

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES  
FEBRUARY 1, 2016 WORK STUDY MEETING  
TENTATIVE AGENDA**

**ROLL CALL:**

Supervisor Combs	_____	Trustee McClanahan	_____
Clerk Wright	_____	Trustee Miller	_____
Treasurer Budd	_____	Engineer Nummer	_____
Trustee Hart	_____	Attorney McCauley	_____
Trustee Jahr	_____	Secretary Montgomery	_____

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Discussion on the purchase of BS&A Software for Animal Licensing, Human Resources, Electronic Timesheets and Electronic Purchase Orders.
2. Discussion on the re-appointment of William Osier to the Construction Code Appeals Board with a term to expire February 28, 2019.

**PUBLIC COMMENT:**

**ADJOURNMENT:**

# Charter Township of Van Buren

Agenda Item \_\_\_\_\_

## REQUEST FOR BOARD ACTION

BOARD MEETING 2-2-16  
*1095* *2-1-16*

Consent Agenda      New Business    **x**      Unfinished Business      Public Hearing

<b>ITEM (SUBJECT)</b>	Purchase of BS&A Software for Animal Licensing, Human Resources, Electronic Timesheets and Electronic Purchase Orders
<b>DEPARTMENT</b>	Clerks, Treasurer
<b>PRESENTER</b>	Steve Rankin
<b>PHONE NUMBER</b>	(734) 699-8900 x9204
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

### Agenda topic

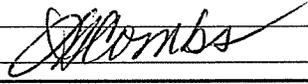
<b>ACTION REQUESTED</b>	
Request approval of purchase of BS&A Software above to further enhance Townships efficiency to provide services for Township residents and employees and to amend the I.T. Budget regarding Capitol Outlay (reflecting the MMRMA re-imbusement dollars for this purchase).	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
Attached: Quotes from BS&A Software	
*BS&A Animal License appl. will replace inefficent 10 yr old Acess Database. (Treas. Office)	
*BS&A Human Resource application will give Township its first in-house HR application that will provide a one stop database for tracking all relevant HR information on Township employees. (Clerk’s Office)	
*BS&A Electronic Time Sheets application will eliminate paper based Timecards currently in use. (Clerk’s Office)	
*BS&A Electronic Purchase Order module will eliminate paper based P.O. entry/approval process currently in place. (Clerk’s Office)	
Increase the Capitol Outlay by \$46,190 to reflect the above purchases and to include the MMRMA Re-imbusement line item to \$46,190 in the I.T. Department Budget.	

*MMRMA*

<b>BUDGET IMPLICATION</b>	\$46,190 Which will come out of last years MMRA Re-imbusement to the Township.
<b>IMPLEMENTATION NEXT STEP</b>	Develop a migration path/timeline/training with BS&A Software Support
<b>DEPARTMENT RECOMMENDATION</b>	
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	
(May be subject to Attorney/Client Privilege and not available under FOIA)	

ADDITIONAL REMARKS

APPROVAL OF SUPERVISOR

A handwritten signature in black ink, appearing to read "J. M. Mbs", is written over a horizontal line.

	2014 Budget	2014 Actual	2015 Budget	2015 Amendment	2016 Proposed
101-228-702-000 IT Director	68,550	68,804	68,242	69,506	69,519
101-228-702-001 DDA Reimbursement	(2,840)	(2,840)	(2,840)	(2,840)	(2,840)
101-248-703-000 Public Safety IT Coordinator	0	0	57,284	57,284	58,397
101-248-704-000 GIS Technician	0	0	53,974	52,000	52,780
101-228-719-000 Allocated Fringes	25,000	21,381	73,000	73,000	78,840
101-228-810-000 Memberships and Dues	75	75	75	100	100
101-228-816-000 GIS Technology	11,500	8,500	11,500	11,500	11,500
101-228-817-000 Technology	43,000	31,583	43,000	43,000	43,000
101-228-860-000 Transportation	50	20	150	150	150
101-228-861-000 Training	300	0	500	500	1,500
101-228-939-000 Computer Maintenance	46,500	47,357	47,500	51,000	47,500
101-228-939-001 DDA Reim -Comp Maintenance	(2,390)	(2,390)	(2,390)	(2,500)	(2,500)
101-228-956-000 Other	1,800	1,463	1,800	3,500	1,800
101-228-970-000 Capital Outlay	37,600	30,502	39,300	203,266	56,690
101-228-970-001 MMRA Re-imbursement				(157,516)	(46,190)
<b>Total IT Department</b>	<b>229,145</b>	<b>204,456</b>	<b>391,095</b>	<b>401,950</b>	<b>370,246</b>

## Cost Summary

*Application and Annual Service Fee prices based on an approximate parcel count of 10,748. 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.*

### Applications, New Purchase

Animal License .NET

**\$4,485**

### Data Conversions

No data conversion to be performed.

