue	Crestwood	IL	60418	Malea Stubitsch	708-926-7217	Quickbooks		2020	10,846
DeKalb City	DeKalb	200 South Fourth Street	DeKalb	IL	600115	Marc Thorson	815-762-4181	MSI		2018	43,193
Des Plaines Park District	Cook	2222 Birch Steet	Des Plaines	IL	60018	Katie Skibbe	(847) 391-5098	MSI		2015	
Downers Grove Park District	DuPage	2455 Warrenville Road	Downers Grove	IL	60515	Erik Brown	630-960-7257	MSI		2018	
Dundee Park District	Kane	665 Barrington Ave	Carpentersville	IL	60110	Greg Gannon	847-844-7085 x100	MSI		2019	

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DuPage Township	Will	241 Canterbury Lane	Bolingbrook	IL	60440	Linda Youngs	630-759-1320	AMS		2019	89,381
Ela Township	Lake	1155 E. Route 22	Lake Zurich	IL	60047	Will Stefaniak	847-438-7823	AMS		2018	44,051
Elburn Village	Kane	301 E North Street	Elburn	IL	60119	Doug Elder	(630) 365-5062	MSI		2016	5,661
Elmhurst Park District	DuPage	375 W. First Street	Elmhurst	IL	60126	Christi Jacobson	630-993-8196	Eden		2018	
Fox River Grove Village	McHenry	305 Illinois Street	Fox River Grove	IL	60021	Jennifer Menz	(847) 639-3170	MSI		2014	4,753
Freeport Park District	Stephenson	PO Box 417	Freeport	IL	61032	Ron Schneider	(815) 235-6114			2016	
Germantown Hills Village	Woodford	216 Holland Rd	Germantown Hills	IL	61548	Ann Sasso	309-383-2209			2020	3,430
Gilberts Village	Kane	87 Galligan Road	Gilberts	IL	60136	Marlene Blocker	(847) 428-4167	Harris		2016	7,433
Golf Maine Park District	Cook	8800 W. Kathy Lane	Niles	IL	60714	John Jekot	847-297-6179			2019	
Grayslake Village	Lake	10 S Seymour Ave.	Grayslake	IL	60030	Bettina O'Connell	(847) 223-8515	MSI		2014	21,101
Hainesville Village	Lake	100 N Hainesville Rd	Hainesville	IL	60030	Linda Sota	(847) 223-2032	Decision Systems		2015	3,597
Harvard City	McHenry	201 W. Diggins	Harvard	IL	60033	Deb Szczap	815-943-6468 x106	MSI		2018	9,260
Harvey City	Cook	15320 Broadway Ave	Harvey	IL	60426	Louis Williams	(708) 210-5337	ACS		2016	25,000
Harwood Heights Village	Cook	7300 W. Willow	Harwood Heights	IL	60706	Bruno Bellissimo	(708) 867-7200	Fundware		2014	8,661
Hoffman Estates Park District	DuPage	1685 W. Higgins Rd	Hoffman Estates	IL	60169	Lynne Cotshott	(847) 310-3605	MSI		2016	
Homewood Flossmoor Park District	Cook	3301 Flossmoor Road	Flossmoor	IL	60422	Sharon Dangles	(708) 957-0300	IDC		2018	
Island Lake Village	Lake	3720 Green Leaf Ave	Island Lake	IL	60042	Edward McGinty	(847) 416-7865	AS400		2016	8,031
Itasca Park District	DuPage County	350 E. Irving Park Dr	Itasca	IL	60143	Christine Kelly	(630) 773-2257	Manual System		2015	
Jackson County	Jackson	1001 Walnut Street	Murphysboro	IL	62966	Michelle Tweedy	(618) 687-7241	Harris		2017	59,677
Johnsburg Village	McHenry	1515 Channel Beach Ave	Johnsburg	IL	60051	Kim Giovanni	(815) 385-6023	MSI		2016	6,300
Kenilworth Village	Cook	419 Richmond Road	Kenilworth	IL	60043	Christopher Strom		Harris		2019	2,520
Lake Bluff Village	Lake	40 E.Center Ave	Lake Bluff	IL	60044	Susan Griffin	(847) 283-6890	MSI		2017	5,706
Lake Forest City	Lake	220 E. Deerpath	Lake Forest	IL	60045	Diane Horn	847-810-3598	HTE		2018	19,612
Lake Villa Village	Lake	65 Cedar Avenue	Lake Villa	IL	60046	Lori Heitman	(847) 356-6100	MSI		2015	8,774
Lake Zurich Village	Lake	70 East Main Street	Lake Zurich	IL	60047	Michael Duebner	847-540-1690			2018	19,967
Lemont Park District	Cook	16028 127th Street	Lemont	IL	60439	Linda Straka	(630) 257-6787 x3009	FinTrac		2015	

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Libertyville Village	Lake	118 W Cook Avenue	Libertyville	IL	60048	Pat Wesolowski	(847) 918-2102	MSI		2011	21,955
Lincolnshire Village	Lake	One Olde Half Day Road	Lincolnshire	IL	60069	Julia Gabbard	(847) 913-2304	MSI		2015	7,274
Lindenhurst Village	Lake	2301 E. Sand Lake Rd.	Lindenhurst	IL	60046	Vicki VanSlochteren	(847) 356-8252	MSI		2014	14,462
Lockport City	Will	222 E. 9th Street	Lockport	IL	60441	Lisa Heglund	(815) 835-0549 x2109	MSI		2017	25,231
Long Grove Village	Lake	3110 Old McHenry Road	Long Grove	IL	60047	David Lothspeich	(847) 634-9440	Quickbooks		2017	7,000
Maine-Niles Association of Special Recreation	Cook	6820 W. Dempster Rd	Morton Grove	IL	60053	Tom Byczek	847-966-5522	FinTrac		2020	
Mattoon Township	Coles	1716 Richmond Ave	Mattoon	IL	61938	Amber Scoles	217-234-3877			2019	15,235
McHenry Township Fire Protection District	McHenry	3610 W. Elm Street	McHenry	IL	60050	Marjean Diercks	(815) 385-0075	AMS		2014	
Medinah Park District	DuPage	22 W130 Thorndale Ave	Medinah	IL	60157	Maria Piworski	(630) 893-2560			2014	
Merrionette Park Village	Cook	11720 S. Keozie Ave	Merrionette Park	IL	60803	Kelly White	708-396-3183	Quickbooks		2018	1,882
Morton Grove Park District	Cook	6834 W. Dempster	Morton Grove	IL	60053-1200	Martin O'Brien	(847) 965-1200	AEK		2018	
Morton Grove Village	Cook	6101 Capulina Ave	Morton Grove	IL	60053	Hannah Sullivan	847-470-5243	Springbrook		2018	23,500
Mundelein Park District	Lake	1401 N. Midlothian Road	Mundelein	IL	60060	Linda Miller	(847) 388-5456	MSI		2018	
New Lenox Village	Will	1 Veterans Parkway	New Lenox	IL	60451	Bob Pawlisz	815-464-6130	ACS		2019	26,575
North Riverside Village	Cook	2401 S. DesPlaines Avenue	North Riverside	IL	60546	Sue Scarpiniti	(708) 447-4211	Harris		2017	6,705
Northbrook Village	Cook	1225 Cedar Lane	Northbrook	IL	60062	Michael Strong	(847) 664-4050	GEMS		2015	33,600
Northfield Park District	Cook	401 Wagner Road	Northfield	IL	60093	Xochitl Guillen	(847) 446-4428	MSI		2017	
Northlake City	Cook	55 E. North ave	Northlake	IL	60164	Carol Lampard	703-343-8700	MSI		2020	12,235
Oak Brook Park District	DuPage	1450 Forest Gate Rd	Oak Brook	IL	60523	Marco Salinas	(630) 645-9536	MSI		2018	
Oak Park Village	Cook	123 Madison Street	Oak Park	IL	60302	Steven Drazner	(708) 358-5462	Peoplesoft		2017	52,066
Oakbrook Terrace Park District	DuPage	15325 Ardmore Avenue	Villa Park	IL	60181	Antonio Washington	630-627-6100	Quickbooks		2019	
Park Forest Village	Cook	350 Victory Drive	Park Forest	IL	60466	Stephanie Masson	(708) 283-5626	MSI		2016	22,035
Plano City	Kendall	17 E. Main Street	Plano	IL	60545	Ron Vander Band	(630) 552-8823	MSI		2018	11,097
Poplar Grove Village	Boone	PO Box 1	Polpar Grove	IL	61065	Diana Dykstra	(815) 765-3201	LOCIS		2016	5,100
Quincy Park District	Adams	1231 Bonansinga Drive	Quincy	IL	62301	Don Hilgenbrinck	(217) 919-0310	Smart Fusion		2017	
Richton Park Village	Cook	4455 Sauk trail	Richton Park	IL	60471	David Sevier	708-481-8950	MSI		2019	13,505

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Riverside Village	Cook	27 Riverside Road	Riverside	IL	60546	Karin Jones	708-447-2700	Tyler Incode		2019	8,915
Round Lake Beach Village	Lake	1937 N. Municipal Way	Round Lake Beach	IL	60073	Brian Gosnell	(847) 270-3024	MSI		2014	28,175
Round Lake Village	Lake	442 N Cedar Lake Rd	Round Lake	IL	60073	Brandy Schoff	847-546-5400 x3002	MSI		2019	18,563
Skokie Village	Cook	5127 W. Oakton St	Skokie	IL	60077	Jim Shaw	(847) 933-8414	HTE		2016	65,176
St Charles Park District	DuPage	101 S. Second Street	St Charles	IL	60174	Cathy Camm	(630) 336-5918	MSI		2016	
Sterling Park District	Whiteside	PO Box 958	Sterling	IL	61081	Paul Zepezauer	(815) 622-6066	Sage		2015	10,000
Sugar Grove Village	Kane	10 S. Municipal Drive	Sugar Grove	IL	60554	Pat Chamberlim	(630) 466-4507 x12	MSI		2016	9,104
Urbana Park District	Champaign	505 West Stoughton Street	Urbana	IL	61801	Caty Roland	217-367-1536 x242			2019	
Vernon Hills Park District	Lake	294 Evergreen Drive	Vernon Hills	IL	60061	Marla Pineiro	(847) 996-6932	MSI		2015	
Volo Village	Lake	500 S. Fish Lake Road	Volo	IL	60073	Michael May	(847) 740-6982	Quickbooks		2015	5,000
Warrenville Park District	DuPage	35260 Warren Avenue	Warrenville	IL	60510	Linda Straka	630-393-7279			2019	
Willowbrook Village	DuPage County	835 Midway Drive	Willowbrook	IL	60527	Carrie Dittman	(630) 920-2235	Decision Systems		2015	8,600
Winfield Park District	DuPage	0N020 County Farm Rd	Winfield	IL	60190	Sue Beilech	(630) 653-3811	AEK		2016	
Winfield Village	DuPage	27West465 Jewell Rd	Winfield	IL	60190	Lynn McCammon	(630) 933-7109	Harris		2017	9,637
Zion Park District	Lake	2400 Dowie Memorial Dr	Zion	IL	60099	Eric Bradley	(847) 746-5500 x425	MSI		2015	
Sanitary District of Decatur		501 S. Dipper Lane	Decatur	IL	62522	Kent Newton	217-422-6391 x213			2020	
Flossmoor Village	Cook	2800 Flossmoor Rd	Flossmoor	IL	60422	Scott Bordui	708-335-5405	Harris		2020	9,237
Pingree Grove Village	Kane	555 Reinking road	Pingree Grove	IL	60156	Karen Plaza	847-464-5533 x1504	MSI		2020	8,976
Marengo City	McHenry	132 E. Prairie St	Marengo	IL	60152	Megan Lopez	815-568-7112	Decision Systems		2020	7,457
El Paso City	Woodford/ McLean	125 W. Front Street	El Paso	IL	61738	Sandee Kessinger	309-527-4005	MSI		2020	2,820
Hawthorn Woods Village	Lake	2 Lagoon Drive	Hawthorn Woods	IL	60047	Jennifer Paulus	847-438-5222	MSI		2021	8,552
Bradley Village	Kanakee	147 S. Michigan Ave	Bradley	IL	60915	Rob Romo	815-936-5107	MSI		2021	15,277
Mokena Community Park District	Will	10925 W. La Porte Road	Mokena	IL	60448	Patti Parli	708-390-2406			2021	
Macomb City	McDonough	232 East Jackson st	Macomb	IL	61455	Scott Coker	309-837-0501	ACS		2021	17,413
Monee Village	Will	5130 W. Court Street	Monroe	IL	60449	David Wallace	708-534-8307	LOCIS		2021	5,122
Bethalto Villa	Madison	213 N. Prairie Street	Bethalto	IL	62010	Rod Cheatham	618-377-8013	MSI		2021	9,298

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Angola City	Steuben	210 N Public Square	Angola	IN	46703	Deb Twitchell	(260) 665-2514 x7552	Komputrol		2012	8,500
Cedar Lake Town	Lake	7408 Constitution Ave	Cedar Lake	IN	46303	Amy Sund	(219) 374-7000	Keystone		2012	10,981
Ellettsville Town	Monroe	221 N Sale Street	Ellettsville	IN	47429	Sandra Hash	(812) 876-3860	Komputrol		2013	6,078
Highland Town	Lake	3333 Ridge Road	Highland	IN	46322-2089	Michael Griffin	(218) 838-1080	Regional Data Svstems AS400		2013	22,641
Huntingburg City	Dubois	508 E. 4th Street	Huntingburg	IN	47542	Thomas Dippel	(812) 683-2211			2013	6,100
Jeffersonville City	Clark	500 Quatermaster Court	Jeffersonville	IN	47130	Amy Deering	(812) 285-6429	Keystone		2013	44,900
Kokomo City	Howard	Suite 300 100 S. Union Street	Kokomo	IN	46901	Thu Caven	765-456-7574			2020	57,836
New Haven City	Allen	815 Lincoln Hwy E.	New Haven	IN	46774	Renee Lyons	(260) 748-7057	Komputrol		2016	15,474
Richmond City	Wayne	50 North 5th Street	Richmond	IN	47374	Beth Fields	765-983-7211	GEMS		2018	35,455
Rochester City	Fulton	320 Main Street	Rochester	IN	46975	Shoda Beehler	(574) 223-2510	MegaSystems		2013	6,404
Southport City	Marion	6901 Derbyshire Rd	Southport	IN	46227	Diana Bossingham	(317) 786-3585	Excel		2012	1,752
Whiting City	Lake	1443 119th St.	Whiting	IN	46394	Mark Adam	(219) 659-3100	Keystone		2011	5,000
Argos Town	Marshall	201 W. Walnut Street	Argos	IN	46501	Lisa Mullaney	574-892-5717 x222	Banyon		2020	1,625
Munster Town	Lake	1005 Ridge Road	Munster	IN	46321	Patricia Abbott	219-836-6946	Pentamation		2021	22,539
Cumberland Town	Hancock/ Marion	11501 E. Washington Street	Cumberland	IN	46229	Erica Salmon	317-894-6201	Keystone		2021	5,169
Basehor City	Leavenworth	2620 N. 155th Street	Basehor	KS	66007-0406	Katherine Renn	(913) 724-1370 x28	Fund Balance		2015	23,754
41-B District Court	Macomb	22380 Starks Dr	Clinton Twp	MI	48036	Lynn Gustafson	(586) 569-7811	Munis	2006	2010	
48th-District Court	Oakland	4280 Telegraph Rd	Bloomfield Hills	MI	48302	Nicole O'dea	(248) 647-1141	Fund Balance		2009	
Acme Township	Grand Traverse	6042 Acme Rd	Williamsburg	MI	49690	Cathy Dye	(231) 938-1350	Fund Balance		2015	4,332
Ada Township	Kent	7330 Thornapple River Dr	Ada	MI	49301	George Haga	(616) 676-9191 ext 50	Fund Balance	2005	2009	9,882
Addison Township	Oakland	1440 Rochester Rd	Leonard	MI	48367	Lori Fisher	(248) 628-5409	Manual System	2002	2011	6,439
Addison Village	Lenawee	103 1/2 W Main St	Addison	MI	49220	John Decker	(517) 547-3135	Manual System		2009	627
Adrian City	Lenawee	100 E Church St	Adrian	MI	49221	Jeffery Pardee	(517) 264-4824	First Computer	2005	2012	21,574
Alaiedon Township	Ingham	2021 W Holt Rd	Mason	MI	48854-9451	Sandy Shier	(517) 676-9277	Fund Balance	2002	2013	3,498
Alamo Township	Kalamazoo	7901 Nth 6th Street	Kalamazoo	MI		Eric Cornell		Peachtree		2019	3,820
Albion City	Calhoun	112 W. Cass St	Albion	MI	49224	Tom Mead	(517) 629-5535	Caselle		2014	9,144

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Alcona County	Alcona	106 5th Street	Harrisville	MI	48740	Cheryl Franks	(989) 724-9420	Pontem		2017	10,349
Alger County	Alger	101 Court Street	Munising	MI	49862	Pam Johnson	(906) 387-4535	Harris		2018	9,383
Algoma Township	Kent	10531 Algoma Ave NE	Rockford	MI	49341	Judy Bigney	(616) 866-1583	Springbrook		2010	7,596
Algonac City	St Clair	805 St. Clair River Dr.	Algonac	MI	48001	Linda Mackie	(810) 794-9361 x220	Fund Balance	2007	2009	4,613
Allegan City	Allegan	112 Locust St	Allegan	MI	49010	Tracy Stull	(269) 686-1112	Springbrook	2008	2009	4,838
Allegan Township	Allegan	3037 118th Ave	Allegan	MI	49010	Linda Evans	(269) 673-5051	Our Town		2013	4,050
Allen Park City	Wayne	16850 Southfield Rd	Allen Park	MI	48101	Kris Barann	(313) 928-4396	Versys	2007	2015	29,376
Allendale Charter Township	Ottawa	6676 Lake Michigan Dr	Allendale	MI	49401	Jack Hagedorn	(616) 895-6295	Fund Balance	2005	2012	13,042
Alma City	Gratiot	525 E. Superior Street	Alma	MI	48801	Cynthia Michels	(989) 463-8346	New World		2018	9,275
Almena Township	Van Buren	27625 County Rd 375	Paw Paw	MI	49079	Sandra Rickli	(269) 668-6910	ForFund	2006	2009	4,226
Almont Village	Lapeer	817 N. Main St	Almont	MI	48003	Kim Keesler	(810) 798-8528	Pontem		2012	2,803
Alpena City	Alpena	208 N First Ave	Alpena	MI	49707-2885	Karen Hebert	(989) 354-2196	New World		2012	11,304
Alpena County	Alpena	720 W. Chisholm St. Ste #2	Alpena	MI	49707	Bonnie Friedrichs	(989) 354-9220	Pontem		2017	28,988
Alpena Township	Alpena	4385 US 23 North	Alpena	MI	49707	Karie Bleau	(989) 356-0297	Fund Balance		2017	9,788
Alpine Township	Kent	5255 Alpine Ave NW	Comstock Park	MI	49231	Jean Wahlfield	(616) 784-1262	Springbrook		2010	13,976
Ann Arbor Charter Township	Washtenaw	3792 Pontiac Trl	Ann Arbor	MI	48105	Marcy Scaturro	(734) 663-3418	Fund Balance	2006	2012	4,720
Ann Arbor Downtown Development Authority	Washtenaw	150 S. 5th Ave	Ann Arbor	MI	48104	Sarah McCallum	734-997-1309			2019	
Antrim County	Antrim	203 East Cayuga Street	Belaire	MI	49615	Debra Haydell	(231) 533-3635	Bellaire		2011	23,267
Antwerp Township	Van Buren	24821 Front Ave	Mattawan	MI	49071	Bonnie Osborne	(269) 668-2615 ext 211	ForFund	2007	2012	10,813
Argentine Township	Genesee	9048 Silver Lake Rd	Linden	MI	48451	Jane Leftler	(810) 735-5050	Fund Balance		2015	6,521
Armada Township	Macomb	23121 E Main	Armada	MI	48005	Mary Swiacki	(586) 784-5200	Quickbooks		2017	5,246
Ash Township	Monroe	P O Box 387	Carleton	MI	48117	Rob Schock	(734) 654-6992 ext 25	Versys	2005	2014	7,610
Ashley Village	Gratiot	114 W. Oak St	Ashley	MI	48806	Shelly Moffit	(989) 847-3050	Quickbooks		2009	563
Atlas Township	Genesee	PO Box 277	Goodrich	MI	48438	Tere Onica	(810) 636-2548	Fund Balance		2015	7,257
Au Gres City	Arenac	124 W. US 23	Au Gres	MI	48703	LaVonne Pritchard	(989) 876-8811	Northern Data Systems		2014	1,028
Au Sable Charter Township	Iosco	311 5th St N	Au Sable	MI	48750	Sandra Wilson	(989) 739-9169	Quickbooks	2007	2009	2,230

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Auburn City	Bay	113 E. Elm St	Auburn	MI	48611	Karen Bellor	(989) 662-6761	Fund Balance		2013	2,011
Auburn Hills City	Oakland	1827 N Squirrel Rd	Auburn Hills	MI	48326	Michelle Schulz	(248) 364-6817	Munis		2012	19,837
Augusta Charter Township	Washtenaw	8021 Talladay Rd	Whittaker	MI	48190	Kathy Giszczak	(734) 461-6117 x201	Fund Balance	2002	2014	4,813
Augusta Village	Kalamazoo	PO Box 216	Augusta	MI	49012	Julie Glenn	(269) 731-5517	Excel	2008		899
Aurelius Township	Ingham	1939 S Aurelius Rd	Mason	MI	48854	Tracy Ayres	(517) 628-2093	Versys	2002	2012	3,318
Bad Axe City	Huron	300 E Huron Ave	Bad Axe	MI	48413	Kay Goebel	(989) 269-7681	First Computer	2004	2012	3,462
Baldwin Township	Iosco	1119 Monument Rd	Tawas City	MI	48763	Cathy Pittsley	989-362-3742	Cogitate		2018	1,726
Bangor Charter Township	Bay	180 State Park Dr	Bay City	MI	48706	Donna Leitermann	(989) 684-8531	New World	2007	2009	15,547
Bangor City	Van Buren	257 W Monroe St	Bangor	MI	49013	Peter Stanislawski	(269) 427-5831	ForFund	2007	2010	1,933
Baraga County	Baraga	16 N 3rd St	L'Anse	MI	49946	Anne Koski	(906) 524-7773	Harris		2014	8,654
Baraga Township	Baraga	14574 Sturgeon Rd	Baraga	Mi	49908	Amy Isaacson	(906) 201-2380	Our Town		2014	3,542
Baraga Village	Baraga	100 Hemlock St.	Baraga	MI	49908	Cherie Koski	(906) 353-6237	Fund Balance		2016	1,285
Baroda Village	Berrien	9091 First Street	Baroda	MI	49101	Amy Hemphill	(269) 422-1779	Church Windows		2010	873
Barry Township	Barry	PO Box 705	Delton	MI	49046	Deb Dewey-Perry	(269) 623-5171	Munis	2004	2013	3,489
Barryton Village	Mecosta	PO Box 31	Barryton	MI	49305	Jen Trelfa	(989) 382-7822	Quickbooks		2014	381
Barton Hills Village	Washtenaw	199 Barton Shore Drive	Ann Arbor	MI	48105	Priya King	(734) 222-5209	Quickbooks	2008	2009	335
Bath Charter Township	Clinton	14480 Webster Rd	Bath	MI	48808	Jeff Garrity	(517) 641-6728	Fund Balance	2007	2009	7,541
Bay Metropolitan Transportation Authority	Bay	1510 N. Johnson Street	Bay City	MI	48708	Eric Sprague	989-922-3717	Macola		2020	
Bear Creek Township	Emmet	373 N Division Rd	Petoskey	MI	49770	Connie Golding	(231) 347-3204	Quickbooks		2016	5,269
Beaver Creek Township	Crawford	8888 South Grayling Road	Grayling	MI	49738	Max Meisner	(989) 275-8878	Cogitate		2019	1,486
Beaverton City	Gladwin	PO Box 477	Beaverton	MI	48612	Beverly Miller	(989) 435-3511	Resource	2005	2017	1,106
Bedford Charter Township	Calhoun	115 S. Uldriks Drive	Battle Creek	MI	49037	Joyce Feraco	(269) 965-1999	Fund Balance		2015	9,517
Bedford Township	Monroe	8100 Jackman Rd	Temperance	MI	48182-0607	David Manning	(734) 847-6791	Fund Balance	2008	2012	28,606
Beecher Metropolitan District	Genesee	G-1057 W Louis Ave	Flint	MI	48505	Jacqueline Huddleston	(810) 787-6526	Manual System	2006	2013	
Belknap Township	Presque Isle	5101 Petersville Rd	Rogers City	MI	49779	Terri Koss	(989) 619-1619	Pontem		2018	854
Bellaire Village	Antrim	PO Box 557	Bellaire	MI	49615	Cathy Odom	(231) 533-8213	Peachtree		2013	1,086

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Belleville City	Wayne	6 Main St	Belleville	MI	48111	Lisa Long	(734) 697-9577	Fund Balance		2014	3,997
Benton Charter Township	Berrien	1725 Territorial Dr	Benton Harbor	MI	49022	Kelli Nelson	(269) 925-0616	Microfund		2010	16,404
Benton Harbor City	Berrien	200 E Wall St	Benton Harbor	MI	49022	Debra Popp	(269) 927-8400	Fund Balance	(Harris)	2012	11,182
Benton Township	Cheboygan	5012 Orchard Beach Rd	Cheboygan	MI	49721	Maureen Engle	(231) 625-9176	Quickbooks	2005	2009	3,080
Benton Township	Eaton	5136 Windsor Hwy	Potterville	MI	48876	Jeana Bohrs	517-645-7880	Pontem		2019	2,712
Benzie County	Benzie	448 Court Pl	Beulah	MI	49617	Charles Clarke	(231) 882-0035	Accucomp	2004	2013	17,519
Berkley City	Oakland	3338 Coolidge Hwy	Berkley	MI	48072	Brenda Cole	(248) 549-1624 ext 473	New World	2004	2012	15,531
Berlin Charter Township	Monroe	8000 Swan View Rd	Newport	MI	48166	Judy Lindquist	(734) 586-2187 ext 4	Fund Balance	2003	2013	6,924
Bessemer City	Gogebic	411 S Sophie St	Bessemer	MI	49911	Jim Trudgeon	(906) 663-4311	Apollo	2005	2014	2,148
Beverly Hills Village	Oakland	18500 W.13 Mile Rd	Beverly Hills	MI	48025	Chris Wilson	(248) 676-6406 x228	Fund Balance		2015	10,437
Big Rapids Charter Township	Mecosta	14212 Northland Dr	Big Rapids	MI	49307	Sherri Gilbert	(231) 796-3603	Resource	2002	2014	4,208
Big Rapids City	Mecosta	226 N Michigan Ave	Big Rapids	MI	49307	Tim Moslener	(231) 592-4033	Eden		2009	10,849
Bingham Township	Clinton	1637 S Dewitt Rd	St Johns	MI	48879	Helen Kus	(989) 225-2394	Manual System	2006	2014	2,776
Birch Run Township	Saginaw	8425 Main Street	Birch Run	MI	48415	Kurt Kiessling	(989) 624-9773	Asyst		2013	6,191
Birch Run Village	Saginaw	12060 Heath Street	Birch Run	MI	48415	Alyssa Barto	(989) 624-5711	Civic Systems		2011	1,653
Birmingham City	Oakland	151 Martin St	Birmingham	MI	48009	Judy Rumps	(248) 530-1884	HTE		2011	19,291
Blackman Charter Township	Jackson	1990 W Parnall Rd	Jackson	MI	49201	Ray Snell	(517) 788-4345	Resource	2002	2015	22,800
Blair Township	Grand Traverse	2121 County Road 633	Grown	MI	49637	Lynette Wolfgang	(231) 276-9263	Quickbooks		2017	6,448
Blendon Township	Ottawa	7161 72nd Ave	Hudsonville	MI	49426	Don Vanderkuyl	(616) 875-7707 x 23	Our Town	2008	2009	5,721
Blissfield Village	Lenawee	408 E Adrian St	Blissfield	MI	49228	Peggy Nieman	(517) 486-4347	Versys		2009	3,223
Bloomfield Hills City	Oakland	45 E Long Lake Rd	Bloomfield Hills	MI	48304	Karen Ruddy	(248) 530-1402	Fund Balance		2013	3,940
Blue Lake Township	Kalkaska	10599 Twin Lk Rd NE	Mancelona	MI	49659	Tracy Nichol	231-587-8354	Quickbooks		2020	428
Blue Lake Township	Muskegon	1491 Owasippe rd	Twin Lake	MI	49457	Jeff Abram	231-894-6335	Pontem		2020	1,990
Blue Water Transportation Authority	St Clair	100 McMorran Blvd	Port Huron	MI	48062	James Brennan	(810) 984-9729	Port Huron System		2020	
Blumfield Township	Saginaw	1175 W. Vassar Rd	Reese	MI	48757	Lisa Roethlisberger	(989) 868-9512	Pontem		2010	2,014
Bois Blanc Township	Mackinac	PO Box 898	Pointe Aux Pins	MI	49775	Joan Schrocka	(231) 634-7275	Cogitate	2003	2010	71

