VILLAGE OF SUGAR GROVE
BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: MATT ANASTASIA, FINANCE DIRECTOR

SUBJECT: DISCUSSION: BS&A CLOUD UPGRADE IMPLEMENTATION TIMELINE

AGENDA: OCTOBER 3, 2023

DATE: SEPTEMBER 27, 2023

ISSUE

Village Board discussion on the implementation timeline of our government software to BS&A Cloud version.

DISCUSSION

The Village has had BS&A Software since the end of 2016/beginning of 2017 as our financial and government software. Overall, the Village is very happy with the software. To increase cybersecurity with the cloud-based version and efficiencies within the uses in the software, BS&A has a Cloud based version of the software that the Village Board approved to move forward with in February 2023. At this time, the timeline for implementation was June/July 2024, as the demand was so high to move to the Cloud.

Since then, BS&A has implemented a team dedicated to upgrades to the Cloud version with current clients of BS&A, at a much quicker rate. Village Staff "super users" of the software, met with BS&A on September 14th to view the software and discuss the next steps in the process. The new timeline would accelerate the Village to being implemented to the Cloud by the end of calendar year 2023. Staff was excited to move forward quicker and were very excited to see the changes made within the new version.

Change order #1 was provided and signed to move the implementation up, with a current tentative timeline for the first week after Thanksgiving, the week of November 27, 2023. With this implementation, there will be a down period of 1-day, when we will not have any access to the system. This will happen on a Friday, where they will need to do all the data pulls and transfers starting the night prior. Change Order #1 provides for a change in the type of training and implementation, but currently there is no change in cost. However, because all training will now be conducted virtually, with possibly only 1 week of on-site training, the training budget of

the implementation at the end could come in under budget. The training budget is $12,500 and Staff believes it will come in somewhere under $5,000.

COST

The total cost for the upgrade is $78,420 split between the General Fund and Water & Sewer Fund. At signature, the Village paid $12,500 to BS&A, split between accounts 01-56-6307 and 50-50-6307 I.T. Services. The remaining $65,920 was estimated to be budgeted in FY24-25 between the same two accounts based on the original timeline.   Since this new timeline brings go-live to fiscal year 2023-2024, this amount was unbudgeted for the year, however, money has started to be transferred aside into the Capital Fund for General Fund portion already. This will have enough funds to cover the costs through the Capital Fund in FY2023-2024.

RECOMMENDATION

Discuss the Change Order #1 from BS&A for moving the timeline of Cloud upgrade implementation to the end of Calendar Year 2023.