### 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).

**\$500**

## Implementation and Training

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

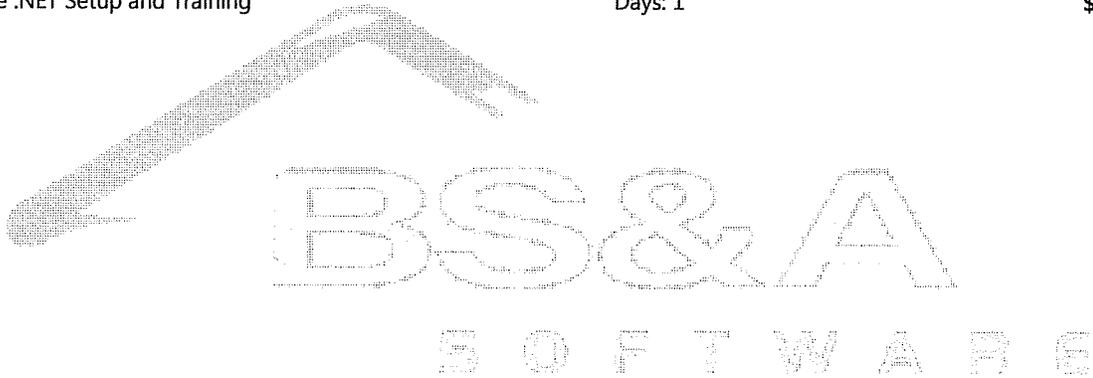
### Services include:

- Setting up users and user security rights for each 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

Animal License .NET Setup and Training

Days: 1

**\$1,000**



## Cost Totals

*Not including Annual Service Fees*

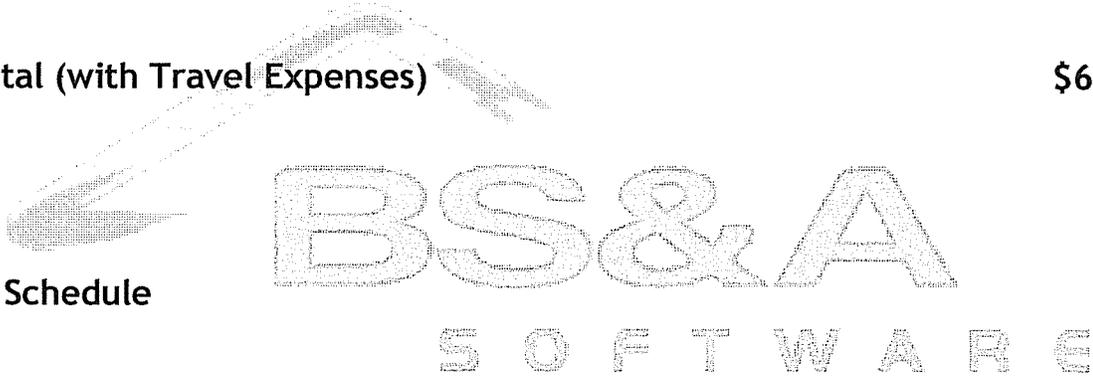
Applications	\$4,485
Project Management and Implementation Planning	\$500
Implementation and Training	\$1,000

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**Total Proposed** **\$5,985**

**Travel Expenses** **\$120**

**Grand Total (with Travel Expenses)** **\$6,105**



## Payment Schedule

- 1<sup>st</sup> Payment: **\$500** to be invoiced upon execution of this agreement.
- 2<sup>nd</sup> Payment: **\$4,485** to be invoiced at start of training.
- 3<sup>rd</sup> Payment: **\$1,120** to be invoiced upon completion of training.