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Boyne City	Charlevoix	319 N Lake St	Boyne City	MI	49712	Cindy Grice	(231) 582-0334	Fundware		2009	3,503
Branch County	Branch	31 Division Street	Coldwater	MI	49036	Ann Vrablic	(517) 279-6447	Harris		2016	43,545
Brandon Charter Township	Oakland	PO Box 929	Ortonville	MI	48462-0929	Candee Allen	(248) 627-2851	Civic Systems		2015	14,765
Breckenridge Village	Gratiot	104 E Saginaw St	Breckenridge	MI	48615	Bridget Suhr	(989) 842-3109	Fund Balance		2009	1,328
Breckenridge-Wheeler Township	Gratiot	104 E Saginaw St	Breckenridge	MI	48615	Bridget McPherson	(989) 842-3109	Quickbooks		2019	
Fire Rescue Breitung Charter Township	Dickinson	PO Box 160	Quinnesec	MI	49876	John Gaudette	(906) 779-2060	Fund Balance		2013	5,930
Bridgeport Charter Township	Saginaw	6206 Dixie Hwy	Bridgeport	MI	48722	Tammy McIntyre	(989) 777-0940 x209	Fund Balance		2012	11,709
Bridgman City	Berrien	9765 Maple Street	Bridgman	MI	49106	Debbie Lambrix	(269) 465-5144	Fund Balance		2016	2,428
Brighton City	Livingston	200 N. First St.	Brighton	MI	48116	Kelly Hanna	(810) 225-9283	Springbrook		2012	6,701
Bronson City	Branch	141 S Matteson St	Bronson	MI	49028	Karen Smith	(517) 369-7334	Harris	2003	2015	2,421
Brooklyn Village	Jackson	121 N Main St	Brooklyn	MI	49230	Victor Cardenas	(517) 592-2591	Peachtree		2010	1,206
Brownstown Charter Township	Wayne	21313 Telegraph Rd	Brownstown	MI	48183	Donna Hall	(734) 675-9960	ACS		2010	22,989
Bruce Township	Macomb	223 East Gates Street	Romeo	MI	48065	Susan Brockmann	586-752-4585	Fund Balance		2019	8,158
Buchanan Township	Berrien	15235 N Main St	Buchanan	MI	49107	Cathy Ganus	(269) 695-6442	Manual System	2005	2013	3,510
Buena Vista Charter Township	Saginaw	1160 S Outer Dr	Saginaw	MI	48601	Rene Fulgencio	(989) 754-6536 ext 2319	ACS	2006	2010	10,318
Bunker Hill Township	Ingham	871 Decamp Rd	Stockbridge	MI	49285	Carrie Zeitz	(517) 204-1336	Quickbooks		2012	1,979
Burns Township	Shiawassee	PO Box 397	Bryon	MI	48418	Shirley Riley	(810) 444-3972			2017	3,500
Burt Township	Alger	E21837 Grand Marais Ave	Grand Marais	MI	49839	Kay Wampler	(906) 494-2381	Quickbooks		2011	480
Burtchville Township	St Clair	4000 Burtch Rd	Lakeport	MI	48059	Jessica Lize	(810) 385-5577	Resource	2003	2014	3,956
Burton City	Genesee	4303 S Center Rd	Burton	MI	48519	Ginger Burke-Miller	(810) 743-1500 ext 1201	Fundware	2007	2011	30,308
Byron Township	Kent	8085 Byron Center Ave	Byron Center	MI	49315	Julie Meza	(616) 878-0660	Fund Balance	2007	2009	17,553
Byron Village	Shiawassee	SW PO Box 4	Byron	MI	48418	Brian Boggs	(810) 266-6160	Manual (pencil)		2010	565
Cadillac City	Wexford	200 N. Lake Street	Cadillac	MI	49601	Carol Pacella	(231) 779-7380	New World		2016	10,000
Caledonia Charter Township	Kent	8196 Broadmoor Ave SE	Caledonia	MI	49316	Jennifer Christian	(616) 891-0070 x208	Fund Balance	2008	2009	8,964
Cambridge Township	Lenawee	9990 W. M-50	Onsted	MI	49265	Rick Richardson	(517) 467-2104	Fund Balance		2012	5,299
Cannon Township	Kent	6878 Belding Rd NE	Rockford	MI	49341	Bonnie Shupe	(616) 874-6966	Versys	2006	2010	12,075

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Capac Village	St Clair	131 N Main	Capac	MI	48014	Crystal Potter	(810) 395-4355	Fund Balance		2016	1,775
Carleton Village	Monroe	PO Box 376	Carleton	MI	48117	Nancy Mell	(734) 654-6255	Cogitate	2003	2011	2,562
Carmel Township	Eaton	661 Beech Highway	Charlotte	MI	48813	Laura Goostrey	888-805-6182	Quickbooks		2019	2,626
Carrollton Township	Saginaw	1645 Mapleridge Rd	Saginaw	MI	48604	Megan King	(989) 754-4611 ext 29	New World	2007	2010	6,602
Carson City	Montcalm	PO Box 340	Carson City	MI	48811	Cindy Schafer	(989) 584-3515	Fund Balance		2010	1,190
Carsonville Village	Sanilac	3912 W Sheldon St	Carsonville	MI	48419	Diane Schneider	(810) 657-9400	Quickbooks	2008	2010	514
Cascade Charter Township	Kent	2865 Thornhills Ave SE	Grand Rapids	MI	49546	Mildred Pinder	(616) 949-1500 ext 208	Versys	2007	2009	15,107
Casco Township	Allegan	7104 107th Ave	South Haven	MI	49090	Cheryl Brenner	(269) 637-4441	Sage		2019	3,019
Caseville Township	Huron	6767 Main St	Caseville	MI	48725	Michelle Stirrett	(989) 856-3053	Pontem		2012	2,723
Casnovia Township	Muskegon	245 S Canada Rd	Casnovia	MI	49318	John Gort	(616) 675-4064	Cogitate		2011	2,652
Caspian City	Iron	PO Box 273	Caspian	MI	49915	Gina Kosmopoulos	906-265-2514	Fund Balance		2018	997
Cass City Village	Tuscola	6506 Main St	Cass City	MI	48726	Nanette Walsh	(989) 872-2911	Harris		2011	2,643
Cass County	Cass	120 N. Broadway St, Suite 116	Cassopolis	MI	49031	Angie Steinman	(269) 445-4269	Harris		2015	51,608
Cassopolis Village	Cass	117 S. Broadway St. Suite 100	Cassopolis	MI	49031	Tonia Betty	(269) 445-5645	Fund Balance		2016	1,749
Castleton Township	Barry	915 Reed St	Nashville	MI	49073	Lorna Wilson	(517) 852-9479	Resource	2004	2015	3,475
Cedar Creek Township	Muskegon	6556 Sweeteer Rd	Twin Lake	MI	49457	Heather Jarvis	231-821-0014	Quickbooks		2019	3,109
Cedar Springs City	Kent	PO Box 310	Cedar Springs	MI	49319	Karen Mushong	(616) 696-1330 x101	Fund Balance	2005	2012	3,112
Center Line City	Macomb	7070 E 10 Mile Rd	Center Line	MI	48015	Steve Adair	(586) 758-8270	Fund Balance		2012	8,531
Centreville Village	St Joseph	PO Box 399	Centreville	MI	49032	Marty Chiddister	(269) 467-4855	Fund Balance		2016	1,425
Charlevoix County	Charlevoix	203 Antrim Street	Charlevoix	MI	49720	Cherie Browe	(231) 547-7200	Advantage Svstems		2015	23,121
Charlotte City	Eaton			MI		Gregg Guetschow		Fund Balance		2019	8,389
Chassell Township	Houghton	PO Box 438	Chassell	MI	49916	June Michaelson	(906) 523-4000	Cogitate	2005	2015	1,822
Cheboygan City	Cheboygan	PO Box 39	Cheboygan	MI	49721	Kenneth Kwiatkowski	(231) 627-9931	Versys	2005	2016	5,295
Cheboygan County	Cheboygan	PO Box 70	Cheboygan	MI	49721	Kari Kortz	(231) 627-8430	AS400	2002	2009	25,675
Chelsea City	Washtenaw	305 S Main St Ste 100	Chelsea	MI	48118	Kim Garland	(734) 475-1771	CMI		2010	4,398
Cherry Grove Township	Wexford	4830 E M-55	Cadillac	MI	49601	Jim Barton	(231) 775-0958	Accucomp	2007	2009	2,328

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Chesaning Village	Saginaw	1100 W Broad St	Chesaning	MI	48616	Lisa Hitchcock	(989) 845-3800	Fund Balance		2013	2,338
Chester Township	Ottawa	3509 Sehler St	Conklin	MI	49403	Jan Redding	(616) 899-5544	Manual System	2003	2010	2,315
Chesterfield Charter Township	Macomb	47275 Sugarbush	Chesterfield Township Harbert	MI	48047	Vicki Bauer	(586) 949-0400 x1153	Fund Balance		2013	37,405
Chikaming Township	Berrien	PO Box 40		MI	49116	Julie Schroeder	(269) 469-1676	Fund Balance		2015	3,678
China Charter Township	St Clair	4560 Indian Trl	China	MI	48054	Kristi Donaldson	(810) 765-1145 x207	Fund Balance	2005	2009	3,340
Chocolay Charter Township	Marquette	5010 US 41 South	Marquette	MI	49822	Suzanne Sundell	906.249.1448 x207	Fund Balance		2019	7,148
Clam Lake Township	Wexford	8809 E M-115	Cadillac	MI	49601	Larry Payne	(231) 775-5401	Quickbooks		2012	2,238
Clare City	Clare	202 W 5th St	Clare	MI	48617	Ken Hibl	(989) 386-7541 ext 102	Fund Balance	2005	2010	3,173
Clare County	Clare	225 W Main	Harrison	MI	48625	Jenny Beemer-Fritzinaer	(989) 539-7801	Harris		2018	30,553
Clark Township	Mackinac	PO Box 367	Cedarville	MI	49719	Mike Miller	(906) 484-2672	Harris	2003	2017	2,200
Clarkston City	Oakland	375 Depot	Clarkston	MI	48346-1418	Sandra Barlass	(248) 625-1559	Peachtree		2012	962
Clawson City	Oakland	425 N. Main Street	Clawson	MI	48017	Mark Pollock	(248) 435-4500 x111	Fund Balance		2016	12,732
Clay Township	St Clair	PO Box 429	Algonac	MI	48001	Connie Turner	(810) 794-9303	Port Huron Svstem	2005	2009	9,822
Clayton Charter Township	Genesee	2011 S. Morrish Road	Swartz Creek	MI	48473	Dennis Miley	810-635-4435	Fund Balance		2018	7,546
Climax Village	Kalamazoo	114 E Maple	Climax	MI	49034	Scott Torrance	(269) 746-4174	ForFund		2011	791
Clinton Charter Township	Macomb	40700 Romeo Plank Rd	Clinton Township	MI	48038	Donna Lauretti	(586) 723-8002	Munis		2012	95,648
Clinton Transit	Clinton	215 N. Scott Rd	St Johns	MI	48879	Susan Gly	989-534-2704	Quickbooks		2019	
Clio City	Genesee	505 W. Vienna Street	Clio	MI	48420	Linda Kingston	810-686-5850 x205	Fund Balance		2018	2,483
Clyde Township	St Clair	3350 Vincent Rd	Clyde	MI	48049	Stacey Smith	(810) 985-7258	Fund Balance		2014	5,523
Coloma Charter Township	Berrien	4919 Paw Paw Lake Rd	Coloma	MI	49038	Laura Baumeister	269-468-7212	Fund Balance		2019	5,217
Colon Township	St Joseph	PO Box 608	Colon	MI	49040	Diane McKelvey	(269) 432-3371	Quickbooks	2006	2014	3,405
Colon Village	St Joseph	110 N. Blackstone Ave	Colon	MI	49040	Tammy Fredenburg	(269) 432-2532	Sage		2017	1,227
Columbia Township	Jackson	8500 Jefferson Rd	Brooklyn	MI	49230	Ruth Scott	(517) 592-2000	Fund Balance	2004	2009	7,234
Columbiaville Village	Lapeer	PO Box 100	Columbiaville	MI	48421	Denise Dupack	(810) 793-4411	Cogitate	2006	2009	815
Commerce Charter Township	Oakland	2009 Township Dr	Commerce Twp	MI	48390	Janet Bushey	(248) 960-7069	Versys	2003	2012	34,764
Comstock Charter Township	Kalamazoo	PO Box 449	Comstock	MI	49041	Anna	(269) 381-2360	Springbrook	2005	2010	13,851

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Concord Township	Jackson	110 Hanover St	Concord	MI	49237	Judy Clark	(517) 524-8604			2018	2,692
Concord Village	Jackson	PO Box 306	Concord	MI	49237	Nancy Salvatore	(517) 524-8534	Harris	2003	2009	1,101
Convis Township	Calhoun	19500 15 Mile Rd	Marshall	MI	49068	Debra Wilson	(269) 789-0654 ext 123	Peachtree		2013	1,666
Cooper Charter Township	Kalamazoo	1590 W D Ave	Kalamazoo	MI	49009	Bonnie Sytsma	(269) 382-0223	ForFund	2008	2010	8,754
Coopersville City	Ottawa	289 Danforth St	Coopersville	MI	49404	Keri Rogers	(616) 997-9731	Fund Balance	2008	2010	3,910
Corunna City	Shiawassee	402 N Shiawassee St	Corunna	MI	48817	Nichole Cowdrey	(989) 743-3650	Fund Balance		2009	3,381
Cottrellville Township	St Clair	7008 Marsh Rd	Marine City	MI	48039	Violet Pfaff	(810) 765-4730	Quickbooks	2005	2012	3,814
Courtland Township	Kent	7450 14 Mile Rd	Rockford	MI	49341	Marilynn Crosby	(616) 866-0622	Our Town	2005	2011	5,817
Covert Township	Van Buren	PO Box 35	Covert	MI	49043	Marilyn Rendell	(269) 764-8986 x3	ForFund		2013	3,141
Crawford County	Crawford	200 W Michigan Ave	Grayling	MI	49738	Joe Wakeley	(989) 344-3231	New World	2002	2010	13,745
Crockery Township	Ottawa	PO Box 186	Nunica	MI	49448	Judy Van Bemmelen	(616) 837-6868	Manual System	2004	2013	3,782
Croswell City	Sanilac	100 N. Howard	Croswell	MI	48422	Sam Moore	(810) 679-2299	Fund Balance		2016	2,467
Croton Township	Newaygo	5833 E. Division Street	Newaygo	MI	49337	Kim Edwards	(231) 652-2388	Pontem		2017	3,042
Crystal Falls City	Iron	401 Superior Avenue	Crystal Falls	MI	49920	Tara Peltoma	(906) 875-3212 x103	Excel		2013	1,791
Crystal Falls Township	Iron	PO Box 329	Crystal Falls	MI	49920	Donna Gustafson	(906) 875-3062	Cogitate	2003	2013	1,722
Crystal Township	Montcalm	217 Park Street	Crystal	MI	48818	Scott Brundage	989-287-1225	Pontem		2018	2,824
Dallas Township	Clinton	11245 W 1st St	Fowler	MI	48835	Therese Koenigsknecht	(989) 593-2542	Quickbooks	2006	2017	2,323
Dalton Township	Muskegon	1616 E Riley Thompson Rd	Muskegon	MI	49445	Tracy DeMarse	(231) 766-3043 x402	Resource	2005	2015	8,047
Davison City	Genesee	200 E Flint St Ste 2	Davison	MI	48423	Cindy VanMegroet	(810) 653-2191	New World	2006	2010	5,536
Davison Township	Genesee	1280 N Irish Rd	Davison	MI	48423	Alma Gay	(810) 653-4156	Open Windows (Harris)	2008	2009	17,722
Dearborn Heights City	Wayne	6045 Fenton St	Dearborn Heights	MI	48127	John Riley II	(313) 791-3417	New World		2012	58,264
Decatur Village	Van Buren	114 N Phelps St	Decatur	MI	49045	Louann Conklin	(269) 423-6114	ForFund	2006	2009	1,838
Delhi Charter Township	Ingham	2074 Aurelius Rd	Holt	MI	48842	Delhi Charter Township- Accounting	(517) 699-3858	First Computer	2003	2010	22,569
Delta Charter Township	Eaton	7710 W Saginaw Hwy	Lansing	MI	48917	Jeff Anderson	(517) 323-8510	Fund Balance	2006	2010	29,682
Delta County	Delta	310 Ludington St	Escanaba	MI	49829	Nora Viau	(906) 789-5100	Harris		2013	36,559
Detroit Wayne County Health Authority	Wayne	3031 W Grand Blvd Suite 450	Detroit	MI	48226	Janette Davis	(313) 871-3751	Fundware		2014	

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DeWitt Area Recreation Authority	Clinton	1401 W. Herbison Rd	Dewitt	MI	48820	Clay Summers	(517) 482-5117	Peachtree	2009	2012	
DeWitt Charter Township	Clinton	1401 W Herbison Rd	DeWitt	MI	48820	Diane Mosier	(517) 668-0270	Versys	2006	2012	12,143
DeWitt City	Clinton	414 E Main St	DeWitt	MI	48820	Lisa Grysen	(517) 669-2441	Fund Balance	2002	2010	4,702
Dexter City	Washtenaw	8140 Main St	Dexter	MI	48130	Marie Sherry	(734) 426-8303 ext 14	Fund Balance		2012	2,338
Dexter Township	Washtenaw	6880 Dexter-Pinckney Rd	Dexter	MI	48130	Harley Rider	(734) 426-3767	Quickbooks	2005	2013	5,248
Dickinson County	Dickinson	PO Box 609	Iron Mountian	MI	49801	Brian Bousley	(906) 774-2573	Harris		2017	17,111
Dorr Township	Allegan	4196 18th St	Dorr	MI	49323	Jane Rens	(616) 681-9874	Peachtree		2012	6,579
Dorr-Leighton Waste Water Authority	Allegan	4475 Kalamazoo Dr	Caledonia	MI	49316	Char Troost	(616) 891-8238			2018	
Douglas Village City	Allegan	86 W Center St	Douglas	MI	49406	Bob Drexler	(269) 857-1438	Fund Balance	2008	2016	1,214
Dowagiac City	Cass	241 S Front Street	Dowagiac	MI	49047	Mitch Billingham	(269) 462-2816	CMI	2006	2009	6,147
Downriver Utility Wastewater Authority	Wayne	15310 Cameron	Southgate	MI	48195	Doug Drysdale	(734) 522-6711			2018	
Dryden Village	Lapeer	5602 Main Street	Dryden	MI	48412	Holly Shroyer	810-796-2291	Quickbooks		2018	936
Dundee Township	Monroe	179 Main St	Dundee	MI	48131	Antoinette Carder	(734) 529-2650	Cogitate	2002	2015	6,341
Dundee Village	Monroe	350 W. Monroe Street	Dundee	MI	48131	David Uhl	(734) 529-3430 x1032	Fund Balance		2016	3,522
Durand City	Shiawassee	215 W Clinton St	Durand	MI	48429	Amy Roddy	(989) 288-3113	Fund Balance	2006	2011	3,933
East Bay Charter Township	Grand Traverse	1965 N. Three Mile Road	Traverse City	MI	49696	Glen Lile	(231) 947-8647	Fund Balance		2014	9,919
East China Charter Township	St Clair	5111 River Rd.	East China	MI	48054	Sandy Smith	(810) 765-8879 x119	Fund Balance	2007	2011	3,630
East Grand Rapids City	Kent	750 Lakeside Dr SE	East Grand Rapids	MI	49506	Karen Mushong	(616) 949-2110	DataWest	2003	2009	10,764
East Tawas City	Iosco	PO Box 672	East Tawas	MI	48730	Blinda Baker	(989) 362-6161	Versys	2006	2010	2,951
Eastpointe City	Macomb	23200 Gratiot Avenue	Eastpointe	MI	48021	Randy Altimus	(586) 445-5026	Pentamation		2010	34,077
Eaton Rapids City	Eaton	200 S. Main Street	Eaton Rapids	MI	48827	Marrie Jo Carr	(517) 663-8118 x8107	CMI		2015	5,330
Eaton Township	Eaton	3981 E Clinton Trl	Charlotte	MI	48813	Becky Dolman	(517) 543-3308	Quickbooks	2007	2009	4,278
Eau Claire Village	Berrien	6625 E Main St	Eau Claire	MI	49111	Lisa Borkowski	(269) 461-6173	Quickbooks		2010	625
Ecorse City	Wayne	3869 West Jefferson	Ecorse	MI	48229	Sarah Laird	(313) 294-3740	New World		2010	11,229
Egelston Township	Muskegon	5428 Apple Ave	Muskegon	MI	49442	Joan Rapp	(231) 788-2308 ext 221	Versys	2005	2016	9,537
Elba Township	Lapeer			MI		Rena Fountain		Cogitate	2006	2014	5,462

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Elk Rapids Village	Antrim	PO Box 398	Elk Rapids	MI	49629	Marcia Price	(231) 264-9274	Northern Data Systems		2014	1,700
Elkton Village	Huron	PO Box 516	Elkton	MI	48731	Lonna Fisher	(989) 375-2270	Mas 90		2011	863
Elm River Township	Houghton	33607 Lake Gerald Rd	Toivola	MI	49965	Debbie Maki	(906) 288-3355	Manual System	2007	2012	169
Elsie Village	Clinton	PO Box 408	Elsie	MI	48831	Sue Bensinger	(989) 862-4273	Fund Balance	2007	2010	1,055
Emmet County	Emmet	200 Division Street	Petoskey	MI	49770	Matt Hellens	(231) 348-1705	Grand Traverse Svstem		2018	33,565
Emmett Charter Township	Calhoun	621 Cliff St	Battle Creek	MI	49014	Teresa Myers	(269) 968-0241	Pontem		2012	11,979
Empire Village	Leelanau	PO Box 253	Empire	MI	49630	Derith Smith	231-326-5466	Quickbooks		2019	378
Erie Township	Monroe	PO Box 187	Erie	MI	48133	Jolene Upchurch	(734) 848-5915	Fund Balance	2002	2012	4,850
Essexville City	Bay	1107 Woodside Ave	Essexville	MI	48732	Fran DeWyse	(989) 893-2441	Civic Systems		2016	3,766
Evart City	Osceola	200 S Main St	Evart	MI	49631	Sarah DVoracek	(231) 734-2181	Fund Balance		2015	1,738
Exeter Township	Monroe	6158 Scofield Rd	Maybee	MI	48159	Billie Iott	(734) 587-2100	Resource	2004	2015	3,727
Fairfield Township	Lenawee	8391 Jefferson St	Jasper	MI	49248	Carol DeLong	(517) 436-3004	Harris	2007	2018	1,756
Fairfield Township	Shiawassee	6500 Henderson Drive	Elsie	MI	48831	Richard Zemla	989-666-2159			2019	745
Fairhaven Township	Huron	9811 Main St	Bay Port	MI	48720	Ellen McGathy	(989) 656-9901	Custom		2009	1,259
Farmington City	Oakland	23600 Liberty St	Farmington	MI	48335	Chris Weber	(248) 474-5500 ext 2247	First Computer	2006	2009	10,423
Farwell Village	Clare	109 S Hall St	Farwell	MI	48622	Diane Maki	(989) 588-9926	ICommander	2007	2016	855
Fennville City	Allegan	222 S Maple	Fennville	MI	49408	Julie Wright	(269) 561-8321	Springbrook	2005	2015	1,459
Fenton City	Genesee	301 S Leroy St	Fenton	MI	48430	Cindy Shane	(810) 629-2261	New World		2009	10,582
Ferndale City	Oakland	300 E. 9 Mile Rd	Ferndale	MI	48220	Joseph Gacioch	(248) 546-2300	New World		2015	22,105
Ferrysburg City	Ottawa	17290 Roosevelt Rd	Ferrysburg	MI	49409	Debbie Wierenga	(616) 842-5803	Fund Balance		2013	3,040
Fillmore Township	Allegan	A-4987 140th Ave	Holland	MI	49423	Janella Hop	(269) 751-8303	Fund Balance	2006	2015	2,756
Flat Rock City	Wayne	25500 Gibraltar Rd	Flat Rock	MI	48134	Debbie Lambrix	(734) 782-2463	Fund Balance	2004	2013	8,488
Flint City	Genesee	1101 S Saginaw St	Flint	MI	48502	Tom O'Brien	(810) 766-7255 ext 2205	Peoplesoft	2004	2013	124,943
Flint Public Library	Genesee	1026 E Kearsley St	Flint	MI	48502	Connie Palmer	(810) 249-2043	Creative Solutions		2009	
Flushing Charter Township	Genesee	6524 N Seymour Rd	Flushing	MI	48433	Karla Carpenter	(810) 659-0800	Resource	2007	2010	10,230
Flushing City	Genesee	725 E Main St	Flushing	MI	48433	Nancy Parks	(810) 659-5665	Harris		2011	8,348

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Forestville Village	Sanilac	PO Box 36	Forestville	MI	48434	Tammy Kolomac	(989) 864-3447	Quickbooks		2017	127
Fort Gratiot Charter Township	St Clair	3720 Keewahdin Rd	Fort Gratiot	MI	48059	David Jewell	(810) 385-4489	Versys	2005	2011	10,691
Fowlerville Village	Livingston	213 South Grand Ave	Fowlerville	MI	48836	Sherry Prevo	(517) 223-3771 ext 15	Resource	2007	2009	2,972
Frankenlust Township	Bay	2401 Delta Road	Bay City	MI	48706-9340	Donna Reichard	(989) 686-5300	Quicken		2015	2,530
Frankenmuth Township	Saginaw	240 W. Genesee	Frankenmuth	MI	48734	Kathy Marshall	(989) 652-3430 x183	Fund Balance		2016	2,049
Frankfort City	Benzie	PO Box 351	Frankfort	MI	49635	Kimberly Kidder	(231) 352-7117	Caselle		2019	1,513
Franklin Village	Oakland	32325 Franklin Rd	Franklin	MI	48025	James Creech	(248) 626-9666	Quickbooks		2017	2,937
Fraser City	Macomb	33000 Garfield Rd	Fraser	MI	48026	Tim McCulloch	(586) 294-8908	Versys		2010	15,297
Frederic Township	Crawford	7564 CR 612	Frederic	MI	49733	Sandy Barber	(989) 348-8778	Manual System	2004	2013	1,401
Fredonia Township	Calhoun	PO Box 271	Marshall	MI	49068	Ruth Albaugh	(269) 781-8115	Quicken	2005	2017	1,723
Fremont City	Newaygo	101 E Main St	Fremont	MI	49412	Todd Blake	(231) 924-2101	Fund Balance		2011	4,224
Frenchtown Charter Township	Monroe	2744 Vivian Rd	Monroe	MI	48162	Mark J. Baker	(734) 242-5800	Fund Balance	2002	2020	20,777
Frost Township	Clare	3741 Ash Rd	Harrison	MI	48625	Emerson Davis	(989) 539-2494	ICommander		2014	1,159
Fruitland Township	Muskegon	4545 Nestrom Rd	Whitehall	MI	49461	Janell Beard	(231) 766-2027		2002	2012	5,235
Fruitport Charter Township	Muskegon	6543 Airline Rd	Fruitport	MI	49415	Rose Dillon	(231) 865-3151	Resource	2005	2012	12,533
Gaines Charter Township	Kent	8555 Kalamazoo Ave SE	Caledonia	MI	49316	Jan Boone	(616) 698-6640	Fund Balance	2008	2009	20,112
Gaines Township	Genesee	9255 Grand Blanc Rd	Gaines	MI	48436	Michael Dowler	(810) 635-3200	MS Money		2017	6,491
Galesburg City	Kalamazoo	200 E Michigan Ave	Galesburg	MI	49053	Diana Skidmore	(269) 665-7000	Resource	2005	2014	1,988
Garden City	Wayne	6000 Middlebelt Road	Garden City	MI	48135	Allyson Bettis	(734) 793-1616	New World		2013	30,047
Garfield Charter Township	Grand Traverse	3848 Veteran Dr	Traverse City	MI	49684	Kay Schumacher	(231) 941-1620	Fund Balance		2013	13,840
Garfield Township	Bay	1138 W. Erickson	Linwood	MI	48634	Connie Fantozzi	(989) 313-0071	Quickbooks		2018	1,775
Gaylord City	Otsego	305 E Main St	Gaylord	MI	49735	Dave Duffield	(989) 732-4060	Fund Balance	2003	2010	3,681
Genesee County Land Bank	Genesee	G-2302 Stonebridge Dr	Flint	MI	48532	Mia Chapman	(810) 230-8200	NO	2005	2016	
Genoa Charter Township	Livingston	Bldg D 2911 Dorr Rd	Brighton	MI	48116	Adam Van Tassell	(810) 227-5225 ext 14	CONVERSION Springbrook		2016	15,901
Georgetown Charter Township	Ottawa	PO Box 769	Jenison	MI	49429	Dan Carleton	(616) 457-2340 x225	New World	2002	2009	41,658
Gibraltar City	Wayne	29450 Munro St	Gibraltar	MI	48173	Linda Sucharski	(734) 676-8982	Fund Balance	2002	2015	4,264

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Gilford Township	Tuscola	6230 Gilford Rd	Fairgrove	MI		Bob Hains	989-693-6394			2018	833
Gladstone City	Delta	PO Box 32	Gladstone	MI	49837	Darla Falcon	(906) 428-3636	Harris	2003	2012	5,032
Gladwin City	Gladwin	1000 W Cedar Ave	Gladwin	MI	48624	Shannon Greaves	(989) 426-9231 ext 101	Springbrook	2006	2012	3,001
Gladwin County	Gladwin	401 W Cedar Ave	Gladwin	MI	48624	Laura Brandon	(989) 426-7351	AS400		2011	25,411
Gobles City	Van Buren	PO Box 38	Gobles	MI	49055	Paula Sipes	(269) 628-2246	Manual System	2005		815
Gogebic County	Gogebic	200 N Moore St	Bessemer	MI	49911	Mary Jendrusina	(906) 663-4517	AS400	2002	2010	15,737
Golden Township	Oceana	PO Box 26	Mears	MI	49436	Rachel Iteen	(231) 873-4413	Quickbooks	2008	2010	1,810
Goodrich Village	Genesee	7338 S State Rd	Goodrich	MI	48438	Jeanie Bradley	(810) 636-2570	Cogitate	2002	2016	1,353
Grand Blanc Charter Township	Genesee	PO Box 1833	Grand Blanc	MI	48480	Debra Barriger	(810) 424-2654	New World	2006	2009	29,827
Grand Blanc City	Genesee	203 E Grand Blanc Rd	Grand Blanc	MI	48439	Bethany Smith	(810) 694-1118	New World	2007	2010	8,242
Grand Haven Charter Township	Ottawa	13300 168th Ave	Grand Haven	MI	49417	Mark Verberkmoes	(616) 842-5988	Fund Balance	2002	2010	13,278
Grand Haven City	Ottawa	519 Washington Ave	Grand Haven	MI	49417	Jim Bonamy	(616) 935-3214	AS400		2013	11,168
Grand Ledge City	Eaton	310 Greenwood Street	Grand Ledge	MI	48837	Adam Smith	(517) 627-2149	Fund Balance		2016	7,813
Grand Rapids Charter Township	Kent	1836 E Beltline Ave NE	Grand Rapids	MI	49525	Janice Hulbert	(616) 361-7391	ForFund	2008	2009	14,056
Grand Rapids City	Kent	300 Monroe Ave NW	Grand Rapids	MI	49503	John Globensky	(616) 456-3285			2016	197,800
Grandville City	Kent	Room 220 3195 Wilson Ave SW	Grandville	MI	49418	Tammy Aue	(616) 530-4970	Springbrook	2004	2010	16,263
Grant City	Newaygo	280 S Maple St	Grant	MI	49327	Lori Gardner	(231) 834-7904	Quickbooks		2010	881
Grant Township	Iosco	4049 W. Indian Lake Rd	National City	MI	48748	Alysha Burgess	989-469-3177	Pontem		2020	1,560
Grass Lake Charter Township	Jackson	PO Box 216	Grass Lake	MI	49240	Cathy Zenz	(517) 522-8464 x121	Fund Balance		2017	4,586
Grass Lake Village	Jackson	119 N lake street	Grass Lake	MI	49240	Trudi Whitley	517-522-4550	Fund Balance		2019	1,082
Gratiot County	Gratiot	214 E Center St	Ithaca	MI	48847	Mary Sullivan	(989) 875-5220	Resource	2006	2010	41,665
Grattan Township	Kent	12050 Old Belding Road	Belding	MI	48809	Monica Burt	(616) 691-8450	Peachtree		2011	3,551
Great Lakes Water Authority	Wayne	735 Randolph	Detroit	MI	48226	Cindy Cezat	(313) 964-9243			2016	
Green Lake Township	Grand Traverse	PO Box 157	Interlochen	MI	49643	Judith Kramer	(231) 276-9329	Fund Balance		2015	5,009
Green Oak Charter Township	Livingston	10001 Silver Lake Rd	Brighton	MI	48116	Michael Sedlak	(810) 231-1333	Resource	2002	2010	15,618
Greenville City	Montcalm	411 S Lafayette	Greenville	MI	48838	Norice Rasmussen	(616) 754-5645	Fund Balance		2018	7,935

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Grosse Ile Township	Wayne	9601 Groh Rd	Grosse Ile	MI	48138	Ann Darzniek	(734) 676-4422 ext 224	Pentamation		2009	10,894
Grosse Pointe City	Wayne	17147 Maumee Ave	Grosse Pointe	MI	48230	Lois Zaremski	(313) 885-5800	Fund Balance		2011	5,670
Grosse Pointe Farms City	Wayne	90 Kerby Rd	Grosse Pointe Farms	MI	48236	John Lamerato	(313) 640-1602	Fund Balance		2016	9,764
Grosse Pointe Park City	Wayne	15115 E. Jefferson	Grosse Pointe Park	MI	48230	Jane Blahut	(313) 822-4375	Fund Balance		2014	12,443
Grosse Pointe Shores Village	Macomb	795 Lake Shore Rd	Grosse Pointe Shores	MI	48236	Rhonda Ricketts	(313) 881-6565	Fund Balance		2019	2,957
Grosse Pointe Woods City	Wayne	20025 Mack	Grosse Pointe Woods	MI	48236	Deeann Irby	(313) 343-2604	Civic Systems		2011	17,080
Groveland Township	Oakland	4695 Grange Hall Rd	Holly	MI	48442	Pam Mazich	(248) 634-4152	Versys	2005	2009	6,150
GRSD Sewer Authority	Berrien	10831 Kruger Road	New Buffalo	MI	49117	Warren Histed	269-469-3434	Quickbooks		2020	
Gull Lake Sewer & Water Authority	Kalamazoo	7722 North 37th Street	Richland	MI	49083	Anne Richmond	(269) 731-4680	Peachtree		2015	
Gun Plain Charter Township	Allegan	381 8th St	Plainwell	MI	49080	Michael VandenBerg	(269) 685-9471	ForFund		2009	5,637
Hamburg Township	Livingston	10405 Merrill Rd	Hamburg	MI	48139	Angela Rabb	(810) 231-1000 x205	Fund Balance		2010	20,627
Hamilton Fire Department	Allegan	PO Box 241	Hamilton	MI	49419	Sheila Meiste	(269) 806-8013	Our Town		2013	
Hamilton Township	Clare	8996 E. Townline Lk Rd.	Harrison	MI	48625	Finotte Laboda	(989) 539-6975	Cogitate		2011	1,988
Hampton Charter Township	Bay	801 W. Center Rd	Essexville	MI	48732	Terri Close	989-893-7541	Pontem		2019	9,902
Hamtramck City	Wayne	3401 Evaline St	Hamtramck	MI	48212	Michael Wilk	(313) 870-0322	New World	2007	2012	22,976
Hancock City	Houghton	399 Quincy Street	Hancock	MI	49930	Karen Haischer	(906) 482-2720	Vadim		2015	4,323
Handy Township	Livingston	PO Box 189	Fowlerville	MI	48836	Laura Eisele	(517) 223-3228	Resource	2005	2013	7,004
Hanover Township	Jackson	PO Box 40	Horton	MI	49246	Mary Ann Greiner	(517) 563-2791	Resource	2005	2015	3,792
Harbor Beach City	Huron	766 State St	Harbor Beach	MI	48441	Jennifer Capling	(989) 479-3363	Fund Balance		2009	1,837
Harbor Springs Sewage Authority	Emmet	709 E Hathaway Rd	Harbor Springs	MI	49740	Robert Morris	(231) 526-6682	Peachtree	2006	2017	
Harbor Transit Authority	Ottawa	440 N Ferry Street	Grand Haven	MI	49417	Dana Appel	(616) 842-3200			2019	
Haring Charter Township	Wexford	515 Bell Ave	Cadillac	MI	49601	Lynn Nixon	(231) 775-8822	Peachtree		2012	3,900
Harper Woods City	Wayne	19617 Harper	Harper Woods	MI	48225	Laura Stowell	(313) 343-2518	Northern Data Svstems		2015	14,254
Harrison Charter Township	Macomb	38151 L'Anse Creuse St	Harrison Township	MI	48045	Glen Spencer	(586) 466-1438	Fund Balance	2004	2012	24,461
Hart City	Oceana	407 State Street	Hart	MI	49420	Cheryl Abson	(231) 873-2488	Fund Balance		2017	2,111
Hartford Township	Van Buren	61310 CR 687	Hartford	MI	49057	Julie Sweet	(269) 621-4658	Cougar Mountain	2004	2016	3,159

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Hartland Township	Livingston	2655 Clark Rd	Hartland	MI	48353	Susan Dryden	(810) 632-7498	Fund Balance	2008	2010	10,996
Hayes Township	Clare	PO Box 310	Harrison	MI	48625	Maye Rood	(989) 539-7130 x3	Harris		2014	4,916
Hazel Park City	Oakland	111 E Nine Mile Rd	Hazel Park	MI	48030	Joann Bowling	(248) 546-4062 x317	Civic Systems		2012	18,963
Heath Township	Allegan	PO Box 241	Hamilton	MI	49419	Sheila Meiste	(269) 806-8013	Our Town		2013	3,100
Hematite Township	Iron	PO Box 67	Amasa	MI	49903	Tonya Hiltonen	(906) 822-7349	Manual System	2004	2014	352
Henrietta Township	Jackson	11120 Musbach Rd	Munith	MI	49259	Sally Keene	(517) 596-3374	Resource	2004	2012	4,483
Hersey Township	Osceola	PO Boc 46	Hersey	MI	49639	Tracey Cochran	231-920-1790	Quicken		2020	1,846
Hesperia Village	Newaygo	33 E Michigan Ave	Hesperia	MI	49421	Scott Kaopel	(231) 854-5915	Manual System	2008	2010	954
Higgins Township	Roscommon	PO Box 576	Roscommon	MI	48653	Cheri Sullivan	989-275-8112	Pontem		2020	2,061
Highland Park City	Wayne	12050 Woodward Ave	Highland Park	MI	48203	Earnestine Williams	(313) 252-0050 x211	Fund Balance		2015	16,746
Hillsdale City	Hillsdale	97 N. Broad Street	Hillsdale	MI	49242	Bonnie Tew	(517) 437-6446	Fund Balance		2014	8,233
Hillsdale County	Hillsdale	29 N Howell St Rm 15	Hillsdale	MI	49242	David Holcomb	(517) 437-3158	Resource	2007	2011	45,830
Holland Charter Township	Ottawa	353 N 120th Ave	Holland	MI	49422	Susan Dalman	(616) 396-2345	Harris		2009	28,911
Holly Township	Oakland	102 Civic Dr	Holly	MI	48442	Karen Winchester	(248) 634-9331 ext 301	Versys	2006	2010	10,037
Holly Village	Oakland	202 S. Saginaw	Holly	MI	48442	Cathrene Behrens	(248) 634-9571	Fund Balance		2011	6,135
Homer Township	Calhoun	386 Grandview Ave	Homer	MI	49245	Jennifer Johnson	(517) 568-4786	Quicken		2012	3,010
Hope Township	Barry	5463 S. M-43 Hwy	Hastings	MI	49058	Debra Jackson	(269) 948-2464	Harris	2005	2013	3,283
Hopkins Township	Allegan	1975 126th Ave	Hopkins	MI	49328	Dawn Arndt	(616) 896-8315 x109	Creative Solutions Resource	2008	2012	2,671
Houghton City	Houghton	PO Box 606	Houghton	MI	49931	Kurt Kuure	(906) 483-4645		2002	2009	7,010
Houghton County	Houghton	401 E. Houghton Ave	Houghton	MI	49913	Eric Forsberg	(906) 482-8307	Harris		2015	36,495
Houghton Lake Sewer Authority	Roscommon	1250 South Harrison Rd	Houghton Lake	MI	48629	Renee Nichols	(989) 422-5811	Manual System	2006	2018	
Howard City Village	Montcalm	PO Box 510	Howard City	MI	49329	Kim Alexander	(231) 937-4311	ICommander		2011	1,585
Howell Area Fire Authority	Livingston	1211 W Grand River Ave	Howell	MI	48843	Chief Jim Reed	(517) 546-0560		2004	2019	
Howell City	Livingston	611 E Grand River Ave	Howell	MI	48843	Catherine Stanislawski	(517) 546-3500	Munis	2004	2010	9,232
Howell Township	Livingston	3525 Byron Rd	Howell	MI	48855	Carolyn Eaton	(517) 546-2817 ext 106	Cogitate	2004	2010	5,679
Hubbardston Village	Ionia	401 S Washington	Hubbardston	MI	48845	Robert Fahey	(989) 981-6141	MS Money	2007	2009	394

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Hudsonville City	Ottawa	3275 Central Blvd	Hudsonville	MI	49426	Janice Sal	(616) 669-0200 ext 413	Fund Balance	2008	2009	7,160
Huntington Woods City	Oakland	26815 Scotia	Huntington Woods	MI	48070	Tony Lehmann	(248) 541-4300	New World		2009	6,151
Huron Charter Township	Wayne	22950 Huron River Drive	New Boston	MI	48164	Glenn Suemnick	(734) 753-4466	Fund Balance		2013	13,737
Huron County	Huron	250 E Huron Avenue Room 302	Bad Axe	MI	48413	Chris Prill	(989) 269-6459	AS400		2012	32,065
Imlay City	Lapeer	150 N. Main Street	Imlay City	MI	48444	Tim Sadowski	(810) 724-2135	Fund Balance		2013	3,869
Independence Charter Township	Oakland	6483 Waldon Center Dr.	Clarkston	MI	48346	Susan Hendricks	(248) 625-8114	Vadim		2011	32,581
Ingham County Land Bank	Ingham	PO Box 215	Mason	MI	48854	Eric Schertzing	(517) 676-7220	Manual System	2007	2011	
Inkster City	Wayne	26215 Trowbridge Ave	Inkster	MI	48141	Lynn Ellyn	(313) 563-4266	New World		2009	30,115
Inverness Township	Cheboygan	PO Box 6009	Cheboygan, MI	MI	49721	Lisa Porter	231-627-2939	Pontem		2020	2,278
Ionia City	Ionia	114 N Kidd St	Ionia	MI	48846	Robin Marhoffer	(616) 527-4170 ext 120	Fund Balance	2007	2009	10,569
Ionia County	Ionia	100 W Main St	Ionia	MI	48846	Stephanie Hurlbut	(616) 527-5300	Resource	2003	2011	64,294
Iosco County	Iosco	PO Box 778	Tawas City	MI	48764	Elite Shellenbarger	(989) 362-4409	ACS		2013	25,420
Ira Township	St Clair	7085 Meldrum Rd	Fair Haven	MI	48023	Crystal Sovey	(586) 725-0263	Fund Balance	2004	2010	6,966
Iron County	Iron	2 S. Sixth Street	Crystal Falls	MI	49920	Sue Clisch	(906) 875-0652	Open Windows (Harris)		2013	11,387
Iron Mountain City	Dickinson	501 S. Stephenson Ave	Iron Mountain	MI	49801	Carol Bartolameolli	(906) 774-8530	Great Plains		2011	8,154
Iron River City	Iron	106 W. Genesee St	Iron River	MI	49935	David Thayer	(906) .26-5.47 x100	Fund Balance		2016	3,386
Ironwood City	Gogebic	213 S. Marquette St	Ironwood	MI	49938	Paul Linn	(906) 932-5050 x113	Fund Balance		2015	6,293
Isabella County	Isabella	200 N. Main Street, Suite 205	Mt Pleasant	MI	48858	Margaret McAvoy	(989) 317-4058	ACS		2017	70,698
Ishpeming City	Marquette	100 E Division St	Ishpeming	MI	49849	Jim Lampman	(906) 485-1091 Ext 210	Incode		2020	6,686
Ishpeming Township	Marquette	1575 US 41 W	Ishpeming	MI	49849	Kristin Thornton	(906) 485-1210 x220	Fund Balance		2014	3,522
Ithaca City	Gratiot	129 W Emerson St	Ithaca	MI	48847	Barbara Fandell	(989) 875-3200	Fund Balance		2012	3,098
Jackson City	Jackson	161 W Michigan Ave	Jackson	MI	49201	Steve Maga	(517) 768-6387	New World		2009	36,316
Jackson County	Jackson	120 W. Michigan Ave	Jackson	MI	49201	James Latham	(517) 768-6614	IFAS		2014	159,741
James Township	Saginaw	6060 Swan Creek Rd	Saginaw	MI	48609	Thomas Dierich	(989) 781-1353	Quickbooks		2012	1,930
Jamestown Charter Township	Ottawa	PO Box 88	Jamestown	MI	49427	Ruth Pruis	(616) 896-8376 ext 12	Fund Balance	2004	2013	5,062
Jerome Township	Midland	737 W. Beamish	Sanford	MI	48657	Angela Martin	(989) 488-4578 x3	Fund Balance		2016	4,888

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Johnstown Township	Barry	PO Box 157	Bedford	MI	49020	Sheri Babcock	(269) 721-3710	Peachtree		2016	3,067
Jonesville City	Hillsdale	265 E Chicago St.	Jonesville	MI	49250	Lenore Spahr	(517) 849-2104	Resource		2009	2,337
Kalamazoo Charter Township	Kalamazoo	1720 Riverview Drive	Kalamazoo	MI	49004	Don Thall	(269) 381-8080	Springbrook		2012	21,675
Kalamazoo City	Kalamazoo	241 W South St	Kalamazoo	MI	49007	Sue Hoch	269 337-8840			2017	77,145
Kalamazoo County Land Bank	Kalamazoo	229 E. Michigan Ave Suite 340	Kalamazoo	MI	49007	Kelly Clarke	(269) 216-9681	Excel		2010	
Kalamazoo Lake Sewer & Water Authority	Allegan	6449 Old Allegan Rd	Saugatuck	MI	49453	Daryl VanDyke	(269) 857-2709	Fund Balance		2015	
Kalkaska County	Kalkaska	605 N. Birch St	Kalkaska	MI	49646	Valerie Thornburg	(231) 258-3311	Pontem		2015	17,394
Kalkaska Village	Kalkaska	200 Hyde St	Kalkaska	MI	49646	Jennifer Standerfer	(231) 258-9191	Civic Systems		2015	2,226
Kawkawlin Township	Bay	1836 E Parish Rd	Kawkawlin	MI	48631	Greg Petrimoux	(989) 686-8710	Pontem		2013	5,104
Keego Harbor City	Oakland	2025 Beechmont St	Keego Harbor	MI	48320	Linda Voll	(248) 682-1930	Fund Balance	2003	2016	2,769
Kentwood City	Kent	PO Box 8848	Kentwood	MI	49518	Tom Chase	(616) 554-0766	New World	2007	2009	45,255
Kimball Township	St Clair	2160 Wadhams Rd	Kimball	MI	48074	Joyce Shaffer	(810) 987-9797	Port Huron Svstem	2006	2012	8,628
Kingsford City	Dickinson	305 S. Carpenter Ave	Kingsford	MI	49802	Holly Palmer	(906) 774-3526	Fund Balance		2016	5,549
Kochville Township	Saginaw	5851 Mackinaw Rd	Saginaw	MI	48604	Lyle Brewster	(989) 792-7596 ext. 114	Resource	2005	2010	3,241
Lake Area Sewer Authority	Van Buren	32593 Dugin Covet	Lawton	MI	49065	Chris Oxley	(269) 370-1190	NO CONVERSION		2010	
Lake Charter Township	Berrien	3220 Shawnee	Bridgman	MI	49106	Gloria Payne	(269) 465-6601	Quickbooks		2013	3,148
Lake County	Lake	800 10th St Ste 200	Baldwin	MI	49304	Brenda Kutchinski	(231) 745-2725	First Computer	2008	2009	11,341
Lake Mitchell Sewer Authority	Wexford	150 Pine Knoll Drive	Cadillac	MI	49601	Sheila Hill	231-775-0155			2020	
Lake Odessa Village	Ionia	839 4th Ave	Lake Odessa	MI	48849	Pearl Goodemoot	(616) 374-7110	Quickbooks		2013	2,272
Lake Orion Village	Oakland	21 E. Church Street	Lake Orion	MI	48362	Darwin McClary	(248) 693-8391	Northern Data Svstems		2016	2,715
Lake Township	Benzie	5153 Scenic Hwy	Honor	MI	49640	Anne Grobe	(231) 325-5202	Quickbooks		2015	635
Lake Township	Missaukee	8105 W. Kelly Rd	Lake City	MI	49651	Kay Ouwinga	(231) 839-7655	Peachtree		2016	2,468
Lake Township	Roscommon	PO Box 536	Houghton Lake	MI	48629	Richard Brandt	(989) 202-4684	Harris		2016	1,351
Laketon Township	Muskegon	2735 N. Giles Rd	Muskegon	MI	49445	Christina Achterhoff	(231) 744-2454	Quickbooks		2010	7,363
Laketown Township	Allegan	4338 Beeline Rd	Holland	Mi	49423	Al Meshkin	(616) 335-3050	Fund Balance	2002	2010	5,561
Lakeview Village	Montcalm	PO Box 30	Lakeview	MI	48850	Pam Main	(989) 352-6322	ICommander		2012	1,112

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Lakewood Club Village	Muskegon	6681 N Automobile Rd	Twin Lake	MI	49457	Wendy Bloem	(231) 894-9008	Manual System	2007	2016	1,006
Lakewood Wastewater Authority	Ionia	839 4th Ave	Lake Odessa	MI	48849	Pearl Goodemoot	(616) 374-7110	Fund Balance		2013	
Lapeer Township	Lapeer	1500 Morris Rd	Lapeer	MI	48446	Dawn Walker	810-664-3700	Quickbooks		2018	5,078
Lathrup Village City	Oakland	27400 Southfield Road	Lathrup Village	MI	48076	Pamela Bratschi	(248) 557-2600 x227	Fund Balance		2010	4,075
Lawrence Village	Van Buren	157 N Paw Paw St	Lawrence	MI	49064	Ken Schaut	(269) 674-8161	Quickbooks	2008	2009	996
Lawton Village	Van Buren	PO Box 367	Lawton	MI	49065	Andreia Gailhouse	(269) 624-6407	Springbrook	2007	2017	1,859
Lee Township	Midland	1485 W. Olson Rd	Midland	MI	48647	Ron Rippee	(989) 832-2874	ICommander		2014	4,411
Leighton Township	Allegan	4475 Kalamazoo Dr	Caledonia	MI	49316	Char Troost	(616) 891-8238	Quickbooks	2008	2009	3,652
Lenox Township	Macomb	63775 Gratiot	Lenox	MI	48050	Jodi Kethe	(586) 727-2085 x 116			2010	8,433
Leoni Township	Jackson	913 5th St	Michigan Center	MI	49254	Sandi Bird	(517) 764-4694	Versys	2003	2015	13,459
Leroy Township	Calhoun	8156 4 Mile Rd	East Leroy	MI	49051	Sharon Gasser	(269) 979-9421	Munis	2003	2015	3,240
Leroy Township	Ingham	1685 N. M 52	Webberville	MI	48892	Roberta Hamlin	(517) 521-3729	Excel	2007	2009	3,653
Leroy Township	Osceola	15210 200th Ave	Leroy	MI	49655	Heather Marks	(231) 768-5798			2010	1,159
Leslie City	Ingham	PO Box 496	Leslie	MI	49251	Cheryl Neu	(517) 589-8236	Fund Balance	2003	2009	2,044
Lexington Township	Sanilac	7227 Huron Avenue Suite 200	Lexington	MI	48450	Kathryn Calmita	(810) 359-5500	Cogitate		2015	3,688
Lexington Village	Sanilac	7227 Huron Ave	Lexington	MI	48450	Shelly McCoy	(810) 359-8631	Fund Balance		2015	1,104
Lima Township	Washtenaw	PO Box 59	Chelsea	MI	48118	Arlene Bareis	(734) 475-2202	Fund Balance	2003	2015	3,224
Lincoln Charter Township	Berrien	PO Box 279	Stevensville	MI	49127	Stacy Loar-Porter	(269) 429-1589 x20	Fund Balance		2014	13,952
Lincoln Park City	Wayne	1355 Southfield Rd	Lincoln Park	MI	48146	Lisa Griggs	(313) 386-1800 x 231	Munis		2010	40,008
Linden City	Genesee	132 E. Broad Street	Linden	MI	48451	Lynn Henry	(810) 735-7980	Fund Balance		2014	2,861
Litchfield City	Hillsdale	PO Box 236	Litchfield	MI	49252	Jill Howard	(517) 542-2921	Versys	2003	2010	1,458
Little Traverse Township	Emmet	8288 S Pleasantview Rd	Harbor Springs	MI	49740	Jane Taylor	(231) 526-0351	Resource	2004	2011	2,426
Loch Alpine Sanitary Authority	Washtenaw	827 N Zeeb Rd	Ann Arbor	MI	48103	Sandy Egeler	(734) 433-0835	Fund Balance	2003	2014	
Locke Township	Ingham	3805 Bell Oak Rd	Williamston	MI	48895	Dorothy Hart	(517) 468-3405	Quicken	2007	2009	1,671
Long Lake Township	Grand Traverse	8870 N Long Lake Rd	Traverse City	MI	49684	Trish Mehney	(231) 946-2249 ext 16	Fund Balance		2015	7,648
Lowell Charter Township	Kent	2910 Alder Nash SE	Lowell	MI	49331	Linda Regan	(616) 897-7600	Our Town		2014	5,219

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Lowell City	Kent	301 E Main St	Lowell	MI	49331	Suzanne Olin	(616) 897-8457	CMI		2009	4,013
Ludington City	Mason	400 S Harrison St	Ludington	MI	49431	Deborah Luskin	(231) 845-6237	Versys	2007	2009	8,357
Luna Pier City	Monroe	PO Box 375	Luna Pier	MI	48157	Michelle Cureton	(734) 848-8120 ext 200	Fund Balance	2002	2013	1,483
Lyons Township	Ionia	PO Box 187	Lyons	MI	48851	Edith Lincoln	(989) 855-2016	Resource	2003	2015	3,446
Lyons Village	Ionia	PO Box 175	Lyons	MI	48851	Paul Tunell	(989) 855-2125	Quickbooks	2005	2012	339
Mackinac County	Mackinac	100 Marley Street	St. Ignace	MI	49781	Nora Massey	(906) 643-7318	Harris		2014	11,042
Mackinaw City Village	Emmet	102 S Huron Ave	Mackinaw City	MI	49701	Patti Peppler	(231) 436-5351	Fundware		2012	809
Macomb Township	Macomb	54111 Broughton Rd	Macomb	MI	48042	Karen Goodhue	(586) 992-0710 x2262	Munis		2016	50,478
Madison Charter Township	Lenawee	4008 S Adrian Hwy	Adrian	MI	49221	Janet Bovee	(517) 263-9313	Fund Balance		2012	8,200
Madison Heights City	Oakland	300 W 13 Mile Rd	Madison Heights	MI	48071	Gary Fiscus	(248) 837-2680	Sunguard Bi-Tech	2004	2011	31,101
Mancelona Area Sewer & Water	Antrim	PO Box 940	Mancelona	MI	49659	Penny Dupuie	(231) 587-0744	Quickbooks		2013	
Manchester Township	Washtenaw	275 S Macomb St	Manchester	MI	48158	Ann Becktel	(734) 428-7090	Quicken	2008	2013	4,102
Manchester Village	Washtenaw	912 City	Manchester	MI	48158	Julie Schaible	(734) 428-7877	Fund Balance		2015	2,160
Manistee City	Manistee	PO Box 358	Manistee	MI	49660	Edward Bradford	(231) 723-2558 x 7	Fund Balance		2017	6,586
Manistee County	Manistee	415 3rd Street, Admin Office	Steele	MI	49660	Roger J. Elbers	(231) 398-3529	Accucomp	2005	2010	24,420
Manistique City	Schoolcraft	300 N Maple St	Manistique	MI	49854	Sheila Aldrich	(906) 341-2090	Open Windows (Harris)		2013	3,583
Manlius Township	Allegan	3134 57th St	Fennville	MI	49408	Kathy Lubbers	(269) 561-8855	Quickbooks		2012	2,634
Manton City	Wexford	PO Box 100	Manton	MI	49663	Teresa Loving	(231) 824-3572	Northern Data Systems		2014	1,221
Maple Rapids Village	Clinton	PO Box 200	Maple Rapids	MI	48853	Mindy Thomas	(989) 682-9227	Quickbooks		2018	643
Marcellus Village	Cass	Po Box 429	Marcellus	MI	49067	Jacqveline La Budie	269-646-5485	Peachtree		2019	6,113
Marine City	St Clair	303 S Water St	Marine City	MI	48039	Mary Ellen McDonald	(810) 765-8847	Fund Balance	2008	2010	4,652
Marlette City	Sanilac	6436 Morris St	Marlette	MI	48453	Sarah Kady	(989) 635-7433	Fund Balance		2016	2,104
Marquette Charter Township	Marquette	1000 Commerce Drive	Marquette	MI	49855	Dulcee Storch	(906) 228-6220	Fund Balance		2014	3,286
Marquette City	Marquette	300 W. Baraga Ave	Marquette	MI	49855	Daniel Frederickson	(906) 225-4356	GEMS		2012	20,714
Marquette County	Marquette	234 W. Baraga Ave	Marquette	MI	49855	Paul Carley	(906) 225-8472	Harris		2014	67,676
Marquette County Health Department	Marquette	234 W. Baraga Ave	Marquette	MI	49855	Paul Carley	(906) 225-8472	Harris		2014	