## Cost Summary

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Prices subject to change if the actual count is significantly different than the estimated count.

### Applications, New Purchase

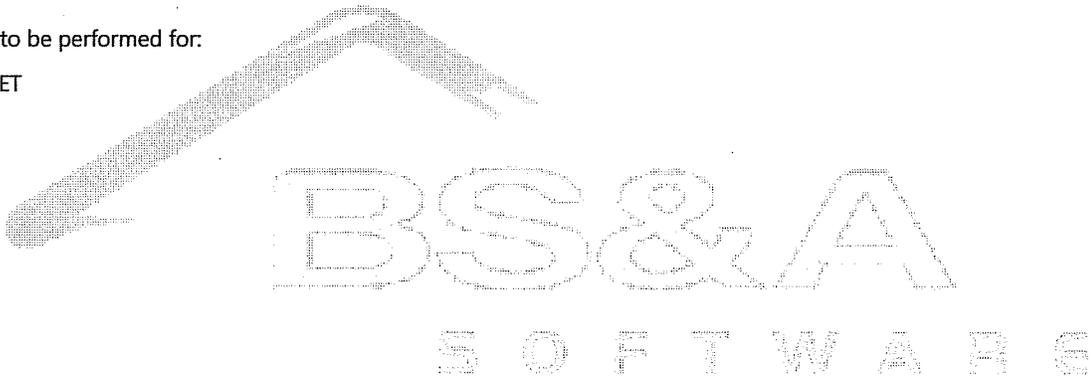
Timesheets .NET

\$5,675

### Data Conversions

No conversion to be performed for:

Timesheets .NET



## 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).

**\$1,000**

## 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

Timesheets .NET

Days: 4

**\$4,000**

## Cost Totals

*Not including Annual Service Fees*

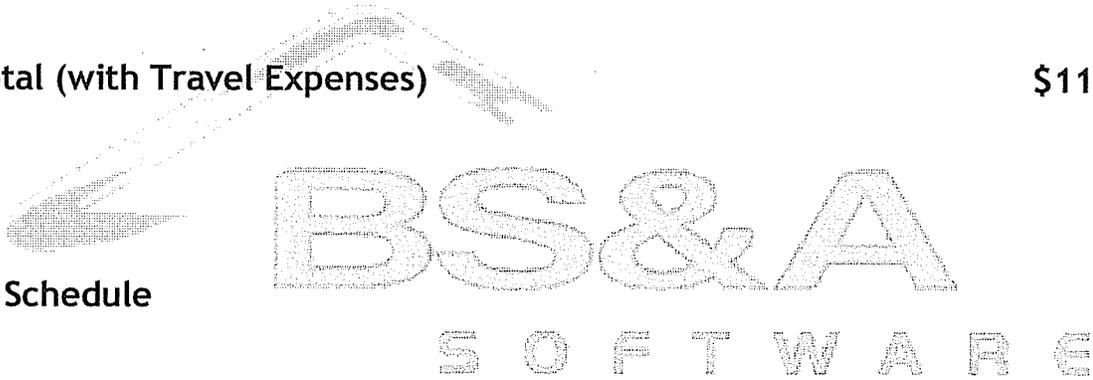
Applications	\$5,675
Project Management and Implementation Planning	\$1,000
Implementation and Training	\$4,000

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<b>Total Proposed</b>	<b>\$10,675</b>
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<b>Travel Expenses</b>	<b>\$480</b>
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<b>Grand Total (with Travel Expenses)</b>	<b>\$11,155</b>
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## Payment Schedule

- 1<sup>st</sup> Payment: **\$1,000** to be invoiced upon execution of this agreement.
- 2<sup>nd</sup> Payment: **\$5,675** to be invoiced at start of training.
- 3<sup>rd</sup> Payment: **\$4,480** to be invoiced upon completion of training.