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Marshall Area Firefighters Assoc	Calhoun	323 W Michigan Ave	Marshall	MI	49068	Mark Burk	(269) 781-9819	Quickbooks	2004	2008	
Marshall City	Calhoun	323 W Michigan Ave	Marshall	MI	49068	Sandy Bird	(269) 781-5183	Fund Balance		2012	7,459
Marshall Township	Calhoun	13551 Myron Avery Dr	Marshall	MI	49068	Cynthia Sink	(616) 781-7976	Resource	2002	2014	2,922
Martin Township	Allegan	PO Box 27	Martin	MI	49070	Carrie Coburn	(269) 672-7663	Peachtree	2006	2009	2,514
Martin Village	Allegan	1609 N Main St	Martin	MI	49070	Joyce Merrill	(269) 672-7777	CPW		2013	435
Marysville City	St Clair	1111 Delaware Ave	Marysville	MI	48040	Carolyn East	(810) 364-6613	Port Huron System	2006	2010	9,684
Mason City	Ingham	PO Box 370	Mason	MI	48854	Eric Smith	(517) 676-9155	First Computer	2004	2010	6,714
Mason County	Mason	304 E Ludington Ave	Ludington	MI	49431	Timothy Hansen	(231) 843-8411	Harris	2003	2009	28,000
Mason Oceana 911	Oceana	9160 N. Oceana Dr	Pentwater	MI	49449	Catherine Walker	(231) 869-7911	Harris		2010	
Mastodon Township	Iron	1371 S US 2	Alpha	MI	49920	Judith Anne Hines	(906) 875-6232	Fund Balance	2004	2011	668
Mattawan Village	Van Buren	24221 Front Avenue	Mattawan	MI	49071	Ruth Goheen	(269) 668-2128	Springbrook		2012	1,997
Mayville Village	Tuscola	5950 Fox St	Mayville	MI	48744	Wendy McKenney	(989) 843-6621	Cogitate		2011	930
Mecosta County	Mecosta	400 Elm St	Big Rapids	MI	49307	Sherry Earnest	(231) 592-0786	Resource	2004	2012	43,186
Mecosta Township	Mecosta	19729 11 Mile Rd	Big Rapids	MI	49307	Mary Quinlan	(231) 796-8935	Peachtree	2003	2012	2,435
Melvindale City	Wayne	3100 Oakwood Blvd	Melvindale	MI	48122	Bryan C. Smith	(313) 429-1065	New World		2012	10,735
Memphis City	Macomb	35095 Potter Street	Memphis	MI	48041	Jennifer Baranowski	(810) 392-2385	Fund Balance		2011	1,129
Menominee City	Menominee	2511 10th St	Menominee	MI	49858	Kathy Brofka	(906) 863-1740	Fund Balance	2005	2012	9,131
Menominee County	Menominee	839 10th Ave	Menominee	MI	49858	Brian Bousley	(906) 863-7779	Pontem		2016	23,791
Meridian Charter Township	Ingham	5151 Marsh Rd	Okemos	MI	48864	Diana Hasse	(517) 349-1200 ext 4104	Fund Balance	2002	2008	39,116
Merritt Township	Bay	48 E Munger Rd	Munger	MI	48747	Kathy Bremer	(989) 659-2136	EZ Entry		2012	1,510
Metamora Township	Lapeer	730 W. Dryden Rd	Metamora	MI	48455	Suzanne Clark	810-678-3345	Quickbooks		2018	4,184
Metamora Village	Lapeer	PO Box 117	Metamora	MI	48455	Tina Sauve	810-678-2932	Quickbooks		2019	564
Michiana Village	Berrien	4000 Cherokee Dr	Michiana	MI	49117-9187	Anne Heywood	(269) 469-4600	Quickbooks		2009	182
Middle Branch Township	Osceola	16692 20th Ave	Marion	MI	49665	Peggy Hoard	(231) 743-6342	Manual System	2005	2016	858
Middlebury Township	Shiawassee	PO Box 622	Ovid	MI	48866	Susan Tomasek-Swan	(989) 834-5842	Manual System		2011	1,491
Middleville Village	Barry	PO Box 69	Middleville	mi	49333	Chris Mugriage	(269) 795-3385	ForFund		2009	2,721

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Midland Charter Township	Midland	1030 S. Poseyville Rd	Midland	MI	48640	Shelly Armstrong-Miller	(989) 835-8866	Fund Balance		2017	2,297
Midland County	Midland	220 W Ellsworth Street	Midland	MI	48640	Tori Meyer	(989) 832-6786	Fund Balance		2018	84,063
Milan City	Washtenaw	147 Wabash St	Milan	MI	48160	Sherry Steinwedel	(734) 439-1501	Fund Balance	2002	2014	4,775
Milan Township	Monroe	16444 Cone Rd	Milan	MI	48160	Marg Rock	(734) 529-5136	Manual System	2003	2015	1,670
Milford Charter Township	Oakland	1100 Atlantic St	Milford	MI	48381	Cynthia Dagenhardtd	(248) 685-8731	Northern Data Svstems	2007	2009	15,271
Milford Village	Oakland	1100 Atlantic St	Milford	MI	48381	Penny Ray	(248) 684-1515	Fund Balance	2002	2010	6,272
Millington Township	Tuscola	8553 State Rd	Millington	MI	48746	Carrie Petzold	(989) 871-4418	EZ Entry		2012	4,459
Millington Village	Tuscola	8569 State St	Millington	MI	48746	Kaylene Long	(989) 871-2702	Fund Balance		2018	1,009
Milton Township	Antrim	PO Box 309	Kewadin	MI	49648	Liz Atkinson	(231) 264-6693	Quickbooks		2017	2,072
Missaukee County	Missaukee	111 South Canal	Lake City	MI	49651	Susan Rogers	(231) 839-4961 x 242	Accucomp		2012	15,051
Monroe City	Monroe	120 E 1st St	Monroe	MI	48161	Edward Sell	(734) 384-9133	Munis	2005	2010	22,076
Monroe County Drain Office	Monroe	1005 S Raisinville Rd	Monroe	MI	48161	Carlene Kostoff	(734) 240-3106	Mas 90	2007	2013	
Monroe County Land Bank	Monroe	51 S Macomb St	Monroe	MI	48161	Kay Sisung	(734) 240-7371			2012	
Montague City	Muskegon	8778 Ferry St	Montague	MI	49437	Susanne McGee	(231) 893-1155	Fund Balance	2003	2009	2,407
Montague Fire District Authority	Muskegon	8778 Ferry St	Montague	MI	49437	Susanne McGee	(231) 893-1155			2013	
Montcalm County	Montcalm	211 W Main Street	Stanton	MI	48888	JoAnne Vukin	(989) 831-7470	Munis		2017	62,893
Monterey Township	Allegan	2888 130th Ave	Allegan	MI	49010	Jennifer Frank	(269) 793-7919	Our Town		2014	2,065
Montmorency County	Montmorency	12265 M-32	Atlanta	MI	49709	Cherly Neilsen	(989) 785-8022	Pontem		2018	9,259
Montrose Charter Township	Genesee	139 S Saginaw St	Montrose	MI	48457	Fred Domine	(810) 639-2021	Fund Balance	2008	2009	6,336
Montrose City	Genesee	141 Parkway Drive	Montrose	MI	48457	Dana Hultz	(810) 639-6168	Fund Balance		2012	1,619
Morenci City	Lenawee	118 Orchard St	Morenci	MI	49256	Crystal White	(517) 458-6828	Fundware		2012	2,398
Mt Clemens City	Macomb	1 Crocker Blvd	Mt Clemens	MI	48043	Linda Kunath	(586) 469-6838	Munis		2018	17,312
Mt Morris Charter Township	Genesee	5447 Bicentennial Dr	Mt Morris	MI	48458	Sonya Burns	(810) 820-9148	New World		2018	23,725
Mt Morris City	Genesee	11649 N Saginaw St	Mt Morris	MI	48458	Vicki Fishell	(810) 686-2160	Fund Balance		2016	3,194
Mt Pleasant City	Isabella	320 W Broadway	Mt Pleasant	MI	48858	Mary Ann Kornexl	(989) 779-5381	Versys	2008	2009	25,946
Muir Village	Ionia	122 Superior Street	Muir	MI	48860	Jacklyn Laske	(989) 855-2144	Fund Balance		2015	634

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Mundy Charter Township	Genesee	3478 Mundy Ave	Swartz Creek	MI	48473	David Guigear	(810) 655-4631	Versys	2007	2009	12,191
Munising City	Alger	301 E. Superior Street	Munising	MI	49862	Devin Olson	(906) 387-2095	Pontem		2015	2,539
Muskegon Central Dispatch	Muskegon	770 Terrace street	Muskegon	MI	49440	Bill Rensberger	231-332-6600			2019	
Muskegon Charter Township	Muskegon	1990 Apple Ave	Muskegon	MI	49442	Erik Joslyn	(231) 777-2555 x305	Resource	2003	2012	17,737
Muskegon City	Muskegon	933 Terrace Street	Muskegon	MI	49443	Tim Paul	(231) 724-6709	GEMS		2012	40,105
Muskegon County	Muskegon	990 Terrace St.	Muskegon	MI	49442	Dwight Avery	(231) 724-6205	Banner		2012	172,344
Muskegon Heights City	Muskegon	2724 Peck St	Muskegon Heights	MI	49444	Lori Doody	(231) 733-8851	Fund Balance		2012	12,049
Napoleon Township	Jackson	PO Box 385	Napoleon	MI	49261	Lawrence Kujawa	(517) 536-8694	Resource	2002	2015	6,962
Nashville Village	Barry	203 N Main Street	Nashville	MI	49073	Lynette Adgate	517-852-9544	Fund Balance		2019	1,655
Negaunee Township	Marquette	42 East State Hwy M-35	Negaunee	MI	49866	Tiffany Filbrandt	906-475-7460	Quickbooks		2019	2,707
New Baltimore City	Macomb	36535 Green St	New Baltimore	MI	48047	Marcia Shinska	(586) 725-2151 x108	Fund Balance		2009	7,405
New Buffalo City	Berrien	224 W Buffalo	New Buffalo	MI	49117	Rusty Geisler	(269) 469-1500	Fund Balance		2013	2,200
New Buffalo Township	Berrien	17425 Red Arrow Highway	New Buffalo	MI	49117	Jack Rogers	(269) 469-1011	Quickbooks		2011	2,468
New Haven Village	Macomb	57775 Main St	New Haven	MI	48048	Greta Jackson	(586) 749-5301 x 215	Fund Balance		2011	3,071
New Lothrop Village	Shiawassee	PO Box 313	New Lothrop	MI	48460	Karen Maksimchuk	(810) 638-5600	Quickbooks	2005	2014	603
Newaygo City	Newaygo	28 State Rd	Newaygo	MI	49337	Jon Schneider	(231) 652-1657 x211	Banyon		2013	1,670
Newfield Township	Oceana	3890 S. 198th Ave	Hesperia	MI	49421	Nancy Conley	(231) 854-1635	NO CONVERSION		2009	2,483
Newton Township	Calhoun	7988 G Dr S.	Ceresco	MI	49033	Mary Aldrich	(269) 979-3212	Peachtree		2014	2,493
Niles Charter Township	Berrien	320 Bell Road	Niles	MI	49120	Becky Hulett	(269) 684-0870 x10	Fund Balance		2014	13,325
North Kent Sewer Authority	Kent	7 S Monroe St	Rockford	MI	49341	Jeff Dood	(616) 766-1537	Quicken	2008	2016	
North Muskegon City	Muskegon	1502 Ruddiman Dr	North Muskegon	MI	49445	Kristy Mattson	(231) 744-1621	Fund Balance	2004	2013	4,031
North Plains Township	Ionia	401 S Washington	Hubbardston	MI	48845	Robert Fahey	(989) 981-6141	MS Money	2007	2009	1,366
North Star Township	Gratiot	2228 E Hayes Rd	Ithaca	MI	48847	Cheryl Richmond	(989) 875-8933	Quickbooks		2012	996
Northfield Township	Washtenaw	PO Box 576	Whitmore Lake	MI	48189	Cindy Wilson	(734) 449-2880 ext 11	Fund Balance	2006	2014	8,252
Northville Charter Township	Wayne	44405 6 Mile Rd	Northville	MI	48167	Wendy Hillman	(248) 348-5810	Fund Balance	2002	2010	21,036
Northville City	Wayne	215 W Main St	Northville	MI	48167	Sandi Wiktorowski	(248) 449-9912	Fund Balance	2003	2010	6,459

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Norton Shores City	Muskegon	4814 Henry St	Norton Shores	MI	49441	Mike Houston	(231) 332-2031	Fund Balance		2011	22,527
Norvell Township	Jackson	106 E Commercial Street	Norvell	MI	49263	Andrea Barnett	(517) 536-4370 x224	Fund Balance		2018	2,922
Norway City	Dickinson	PO Box 99	Norway	MI	49870	Mary Pollard	(906) 563-9961	Fund Balance	2002	2015	2,959
Novi City	Oakland	45175 W 10 Mile Rd	Novi	MI	48375	Carl Johnson	(248) 347-0470	First Computer	2006	2009	47,386
Oak Park City	Oakland	14000 Oak Park	Oak Park	MI	48237	Jeff Schefke	(248) 691-7591	New World		2014	29,793
Oakland Charter Township	Oakland	Boulevard 4393 Collins Rd	Rochester	MI	48306	Kay Smith	(248) 651-4440 ext 210	Versys	2003	2009	13,071
Oceana County	Oceana	100 State St., STE M-4	Hart	MI	49420	Sue Johnson	(231) 873-6701	Harris		2014	26,221
Oceola Township	Livingston	1577 N Latson Rd	Howell	MI	48844	Kathy McLean	(517) 546-3259 ext 224	Versys	2005	2010	8,362
Olive Township	Ottawa	6480 136th Ave	Holland	MI	49424	Lona Bronkema	(616) 786-9996	Fund Balance	2008	2010	4,691
Olivet City	Eaton	PO Box 367	Olivet	MI	49076	Erin Bierly	(269) 749-4961	Quickbooks		2016	1,758
Onekama Township	Manistee	5435 Main Street	Onekama	MI	49675	Michelle Johnson	(231) 889-3308	Quickbooks		2017	1,514
Onsted Village	Lenawee	PO Box 420	Onsted	MI	49265	Thanna Oechsle	(517) 467-4618	Quickbooks		2010	813
Ontonagon Village	Ontonagon	315 Quartz St	Ontonagon	MI	49953	Penny Hill	(906) 884-2305	Fund Balance	2003	2013	1,769
Orangeville Township	Barry	8810 Lindsey Rd	Plainwell	MI	49080	Jennifer Goy	(269) 664-4522	Manual System	2005	2017	3,321
Orchard Lake village City	Oakland	3955 Orchard Lake road	Orchard Lake	MI	48323	Rhonda McClellan	(248) 682-2400	Fund Balance		2016	2,215
Orion Charter Township	Oakland	2525 Joslyn Road	Lake Orion	MI	48360	Penny Shults	(248) 391-0304 x1047	Fund Balance		2017	33,463
Oronoko Charter Township	Berrien	4583 E Snow Rd	Berrien Springs	MI	49103	Suzanne Renton	(269) 471-2824	Fund Balance		2016	9,843
Ortonville Village	Oakland	476 Mill St	Ortonville	MI	48462	Mary Clark	(248) 627-4976	Versys		2017	1,535
Osceola County	Osceola	301 W Upton Ave	Reed City	MI	49677	Jon-Thomas Burgess	(231) 832-5572	Accucomp	2006	2010	23,169
Oscoda Charter Township	Iosco	110 S State St	Oscoda	MI	48750	Jaimie McGuire	(989) 739-7532	Versys	2006	2010	7,248
Oshtemo Charter Township	Kalamazoo	7275 W Main St	Kalamazoo	MI	49009	Nancy Culp	(269) 375-4260	ForFund	2003	2009	17,003
Otisco Township	Ionia	9663 Button Rd	Belding	MI	48809	Kim Pennock	(616) 794-3506	Manual System		2010	2,243
Otisville Village	Genesee	300 East St	Otisville	MI	48463	Lisa Adolph	(810) 631-4680	Pontem		2018	882
Otsego City	Allegan	117 E Orleans St	Otsego	MI	49078	Matt Storbeck	(269) 692-2741	Munis	2002	2010	3,933
Otsego County	Otsego	225 W Main St Ste 203	Gaylord	MI	49735	Rachel Frisch	(269) 692-2741	Munis	2008	2009	24,158
Otsego Lake Township	Otsego	PO Box 99	Waters	MI	49797	Jerry Brown	(989) 732-6923 ext 1	Sage		2015	2,532

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Otsego Township	Allegan	400 N 16th St	Otsego	MI	49078	Cindy Hunt	(269) 694-9434	Peachtree	2008	2009	4,854
Ottawa Co Public Utility	Ottawa	14110 Lakeshore Dr	Grand Haven	MI	49417	Chris Binker	(616) 850-7232	Fund Balance	2007	2010	
Ottawa County Central Dispatch Authority	Ottawa	519 Washington Ave	Grand Haven	MI	49417	Jim Bonamy	(616) 935-3214	New World		2013	
Overisel Township	Allegan	A-4307 144th Ave	Holland	MI	49423	Renee Hop	(269) 751-7030	Our Town		2013	2,594
Ovid Township	Clinton	1015 Baese Ct	Ovid	MI	48866	Claudia Pluger	(989) 834-2838	Quickbooks		2017	3,490
Owosso Charter Township	Shiawassee	2998 W M-21	Owosso	MI	48867	Pat Skvarenina	(989) 723-2187	Peachtree	2005	2013	4,670
Owosso City	Shiawassee	301 W Main St	Owosso	MI	48867	Richard Williams	(989) 725-0570	GEMS	2008	2009	15,713
Oxford Charter Township	Oakland	300 Dunlap Rd	Oxford	MI	48371	Joseph Ferrari	(248) 628-9787 ext. 105	New World		2014	16,025
Oxford Village	Oakland	22 W Burdick	Oxford	MI	48371	Susan Nassar	(248) 628-2543	Fund Balance		2014	3,540
Paradise Township	Grand Traverse	2300 E-M 113	Kingsley	MI	49649	Lisa Gulliva	(231) 263-5251	Quickbooks		2019	4,191
Park Township	Ottawa	52 152nd Ave	Holland	MI	49424	Jan Steggerda	(616) 738-4236	Peachtree		2009	17,579
Parma Township	Jackson	2388 Eaton Rapids Rd	Albion	MI	49224	Don Spangler	(517) 829-8277	Pontem	2007	2016	2,696
Pavilion Township	Kalamazoo	7510 East Q Avenue	Scotts	MI	49088	Karen Siegwart	(269) 327-0462	ForFund		2011	5,829
Paw Paw Township	Van Buren	114 N. Gremps St.	Paw Paw	MI	49079	David Richardson	269-657-4340	ForFund	2005	2010	7,091
Paw Paw Village	Van Buren	111 East Michigan Ave	Paw Paw	MI	49079	Christopher Tapper	(269) 657-3145	CMI		2010	3,534
Pellston Village	Emmet	125 N. Milton Street	Pellston	MI	49769	Lisa Fought	(231) 539-7355	Peachtree		2011	771
Peninsula Township	Grand Traverse	13235 Center Road	Traverse City	MI	49686	Monica Hoffman	(231) 223-7117	Fund Balance		2014	5,265
Pennfield Charter Township	Calhoun	20260 Capital Ave NE	Battle Creek	MI	49017	Karen Kooi	(616) 968-8549	Fund Balance	2002	2014	8,913
Pentland Township	Luce	PO Box 412	Newberry	MI	49868	David Carmody	(906) 293-9936	Cogitate	2003	2019	1,788
Pentwater Village	Oceana	327 S Hancock St	Pentwater	MI	49449	Colleen Moser	(231) 869-8301	Fund Balance		2013	968
Pere Marquette Charter Township	Mason	1699 S Pere Marquette Hwy	Ludington	MI	49431	Joanne Kelley	(231) 845-1277	Harris	2005	2009	2,228
Perrinton Village	Gratiot	118 S. Robinson Street	Perrinton	MI	48871	Julie Henry	(989) 236-5161	Quickbooks		2018	397
Perry City	Shiawassee	203 W Polly St	Perry	MI	48872	Joann Velting	(517) 625-6155 ext 225	Fund Balance		2014	2,065
Pewamo Village	Ionia	PO Box 385	Pewamo	MI	48873	Sandy Wolniakowski	(989) 593-2553	Quickbooks	2006	2009	560
Pierson Township	Montcalm	21156 Cannonsville Rd	Pierson	MI	49339	Kathy Hyrns	(616) 636-4911			2017	2,866
Pinckney Village	Livingston	220 S Howell St	Pinckney	MI	48169	Judi Paul	(734) 878-6206	Fund Balance	2002	2010	2,141

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Pinconning City	Bay	PO Box 628	Pinconning	MI	48650	Terri Hribek	(989) 879-2360	Fund Balance		2015	1,386
Pinconning Township	Bay	1751 Cody Estey Rd	Pinconning	MI	48650	Joanne Moody	(989) 879-4018	Quickbooks		2010	2,608
Pine River Township	Gratiot	1495 W Monroe Rd	St Louis	MI	48880	Kevin Beeson/Nancy	(989) 681-5523	Resource	2006	2008	2,451
Pittsfield Charter Township	Washtenaw	6201 N Michigan Ave	Ann Arbor	MI	48108	Tracy Watkins	(734) 822-3110	Fund Balance		2012	30,167
Plainfield Charter Township	Kent	6161 Belmont Ave NE	Belmont	MI	49306	Warren Smith	616-726-8886	Springbrook		2018	30,195
Plainwell City	Allegan	141 N Main St	Plainwell	MI	49080	Sandra Lamorandier	(269) 685-6821	Munis	2004	2009	3,933
Pleasant Plains Township	Lake	PO BOX 239	Baldwin	MI	49304	Kellie Allen	(231) 745-4851	Manual System		2013	1,535
Pleasant Ridge City	Oakland	23925 Woodward Avenue	Pleasant Ridge	MI	48069	Amy Drealan	(248) 541-2900	Fund Balance		2009	2,594
Plymouth Charter Township	Wayne	9955 N. Haggerty Rd	Plymouth	MI	48170	Ron Edwards	(734) 354-3214	AS400		2015	27,798
Plymouth City	Wayne	201 S Main St	Plymouth	MI	48170	Tom Alexandris	(734) 453-1234 ext 201	Fund Balance	2007	2010	9,022
Polkton Charter Township	Ottawa	6900 Arthur Street	Coopersville	MI	49404	William Sahlberg	(616) 837-6876	Quicken		2016	2,335
Pontiac City	Oakland	47450 Woodward	Pontiac	MI	48342	Joseph Sobota	(248) 758-3129	Banner		2012	66,337
Port Austin Area Water & Sewer	Huron	PO Box 367	Port Austin	MI	48467	Ken Rutkowski	(989) 738-8366	NO CONVERSION	2002	2013	737
Port Austin Village	Huron	PO Box 336	Port Austin	MI	48467	Judith Binbly	(989) 738-5199	Manual System	2007	2018	
Port Huron City	St Clair	100 McMorran Blvd	Port Huron	MI	48062	James Brennan	(810) 984-9729	Port Huron System		2020	32,338
Port Sheldon Township	Ottawa	16201 Port Sheldon St	West Olive	MI	49460	Kathy Van Voorst	(616) 399-6121	Custom	2004	2013	4,503
Portage City	Kalamazoo	7900 S. Westnedge Ave	Portage	MI	49002	Devin Mackinder	(269) 324-9217	HTE		2014	44,897
Portage Sewer Authority	Livingston	PO BOX 726	WHITEMORE LAKE	MI	48189	Tony Randazzo	(810) 231-5600	Quickbooks		2010	3,789
Portland City	Ionia	259 Kent St	Portland	MI	48875	Kristina Kinde	(517) 647-2933	CMT	2008	2010	
Potterville City	Eaton	PO Box 488	Potterville	MI	48876	Aaron Sheridan	517-645-7641	Fund Balance		2019	2,168
Powell Township	Marquette	PO Box 39	Big Bay	MI	49808	Sara Drury		Quickbooks	2008	2009	724
Prairieville Township	Barry	10115 S. Norris Rd.	Delton	MI	49046	Ted DeVries	(269) 623-2664	Pontem		2010	3,175
Presque Isle County	Presque Isle	151 Huron Ave	Rogers City	MI	49779	Bridget LaLonda	(989) 734-4075	Pontem		2018	12,841
Presque Isle Township	Presque Isle	12653 E. Grand Lake Rd	Presque Isle	MI	49774	Cynthia Paavola	589-595-2752	Pontem		2018	1,691
Pulaski Township	Jackson	12363 Folks Rd	Hanover	MI	49241	Kathy Petrakovitz	(517) 524-6061	NO CONVERSION	2007	2015	1,931
Quincy Village	Branch	47 Cole St	Quincy	MI	49082	Eric Zuzga	(517) 639-9065	Peachtree	2004	2011	1,701

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Raisin Charter Township	Lenawee	5525 Occidental Hwy	Tecumseh	MI	49286	Betty Holdridge	(517) 423-3162 ext 1002	Quickbooks	2006	2014	6,507
Raisinville Township	Monroe	96 Ida-Maybee Rd	Monroe	MI	48161	Janet Kuehnlein	(734) 269-2506	Fund Balance	2004	2015	4,896
Ravenna Village	Muskegon	12090 Crockery Creek Drive	Ravenna	MI	49451	Sandy Rollenhagen	(231) 853-2360	Fund Balance		2010	1,206
Redford Charter Township	Wayne	15145 Beech Daly	Redford Township	MI	48239	Suzanne Moreno	(313) 387-2769	Pentamation		2013	51,622
Region 2 Planning Commission	Jackson	120 W Michigan Ave	Jackson	MI	49201	Julie Hill	(517) 788-4426	GSS	2006	2017	
Reno Township	Iosco	6672 Miller Rd	Whittemore	MI	48770	Cheryl Hottos	(989) 756-3475	Manual System	2005		656
Resort Township	Emmet	PO Box 848	Petoskey	MI	49770	Susan Coveyou	(231) 347-7915	Quickbooks		2018	2,479
Richfield Township	Genesee	5381 N State Rd	Davison	MI	48423-8595	Joseph Madore	(810) 653-3564	Fundware		2014	8,170
Richland Township	Kalamazoo	7401 N 32nd St	Richland	MI	49083	Jackie Light	(269) 629-4921	ForFund	2008	2012	6,491
Richmond City	Macomb	68225 Main St	Richmond	MI	48062	Angel Hatfield	(586) 727-7571	Fund Balance		2018	4,897
Riley Township	St Clair	13042 Belle River Rd	Riley	MI	48041	Dawn Franz	(810) 392-3585			2013	3,046
River Rouge City	Wayne	10600 W Jefferson Ave	River Rouge	MI	48218	Susan Joseph	(313) 842-5604	Versys	2008	2010	9,917
Riverview City	Wayne	14100 Civic Park Dr	Riverview	MI	48192	Denise Kuch	(734) 281-4200	New World	2008	2009	13,272
Rives Township	Jackson	8427 Rives Jct. Rd.	Rives Jct.	MI	49277	Stacy Stoner	(517) 569-2288	Manual System		2013	4,725
Robinson Township	Ottawa	12010 120th Ave	Grand Haven	MI	49417	Christine Saddler	(616) 846-2210	Our Town		2017	5,588
Rochester City	Oakland	400 Sixth Street	Rochester	MI	48307	Anthony Moggio	(248) 651-9061	Fund Balance		2017	10,467
Rochester Hills City	Oakland	1000 Rochester Hills Dr	Rochester	MI	48307	Joe Snyder	(248) 656-4664			2017	68,825
Rockford City	Kent	7 South Monroe Street	Rockford	MI	49341	Linda Lehman	(616) 866-1537	Springbrook	2006	2011	4,626
Rockwood City	Wayne	32409 Fort St	Rockwood	MI	48173	Cindy Trombley	(734) 379-9496	Caselle		2016	3,442
Rogers City	Presque Isle	193 E Michigan Ave	Rogers City	MI	49779	Theresa Heinzl	(989) 734-2191	ACS	2005	2014	3,322
Rollin Township	Lenawee	PO Box 296	Manitow Beach	MI	49253	Irma David	(513) 218-1628	Pontem		2015	3,176
Romeo Village	Macomb	121 W. St. Clair	Romeo	MI	48065	Sherri Maddox	586-752-3565	Fund Balance		2020	3,721
Romulus City	Wayne	11111 Wayne Rd	Romulus	MI	48174	Suzanne Moreno	(734) 955-4566	HTE		2015	22,979
Roosevelt Park City	Muskegon	900 Oak Ridge Road	Roosevelt Park	MI	49441	Anthony Chandler	(231) 755-3721	Fund Balance		2013	3,890
Roscommon County	Roscommon	500 Lake Street	Roscommon	MI	48653	Jodi Valentino	(989) 275-7134	Pontem		2016	23,955
Roscommon Village	Roscommon	PO Box 236	Roscommon	MI	48653	Nicole Crespo	(989) 275-5743	Fund Balance		2012	1,133

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Rose Township	Oakland	9080 Mason St	Holly	MI	48442	Debbie Miller	(248) 634-8701	Vadim		2010	6,210
Roseville City	Macomb	29777 Gratiot Ave	Roseville	MI	48066	Phil Longueuil	(586) 447-4675	Munis	2008	2010	48,129
Ross Township	Kalamazoo	12086 M-89	Richland	MI	49083	Monica Markillie	(269) 731-4888	Peachtree		2017	5,047
Rothbury Village	Oceana	7804 S. Michigan Ave	Rothbury	MI	49452	Deb Murphy	(231) 301-5162			2017	426
Royal Oak City	Oakland	211 Williams St	Royal Oak	MI	48067	Melanie Halas	(248) 246-3055	GEMS		2011	60,062
Royalton Township	Berrien	980 Miners Road	St Joseph	MI	49085	Patti Knight	(269) 429-2501	Pontem		2015	3,888
Rutland Charter Township	Barry	2461 Heath Rd	Hastings	MI	49058	Robin Hawthorne	(269) 948-2194	Resource	2003	2015	3,646
Saginaw Charter Township	Saginaw	4980 Shattuck Rd	Saginaw	MI	48603	Michele Gadd	(989) 791-9820	AS400	2007	2009	39,657
Saginaw City	Saginaw	1315 S. Washington Ave	Saginaw	MI	48601	Jeff Klopac	(989) 759-1414	HTE		2013	61,799
Salem Township	Allegan	3003 142nd Ave	Dorr	MI	49323	Betty Brower	(616) 896-9857	Our Town		2013	3,486
Salem Township	Washtenaw	9600 6 Mile Rd	Salem	MI	48175	David Trent	(248) 349-1690 ext 19	Fund Balance	2007	2013	5,562
Saline City	Washtenaw	100 N Harris St	Saline	MI	48176	Mickey Jo Bennett	(734) 429-4907 ext 2203	Northern Data Svstems Asyst		2018	8,034
Sand Lake Village	Kent	2 Maple St.	Sand Lake	MI	49343	Judy Howard	(616) 636-8854			2011	492
Sandusky City	Sanilac	26 W Speaker St	Sandusky	MI	48471	Laurie Thompson	(810) 648-4444	Fund Balance		2016	2,745
Sanilac County	Sanilac	60 West Sanilac Ave	Sandusky	MI	48471	Meagan Green	8106482933 x8205	Harris		2018	42,605
Sanilac Township	Sanilac	20 North ridge Street	Port Sanilac	MI	48469	Suzanne Shagenn	810-662-8178	Cogitate		2020	2,609
Saugatuck City	Allegan	102 Butler St	Saugatuck	MI	49453	Kirk Harrier	(269) 857-2603	Fund Balance	2007	2010	1,065
Saugatuck Township	Allegan	3461 Blue Star Highway	Saugatuck	MI	49453	Aaron Sheridan	(269) 857-7721	Fund Balance		2012	3,590
Schoolcraft County	Schoolcraft	300 Walnut Street Rm 164	Manistique	MI	49854	Beth Edwards	(906) 341-3618	Fund Balance		2017	8,173
Schoolcraft Township	Kalamazoo	50 E VW Ave	Vicksburg	MI	49097	Teresa Scott	(269) 649-1276			2015	7,260
Schoolcraft Village	Kalamazoo	442 N. Grand St	Schoolcraft	MI	49087	Faith Akert	(269) 679-4304	Fund Balance	2003	2011	1,587
Scio Township	Washtenaw	827 N Zeeb Rd	Ann Arbor	MI	48103	Jim Merte	(734) 665-2123	Fund Balance	2003	2009	15,759
Scottville City	Mason	105 N. Main Street	Scottville	MI	49454	Amy Williams	(231) 757-4729	Fund Balance		2018	1,266
Sebewaing Light & Water Department	Huron	110 W Main	Sebewaing	MI	48759	Melanie McCoy	(989) 883-2700	Quickbooks		2013	
Sebewaing Village	Huron	110 W Main	Sebewaing	MI	48759	Melanie McCoy	(989) 883-2700	Pontem		2013	1,974
Selma Township	Wexford	5262 E 32 Rd	Cadillac	MI	49601	Vicki Flory	(231) 775-5071	Accucomp	2007	2009	1,915

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Shelby Village	Oceana	189 Maple St Ste B	Shelby	MI	49455	Peggy Miller	(231) 861-4400	Fund Balance	2010	2015	1,914
Shepherd Village	Isabella	251 W Wright	Shepherd	MI	48883	Gina Gross	(989) 828-5278	ICommander		2010	1,536
Sheridan Township	Calhoun	13355 29 Mile Rd	Albion	MI	49224	Ken Laur	(517) 629-2604 x103	EZ Entry		2009	2,116
Sheridan Village	Montcalm	PO Box 179	Sheridan	MI	48884	Marilyn Klemm	(989) 291-3485	Quickbooks		2014	705
Sherman Township	Mason	3566 N. Custer Rd	Scottville	MI	49454	Kurt Lubben	231-462-3205	Our Town		2018	1,090
Shiawassee County	Shiawassee	208 N. Shiawassee St	Corunna	MI	48817	Cindy Richmond	517-886-9536	Harris		2019	68,446
Shiawassee District Library	Shiawassee	301 W Main St	Owosso	MI	48867	Jodi Fox	(989) 725-0504	GEMS	2008	2010	
Sims Township	Arenac	4489 E. Huron Rd	Au Gres	MI	48703	Judy Mackie	(989) 876-8631	Quickbooks		2017	1,091
Sodus Township	Berrien	4056 King Drive	Sodus	MI	49126	Cheryl Andres	(269) 926-6285	Quickbooks		2015	2,139
Solon Township	Kent	2305 19 Mile Rd NE	Cedar Springs	MI	49319	John Rideout	(616) 696-1718	Our Town	2005	2017	4,662
South Haven City	Van Buren	539 Phoenix St.	South Haven	MI	49090	Wendy Hochstedler	(269) 637-0714	Caselle		2013	5,021
South Lyon City	Oakland	335 S Warren	South Lyon	MI	48178	Lynne Ladner	(248) 437-1735	Fund Balance		2015	10,036
South Macomb Disposal Authority	Macomb	23200 Gratiot Ave	Eastpointe	MI	48021	Randall Blum	(586) 445-5034			2013	
South Rockwood Village	Monroe	PO Box 85	South Rockwood	MI	48179	Willene Harold	(734) 379-3683	Manual System	2005	2014	1,284
Southeast Macomb Sanitary District	Macomb	23200 Gratiot Ave	Eastpointe	MI	48021	Randall Blum	(586) 445-5034			2013	
Southern Clinton County Muncipal Utilities Authority	Clinton	3671 W Herbison Rd	Dewitt	MI	48820	Lisa Mead	(517) 669-8311	Fund Balance		2009	
Southfield City	Oakland	26000 Evergreen Rd	Southfield	MI	48076	LaVern Laury	248-796-4962			2018	78,296
Southgate City	Wayne	14400 Dix-Toledo Rd	Southgate	MI	48195	David Angileri	(734) 258-3017	Versys	2007	2009	30,136
Southwest Barry County Sewer & Water Authority	Barry	11191 S M-43 Hwy	Delton	MI	49046	Karen Wilson	(269) 623-3401	Peachtree	2008	2015	
Southwest Michigan Building Authority	Kalamazoo	7275 W Main St	Kalamazoo	MI	49009	Nancy Culp	(269) 375-4260			2016	
Southwest Michigan Regional Sanitary Sewer & Water Authority	Berrien	980 Miners Road	St Joseph	MI	49085	Audrey Skamer	269-429-2501	Fund Balance		2018	
Spalding Township	Menominee	PO Box 161	Powers	MI	49874	Jerry Bartnicki	(906) 497-5850	Cogitate		2014	1,761
Sparta Township	Kent	160 E Division Street	Sparta	MI	49345	Marcy Savage	(616) 887-8863	Fund Balance		2015	8,938
Sparta Village	Kent	156 E Division St	Sparta	MI	49345	Sharon DeLange	(616) 887-8251	Fund Balance		2010	4,159
Spaulding Township	Saginaw	5025 East Rd	Saginaw	MI	48601	Tara Stinson	(989) 777-0950	Fund Balance		2010	2,399
Spring Arbor Township	Jackson	PO Box 250	Spring Arbor	MI	49283	Julia Stonestreet	(517) 750-2800 x210	Fund Balance	2002	2009	7,577

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Spring Lake Township	Ottawa	106 S Buchanan St	Spring Lake	MI	49456	Carolyn Boersma	(616) 844-2101	New World	2002	2010	13,140
Spring Lake Village	Ottawa	102 W Savidge St	Spring Lake	MI	49456	Maribeth Lawrence	(616) 842-1393	Fund Balance	2004	2010	2,514
Springfield Charter Township	Oakland	12000 Davisburg Rd	Davisburg	MI	48350	Laura Moreau	(248) 846-6510	Versys	2005	2011	13,338
Springfield City	Calhoun	601 Avenue A	Springfield	MI	49037-7774	Jeannine Turner	(269) 965-8014	Fund Balance	2003	2012	5,189
Springport Township	Jackson	PO Box 174	Springport	MI	49284	Becky Wilson	(517) 857-2030	Manual System	2005	2016	2,182
Springport Village	Jackson	PO BOX 128	Springport	MI	MI 49284	Jennifer Naylor		Civic Systems		2019	704
St Charles Village	Saginaw	110 W Spruce St	St Charles	MI	48655	Deanna Koehler	(989) 866-8257	Fund Balance		2016	2,002
St Clair City	St Clair	547 N. Carney Dr	St Clair	MI	48079	Mike Booth	(810) 329-7876	Springbrook		2016	5,802
St Clair Township	St Clair	1539 S Bartlett Rd	St Clair	MI	48079	Debbie Rickert	(810) 329-9042	Fund Balance	2003	2009	6,423
St Ignace City	Mackinac	396 N State St	St Ignace	MI	49781	Renee Vonderwerth	(906) 643-8545	Harris		2011	2,678
St Johns City	Clinton	PO Box 477	St Johns	MI	48879	Greg Teichman	(989) 224-8944 ext 225	Fund Balance		2011	7,485
St Joseph Charter Township	Berrien	PO Box 147	St Joseph	MI	49085	Audrey Skamer	(269) 932-0273	Fund Balance		2015	9,963
St Joseph City	Berrien	700 Broad St	St Joseph	MI	49085	Deb Koroch	(269) 983-4731	Fund Balance	2007	2009	8,789
St Joseph County	St Joseph	125 W Main St	Centreville	MI	49032	Joni Smith	(269) 467-5631	AS400		2013	60,946
St Louis City	Gratiot	108 W Saginaw St.	St Louis	MI	48880	Bobbie Marr	(989) 681-6024	CMI		2013	4,494
Stanton City	Montcalm	225 S. Camburn Street	Stanton	MI	48888	Elizabeth Pynaert	(989) 831-4440	Fund Balance		2017	1,504
Stephenson City	Menominee	W628 Samuel St	Stephenson	MI	49887	Judy St. Juliana	(906) 753-6228	CYMS	2008	2010	875
Stockbridge Village	Ingham	PO Box 155	Stockbridge	MI	49285-0155	Timothy Sadowski	(517) 851-7435	Resource	2003	2009	1,260
Sullivan Township	Muskegon	8138 Heights Ravenna Rd	Ravenna	MI	49451	Beth Sims	(231) 853-6900	Quickbooks	2006	2016	2,477
Summerfield Township	Clare	9971 N. Finley Lk Ave.	Harrison	MI	48625	Aloma Joslin	(989) 539-2501	Excel		2011	453
Summit Township	Jackson	2121 Ferguson Rd	Jackson	MI	49203	Dave McCumber	(517) 788-4113 ext 231	Pontem		2016	21,534
Sumpster Township	Wayne	23480 Sumpster Road	Belleville	MI	48111	Karen Armatis	(734) 461-6201 x2239	Fund Balance		2016	11,856
Superior Charter Township	Washtenaw	3040 N Prospect Rd	Ypsilanti	MI	48198	Susan Mumm	(734) 482-6099	Fund Balance	2003	2012	10,740
Superior Township	Chippewa	PO Box 366	Brimley	MI	MI 49715	William Beaune	906-248-3219	Fund Balance		2019	1,329
Suttons Bay Village	Leelanau	Po box 395	Suttons Bay	MI	49682	Shar Fay	231-271-3051	Fund Balance		2018	589
Swan Creek Township	Saginaw	11415 Lakefield Rd	St Charles	MI	48655	Aimee Glazier	989-865-6251	Asyst		2019	2,536

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Swartz Creek City	Genesee	8083 Civic Dr	Swartz Creek	MI	48473	Juanita Aguilar	(810) 635-4464	Fund Balance	2008	2010	5,102
Sylvan Lake City	Oakland	1820 Inverness St	Sylvan Lake	MI	48320	Dennise Dryden	(248) 682-1440	Fund Balance	2007	2010	1,735
Sylvan Township	Washtenaw	18027 Old US 12	Chelsea	MI	48118	Rodney Branham	(734) 475-8890	Fund Balance		2013	6,425
Tallmadge Charter Township	Ottawa	0-1451 Leonard St NW	Grand Rapids	MI	49534	Brenda Martin	(616) 677-1248	Versys	2006	2015	6,881
Tawas City	Iosco	PO Box 568	Tawas City	MI	48764	Annette Corey	(989) 362-8688	Fund Balance		2009	2,005
Tecumseh City	Lenawee	309 E Chicago Blvd	Tecumseh	MI	49286	Leisa Still	(517) 424-6549	Fund Balance		2013	8,574
Tekonsha Village	Calhoun	537 Church St	Tekonsha	MI	49092	Bob Main	(517) 767-4204	Fund Balance		2009	717
Texas Charter Township	Kalamazoo	7110 W Q Ave	Kalamazoo	MI	49009	Linda Kerr	(269) 375-1591	ForFund	2005	2012	10,919
Thomas Township	Saginaw	249 N Miller Rd	Saginaw	MI	48609	Deidre Frollo	(989) 781-0150	Fund Balance		2016	11,877
Thompsonville Village	Benzie	14714 Lincoln Ave	Thompsonville	MI	49683	Tim Windrim	(231) 378-2521	Peachtree		2014	457
Thornapple Township	Barry	PO Box 459	Middleville	MI	49333	Susan Vlietstra	(269) 795-7202	ForFund	2003	2010	6,685
Three Oaks Village	Berrien	14 Maple St	Three Oaks	MI	49128	David Grosse	(269) 756-9221	Quickbooks	2007	2010	1,622
Three Rivers City	St Joseph	333 West Michigan	Three Rivers	MI	49093	Catherine Lawson	(269) 273-1075 x109	Fund Balance		2012	7,328
Torch Lake Township	Antrim	2355 N US 31	Eastport	MI	49627-0663	Sharon Schultz	(231) 599-2036	Our Town		2012	1,159
Traverse City	Grand Traverse	400 Boardman ave	Traverse City	MI	49684	Penny Hill	231-922-444	AS400		2018	14,532
Trenton City	Wayne	2800 3rd St	Trenton	MI	48183	Theresa Monthei	(734) 675-7200	Pentamation	2005	2009	19,584
Tuscarora Township	Cheboygan	PO Boc 220	Indian River	MI	49749	Sue Fisher		Cogitate		2018	3,091
Tuscola County	Tuscola	440 N State St	Caro	MI	48723	Clayette Zechmeister	989-672-3710	Harris		2019	52,764
Tyrone Township	Livingston	10408 Center Rd	Fenton	MI	48430	Vicki Butler	(810) 629-8631 ext 206	Fund Balance	2008	2009	8,459
Ubly Village	Huron	2241 Pierce Street	Ubly	MI	48475	Jason Nicol	989-553-0240	Quickbooks		2019	873
Union Charter Township	Isabella	2010 S Lincoln Rd	Mt Pleasant	MI	48858	Mike Kantner	(989) 772-4600 ext. 240	Resource		2009	7,615
Union City Village	Branch	208 N. Broadway St.	Union City	MI	49094	James Campfield	(517) 741-8591	CMI		2011	1,804
Utica City	Macomb	7550 Auburn Rd	Utica	MI	48317	Catherine McGrail	(586) 739-1600	Northern Data Svstems		2010	4,577
Valley Township	Allegan	2054 N M-40	Allegan	MI	49010-9417	Brandee Ellis	(269) 673-5962	Quicken	2008	2012	1,831
Van Buren Charter Township	Wayne	45425 Tyler Rd	Belleville	MI	48111	Vern Morse	(734) 699-8909 x9206	Springbrook		2015	23,559
Van Buren County	Van Buren	219 E. Paw Paw St. Suite 303	Paw Paw	MI	49079-1429	Stephen Vicenzi	(269) 657-8200	Pontem		2015	75,199

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Vandalia Village	Cass	PO Box 57	Vandalia	MI	49095	Beth James	(269) 476-2344	Manual System	2003	2019	429
Vassar City	Tuscola	287 E. Huron	Vassar	MI	48768	Merri Lemcke	(989) 823-8517	Fund Balance		2017	2,823
Vergennes Township	Kent	10381 Bailey Dr	Lowell	MI	49331	Mari Stone	(616) 897-5671	Our Town		2012	3,611
Vermontville Village	Eaton	121 Eastside Dr	Vermontville	MI	49096	Nathan Derusha	(517) 726-1429	Quickbooks		2011	759
Vernon Township	Shiawassee	PO Box 354	Durand	MI	48429	Charlotte Clark	586-915-1149	Pontem		2020	4,980
Vernon Village	Shiawassee	PO Box 175	Vernon	MI	48476	Ellen Glass	(989) 288-2300	Fund Balance		2018	785
Vevay Township	Ingham	780 S Eden Rd	Mason	MI	48854	JoAnne Keane	(517) 676-9523	Pontem		2011	3,614
Vicksburg Village	Kalamazoo	126 N Kalamazoo Ave	Vicksburg	MI	49097	Matt Crawford	(269) 649-1919	Springbrook	2005	2014	2,320
Victor Township	Clinton	6843 Alward Rd	Laingsburg	MI	48848	Mike Wall	(517) 651-2094	Cogitate		2012	3,275
Vienna Charter Township	Genesee	505 W Vienna St	Clio	MI	48420	Stacey \ Sherrie	(810) 686-7580	Fundware		2015	13,108
Wales Township	St Clair	1372 Wales Center Rd	Wales	MI	48027	Cynthia Bobcean	(810) 325-1517	Manual System	2005	2013	2,986
Walker City	Kent	4243 Remembrance Rd NW	Walker	MI	49534	Cindy Mielke	(616) 791-6799	Versys		2009	21,842
Walled Lake City	Oakland	1499 E West Maple	Walled Lake	MI	48390	Colleen Coogan	(248) 624-4847	Springbrook		2011	6,713
Warren City	Macomb	One City Square Suite 420 Warren		MI	48093	Tom Pawelkowski	(586) 759-9220	IDC		2017	138,247
Warren Police & Fire Pension	Macomb	One City Square Suite 415 Warren		MI	48093	Gregory Suma	(586) 574-4568	Excel		2012	
Washington Charter Township	Macomb	57900 Van Dyke	Washington	MI	48094	Kathy Bosheers	(586) 786-0010 x2	Fund Balance		2012	19,080
Water District No. 1	Midland	PO Box 320	Sanford	MI	48657	David Rothman	(989) 513-8491	Quickbooks		2017	
Waterloo Township	Jackson	11120 Musbach Rd	Munith	MI	49259	Janice Kitley	(517) 596-8400	Fund Balance		2010	3,069
Watertown Charter Township	Clinton	12803 S. Wacousta Rd	Grand Ledge	MI	48837	Angie Baum	(517) 626-6593 x212	Fund Balance		2014	4,162
Watervliet Charter Township	Berrien	4959 N. M-140	Watervliet	MI	49098	Patt Bambrick	(269) 463-5113	Fund Balance		2016	2,964
Watervliet City	Berrien	PO Box 86	Watervliet	MI	49098	David Brinker	(269) 463-6769	Fund Balance		2010	1,843
Waverly Township	Van Buren	42114 M-43	Paw Paw	MI	49079	Sandy Oakleaf	(269) 657-1776	ForFund		2009	2,467
Wayland City	Allegan	103 S Main Street	Wayland	MI	49348	Cheri Parrish	(269) 792-2265	Versys	2007	2010	3,939
Wayland Township	Allegan	1060 129th Street	Bradley	MI	49311	Ann McInerney	(269) 792-6394	Peachtree		2013	3,013
Wayne City	Wayne	3355 S Wayne Rd	Wayne	MI	48184	Tim McCurley	(734) 722-2000	First Computer	2005	2013	19,051
Webberville Village	Ingham	PO Box 389	Webberville	MI	48892	Rachel Howd	(517) 521-3984	Harris	2006	2010	1,503

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Webster Township	Washtenaw	5665 Webster Church Rd	Dexter	MI	48130	Bill Sinkule	(734) 426-5103	Fund Balance	2002	2012	6,784
West Bloomfield Charter Township	Oakland	PO Box 250130	West Bloomfield	MI	48325	Mark Osinski	(248) 451-4802	Sunguard Bi-Tech Manual System		2009	64,860
West Bloomfield Parks & Recreation	Oakland	4640 Walnut Lake Rd	West Bloomfield	MI	48323	Jennifer Tucker	248-451-1906			2018	
West Branch City	Ogemaw	121 N. Fourth Street	West Branch	MI	48661	John Dantzer	(989) 345-0500	Fund Balance		2016	1,926
West Traverse Township	Emmet	PO Box 353	Harbor Springs	MI	49740	Bob Sanford	(231) 526-7361	Peachtree	2005	2012	1,448
Westland City	Wayne	36601 Ford Rd	Westland	MI	48185	Dan Bouredeau	(734) 467-7952	HTE		2013	86,602
Wexford County	Wexford	437 E Division St	Cadillac	MI	49601	Elaine Richardson	231 779-9452	Accucomp	2007	2010	32,886
Wheatfield Township	Ingham	985 Holt Rd	Williamston	MI	48895	Holly Miller	(517) 655-4161	Quickbooks		2019	1,641
Wheeler Township	Gratiot	8510 E Monroe	Wheeler	MI	48662	Kelly Bushre	(989) 842-3428	Quickbooks		2010	2,785
White Lake Charter Township	Oakland	7525 Highland Rd	White Lake Township	MI	48383	Mike Roman	(248) 698-3300 x120	Vadim		2015	28,219
Whiteford Township	Monroe	8000 Yankee Spring Rd Suite 100	Ottawa Lake	MI	49267	Angela Christensen	(734) 854-2416	Manual (pencil)		2011	4,420
Whitehall City	Muskegon	405 E Colby St	Whitehall	MI	49461	Laurie Audo	(231) 894-4048	Fund Balance	2004	2009	2,884
Williams Charter Township	Bay	1080 W. Midland Rd	Auburn	MI	48611	Amy Charney	(989) 662-4408	EZ Entry		2012	4,492
Williamston City	Ingham	161 E Grand River Ave	Williamston	MI	48895	Alan Dolley	(517) 655-2774	Fund Balance	2002	2013	3,441
Williamstown Township	Ingham	4990 N Zimmer Rd	Williamston	MI	48895	Mickey Martin	(517) 655-3193	Quickbooks	2007	2011	4,834
Wixom City	Oakland	49045 Pontiac Trl	Wixom	MI	48393	Marilyn Stamper	(248) 624-0885	Fundware		2015	13,263
Woodhaven City	Wayne	21869 West Rd	Woodhaven	MI	48183	Katherine Oehring	(734) 675-4913	Fund Balance	2003	2010	12,530
Woodhull Township	Shiawassee	7315 Beard Rd	Shaftsbury	MI	48882	Carol Maize	(517) 675-4342	Resource	2009	2015	3,850
Worth Township	Sanilac	PO Box 248	Lexington	MI	48450	Marcella Bartniczak	(810) 359-8852	Cogitate	2006	2010	4,021
Wright Township	Ottawa	PO Box 255	Marne	MI	49435	Linda Way	(616) 677-3048	Versys	2005	2014	3,286
Wyandotte City	Wayne	3200 Biddle Ave., Suite 200	Wyandotte	MI	48192	David Fuller	(734) 324-7106	HTE		2014	28,006
Wyoming City	Kent	PO Box 905	Wyoming	MI	49509	Andrea Boot	(616) 530-7282	New World		2012	69,368
Yale City	St Clair	111 W. Mechanic St	Yale	MI	48097	John Osborn	(810) 387-3311	Fund Balance		2014	2,063
Yankee Springs Township	Barry	284 N Briggs Rd	Middleville	MI	49333	Janice Lippert	(269) 795-9091	ForFund		2011	4,219
York Charter Township	Washtenaw	11560 Stony Creek Rd	Milan	MI	48160	Helen Neill	(734) 439-0587	NO CONVERSION	2003	2014	7,392
Ypsilanti Charter Township	Washtenaw	7200 S Huron River Dr	Ypsilanti	MI	48197	Javonna Neel	(734) 544-3601	Fund Balance		2012	49,182

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Zeeland Charter Township	Ottawa	6582 Bryon Rd	Zeeland	MI	49464	Tami Koomen	(616) 772-6701	Fund Balance		2009	5,805
Zeeland City	Ottawa	21 S Elm St	Zeeland	MI	49464	Rose Borst	(616) 772-0871	Versys	2004	2009	5,805
Zilwaukee City	Saginaw	319 Tittabawassee Rd	Saginaw	MI	48604	Jeff Zittel	(989) 755-0931	Pontem		2012	1,799
Standish Township	Arenac	PO Box 944	Standish MI	MI	48658	Sue Kohn	989-718-3213	Quickbooks		2020	2,026
Escanaba City	Delta	410 Ludington Street	Escanabe	MI	49829	Kim Gustafson	906-786-0240	Caselle		2020	13,140
Sterling Heights City	Macomb	40555 Utica Road	Sterling Heights	MI	48313	Jennifer Varney	586-446-2302	Munis		2020	124,471
Wolverine Lake Village	Oakland	425 Glenway	Wolverine Lake	MI	48390	Michael Smith	248-624-6434	Fund Balance		2020	4,783
Ironwood Charter Township	Gogebic	N10892 Lake Rd	Ironwood	MI	49938	Mary Segalin	(906) 932-8446	Quickbooks		2020	2,330
Sault Ste Marie City	Chippewa	225 E. Portage Ave	Sault Ste Marie	MI	49783	Kristen Collins	906-635-5261			2020	16,542
Tawas Township	Iosco	993 N. Plank Rd	Tawas City	MI	48763	Melissa Stewart	989-254-7759	Cogitate		2020	1,684
Bellevue Village	Eaton	201 N. Main Street	Bellevue	MI	49021	Jessica Tirrell	269-763-9571	Quickbooks		2020	1,365
Richmond Township	Osceola	3371 220th Ave	Reed City	MI	49677	Linda Stieg	231-832-2880			2020	1,695
Laingsburg City	Shiawassee	114 N. Woodhull	Laingsburg	MI	48848	Paula Willoughby	517-651-5566	Pontem		2020	1,223
Sanilac County Health Dept	Sanilac	171 Dawson Street, Ste 123	Sandusky	MI	48471	Shane Welch	810-648-4098			2020	
Ovid City	Clinton	PO Box 138	Ovid	MI	48866	Josy Medina	989-834-5550	Pontem		2020	1,514
Genesee County	Genesee	1101 Beach Street	Flint	MI	48502	Chrystal Simpson	810-257-3092	GEMS		2020	405,815
Beulah Village	Benzie	7228 Commercial St	Beulah	MI	49617	Dan Hook	248-496-5003	Quickbooks		2020	341
North Branch Township	Lapeer	6771 Elm Street	North Branch	MI	48461	Amy Bridger-Snoblen	(810) 688-2785	Pontem		2020	3,595
Ray Township	Macomb	64255 Wolcott Rd	Ray	MI	48096	Doug Stier	(586) 749-5171 x205	Pontem		2020	3,740
Nottawa Township	Isabella	PO Box 189	Weidman	MI	48893	Judy Schumacher	989-289-9078	Pontem		2020	2,278
Inland Township	Benzie	19668 Honor Hwy	Interlochen	MI	49643	Linda Wilson	231-275-6568	Pontem		2020	1,587
Klacking Township	Ogemaw			MI		Ellen Rush	989-685-9093	Pontem		2020	617
Wheatland Township	Mecosta	201 S. Sheridan	Remus	MI	49340	Mary Karcher	989-967-8252	Sage		2020	1,474
Brown City	Sanilac	PO Box 99	Brown City	MI	48416	David Van Cura	810-346-2325	Pontem		2020	1,334
Almont Township	Lapeer	819 N Main St	Almont	MI	48003	Roberta Kudsins	(810) 798-8521 x2003	Pontem		2020	6,041
Westphalia Village	Clinton	PO Box 8	Westphalia	MI	48894	Sandy Smith	(989) 587-4434	Quickbooks		2020	876