## Cost Summary

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*Prices subject to change if the actual count is significantly different than the estimated count.*

### Applications, New Purchase

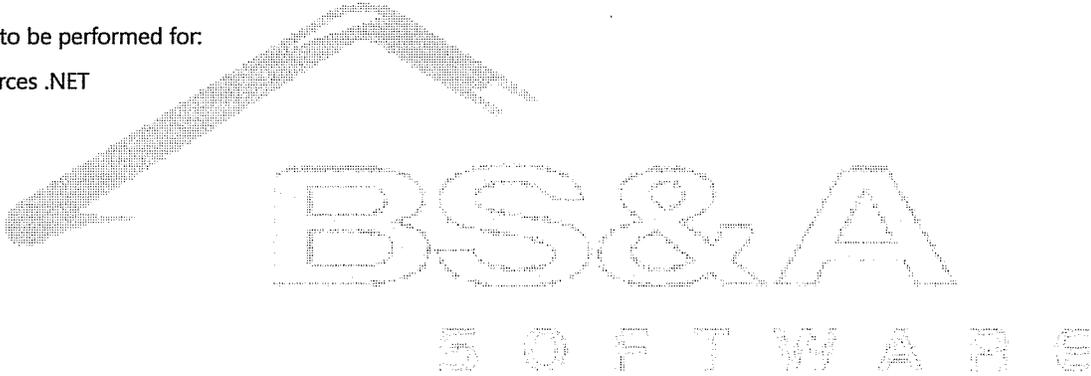
Human Resources .NET

**\$9,320**

### Data Conversion

No conversion to be performed for:

Human Resources .NET



## 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).

**\$750**

## 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: 1	<b>\$1,000</b>
Human Resources .NET	Days: 2	<b>\$2,000</b>
	Total: 3	Subtotal <b>\$3,000</b>

## Cost Totals

*Not including Annual Service Fees*

Applications	\$9,320
Project Management and Implementation Planning	\$750
Implementation and Training	\$3,000

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<b>Total Proposed</b>	<b>\$13,070</b>
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<b>Travel Expenses</b>	<b>\$360</b>
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<b>Grand Total (with Travel Expenses)</b>	<b>\$13,430</b>
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**BS&A**

**S O F T W A R E**

## Payment Schedule

- 1<sup>st</sup> Payment: **\$750** to be invoiced upon execution of this agreement.
- 2<sup>nd</sup> Payment: **\$9,320** to be invoiced at start of training.
- 3<sup>rd</sup> Payment: **\$3,360** to be invoiced upon completion of training.

## Cost Summary

*Application and Annual Service Fee prices based on an approximate parcel count of 10,748. 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.*

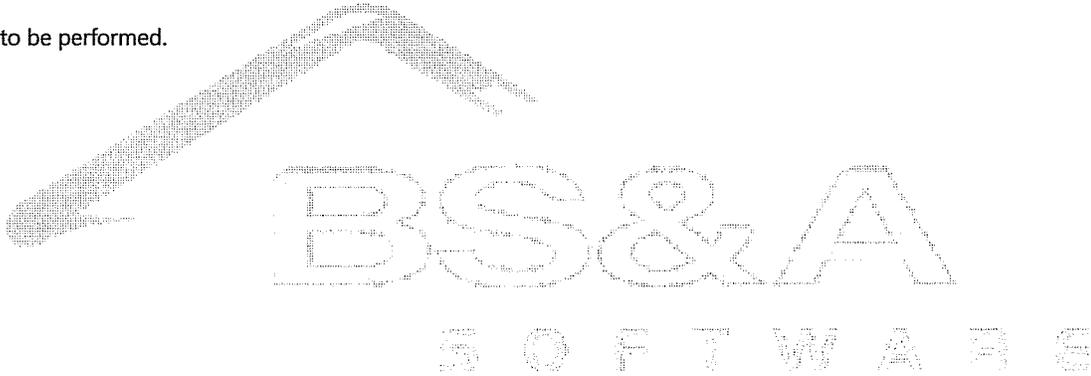
### Applications, New Purchase

Purchase Order .NET

**\$7,910**

### Data Conversion

No conversion to be performed.