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Columbia Township	Van Buren	PO Box 323	Grand Junction	MI	49056	Christy Case	269-434-6227 x1	Peachtree		2020	2,714
Whitefish Township	Chippewa	PO Box 350	Paradise	MI	49768	Karen Bender	574-529-0009	Quickbooks		2020	588
Reese Village	Tuscola	PO Box 369	Reese	MI	48757	Bonnie Gray	989-868-4503	Pontem		2020	1,374
Forest Township	Genesee	130 E. Main Street	Otisville	MI	48463	Linda Smoke	810-631-6645	Quickbooks		2020	4,738
Lyon Township	Roscommon	PO Box 48	Higgins Lake	MI	48627	Doug Schnell	989-821-9694 x201	Pontem		2020	1,462
Ogemaw County	Ogemaw	806 W. Houghton Ave	West Branch	MI	48661	Caren Piglowski	989-345-0215	Pontem		2020	20,952
Tittabawassee Township	Saginaw	Po Box 158	Freeland	MI	48623-0158	Mary Edgington	989-692-7935	Fund Balance		2020	7,706
Oregon Township	Lapeer	2525 Marathon Rd	Lapeer	MI	48446	H. Paul Spencer	810-664-5971	Pontem		2020	6,166
Windsor Charter Township	Eaton	405 W Jeffersin St	Diamondale	MI	48821	Lisa Rumsey	517-646-0772	Pontem		2020	7,340
Lapeer City	Lapeer	576 Liberty Park	Lapeer	MI	48446	Kelly Hannah	810-664-2902	Caselle		2020	9,072
Springvale Township	Emmet	8198 East Mitchell Road	Petoskey	MI	49770	Patricia McCune	231-347-3077	Pontem		2020	1,727
Monitor Charter Township	Bay	2483 Midland Rd	Bay City	MI	48706	Linda Ferguson	989-684-7203	Pontem		2020	10,037
Forsyth Township	Marquette	186 W Flint Street	Gwinn	MI	49841-1360	Lynn Rodgers	(906) 346-9217			2021	4,824
Marion Village	Osceola	W1362 US Hwy	St Ignance	MI	49781	Susan Dionne	(906) 643-8027	Pontem		2021	872
Bates Township	Iron	3070 US 2 East	Iron River	MI	49935	Bee Benson-Stafford	906-265-2787 x1	Pontem		2021	1,021
Standish City	Arenac	399 E. Beaver St.	Standish	MI	48658	Jerry Nelson	989-846-9588	Fund Balance		2021	1,581
Luce County	Luce	PO Box 116	Seney	MI	MI 49883	Janice Bonifield	906-293-5544	Pontem		2021	6,283
Wise Township	Isabella	7160 N. Wise Rd	Clare	MI	48617	Doris Methner	989-339-0546	Pontem		2021	1,301
Bennington Township	Shiawassee	5849 S M-52	owosso	MI	48867	Donna Fish	989-723-5555	Pontem		2021	3,017
Chippewa Township	Isabella	18 South Shepherd Rd	Mt Pleasant	MI	48858	Fran Ash	9897722685	Pontem		2021	4,617
Rose Township	Ogemaw	3067 Lupton Road	Lupton	MI	48635	Kelli Collins	989-685-3352	Pontem		2021	1,409
Horton Township	Ogemaw	PO Box 68	West Branch	MI	48661	Wendy Zettel	989-345-0519	Pontem		2021	997
Billings Township	Gladwin	1050 Estey	Beaverton	MI	48612	Linda McSweyn	989-435-8430	Pontem		2021	2,715
Eaton Rapids Township	Eaton	2512 S. Canal Rd	Eaton Rapids	MI	48827	Robin Morgan	517-663-7407	Pontem		2021	3,821
Farmington Hills City	Oakland	31555 W. 11 Mile road	Farmington Hills	MI	48336	Thomas Skrobola	248-871-2446			2021	82,111
Mendon Village	St Joseph	206 W Main	Mendon	MI	49072	Betty Stienbarger	(269) 496-4395	Pontem		2021	856

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Somerset Township	Hillsdale	PO Box 69	Somerset center	MI	49282	Josh Bice	517-688-9223 x215	Fund Balance		2021	4,277
Royal Oak Charter Township	Oakland	21131 Garden Ln. 2nd Floor	Ferndale	MI	48820	Gwendolyn Turner	(248) 547-9800 x211	Fund Balance		2021	5,446
Peck Village	Sanilac	30 E. Lapeer Street	Peck	MI	48466	Angela Van Sickle	810-378-5131	Quickbooks		2021	599
Spencer Township	Kent	14960 Meddler Ave NE	Gowen	MI	49326	Lisa Wright	616-984-0035	Peachtree		2021	3,681
Arcadia Township	Manistee			MI		Patti Wilson	231-889-4463	Quickbooks		2021	621
Flint Charter Township	Genesee	1490 South Dye Rd	Flint	MI	48532	Karyn Miller	810-241-2570	Fund Balance		2021	33,691
Moffatt Township	Arenac			MI		Stefanie Kernstock	989-836-2452	Pontem		2021	1,121
Grant Township	Oceana			MI		Shannon Beishuren	231-893-6336	Quickbooks		2021	2,932
Frankenmuth City	Saginaw	240 W. Genesee Street	Frankenmuth	MI	48734	Jerry Nelson	989-652-9901	Fund Balance		2021	4,838
Pentwater Townsh	Oceana	PO Box 512	Pentwater	MI	49449	Sue Ann Johnson	231-869-6231	Quickbooks		2021	1,513
Bertrand Townshi	Berrien	3835 Buffalo RD	Buchanan	MI	49107	Don Vite	269-240-7094	Quickbooks		2021	2,380
Lilley Township	Newaygo	10767 N Prospect	Bitely	MI	49309	Fran Nelson	231-345-6381	Pontem		2021	788
Boyne Valley Township	Charlevoix	PO BOX 191	Boyne Falls	MI	49713	Lynn Sparks	231-549-3130	Quickbooks		2021	1,215
Tilden Township	Marquette	3145 County road PG	Ishpeming	MI	49849	Deborah Pellow	906-486-6580	Quickbooks		2021	1,003
McBain City	Missaukee	PO Box 95	Mc Bain	MI	49657	Marcia Smith	231-825-2000	Peachtree		2021	584
Central Lake Township	Antrim	1622 N, M-88 Hwy	Central Lake	MI	49622	Judy kosloski	231-544-6887	Asyst		2021	2,254
Richland Village	Kalamazoo			MI		Jamie Ricca	269-629-9903			2021	593
Lyon Charter Township	Oakland	58000 Grand River Ave	New Haven	MI	48165	Michele Cash	248-437-2240	Fund Balance		2021	11,041
Fenton Charter Township	Genesee			MI		Tom Broecker		Fund Balance		2021	12,968
Allis Township	Presque Isle	PO Box 609	Onway	MI	49765	Teresa Splan	989306-2952	Pontem		2021	1,035
Mullett Township	Cheboygan	PO Box 328	Topinabee	MI	49791	Denise Ackerman	231-290-3148	Cogitate		2021	1,284
Benzonia Village	Benzie	1276 Michigan Ave	Benzonia	MI	49616	Maridee Cutler	231-882-0035	Quickbooks		2021	519
Canton Public Library	Wayne	1200 S. Canton Center Road	Canton	MI	48188	Rudie Noble	734-397-0999			2021	
Older Persons' Commission	Oakland	650 Letica Drive	Rochester	MI	48307	Timothy Soave	248-659-1028	Blackbaud Fundware		2021	
Buchanan City	Berrien	302 N. redbud Trl	Buchanan	MI	49107	Heather Grace	269-362-2545	Fund Balance		2021	4,681
Big Creek Township	Oscoda	1175 Ryno Road	Luzerne	MI	48636	Rhonda Mundt	989-826-5992	Pontem		2021	3,380

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Detour Village	Chippewa	PO Box 397	Detour Village	MI	MI 49725	Jen Postula		Fund Balance		2021	322
Newaygo County	Newaygo	1087 E. Newell Street	White Cloud	MI	49349	Jason O'Connell	231-689-7232	New World		2021	48,892
Hudson City	Lenawee	121 N Church street	Hudson	MI	49247	Brandon Hudson	517-448-8983	Blackbaud Financial Edge Quickbooks		2021	2,499
Oakfield Township	Kent	10300 14 Mile Rd	Rockford	MI	49341	Sue Trainer	616-754-5679			2021	5,058
Alexandria City	Douglas	704 Broadway	Alexandria	MN	56308	Jane Blade	(320) 759-3625	Banyon		2018	11,121
Brainerd City	Crow Wing	501 Laurel Street	Brainerd	MN	56401	Connie Hillman	218-454-3401	Tyler Incode		2020	13,428
Dayton City	Hennepin	12260 S. Diamond Lake Rd	Dayton	MN	55327	Amy Benting	763-421-1791	Banyon		2018	5,011
Delano City	Wright	Po Box 108	Delano	MN	55328	Jennifer Williams	763-972-0569	Banyon		2019	6,059
Hutchinson City	McLeod	111 Hassan St. SE	Hutchinson	MN	55350	Tom Kloss	(320) 234-4245	Civic SQL		2015	13,929
Hutchinson Utilities	McLeod	111 Hassan St. SE	Hutchinson	MN	55350	Tom Kloss	(320) 234-4245	LOGIS		2017	
New Brighton City	Ramsey	803 Old Highway 8 NW	New Brighton	MN	55112	Brenda Davitt	(651) 638-2101	Legacy Borrough AS400		2016	22,073
Prior Lake City	Scott	4646 Dakota St. SE	Prior Lake	MN	55372	Jerilyn Erickson	(952) 447-9841	United Software Technoloav		2014	23,754
Shoreview City	Ramsey	4600 North Victoria St	Shoreview	MN	55126	Fred Espe	(651) 490-4622	Legacy Borrough AS400		2017	25,931
Three Rivers Park District	Hennepin	3000 Xenium Lane North	Plymouth	MN	55441	Howard Koolick	(763) 559-6734	HTE		2018	
Victoria City	Carver	1670 Stieger Lake Lane	Victoria	MN	55386	Kelly Grinnell	(952) 443-2417	Banyon		2016	8,030
Forest Lake City	Washington	1408 Lake Street South	Forest Lake	MN	55025	Daniel Udem	651-209-9727	Springbrook		2020	1,659
Robbinsdale City	Hennepin	4100 Lakeview Ave N	Robbinsdale	MN	MN 55422	Jeff Zuba	763-531-1215	LOGIS		2020	14,534
Moorhead City	Clay	500 Center Avenue	Moorhead	MN	56561-0779	Karla McCall	218-299-5185	Blackbaud Fundware		2021	43,652
Byron City	Olmstead	680 Byron Main Crt	Byron	MN	55920	Mary Hoeft	507-775-3418	Banyon		2021	5,523
Wyoming City	Chisago	5613 Railroad Blvd	Wyoming	MN	55092	Robb Linwood	651-272-5501	Banyon		2021	7,971
Berkeley City	St. Louis	8425 Airport Rd	Berkeley	MO	63134	Debby Stein	(314) 524-3313 x3722	Interfund		2013	8,976
Camden County	Camden	1 Court Circle NW, Suite 1	Camdenton	MO	65020	Jimmy Laughlin	573-317-3868	AS400		2019	45,632
Cassville City	Barry	300 Main Street	Cassville	MO	62625	Steve Walensky	417-847-4441	Banyon		2018	3,340
Cole County	Cole	301 S. High Street	Jefferson City	MO	65101	Kristen Berhorst	(573) 634-9122	New World		2015	76,699
Festus City	Jefferson	711 W. Main Street	Festus	MO	63028	Pat Parsons	(636) 937-4694	Interfund		2013	11,602
Herculaneum City	Jefferson	1 Parkwood Court	Herculaneum	MO	63048	Ronna Alaniz	(636) 475-4447	Interfund		2014	3,468

Customer	County	Address	City	State	Zip	Contact	Phone	Converted From	Pervasive Since	.NET Since	Population
Overland City	St. Louis	9119 Lackland Road	Overland	MO	63114	Melissa Burton	(314) 227-2912	GovernMENTOR		2015	16,000
Winterville Town GL .NET		2571 Railroad Street	Winterville	NC	28590	Anthony Bowers	252-215-2348	SunGard Pentamation		2021	9,845
Columbus City	Platte	2424 14th Street	Columbus	NE	68602	Heather Lindsley	402-562-4229	AS400		2019	23,128
Gretna City	Sarpy	PO Box 69	Gretna	NE	68028	Tammy Tisdall	(402) 332-3336 x210	Summit		2017	5,584
La Vista City	Sarpy	8116 Park View Blvd	La Vista	NE	68128	Pam Buethe	(402) 331-4343	Summit		2016	17,562
Norfolk City	Madison	309 N. 5th Street	Norfolk	NE	68701	Leon Gentrup	(402) 844-2000 x2121	AS400		2014	23,516
Papio-Missouri River Natural Resources District		8901 S. 154th Street	Omaha	NE	1021	Carey Fry	402-315-1721	Blackbaud Fundware		2021	
Hooksett Town	Merrimack	35 Main Street	Hooksett	NH	03106	Christine Soucie	(603) 485-2712	BMSI		2013	13,451
North Conway Water Precinct	Carroll	PO Box 630	North Conway	NH	3860	Jason Gagnon	603-356-5382	BMSI		2019	
Chester Town	Rockingham	84 Chester Street	Chester	NH	03036	Joanne Smith	603-887-3636 x103	BMSI		2020	4,768
Conway Town	Carroll	1634 East Main Street	Center Conway	NH	3813	Kathleen Golding	603-447-3811 x221	BMSI		2021	9,948
Canal Winchester City	Fairfield	36 S. High St	Canal Winchester	OH	43110	Amanda Jackson	(614) 837-6937	Ohio Software Services		2015	7,393
Clark County	Clark	31 N. Limestone St	Springfield	OH	45502	Robert Vanderhorst	(937) 521-1871	ISSG		2015	142,376
Columbus & Franklin County Metropolitan Parks District	Franklin	1069 Main Street	Westerville	OH	43081	Rick McGivern	614-895-6204			2019	
Muskingum County	Muskingum	401 Main Street	Zanesville	OH	43701	Debra Nye	740-455-7129	ISSG		2019	86,149
Oxford City	Butler	101 E. High Street	Oxford	OH	45056	Joe Newlin	(513) 524-5228	CMI		2014	21,444
Preble County	Preble	101 East Main Street	Eaton	OH	45320	Lavon Wright	(937) 456-8148	ISSG		2018	42,083
Shaker Heights Public Library	Cuyahoga	16500 Van Arken Blvd	Shaker Heights	OH	44120	Susan Ritchey	216-367-3007	CMI		2019	
Warrensville Heights City	Cuyahoga	4301 Warrensville Center Road	Warrensville Heights	OH	44128	Karen Howse	516-587-1043			2020	13,216
Harrison City	Hamilton	300 George Street	Harrison	OH	45030	Catherine Stockhoff	513-367-3732	CMI		2021	11,896
Altoona City	Blair	1301 Twelfth St. Suite 100	Altoona	PA	16601	Victor Curfman	(814) 949-2538	UBS		2017	44,589
Dormont Borough	Allegheny	1444 Hillsdale Avenue	Dormont	PA	15216	Jeffrey Naftal	(412) 561-8900 x228	Freedom Svstems		2014	8,600
Montgomery Township	Montgomery	1001 Stump Rd	Montgomeryville	PA	18936	Shannon Drosnock	(215) 393-6933	SunGard Pentamation		2015	25,000
Silver Spring Township	Cumberland	8 Flowers Drive	Mechanicsburg	PA	17050	Raymond Palmer	(717) 766-0178 x3320	Freedom Svstems		2017	17,469
Bennettsville City	Marlboro	501 E. Main Street	Bennettsville	SC	29512	Rebekah Hayes	(843) 479-9001	Harris		2017	8,833
Conway City	Horry	1000 Second Ave	Conway	SC	29526	Allison Williams	843-488-7632	Nicholson Business Systems		2020	23,714

Customer	County	Address	City	State	Zip	Contact	Phone	Converted From	Pervasive Since	.NET Since	Population
Easley City	Pickens	205 North First Street	Easley	SC	29640	Joni Smith	864-810-0966	Smart Fusion		2018	20,953
Isle of Palms City	Charleston	PO Box 508	Isle of Palms	SC	29451	Debbie Suggs	(843) 256-5708	Harris		2017	4,340
James Island Public Service District	Charleston	1739 Signal Point Road	Charleston	SC	29412	James Game	943-998-6175	Fund Balance		2019	
North Charleston Sewer District	Charleston	PO Box 63009	North Charleston	SC	29419	Matt Clark	(843) 764-2658	HTE		2016	
Sullivan's Island Town	Charleston	2050 B Middle Street	Sullivan's Island	SC	29482	Jason Blanton	(843) 883-5751	Smart Fusion		2017	1,791
Santee Wateree Regional Transport Authority		PO Box 2462	Sumpter	SC	29151	Stacey Bradley	803-934-0396 x107	Sage		2021	
Brown Deer Village	Milwaukee	4800 W Green Brook Drive	Brown Deer	WI	53223	Bridget Souffrant	(414) 371-3040	Caselle		2012	11,715
Butler Village	Waukesha	12621 W. Hampton ave	Butler	WI	53007	Kayla Chadwick	262-783-2525	Banyon		2018	1,846
Franklin City	Milwaukee	9229 W. Loomis Road	Franklin	WI	53132	Paul Rotzenberg	(414) 427-7514	ACS		2013	35,504
Glendale City	Milwaukee	5909 north Milwaukee River Parkway	Glendale	WI	53209	Shawn Lanser	(414) 228-1717	Caselle		2012	12,580
Greenfield City	Milwaukee	7325 W. Forest Home Ave	Greenfield	WI	53220	Paula Schafer	(414) 329-5285	HTE		2015	37,072
Mukwonago Village	Waukesha	440 River Crest Ct	Mukwonago	WI	53149	Diana Doherty	269-368-3118	Banyon		2019	8,123
Oak Creek City	Milwaukee	8040 S. 6th Street	Oak Creek	WI	53154	Bridget Souffrant	(414) 768-6514	MSI		2015	34,695
Oconto County	Oconto	301 Washington Street	Oconto	WI	54153	Teri Boos	920-834-7111	SunGard Pentamation		2018	37,553
Salem Town	Kenosha	9814 Antioch Rd	Salem	WI	53168	Pat Casey	(262) 843-2313	Harris		2016	12,000
Shorewood Village	Milwaukee	3930 N. Murray Avenue	Shorewood	WI	53211	Cindy Wierzchowski	(414) 847-2602	Banyon		2012	13,500
Somers Town Village	Kenosha	7511-12Th Street	Somers	WI	53171	Tim Kitzman	(262) 859-2822	MSI		2017	8,300
South Milwaukee City	Milwaukee	2424 15th Avenue	South Milwaukee	WI	53172	James Shelenske	(414) 768-7499	Alio		2017	21,239
Stoughton City	Dane	381 E Main Street	Stoughton	WI	53589	Laurie Sullivan	(608) 873-6691	Civic Systems		2014	12,588
Verona City	Dane	111 Lincoln Street	Verona	WI	53593	Brian Lamers	608-848-9949	Workhorse		2018	13,107
Whitefish Bay Village	Milwaukee	5300 N. Marlborough Drive	Whitefish Bay	WI	53217	Jen Amerell	(414) 755-6517	Banyon		2013	14,109
Pewaukee City	Waukesha	W240 N3065 Pewaukee Road	Pewaukee	WI	WI 53072	Carol Sazama	262-691-6004	MS Great Plains		2020	14,371
Cedarburg City	Ozaukee	PO Box 49	Cedarburg	WI	53012-0049	Christy Mertes	262-376-3907	Banyon		2021	11,603

12.0 Contract Performance

No such instances have occurred.

13.0 Additional Information

SAMPLE SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement that includes attached Exhibits ("Agreement") is between Bellefeuil, Szur & Associates, Inc. ("BSA"), a Michigan corporation and the City of XXX, XXX County XX ("Customer"), effective the date of the signature of the last Party to sign the Agreement ("Effective Date"). Each party to the Agreement is referred to as a "Party" and the parties, collectively, are referred to as "Parties."

This Agreement sets the terms and conditions under which BSA will furnish certain Software as a Service and certain professional services described herein to Customer.

SECTION A – SAAS SERVICES

1. Rights Granted.

1.1. Upon the Effective Date, subject to the terms of this Agreement and Customer's ongoing compliance therewith, BSA hereby grants to Customer a non-exclusive, non-transferable, and non-assignable license to use the BSA Software Products. "BSA Software Product(s)" means, the: (i) BSA Software as a Service set forth in **Schedule 1 to Exhibit A**; (ii) related interfaces and customizations; (iii) BSA manuals, BSA official specifications, and BSA user guides provided in or with BSA software products set forth in **Schedule 1 to Exhibit A** ("Documentation"); and (iv) all modifications to the BSA software products set forth in **Schedule 1 to Exhibit A**, including, but not limited to, fixes, new versions, new releases, updates, upgrades, corrections, patches, work-arounds (collectively, "Modifications"). For the avoidance of doubt, Documentation does not include advertising, other general statements about products, or statements by sales or other staff members.

1.2. Customer acknowledges that BSA will not ship copies of the BSA Software Products as part of the SaaS Services.

2. Restrictions. Customer will not (i) sublicense, modify, adapt, translate, or otherwise transfer, reverse compile, disassemble or otherwise reverse engineer BSA Software Products or any portion thereof without prior written consent of BSA; (ii) access or otherwise use the BSA Software Products to create or support, and/or assist a third party in creating or supporting software products competing with the BSA Software Products; (iii) assign, disclose, display, distribute, host, lease, license, outsource, permit timesharing or service bureau use, rent, sell, transfer or otherwise use the BSA Software Products for any commercial use other than fulfilling Customer's own internal business purposes. Without limiting the foregoing, the BSA Software Products may not be modified by anyone other than BSA. If Customer modifies the BSA Software Products without BSA's prior written consent, any BSA obligation to provide support services on, and the warranty for, the BSA Software Products will be void. All rights not expressly granted are reserved.

3. SaaS Fees. Customer agrees to pay BSA, and BSA agrees to accept from Customer as payment in full for the rights granted herein, the SaaS fees set forth in **Schedule 1 to Exhibit A**.

4. Ownership

4.1. BSA retains all ownership and intellectual property rights to the SaaS Services, the BSA Software Product(s), and anything developed by BSA under this agreement. Customer does not acquire under this agreement any license to use the BSA Software Product(s) beyond the scope and/or duration of the SaaS Services. Customer agrees not to challenge such rights and hereby assigns any and all copyrights and other intellectual property rights in and to the BSA Software Products to BSA and agrees to execute any and all documents necessary to effect the purpose of this paragraph. "Intellectual property rights" means all trademarks, copyrights, patents, trade secrets, moral rights, know-how, and all other proprietary rights.

4.2. Customer retains all ownership and intellectual property rights to the data.

5. Limited Software Warranty.

5.1. BSA warrants for the term of use granted that the BSA Software Products will perform without material defects in workmanship or materials. Customer's exclusive remedy in the event of a breach of this warranty shall be to have BSA use reasonable efforts, consistent with industry standards, to repair or replace the non-conforming BSA Software Product so as to render it conforming to the warranty, in accordance with the maintenance and support process set forth below in Exhibit C and our then current Support Call Process, or in the event that it is not possible

to render the defect conforming with reasonable efforts, to receive a refund of the module subscription costs for the first year, as identified in Schedule 1 to Exhibit A, and modified by and succeeding Change Orders.

- 5.2.** THE FOREGOING LIMITED SOFTWARE WARRANTY IS IN LIEU OF ALL OTHER REPRESENTATIONS OR WARRANTIES RELATING IN ANY WAY TO THE BSA SOFTWARE PRODUCTS, INCLUDING *BUT NOT LIMITED TO*, THEIR FEATURES, ATTRIBUTES, FUNCTIONALITY, AND PERFORMANCE. THE FOREGOING LIMITED SOFTWARE WARRANTY IS IN LIEU OF ALL SUCH REPRESENTATIONS OR WARRANTIES WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OR REPRESENTATIONS OF MERCHANTABILITY, MERCHANTABLE QUALITY AND FITNESS FOR A PARTICULAR PURPOSE AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM THE COURSE OF DEALING OR USAGE OF TRADE. BSA DOES NOT REPRESENT OR WARRANT THAT THE BSA SOFTWARE PRODUCTS WILL MEET ANY OR ALL OF CUSTOMER'S PARTICULAR REQUIREMENTS, THAT THE OPERATION OF THE BSA SOFTWARE PRODUCTS WILL OPERATE ERROR FREE OR UNINTERRUPTED, OR THAT ALL PROGRAMMING ERRORS IN THE BSA SOFTWARE PRODUCTS CAN BE FOUND IN ORDER TO BE CORRECTED.

6. SaaS Services.

- 6.1.** Customer will utilize shared hardware in a data center, but in a database dedicated to Customer's use, which is not accessible to other customers.
- 6.2.** Data centers utilized by BSA will have fully redundant telecommunications access, electrical power, and the necessary hardware to provide access to the BSA Software Products in the event of a disaster or component failure. In the event any of your data is lost or damaged due to a negligent act or omission of BSA, or due to a defect in the BSA Software Product, BSA will use best commercial efforts to restore data on servers in accordance with the system capabilities and with the objective of minimizing any data loss possible. At no point shall the recovery point exceed a maximum of twenty-four (24) hours from declaration of disaster. For purposes of this section, the declaration of disaster shall be declared by BSA in response to issues discovered by BSA, or upon confirmation of issues relayed by Customer to BSA. Said declaration of disaster will not be unreasonably withheld by BSA.
- 6.3.** In the event a declaration of disaster is made by BSA, access to the BSA Software Products shall be restored within one (1) business day of the declaration of disaster.
- 6.4.** BSA performs tests of our disaster recovery plan at least annually. Such tests are not specific to individual Customer databases.
- 6.5.** Customer will not attempt to reverse engineer, bypass, or otherwise subvert security restrictions in the BSA Software Products or the SaaS environment related to the BSA Software Products. Unauthorized attempts to access files, passwords, other confidential information, or unauthorized vulnerability and penetration testing of our system (hosted or otherwise) is prohibited without the prior express written approval of BSA.
- 6.6.** In the event of a declaration of disaster, BSA will be responsible for importing or restoring back up data and verifying that Customer can log in to the BSA Software Products. Customer will be solely responsible for performance of tests on critical process and verification of restored data to verify the imported or restored data.

SECTION B – PROFESSIONAL SERVICES

- 7. Professional Services.** BSA shall provide the services ("Professional Services") set forth in **Schedule 2 to Exhibit A**, for the prices indicated, provided Customer fulfills its obligations set forth in this Agreement. BSA and Customer may enter into future Statements of Work, which shall become part of this Agreement. Future Statements of Work resulting from a change in scope to the project may necessitate Change Orders to indicate changes to the agreed upon scope of work and any increase or decrease in costs related to the change in scope. Customer acknowledges that the fees stated
- 8. Change Orders.** In the event of a change in the agreed upon project scope for professional services, not covered or otherwise included in the existing Agreement, Customer shall deliver to BSA's Project Manager a written change order and specify in such change order the proposed work with sufficient detail to enable BSA to evaluate it ("Change Order"). BSA may, at its discretion, prescribe the format of the Change Order. BSA shall provide the Customer with an evaluation of the Change Order, which may include a written proposal containing the following: (i) Implementation plan; (ii) the timeframe for performance; and (iii) the estimated price for performance of such change, based on the then current

rates for said services. Upon execution, all Change Orders shall be governed by the terms and conditions of this Agreement, unless mutually agreed upon otherwise in writing. Customer acknowledges that such Change Orders may affect the implementation schedule and Go-Live Dates otherwise established as part of the project plan.

9. License and Ownership.

9.1. All rights, including intellectual property rights, in and to work product delivered as a result of Professional Services under this Agreement shall be owned by BSA. For the avoidance of doubt, work product that constitutes a BSA Software Product, or portion thereof shall be governed by Section A including Section 1.1 thereof.

9.2. Subject to Section 9.1 and Customer's compliance with this Agreement (including payment in full), BSA grants to Customer a non-exclusive, non-transferrable, and non-assignable license to use the work product and the intellectual property rights therein for Customer's internal business purposes only.

10. Cancellation. In the event Customer cancels or reschedules Professional Services (other than for Force Majeure or breach by BSA), and without prejudice to BSA's other rights and remedies, Customer is liable to BSA for: (i) all non-refundable expenses actually incurred by BSA on Customer's behalf; and (ii) daily Project Management or Training fees associated with the cancelled Professional Services (in accordance with the daily fee rate), if less than thirty (30) days advance notice is given regarding the need to cancel or reschedule and BSA cannot reasonably reassign its affected human resources to other projects where comparable skills are required.

11. Limited Professional Services Warranty

11.1. BSA warrants that its Professional Services will be performed in a professional and workmanlike manner, consistent with industry standards. In the event of a breach of the foregoing warranty and a claim in accordance with the breach, BSA's sole obligation and Customer's exclusive remedy with respect to such claim will be to have BSA re-perform the portion of the Professional Services with respect to which the warranty has been breached, to bring it into compliance with such warranty. Any claim for breach of the foregoing warranty must be made by notice to BSA within thirty (30) days of performance of the portion of the Professional Services with respect to which the claim is made, or said claim shall be deemed waived.

11.2. THE FOREGOING LIMITED PROFESSIONAL SERVICES WARRANTY IS IN LIEU OF ALL OTHER REPRESENTATIONS OR WARRANTIES RELATING TO THE PROFESSIONAL SERVICES, EXPRESS OR IMPLIED. INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OR REPRESENTATIONS OF MERCHANTABILITY, MERCHANTABLE QUALITY AND FITNESS FOR A PARTICULAR PURPOSE, AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW, OR FROM THE COURSE OF DEALING OR USAGE OF TRADE.

12. Customer Site Access and Assistance.

12.1. Customer agrees and acknowledges that the implementation of the BSA Software Product(s) is a cooperative process requiring time and resources of Customer personnel. Customer shall, and shall cause Customer personnel to, use all reasonable efforts to cooperate with and assist BSA as may be reasonably required to meet the project deadlines and other project milestones agreed to by the Parties for implementation. BSA shall not be liable for failure to meet such deadlines and milestones when such failure is due to force majeure (as defined in Paragraph 29, below) or to the failure by Customer personnel to provide such cooperation and assistance (either through action or omission.)

12.2. At no cost to BSA, Customer agrees to provide to BSA full access to and use of personnel, facilities, and equipment as reasonably necessary for BSA to provide implementation and training services. Such access will be subject to any reasonable security protocols or written policies provided to BSA prior to Effective Date of this Agreement, or mutually agreed to thereafter.

SECTION C – MAINTENANCE AND SUPPORT

13. Maintenance and Support Generally.

- 13.1.** For a one (1) year period, commencing on the activation of the Customer's site using the BSA Software Products, and subject to Customer's compliance with the Agreement, BSA will provide, at no charge to Customer, "Maintenance and Support", meaning the following; (i) Modifications (such as patches, corrections and updates) as are generally provided at no additional charge by BSA to BSA customers; and (ii) technical support assistance, as further described in paragraph 14, during BSA's normal business hours.
- 13.2.** Commencing one (1) year from the activation of the Customer's site using the BSA Software Products, Maintenance and Support will continue to be provided subject to compliance with the terms of the Agreement and payment of the SaaS Fees outlined in Exhibit B.
- 13.3.** BSA guarantees that the annual SaaS Fees, as set forth in Exhibit B will not change for two (2) years from the date of the activation of the Customers site using the BSA Software Products. After that date, BSA reserves the right each year to increase the fee over the previous year by no more than an amount that is proportionate to h increase (measured from the beginning of such previous year) in the Consumer Price Index as set forth by the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index – All Urban Customers – U.S. City Average (CPI-U), or a similar measure should such data become unavailable.
- 13.4.** Maintenance and Support and the SaaS fee do not include amounts that may be due for such items as additional training, additional BSA Software Products, custom development work, hardware purchases, BSA staff time to create or modify report writer based reports, configurable imports or exports, or data entry. Additional fees may be payable for items charged on a per event basis, such as Permit Application Submission Fees related to online permit applications.

14. Support.

- 14.1.** With respect to Errors following expiration of the Limited Software Warranty, BSA's sole obligation and Customer's sole remedy are set forth in this paragraph 14. Subject to Customer's compliance with the terms of the Agreement and payment of SaaS fees, BSA shall use commercially reasonable efforts, commensurate with the severity level, to achieve its support response and resolution targets with respect to Errors as set forth in **Exhibit C**. An "Error" means a verifiable and reproducible failure of a BSA Software Product to operate in accordance with the Documentation under conditions of normal use and where the Error is directly attributable to the BSA Software Product as updated with current Modifications. If the customer modifies the BSA Software Products without BSA's written consent, BSA's obligation to provide support services on the BSA Software Products will be void.
- 14.2.** Support does not include the following: (i) installation or implementation of the BSA Software Products; (ii) onsite training/support, remote training, application design, and other consulting services; (iii) support of an operating system, hardware, or support outside of BSA's normal business hours; (iv) support or support time due to a cause external to the BSA Software Products adversely affecting their operability or serviceability, which shall include but not be limited to water, fire, lightning, other natural calamities, misuse, abuse, or neglect; (v) repair of the BSA Software Products modified in any way other than modifications made by BSA or its authorized agents; and (vi) support of any other third-party vendors' software, such as operating system software, network software, database managers, word processors, etc. All such excluded Maintenance and Support Services performed by BSA at Customer's request shall be invoiced to Customer on a time and materials basis, plus reasonable expenses associated therewith.
- 14.3.** Notwithstanding anything to the contrary, Customer shall provide prompt notice of any Errors discovered by Customer, or otherwise brought to the attention of Customer. Proper notice may include, without limitation, prompt telephonic and written (either via e-mail or postal mail) notice to BSA of any purported Error. If requested by BSA, Customer agrees to provide written documentation of Errors to substantiate those Errors and to otherwise assist BSA in the detection and correction of said Errors. BSA will use its commercially reasonable judgment to determine if an Error exists, and the severity of the Error.
- 14.4.** Customer acknowledges and agrees that BSA and product vendors may require online access to the BSA Software Product in order for BSA to provide Maintenance and Support Services hereunder. Accordingly, Customer shall provide a high-speed internet connection to facilitate BSA's remote access to the BSA Software Products. BSA shall

provide remote connection software, which may require installation of a software component on a workstation or server computer.

SECTION D – THIRD PARTY PRODUCTS

15. Third Party Products.

- 15.1.** BSA will sell, deliver and install onsite the Third Party Hardware, if purchased by Customer, for the prices set forth in Schedule 1 to Exhibit A, as modified by any subsequent Change Order(s).
- 15.2.** BSA shall not provide any warranty services on Third Party Hardware sold. BSA is not the manufacturer of the Third Party Products. To the extent applicable, BSA will grant and pass through to Customer any warranty that we may receive from the supplier of the Third Party Product(s).

SECTION E – GENERAL TERMS AND CONDITIONS

16. BSA Proprietary Information.

- 16.1.** Customer acknowledges that the information associated with or contained within the BSA Software Products and information used in the performance of Professional Services include trade secrets and other confidential and proprietary information of BSA (the "Proprietary Information").
- 16.2.** Customer shall maintain in confidence and not disclose Proprietary Information, directly or indirectly, to any third party without BSA's prior written consent. Customer shall safeguard the Proprietary Information to the same extent that it safeguards its own most confidential materials or data, but in no event shall the standard implemented be less than industry standard. Proprietary Information shall be used by Customer solely to fulfill its obligations under this Agreement. Customer shall limit its dissemination of such Proprietary Information to employees within the Customer's business organization who are directly involved with the performance of this Agreement and have a need to use such Proprietary Information. Customer shall be responsible for all disclosures by any person receiving Proprietary Information, by or through it, as if Customer itself disseminated such information.
- 16.3.** Proprietary Information shall not include any information that: (a) is or becomes publicly known through no wrongful act of breach of any obligation of confidentiality by Customer; (b) was lawfully known to Customer prior to the time it was disclosed to or learned by Customer in connection with this Agreement, provided that such information is not known to Customer solely because of its prior business relationship with BSA; (c) was received by Customer from a third party that is not under an obligation of confidentiality to BSA; or (d) is independently developed by Customer for a party other than BSA without the use of any Proprietary Information. The following circumstances shall not cause Proprietary Information to fall within any of the exceptions (a) through (d) above: (i) a portion of such Proprietary Information is embraced by more general information said to be in the public domain or previously known to, or subsequently disclosed to, the Customer; or (ii) it is a combination derivable from separate sources of public information, none of which discloses the combination itself.
- 16.4.** If Customer is required, or anticipates that it will be required, to disclose any Confidential Information pursuant to a court order or to a government authority, Customer shall, at its earliest opportunity, provide written notice to BSA so as to give BSA a reasonable opportunity to secure a protective order or take other actions as appropriate. Customer shall at all times cooperate with BSA so as to minimize any disclosure to the extent allowed by applicable law.

- 17. Limitation on Liability and Damages.** BSA'S ENTIRE LIABILITY AND RESPONSIBILITY FOR ANY AND ALL CLAIMS, DAMAGES, OR LOSSES ARISING FROM THE BSA SOFTWARE PRODUCTS (INCLUDING BUT NOT LIMITED TO THEIR USE, OPERATION AND/OR FAILURE TO OPERATE), PROFESSIONAL SERVICES, MAINTENANCE AND SUPPORT, ANY THIRD-PARTY PERFORMANCE OR LACK THEREOF, OR OTHERWISE ARISING OUT OF OR RELATING TO THIS AGREEMENT, SHALL BE ABSOLUTELY LIMITED TO DIRECT DAMAGES NOT IN EXCESS OF THE INITIAL SAAS FEES PAID FOR THE FIRST YEAR OF SERVICE OF THE BSA SOFTWARE PRODUCTS PLUS, TO THE EXTENT APPLICABLE, THE PURCHASE PRICE OF ANY PROFESSIONAL SERVICE SET FORTH IN THIS AGREEMENT THAT GIVES RISE TO THE CLAIM. NOTWITHSTANDING ANY PROVISION CONTAINED HEREIN, BSA SHALL NOT BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, OR CONTINGENT DAMAGES OR EXPENSES, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE)

OR OTHERWISE, ARISING IN ANY WAY OUT OF THIS AGREEMENT, BSA SOFTWARE PRODUCTS, ANY THIRD-PARTY PERFORMANCE, OR LACK THEREOF, OR BSA'S PERFORMANCE, OR LACK THEREOF, UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, LOSS OF REVENUE, PROFIT, OR LOSS OF USE. TO THE EXTENT THAT APPLICABLE LAW DOES NOT PERMIT THE LIMITATIONS SET FORTH HEREIN, THE LIABILITY AND DAMAGES SHALL BE LIMITED AND RESTRICTED TO THE EXTENT PERMITTED BY LAW.

- 18. Additional Disclaimer.** SUPPLIER PROVIDES NO WARRANTY FOR ANY THIRD-PARTY SOFTWARE AND/OR HARDWARE, EXCEPT AS SET FORTH IN THIS AGREEMENT, SUPPLIER WILL NOT BE RESPONSIBLE FOR ANY THIRD-PARTY SOFTWARE, THIRD-PARTY SERVICES AND/OR HARDWARE.
- 19. Indemnification for Intellectual Property Infringement.** If a claim is made or an action is brought alleging that a BSA Software Product infringes on a U.S. patent, or any copyright, trademark, trade secret or other proprietary right, BSA will defend Customer against such claim and will pay resulting costs and damages finally awarded, provided that: (a) customer promptly notifies BSA in writing of the claim; (b) BSA has sole control of the defense and all related settlement negotiations; (c) Customer reasonably cooperates in such defense at no expense to BSA; and (d) Customer remains in compliance with the Agreement and has continued to remain current on payment of SaaS fees. The obligations of BSA under this Section are conditioned on Customer's agreement that if the applicable BSA Software Product, in whole or in part, or the use or operation thereof, becomes, or in the opinion of BSA is likely to become, the subject of such a claim, BSA may at its expense and without obligation to do so, either procure the right for the Customer to continue using the BSA Software Product or, at the option of BSA, replace or modify the same so that it becomes non-infringing (provided such replacement or modification maintains the same material functionality and does not adversely affect Customer's use of the Update as contemplated hereunder). In the event that BSA provides a replacement for Customer, Customer shall cease use of the infringing product immediately upon receiving the replacement.
- 20. No Intended Third-Party Beneficiaries.** This Agreement is entered into solely for the benefit of BSA and Customer. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement.
- 21. Governing Law and Venue.** This Agreement shall be governed by, and construed in accordance with, the laws of the state of Michigan, without regard to its choice of law rules. BSA and the Customer agree that the exclusive venue for any legal or equitable action shall be the Courts of the County of Clinton, State of Michigan, or in any court in the United States of America lying in the Western District of Michigan.
- 22. Entire Agreement.** This Agreement represents the entire agreement of Customer and BSA with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Customer hereby acknowledges that in entering into this Agreement, it did not rely on any information not explicitly set forth in this Agreement.
- 23. Contract Term.** This initial term of this Agreement extends from the Effective Date of the Agreement until one (1) year from the date that the Customer site on the BSA Software Product is activated. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms unless terminated in writing by either party at least sixty (60) days prior to the end of the then current term. Customer's right to access or use the BSA Software Product will terminate at the end of the Agreement.
- 24. Payment Terms.** Customer shall pay BSA for all amounts in accordance with this Agreement and **Exhibit A**.
- 25. Termination.** Without prejudice to other rights and remedies, and except as otherwise provided in this Agreement, either Party may terminate this Agreement as set forth below. Upon termination of this Agreement: (a) Customer shall promptly pay BSA for all fees and expenses, not subject to a good faith dispute, related to the software, products, and/or services you have received, or expenses BSA has incurred or delivered, prior to the effective date of the termination (b) Customer shall return or destroy, at the direction of BSA, BSA's Proprietary Information in its possession. The termination of this Agreement will not discharge or otherwise affect any pre-termination obligations of either Party existing under this Agreement at the time of termination. Sections 2, 4, 15 through 17, 22, 24, 26, 28 through 31, 36, and the provisions of this Agreement which by their nature extend beyond the termination of this Agreement, will survive the termination

of the Agreement. No action arising out of this Agreement, regardless of the form of action, may be brought by Customer more than one (1) year after the date the action occurred.

- 25.1. Termination for Cause.** If Customer believes that BSA has materially breached this Agreement, Customer may terminate this Agreement for Cause in the event BSA does not cure, or create a mutually agreeable plan to address, a material breach of this agreement within thirty (30) days.
- 25.2. Force Majeure.** Either Party may terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or greater.
- 25.3. Lack of Appropriations.** If Customer cannot appropriate, or otherwise make available funds sufficient to continue to utilize the SaaS Services, Customer may unilaterally terminate this Agreement with thirty (30) days written notice to BSA. Customer shall not be entitled to a refund, offset, or credit for previously paid, but unused SaaS fees.
- 25.4. Failure to Pay SaaS Fees.** Customer acknowledges that timely payment of SaaS Fees is necessary to maintain continued access to the SaaS Services. In Customer does not make timely payment of SaaS fees, BSA may discontinue the SaaS Services, and deny access to the BSA Software Products. If such failure to pay is not cured within forty-five (45) days of receiving BSA's notice of intent to terminate, BSA may terminate this Agreement.
- 25.5. Convenience.** If Customer terminates SaaS Services for convenience, any SaaS fees already paid will not be prorated, and will be retained by BSA.
- 26. Severability.** If any term or provision of this Agreement, or the application thereof, to any extent, is held invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, will not be affected thereby, and each term and provision of this Agreement will be valid and enforced to the fullest extent permitted by law.
- 27. No Waiver.** In the event that any terms or conditions of this Agreement are not strictly enforced by either Party, such non-enforcement will not act as, or be deemed as, a waiver or modification to this Agreement, nor will such non-enforcement prevent either Party from enforcing terms of the Agreement thereafter.
- 28. Successors and Assigns.** This Agreement shall be binding upon the successors, permitted assigns, representatives, and heirs of the Parties hereto. For avoidance of doubt, any expanded use by Customer of the Program, for example, in the event of annexation or desired shared services, shall require the consent of BSA.
- 29. Force Majeure.** "Force Majeure" is defined as an event beyond the reasonable control of a Party, including governmental action, war, riot or civil commotion, fire, natural disaster, public health emergency, problematic weather, lack of availability of Customer provided technology, labor disputes, restraints affecting shipping or credit, delay of carriers or any other cause that could not, with reasonable diligence, be foreseen, controlled or prevented by the Party. Neither Party shall be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure.
- 30. Notice.** All notices, requests, demands, and determinations under the Agreement (other than routine operational communications), shall be in writing and shall be deemed duly given: (i) when delivered by hand; (ii) one (1) business day after being given to a nationally recognized overnight delivery service for next-business-day delivery, all fees prepaid; (iii) when sent by confirmed facsimile with a copy sent by another means specified in this provision; or (iv) six (6) calendar days after the day of mailing, when mailed by United States mail, *via* registered or certified mail, return receipt requested, postage prepaid, and in each case addressed as shall be set forth below. A Party may from time-to-time change its address or designee for notification purposes by giving the other prior written notice of the new address or designee and the date upon which it will become effective.

If to BSA:
BSA Software
14965 Abbey Lane

Bath, MI 48808
Attn: Contracts Manager
Telephone: 517-641-8900

If to Customer:
Name
Address
CSZ
Telephone:

- 31. Independent Contractor.** This is not an agreement of partnership or employment of BSA or any of BSA's employees by Customer. BSA is an independent contractor for all purposes under this Agreement.
- 32. Cooperative Procurement.** To the maximum extent permitted by applicable law, BSA agrees that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. BSA reserves the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances fitting to that cooperative procurement.
- 33. Business License.** In the event a local business license is required for BSA to perform the services under this Agreement, Customer agrees to promptly notify and inform BSA of such requirement, as well as to provide BSA with the necessary paperwork and contact information so that BSA can obtain such license in a timely manner.
- 34. Nondiscrimination.** BSA will not discriminate against any person employed, or applying for employment, concerning the performance of BSA's responsibilities under this Agreement. This discrimination prohibition will apply to all matters of employment including hiring, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that does not impact the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. BSA will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
- 35. Taxes.** Fees for SaaS Services, Professional Services, or any other fees shown in Schedule 1 to Exhibit A do not include any taxes, including, without limitation, any sales, use or excise tax. Customer shall be responsible for all taxes, exclusive of taxes on BSA's net income, arising out of this Agreement. If Customer is not validly tax-exempt, and BSA is required to remit taxes on customer's behalf, Customer agrees to reimburse BSA for any taxes by BSA.
- 36. Contract Documents and Order of Precedence.** The text of this Agreement without any Exhibits and Schedules shall control over any inconsistent text in any of the Exhibits or Schedules. This Agreement includes the following Exhibits and Schedules:

Exhibit A – Payment Terms Generally

Schedule 1 to Exhibit A – SaaS/Interface/Customization Fees

Schedule 2 to Exhibit A – Professional Service Fees

Exhibit B – Annual Service and Hosting Fees

Exhibit C – Support Call Process

IN WITNESS THEREOF, the Parties hereto have executed this Agreement as of the dates set forth below.

BSA SOFTWARE, INC.

By: _____
Name: _____
Title: _____
Date: _____

CUSTOMER

By: _____
Name: _____
Title: _____
Date: _____

EXHIBIT A

Payment Terms

1. Customer shall pay BSA within thirty (30) days of invoice. Payments not received within fifteen (15) days of the due date shall be subject to a one and one-half percent (1.5%) per month interest charge (or, if lower, the highest amount chargeable at law) assessed against the unpaid balance from the date due until the date payment is received
2. Any amount not subject to good faith dispute and not paid within fifteen (15) days of the due date of each invoice shall, without prejudice to other rights and remedies, be subject to an interest charge equal to the lesser of 1.5% monthly or the maximum interest charge permissible under applicable law, payable on demand. Any charges not disputed by Customer in good faith will be deemed approved and accepted by Customer. For purposes of this Agreement, a good faith dispute regarding amounts owed exists only if Customer provides in writing at least ten (10) days prior to due date of payment on the invoice, notification of such dispute, the specific portion of the invoice in dispute, and the specific grounds of the dispute (which must be asserted in good faith), and Customer pays in timely fashion such portions that are not subject to such dispute.
3. BSA shall invoice Customer \$XX,XXX upon Effective Date for BSA's Project Management/Implementation Planning Fees and Data Conversion fees as set forth in Schedule 2.
4. BSA shall invoice Customer \$XXX,XXX upon activation of Customer's site for use of the BSA Software Product(s). Such amount equals BSA's SaaS Fees as set forth in Schedule 1.
5. BSA shall invoice Customer \$XX,XXX at completion of On-Site Implementation and Training. Such amount equals On-Site Implementation and Training costs, Customization and Interface costs, and travel expenses, as set forth in Schedule 2.

Schedule 1 to Exhibit A

SaaS Fees

Schedule 2 to Exhibit A

Professional Services Fees

EXHIBIT B

Annual Service Fees

EXHIBIT C

Support Call Process

BSA's standard hours for telephone support are from 8:30 a.m. to 5:00 p.m. (EST), Monday through Friday, excluding holidays.

You can lodge a support request in three ways: (i) **Contact Customer Support** option located within the Help menu of all of our applications (ii) our toll-free support line (1-855-BSA-SOFT) or via email.

BSA targets less than thirty (30) minutes for initial response ("Initial Response Target").

Customer service requests fall into four main categories:

- A. Technical.** Questions or usage issues relating to I.T. functionality, future hardware purchases, and configuration. BSA tries to resolve these issues within BSA's Initial Response Target or as soon thereafter as reasonably possible.
- B. Questions/Support.** General questions regarding functionality, use, and set-up of the applications. BSA tries to resolve these issues within BSA's Initial Response Target or as soon thereafter as reasonably possible.
- C. Requests.** Customer requests for future enhancements to the applications. Key product management personnel meet with development staff on a regular basis to discuss the desirability and priority of such requests. BSA tries to resolve these issues within BSA's Initial Response Target or as soon thereafter as reasonably possible.
- D. Issues/Bugs.** Errors fall into three (3) subcategories:
 - i. Critical.** Cases where an Error has rendered the application or a material component unusable or not usable without substantial inconvenience causing material and detrimental consequences to business -- with no viable Customer workaround or alternative. The targeted resolution time for critical issues is less than one (1) business day.
 - ii. Moderate.** Cases where an Error causes substantial inconvenience and added burden, but the application is still usable by Customer. The targeted resolution time for all moderate issues is within two (2) weeks, which is within our standard update cycle.
 - iii. Minimal.** Cases that are mostly cosmetic in nature, and do not substantially impede functionality in any significant way. These issues are assigned a priority level at our regular meetings, and resolution times are based on the specified priority.

Remote Support Process

Some support calls may require further analysis of Customer's database or set-up to diagnose a problem or to assist Customer with a question. BSA's remote support tools share Customer's desktop *via* the Internet to provide Customer with virtual on-site support. BSA's support team is able to quickly connect remotely to Customer's desktop and view its setup, diagnose problems, or assist Customer with screen navigation.

SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement, including the attached Exhibits ("Agreement"), is entered into by and between Bellefeuil, Szur & Associates, Inc. ("BSA"), a Michigan corporation and the City of Wayzata, Hennepin County MN ("Customer"), effective the date of the signature of the last Party to sign the Agreement ("Effective Date"). Each party to the Agreement is referred to as a "Party" and the parties, collectively, are referred to as "Parties."

This Agreement sets the terms and conditions under which BSA will furnish certain Software as a Service ("SaaS") and certain professional services described herein to Customer.

SECTION A – SAAS SERVICES

1. Rights Granted.

- 1.1.** Upon the Effective Date, subject to the terms of this Agreement and Customer's ongoing compliance therewith, BSA hereby grants to Customer a non-exclusive, non-transferable, and non-assignable license to use the BSA Software Products. "BSA Software Product(s)" means, the: (i) BSA Software as a Service set forth in **Schedule 1 to Exhibit A**; (ii) related interfaces and customizations; (iii) BSA manuals, BSA official specifications, and BSA user guides provided in or with BSA software products set forth in **Schedule 1 to Exhibit A** ("Documentation"); and (iv) all modifications to the BSA software products set forth in **Schedule 1 to Exhibit A**, including, but not limited to, fixes, new versions, new releases, updates, upgrades, corrections, patches, work-arounds (collectively, "Modifications"). For the avoidance of doubt, Documentation does not include advertising, other general statements about products, or statements by sales or other staff members.
- 1.2.** Customer acknowledges that BSA will not ship copies of the BSA Software Products as part of the SaaS Services.

- 2. Restrictions.** Customer will not (i) sublicense, modify, adapt, translate, or otherwise transfer, reverse compile, disassemble or otherwise reverse engineer BSA Software Products or any portion thereof without prior written consent of BSA; (ii) access or otherwise use the BSA Software Products to create or support, and/or assist a third party in creating or supporting software products competing with the BSA Software Products; or (iii) assign, disclose, display, distribute, host, lease, license, outsource, permit timesharing or service bureau use, rent, sell, transfer or otherwise use the BSA Software Products for any commercial use other than fulfilling Customers own internal business purposes. Without limiting the foregoing, the BSA Software Products may not be modified by anyone other than BSA. If Customer modifies the BSA Software Products without BSA's prior written consent, any BSA obligation to provide support services on, and the warranty for, the BSA Software Products will be void. All rights not expressly granted are reserved.

- 3. SaaS Fees.** Customer agrees to pay BSA, and BSA agrees to accept from Customer as payment in full for the rights granted herein, the SaaS fees set forth in **Schedule 1 to Exhibit A**.

4. Ownership.

- 4.1.** BSA retains all ownership and intellectual property rights to the SaaS Services, the BSA Software Product(s), and anything developed by BSA under this Agreement. Customer does not acquire under this Agreement any license to use the BSA Software Product(s) beyond the scope and/or duration of the SaaS Services. Customer agrees not to challenge such rights and hereby assigns any and all copyrights and other intellectual property rights in and to the BSA Software Products to BSA and agrees to execute any and all documents necessary to effect the purpose of this paragraph. "Intellectual property rights" means all trademarks, copyrights, patents, trade secrets, moral rights, know-how, and all other proprietary rights.
- 4.2.** Customer retains all ownership and intellectual property rights to the data.

5. Limited Software Warranty.

- 5.1.** BSA warrants, for the term of use granted, that the BSA Software Products will perform without material defects in workmanship or materials. Customer's exclusive remedy in the event of a breach of this warranty shall be to have BSA use reasonable efforts, consistent with industry standards, to repair or replace the non-conforming BSA Software Product so as to render it conforming to the warranty, in accordance with the maintenance and support process set forth below in **Exhibit C** and BSA's then current Support Call Process.
- 5.2.** THE FOREGOING LIMITED SOFTWARE WARRANTY IS IN LIEU OF ALL OTHER REPRESENTATIONS OR WARRANTIES RELATING IN ANY WAY TO THE BSA SOFTWARE PRODUCTS INCLUDING, *BUT NOT LIMITED TO*, THEIR FEATURES, ATTRIBUTES, FUNCTIONALITY, AND PERFORMANCE. THE FOREGOING LIMITED SOFTWARE WARRANTY IS IN LIEU OF ALL SUCH REPRESENTATIONS OR WARRANTIES WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OR REPRESENTATIONS OF MERCHANTABILITY, MERCHANTABLE QUALITY AND FITNESS FOR A PARTICULAR PURPOSE AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM THE COURSE OF DEALING OR USAGE OF TRADE. BSA DOES NOT REPRESENT OR WARRANT THAT THE BSA SOFTWARE PRODUCTS WILL MEET ANY OR ALL OF CUSTOMER'S PARTICULAR REQUIREMENTS, THAT THE OPERATION OF THE BSA SOFTWARE PRODUCTS WILL OPERATE ERROR FREE OR UNINTERRUPTED, OR THAT ALL PROGRAMMING ERRORS IN THE BSA SOFTWARE PRODUCTS CAN BE FOUND IN ORDER TO BE CORRECTED.