## 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).

**\$1,000**

## 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: 1	<b>\$1,000</b>
Purchase Order .NET	Days: 3	<b>\$3,000</b>
	Total: 4	Subtotal <b>\$4,000</b>

## Cost Totals

*Not including Annual Service Fees*

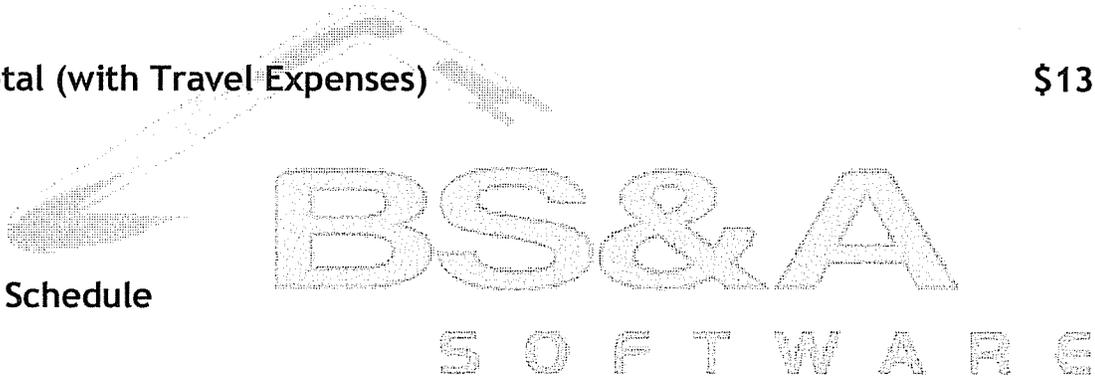
Applications	\$7,910
Project Management and Implementation Planning	\$1,000
Implementation and Training	\$4,000

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<b>Total Proposed</b>	<b>\$12,910</b>
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<b>Travel Expenses</b>	<b>\$480</b>
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<b>Grand Total (with Travel Expenses)</b>	<b>\$13,390</b>
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## Payment Schedule

- 1<sup>st</sup> Payment: **\$1,000** to be invoiced upon execution of this agreement.
- 2<sup>nd</sup> Payment: **\$7,910** to be invoiced at start of training.
- 3<sup>rd</sup> Payment: **\$4,480** to be invoiced upon completion of training.

PRICE COMPARISON SHEET

CAN ONLY BE PURCHASED FROM ONLY ONE SUPPLIER OR SOURCE.

NAME/ADDRESS OF OTHER SUPPLIERS OR SOURCES CONTACTED.

	<u>EST. PRICE</u>
1. <u>BS9A SOFTWARE</u> <u>14965 ABBEY LANE</u> <u>BATH, MI 48808</u>	\$ <u>46,190</u>
2. _____ _____ _____	\$ _____
3. _____ _____ _____	\$ _____

SELECTION OF SUPPLIER: REASONS FOR SELECTING THIS VENDOR.

STANDARDIZATION OF TOWNSHIP BUSINESS  
DATABASES TO MAXIMIZE COMPATIBILITY  
BETWEEN SOFTWARE MODULES & IMPROVE  
TROUBLESHOOTING OF ISSUES. (ONE VENDOR)

Steve L. Rankin  
SIGNATURE

1-12-2016  
DATE

# Charter Township of Van Buren

## REQUEST FOR BOARD ACTION

Agenda Item: \_\_\_\_\_

**WORK STUDY MEETING DATE:**

**2-1-2016**

**BOARD MEETING DATE: 2-16-2016**

Consent Agenda  X

New Business \_\_\_\_\_

Unfinished Business \_\_\_\_\_

Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	Consider the re-appointment of William Osier to the Construction Code Appeals Board with a term to expire February 28, 2019.
<b>DEPARTMENT</b>	Supervisor's Office
<b>PRESENTER</b>	Supervisor
<b>PHONE NUMBER</b>	734-699-8910
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

### Agenda topic

<b>ACTION REQUESTED</b>	
Consider the re-appointment of William Osier to the Construction Code Appeals Board with a term to expire February 28, 2019.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
<p>Because the Township enforces the State Construction Code or a part of its local building code that has not been pre-empted by the State Construction Code, the local community must maintain a Construction Code Appeals Board.</p> <p>William Osier has been serving on the Construction Code Appeals Board and meets all the requirements as mandated by Michigan Compiled Laws (MCL) 125.1514.</p> <p>He has confirmed with the staff in the Supervisor's office his desire to continue serving in his existing capacity.</p> <p>I am pleased to recommend his re-appointment. Thank you for your consideration.</p>	
<b>BUDGET IMPLICATION</b>	NA
<b>IMPLEMENTATION NEXT STEP</b>	
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	