- 6. One Year Money Back Guarantee.** BSA offers a one (1) year Money Back Guarantee on all SaaS products. If, for any reason, you are not satisfied with the BSA Software Product, you may cancel service within one (1) year of the date that the BSA Software Product becomes available for use ("Activation Date"), for a full refund of the SaaS Fees, as identified in **Schedule 1 to Exhibit A**. Customer must notify BSA of intention to terminate at least thirty (30) days prior to the end of the one (1) year period.

7. SaaS Services.

- 7.1.** Customer will utilize shared hardware in a data center, but in a database dedicated to Customer's use, which is not accessible to other customers.
- 7.2.** Data centers utilized by BSA will have fully redundant telecommunications access, electrical power, and the necessary hardware to provide access to the BSA Software Products in the event of a

disaster or component failure. In the event any of Customer's data is lost or damaged due to a negligent act or omission of BSA, or due to a defect in the BSA Software Product, BSA will use best commercial efforts to restore data on servers in accordance with the system capabilities and with the objective of minimizing any data loss possible. At no point shall the recovery point exceed a maximum of twenty-four (24) hours from declaration of disaster. For purposes of this section, the declaration of disaster shall be declared by BSA in response to issues discovered by BSA, or upon confirmation of issues relayed by Customer to BSA. Said declaration of disaster will not be unreasonably withheld by BSA.

- 7.3.** In the event a declaration of disaster is made by BSA, access to the BSA Software Products shall be restored within one (1) business day of the declaration of disaster.
- 7.4.** BSA performs tests of our disaster recovery plan at least annually. Such tests are not specific to individual Customer databases.
- 7.5.** Customer will not attempt to reverse engineer, bypass, or otherwise subvert security restrictions in the BSA Software Products or the SaaS environment related to the BSA Software Products. Unauthorized attempts to access files, passwords, other confidential information, or unauthorized vulnerability and penetration testing of BSA's system (hosted or otherwise) is prohibited without the prior express written approval of BSA.
- 7.6.** In the event of a declaration of disaster, BSA will be responsible for importing or restoring back up data and verifying that Customer can log in to the BSA Software Products. Customer will be solely responsible for performance of tests on critical process and verification of restored data to verify the imported or restored data.

SECTION B – PROFESSIONAL SERVICES

- 8. Professional Services.** BSA shall provide the services ("Professional Services") set forth in **Schedule 2 to Exhibit A**, for the prices indicated, provided Customer fulfills its obligations set forth in this Agreement. BSA and Customer may enter into future Statements of Work, which shall become part of this Agreement. Future Statements of Work resulting from a change in scope to the contracted services may necessitate Change Orders to indicate changes to the agreed upon scope of work and any increase or decrease in costs related to the change in scope. Customer acknowledges that the fees stated in the Cost Summary are good-faith estimates of the amount of time and materials required for Customer's implementation. BSA will bill Customer for the actual fees incurred based on the services provided to Customer.
- 9. Change Orders.** In the event of a change in the agreed upon project scope for professional services not covered or otherwise included in the existing Agreement, Customer shall deliver to BSA's Project Manager a written change order and specify in such change order the proposed work with sufficient detail to enable BSA to evaluate it ("Change Order"). BSA may, at its discretion, prescribe the format of the Change Order. BSA shall provide the Customer with an evaluation of the Change Order, which may include a written proposal containing the following: (i) implementation plan; (ii) the timeframe for performance; and (iii) the estimated price for performance of such change, based on the then current rates for said services. Upon execution, all Change Orders shall be governed by the terms and conditions of this Agreement, unless mutually agreed upon otherwise in writing. Customer acknowledges that such

Change Orders may affect the implementation schedule and dates otherwise established as part of the project plan. The implementation schedule and schedule of activities for contracted services (the "Project") shall be established based on a timeline mutually agreed upon between the Parties following the execution of this Agreement.

10. License and Ownership.

- 10.1.** All rights, including intellectual property rights, in and to work product delivered as a result of Professional Services under this Agreement shall be owned by BSA. For the avoidance of doubt, work product that constitutes a BSA Software Product, or portion thereof shall be governed by Section A including Section 1.1 thereof.
- 10.2.** Subject to Section 9.1 and Customer's compliance with this Agreement (including payment in full), BSA grants to Customer a non-exclusive, non-transferrable, and non-assignable license to use the work product and the intellectual property rights therein for Customer's internal business purposes only.

- 11. Cancellation.** In the event Customer cancels or reschedules Professional Services (other than for Force Majeure or breach by BSA), and without prejudice to BSA's other rights and remedies, Customer is liable to BSA for: (i) all non-refundable expenses actually incurred by BSA on Customer's behalf; and (ii) daily Project Management or Training fees associated with the cancelled Professional Services (in accordance with the daily fee rate), if less than thirty (30) days advance notice is given regarding the need to cancel or reschedule and BSA cannot reasonably reassign its affected human resources to other projects where comparable skills are required.

12. Limited Professional Services Warranty.

- 12.1.** BSA warrants that its Professional Services will be performed in a professional and workmanlike manner, consistent with industry standards. In the event of a breach of the foregoing warranty and a claim in accordance with the breach, BSA's sole obligation and Customer's exclusive remedy with respect to such claim will be to have BSA reperform the portion of the Professional Services with respect to which the warranty has been breached, to bring it into compliance with such warranty. Any claim for breach of the foregoing warranty must be made by notice to BSA within thirty (30) days of performance of the portion of the Professional Services with respect to which the claim is made or said claim shall be deemed waived.
- 12.2.** THE FOREGOING LIMITED PROFESSIONAL SERVICES WARRANTY IS IN LIEU OF ALL OTHER REPRESENTATIONS OR WARRANTIES RELATING TO THE PROFESSIONAL SERVICES, EXPRESS OR IMPLIED. INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OR REPRESENTATIONS OF MERCHANTABILITY, MERCHANTABLE QUALITY AND FITNESS FOR A PARTICULAR PURPOSE, AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW, OR FROM THE COURSE OF DEALING OR USAGE OF TRADE.

13. Customer Site Access and Assistance.

- 13.1.** Customer agrees and acknowledges that the implementation of the BSA Software Products is a cooperative process requiring time and resources of Customer personnel. Customer shall, and shall cause Customer personnel to, use all reasonable efforts to cooperate with and assist BSA as may be reasonably required to meet the project deadlines and other project milestones agreed to by the Parties for implementation. BSA shall not be liable for failure to meet such deadlines and milestones when such failure is due to force majeure (as defined in Paragraph 29, below) or to the failure by Customer personnel to provide such cooperation and assistance (either through action or omission.)
- 13.2.** At no cost to BSA, Customer agrees to provide to BSA full access to and use of personnel, facilities, and equipment as reasonably necessary for BSA to provide implementation and training services. Such access will be subject to any reasonable security protocols or written policies provided to BSA prior to Effective Date of this Agreement, or mutually agreed to thereafter.

SECTION C – MAINTENANCE AND SUPPORT

14. Maintenance and Support Generally.

- 14.1.** For a one (1) year period, commencing on the Activation Date, and subject to Customer's compliance with the Agreement, BSA will provide, at no charge to Customer, "Maintenance and Support", meaning the following; (i) Modifications (such as patches, corrections and updates) as are generally provided at no additional charge by BSA to BSA customers; and (ii) technical support assistance, as further described in paragraph 14, during BSA's normal business hours.
- 14.2.** Commencing one (1) year from the Activation Date, Maintenance and Support will continue to be provided subject to compliance with the terms of the Agreement and payment of the SaaS Fees outlined in **Exhibit B**.
- 14.3.** BSA guarantees that the annual SaaS Fees, as set forth in **Exhibit B** will not change for two (2) years from the Activation Date. After that date, BSA reserves the right each year to increase the fee over the previous year by no more than an amount that is proportionate to the increase (measured from the beginning of such previous year) in the Consumer Price Index as set forth by the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index – All Urban Customers – U.S. City Average (CPI-U), or a similar measure should such data become unavailable.
- 14.4.** Maintenance and Support and the SaaS fee do not include amounts that may be due for such items as additional training, additional BSA Software Products, custom development work, hardware purchases, BSA staff time to create or modify report writer based reports, configurable imports or exports, or data entry. Additional fees may be payable for items charged on a per event basis, such as Permit Application Submission Fees related to online permit applications.

15. Support.

- 15.1.** With respect to Errors following expiration of the Limited Software Warranty, BSA's sole obligation and Customer's sole remedy are set forth in this paragraph 14. Subject to Customer's compliance with the terms of the Agreement and payment of SaaS fees, BSA shall use commercially reasonable efforts, commensurate with the severity level, to achieve its support response and resolution targets with respect to Errors as set forth in **Exhibit C**. An "Error" means a verifiable and

reproducible failure of a BSA Software Product to operate in accordance with the Documentation under conditions of normal use and where the Error is directly attributable to the BSA Software Product as updated with current Modifications. If the customer modifies the BSA Software Products without BSA's written consent, BSA's obligation to provide support services on the BSA Software Products will be void.

- 15.2.** Support does not include the following: (i) installation or implementation of the BSA Software Products; (ii) onsite training/support, remote training, application design, and other consulting services; (iii) support of an operating system, hardware, or support outside of BSA's normal business hours; (iv) support or support time due to a cause external to the BSA Software Products adversely affecting their operability or serviceability, which shall include, but not be limited to, water, fire, lightning, other natural calamities, misuse, abuse, or neglect; (v) repair of the BSA Software Products modified in any way other than modifications made by BSA or its authorized agents; and (vi) support of any other third-party vendors' software, such as operating system software, network software, database managers, word processors, etc. All such excluded Maintenance and Support Services performed by BSA at Customer's request shall be invoiced to Customer on a time and materials basis, plus reasonable expenses associated therewith.
- 15.3.** Notwithstanding anything to the contrary, Customer shall provide prompt notice of any Errors discovered by Customer, or otherwise brought to the attention of Customer. Proper notice may include, without limitation, prompt telephonic and written (either via e-mail or postal mail) notice to BSA of any purported Error. If requested by BSA, Customer agrees to provide written documentation of Errors to substantiate those Errors and to otherwise assist BSA in the detection and correction of said Errors. BSA will use its commercially reasonable judgment to determine if an Error exists, and the severity of the Error.
- 15.4.** Customer acknowledges and agrees that BSA and product vendors may require online access to the BSA Software Product in order for BSA to provide Maintenance and Support Services hereunder. Accordingly, Customer shall provide a high-speed internet connection to facilitate BSA's remote access to the BSA Software Products. BSA shall provide remote connection software, which may require installation of a software component on a workstation or server computer.

SECTION D – THIRD PARTY PRODUCTS

16. Third Party Products.

- 16.1.** BSA will sell, deliver and install onsite any Third-Party Hardware, if purchased by Customer, for the prices set forth in **Schedule 1 to Exhibit A**, as modified by any subsequent Change Order(s).
- 16.2.** BSA shall not provide any warranty services on Third Party Hardware sold. BSA is not the manufacturer of the Third Party Products. To the extent applicable, BSA will grant and pass through to Customer any warranty that we may receive from the supplier of the Third-Party Product(s).

SECTION E – GENERAL TERMS AND CONDITIONS

17. BSA Proprietary Information.

- 17.1.** Customer acknowledges that the information associated with or contained within the BSA Software Products and information used in the performance of Professional Services include trade secrets and other confidential and proprietary information of BSA (the "Proprietary Information").
- 17.2.** Customer shall maintain in confidence and not disclose Proprietary Information, directly or indirectly, to any third party without BSA's prior written consent. Customer shall safeguard the Proprietary Information to the same extent that it safeguards its own most confidential materials or data, but in no event shall the standard implemented be less than industry standard. Proprietary Information shall be used by Customer solely to fulfill its obligations under this Agreement. Customer shall limit its dissemination of such Proprietary Information to employees within the Customer's business organization who are directly involved with the performance of this Agreement and have a need to use such Proprietary Information. Customer shall be responsible for all disclosures by any person receiving Proprietary Information, by or through it, as if Customer itself disseminated such information.
- 17.3.** Proprietary Information shall not include any information that: (a) is or becomes publicly known through no wrongful act of breach of any obligation of confidentiality by Customer; (b) was lawfully known to Customer prior to the time it was disclosed to or learned by Customer in connection with this Agreement, provided that such information is not known to Customer solely because of its prior business relationship with BSA; (c) was received by Customer from a third party that is not under an obligation of confidentiality to BSA; or (d) is independently developed by Customer for a party other than BSA without the use of any Proprietary Information. The following circumstances shall not cause Proprietary Information to fall within any of the exceptions (a) through (d) above: (i) a portion of such Proprietary Information is embraced by more general information said to be in the public domain or previously known to, or subsequently disclosed to, the Customer; or (ii) it is a combination derivable from separate sources of public information, none of which discloses the combination itself.
- 17.4.** If Customer is required, or anticipates that it will be required, to disclose any Confidential Information pursuant to a court order or to a government authority, Customer shall, at its earliest opportunity, provide written notice to BSA so as to give BSA a reasonable opportunity to secure a protective order or take other actions as appropriate. Customer shall at all times cooperate with BSA so as to minimize any disclosure to the extent allowed by applicable law.

- 18. Limitation on Liability and Damages.** BSA'S ENTIRE LIABILITY AND RESPONSIBILITY FOR ANY AND ALL CLAIMS, DAMAGES, OR LOSSES ARISING FROM THE BSA SOFTWARE PRODUCTS (INCLUDING BUT NOT LIMITED TO THEIR USE, OPERATION AND/OR FAILURE TO OPERATE), PROFESSIONAL SERVICES, MAINTENANCE AND SUPPORT, ANY THIRD-PARTY PERFORMANCE OR LACK THEREOF, OR OTHERWISE ARISING OUT OF OR RELATING TO THIS AGREEMENT, SHALL BE ABSOLUTELY LIMITED TO DIRECT DAMAGES NOT IN EXCESS OF THE INITIAL SAAS FEES PAID FOR THE FIRST YEAR OF SERVICE OF THE BSA SOFTWARE PRODUCTS PLUS, TO THE EXTENT APPLICABLE, THE PURCHASE PRICE OF ANY PROFESSIONAL SERVICE SET FORTH IN THIS AGREEMENT THAT GIVES RISE TO THE CLAIM.

NOTWITHSTANDING ANY PROVISION CONTAINED HEREIN, BSA SHALL NOT BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, OR CONTINGENT DAMAGES OR EXPENSES, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, ARISING IN ANY WAY OUT OF THIS AGREEMENT, BSA SOFTWARE PRODUCTS, ANY THIRD-PARTY PERFORMANCE, OR LACK THEREOF, OR BSA'S PERFORMANCE, OR LACK THEREOF, UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, LOSS OF REVENUE, PROFIT, OR LOSS OF USE. TO THE EXTENT THAT APPLICABLE LAW DOES NOT PERMIT THE LIMITATIONS SET FORTH HEREIN, THE LIABILITY AND DAMAGES SHALL BE LIMITED AND RESTRICTED TO THE EXTENT PERMITTED BY LAW.

19. Additional Disclaimer. SUPPLIER PROVIDES NO WARRANTY FOR ANY THIRD-PARTY SOFTWARE AND/OR HARDWARE, EXCEPT AS SET FORTH IN THIS AGREEMENT, SUPPLIER WILL NOT BE RESPONSIBLE FOR ANY THIRD-PARTY SOFTWARE, THIRD-PARTY SERVICES AND/OR HARDWARE.

20. Indemnification for Intellectual Property Infringement. If a claim is made or an action is brought alleging that a BSA Software Product infringes on a U.S. patent, or any copyright, trademark, trade secret or other proprietary right, BSA will defend Customer against such claim and will pay resulting costs and damages finally awarded, provided that: (a) customer promptly notifies BSA in writing of the claim; (b) BSA has sole control of the defense and all related settlement negotiations; (c) Customer reasonably cooperates in such defense at no expense to BSA; and (d) Customer remains in compliance with the Agreement and has continued to remain current on payment of SaaS fees. The obligations of BSA under this Section are conditioned on Customer's agreement that if the applicable BSA Software Product, in whole or in part, or the use or operation thereof, becomes, or in the opinion of BSA is likely to become, the subject of such a claim, BSA may at its expense and without obligation to do so, either procure the right for the Customer to continue using the BSA Software Product or, at the option of BSA, replace or modify the same so that it becomes non-infringing (provided such replacement or modification maintains the same material functionality and does not adversely affect Customer's use of the Update as contemplated hereunder). In the event that BSA provides a replacement for Customer, Customer shall cease use of the infringing product immediately upon receiving the replacement.

21. No Intended Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of BSA and Customer. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement.

22. Governing Law and Venue. This Agreement shall be governed by, and construed in accordance with, the laws of the state of Michigan, without regard to its choice of law rules. BSA and the Customer agree that the exclusive venue for any legal or equitable action shall be the Courts of the County of Clinton, State of Michigan, or in any court in the United States of America lying in the Western District of Michigan.

- 23. Entire Agreement.** This Agreement represents the entire agreement of Customer and BSA with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Customer hereby acknowledges that in entering into this Agreement, it did not rely on any information not explicitly set forth in this Agreement.
- 24. Contract Term.** This initial term of this Agreement extends from the Effective Date of the Agreement until one (1) year from the Activation Date. Upon expiration of the initial term, this Agreement will renew automatically for successive one (1) year terms under the same terms and conditions set forth herein without further documentation being required unless and until either party provides written notice to the other party, at least sixty (60) days prior to the end of the then current term. Customer's right to access or use the BSA Software Product will terminate at the end of the Agreement.
- 25. Payment Terms.** Customer shall pay BSA for all amounts in accordance with this Agreement and **Exhibit A**.
- 26. Termination.** Without prejudice to other rights and remedies, and except as otherwise provided in this Agreement, either Party may terminate this Agreement as set forth below. Upon termination of this Agreement: (a) Customer shall promptly pay BSA for all fees and expenses that are not subject to a good faith dispute and that are related to the software, products, and/or services received, or expenses BSA has incurred or delivered, prior to the effective date of the termination (b) Customer shall return or destroy, at the direction of BSA, BSA's Proprietary Information in its possession. The termination of this Agreement will not discharge or otherwise affect any pre-termination obligations of either Party existing under this Agreement at the time of termination. Sections 2, 4, 16 through 18, 23, 25, 27, 29 through 32, 37, and the provisions of this Agreement which by their nature extend beyond the termination of this Agreement, will survive the termination of the Agreement. No action arising out of this Agreement, regardless of the form of action, may be brought by Customer more than one (1) year after the date the action occurred.
- 26.1.** Termination for Cause. If Customer believes that BSA has materially breached this Agreement, Customer may terminate this Agreement for Cause in the event BSA does not cure, or create a mutually agreeable plan to address, a material breach of this agreement within thirty (30) days after Notification by Customer. Notice shall be provided in accordance with Paragraph 31, below.
- 26.2.** Force Majeure. Either Party may terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or greater.
- 26.3.** Lack of Appropriations. If Customer cannot appropriate, or otherwise make available funds sufficient to continue to utilize the SaaS Services, Customer may unilaterally terminate this Agreement with thirty (30) days written notice to BSA. Customer shall not be entitled to a refund, offset, or credit for previously paid, but unused SaaS fees.
- 26.4.** Failure to Pay SaaS Fees. Customer acknowledges that timely payment of SaaS Fees is necessary to maintain continued access to the SaaS Services. In Customer does not make timely payment of SaaS fees, BSA may discontinue the SaaS Services, and deny access to the BSA Software

Products. If such failure to pay is not cured within forty-five (45) days of receiving BSA's notice of intent to terminate, BSA may terminate this Agreement.

26.5. Convenience. If Customer terminates SaaS Services for convenience, any SaaS fees already paid will not be prorated, and will be retained by BSA.

27. Severability. If any term or provision of this Agreement, or the application thereof, to any extent, is held invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, will not be affected thereby, and each term and provision of this Agreement will be valid and enforced to the fullest extent permitted by law.

28. No Waiver. In the event that any terms or conditions of this Agreement are not strictly enforced by either Party, such nonenforcement will not act as, or be deemed as, a waiver or modification to this Agreement, nor will such nonenforcement prevent either Party from enforcing terms of the Agreement thereafter.

29. Successors and Assigns. This Agreement shall be binding upon the successors, permitted assigns, representatives, and heirs of the Parties hereto. For avoidance of doubt, any expanded use by Customer of the Program, for example, in the event of annexation or desired shared services, shall require the consent of BSA.

30. Force Majeure. "Force Majeure" is defined as an event beyond the reasonable control of a Party, including governmental action, war, riot or civil commotion, fire, natural disaster, public health emergency, problematic weather, lack of availability of Customer provided technology, labor disputes, restraints affecting shipping or credit, delay of carriers or any other cause that could not, with reasonable diligence, be foreseen, controlled or prevented by the Party. Neither Party shall be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure.

31. Notice. All notices, requests, demands, and determinations under the Agreement (other than routine operational communications), shall be in writing and shall be deemed duly given: (i) when delivered by hand; (ii) one (1) business day after being given to a nationally recognized overnight delivery service for next-business-day delivery, all fees prepaid; (iii) when sent by confirmed facsimile with a copy sent by another means specified in this provision; or (iv) six (6) calendar days after the day of mailing, when mailed by United States mail, *via* registered or certified mail, return receipt requested, postage prepaid, and in each case addressed as shall be set forth below. A Party may from time-to-time change its address or designee for notification purposes by giving the other prior written notice of the new address or designee and the date upon which it will become effective.

If to BSA:
BSA Software
14965 Abbey Lane
Bath, MI 48808
Attn: Contracts Manager
Telephone: 517-641-8900

If to Customer:
City of Wayzata
600 Rice Street E.
Wayzata, MN 55391
Telephone: (952)404-5300

32. Independent Contractor. This is not an agreement of partnership or employment of BSA or any of BSA's employees by Customer. BSA is an independent contractor for all purposes under this Agreement.

33. Cooperative Procurement. To the maximum extent permitted by applicable law, BSA agrees that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. BSA reserves the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances fitting to that cooperative procurement.

34. Business License. In the event a local business license is required for BSA to perform the services under this Agreement, Customer agrees to promptly notify and inform BSA of such requirement, as well as to provide BSA with the necessary paperwork and contact information so that BSA can obtain such license in a timely manner.

35. Nondiscrimination. BSA will not discriminate against any person employed, or applying for employment, concerning the performance of BSA's responsibilities under this Agreement. This discrimination prohibition will apply to all matters of employment including hiring, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that does not impact the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. BSA will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.

36. Taxes. Fees for SaaS Services, Professional Services, or any other fees shown in Schedule 1 to Exhibit A do not include any taxes, including, without limitation, any sales, use or excise tax. Customer shall be responsible for all taxes, exclusive of taxes on BSA's net income, arising out of this Agreement. If Customer is not validly tax-exempt, and BSA is required to remit taxes on customer's behalf, Customer agrees to reimburse BSA for any taxes by BSA.

37. Contract Documents and Order of Precedence. The text of this Agreement without any Exhibits and Schedules shall control over any inconsistent text in any of the Exhibits or Schedules. This Agreement includes the following Exhibits and Schedules:

Exhibit A – Payment Terms Generally

Schedule 1 to Exhibit A – SaaS/Interface/Customization Fees

Schedule 2 to Exhibit A – Professional Service Fees

Exhibit B – Annual Service and Hosting Fees

Exhibit C – Support Call Process

IN WITNESS THEREOF, the Parties hereto have executed this Agreement as of the dates set forth below.

BSA SOFTWARE, INC.

CUSTOMER

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

Payment Terms

1. Customer shall pay BSA within thirty (30) days of invoice. Payments not received within fifteen (15) days of the due date shall be subject to a one and one-half percent (1.5%) per month interest charge (or, if lower, the highest amount chargeable at law) assessed against the unpaid balance from the date due until the date payment is received
2. Any amount not subject to good faith dispute and not paid within fifteen (15) days of the due date of each invoice shall, without prejudice to other rights and remedies, be subject to an interest charge equal to the lesser of 1.5% monthly or the maximum interest charge permissible under applicable law, payable on demand. Any charges not disputed by Customer in good faith will be deemed approved and accepted by Customer. For purposes of this Agreement, a good faith dispute regarding amounts owed exists only if Customer provides in writing at least ten (10) days prior to due date of payment on the invoice, notification of such dispute, the specific portion of the invoice in dispute, and the specific grounds of the dispute (which must be asserted in good faith), and Customer pays in timely fashion such portions that are not subject to such dispute.
3. BSA shall invoice Customer \$21,165 upon Effective Date for BSA's Project Management/Implementation Planning Fees and Data Conversion fees as set forth in Schedule 2.
4. BSA shall invoice Customer \$11,745 upon activation of Customer's site for use of the BSA Software Product(s). Such amount equals BSA's SaaS Fees as set forth in Schedule 1.
5. BSA shall invoice Customer \$37,665 at completion of On-Site Implementation and Training. Such amount equals On-Site Implementation and Training costs, Customization and Interface costs, and travel expenses, as set forth in Schedule 2.

Schedule 1 to Exhibit A

SaaS Fees

Cloud Modules

Financial Management

General Ledger	\$1,800
Accounts Payable	\$1,530
Cash Receipting	\$1,530
Accounts Receivables	\$1,530
Fixed Assets	\$1,530
Utility Billing (<i>approximately 1,583 utility accounts</i>)	\$1,425
Subtotal	\$9,345

Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

\$2,400

Schedule 2 to Exhibit A

Professional Services Fees

Data Conversions/Database Setup

Convert existing Banyon data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	\$2,000
Accounts Payable (Vendors, Up to 10 years invoices and check history)	\$1,700
Cash Receipting (Receipt items, Up to 10 years receipt history)	\$1,700
Accounts Receivables (Setup of Billing Items, Penalties)	\$2,065
Fixed Assets (Setup of Assets, Entry of Value, Accumulated Depreciation)	\$1,700
Utility Billing (Accounts, Services, Deposits, Rates, Meters, Unlimited Years of Service, billing and Payment History)	\$4,000

Subtotal **\$13,165**

Custom Import

BS&A Integration with Laserfiche Document Management System <i>Ability to store and retrieve document attachments in Laserfiche Document Management system, for all currently integrated BS&A modules.</i>	\$3,000
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Project Management and Implementation Planning

Services include:

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

\$8,000

Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	3		\$3,000
Financial Management Modules	Days:	13		13,000
	Total:	16	Subtotal	\$16,000

Other Fees

Travel Expenses \$14,665

EXHIBIT B

Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management	
General Ledger	\$1,800
Accounts Payable	\$1,530
Cash Receipting	\$1,530
Accounts Receivables	\$1,530
Fixed Assets	\$1,530
Utility Billing	\$1,425
Total Annual Service Fees	\$9,345

EXHIBIT C

Support Call Process

BSA's standard hours for telephone support are from 8:30 a.m. to 6:00 p.m. (EST), Monday through Thursday, and 8:30 a.m. to 5:00 p.m. (EST), Friday, excluding holidays.

You can lodge a support request in three ways: (i) **Contact Customer Support** option located within the Help menu of all of BSA's applications (ii) BSA's toll-free support line (1-855-BSA-SOFT) or via email.

BSA targets less than thirty (30) minutes for initial response ("Initial Response Target").

Customer service requests fall into four main categories:

- A. Technical.** Questions or usage issues relating to I.T. functionality, future hardware purchases, and configuration. BSA tries to resolve these issues within BSA's Initial Response Target or as soon thereafter as reasonably possible.
- B. Questions/Support.** General questions regarding functionality, use, and set-up of the applications. BSA tries to resolve these issues within BSA's Initial Response Target or as soon thereafter as reasonably possible.
- C. Requests.** Customer requests for future enhancements to the applications. Key product management personnel meet with development staff on a regular basis to discuss the desirability and priority of such requests. BSA tries to resolve these issues within BSA's Initial Response Target or as soon thereafter as reasonably possible.
- D. Issues/Bugs.** Errors fall into three (3) subcategories:
 - i. Critical.** Cases where an Error has rendered the application or a material component unusable or not usable without substantial inconvenience causing material and detrimental consequences to business -- with no viable Customer workaround or alternative. The targeted resolution time for critical issues is less than one (1) business day.
 - ii. Moderate.** Cases where an Error causes substantial inconvenience and added burden, but the application is still usable by Customer. The targeted resolution time for all moderate issues is within two (2) weeks, which is within BSA's standard update cycle.
 - iii. Minimal.** Cases that are mostly cosmetic in nature, and do not substantially impede functionality in any significant way. These issues are assigned a priority level at BSA's regular meetings, and resolution times are based on the specified priority.

Remote Support Process

Some support calls may require further analysis of Customer's database or set-up to diagnose a problem or to assist Customer with a question. BSA's remote support tools share Customer's desktop *via* the Internet to provide Customer with virtual on-site support. BSA's support team is able to quickly connect remotely to Customer's desktop and view its setup, diagnose problems, or assist Customer with screen navigation.