

UNION GAP CITY COUNCIL STUDY SESSION MEETING
Council Chambers, City Hall
Union Gap, Washington
July 23, 2007

Call to Order Mayor Reeves called the Study Session Meeting to order at 6:09 p.m.

Council Members Present Council Members Jim Lemon, David Butler, Dan Olson (6:18 p.m.), Toni Webb, Glenn Bateman, Dan Vanover, and Roger Wentz were present.

Staff Present William Rathbone, Development Coordinator; Tom Kehm, Fire Chief; Karen Clifton, City Treasurer; and Kathryn Thompson, City Clerk were present.

Audience Present Mark Felchlin, Wes Hein, Tim Whitehurst, Larry Bird, and others were present.

Presentation of BIAS Accounting Software Program Mark Felchlin, BIAS Accounting, gave a background of the company stating they were founded in 1987 and are based in Spokane, Washington. He explained they have progressed from a DOS based application to Windows and now they are Vista compliant. He explained they have software modules for BARS funding, BIAS billing, cash receipting, purchase orders, payroll/time cards, job cost accounting, fixed assets, and will soon have building permits/planning. He stated they customize their programs to meet each city's needs and they are specifically designed for public entities using the Washington State BARS accounting system. He informed the BARS codes are already in the computer program and when payments are entered the computer automatically updates all related financial reports.

Council Member Lemon questioned if BIAS is set up for customers to make on-line payments.

Mr. Felchlin stated BIAS is set up for electronic payments via electronic transfer, but they are not currently set up for customers to go on-line and make payments. He stated they are working on a module that will probably be ready next year to accomplish on-line payments. He stated they are also working on a building permit module that will allow the information to be entered into the system when people make application, and then will allow staff to reopen the application at a later date to accept payment.

Wes Hein, BIAS Accounting, informed that when they develop new modules they use information gathered from all of their customers. He stated their goal is to have the software do the reporting for the staff so staff can push a button and have the actual position of the budget in real time, rather than creating extra spreadsheets and entering information multiple times. He informed their budget module allows staff to see the last four years of actual budget plus two years of projections, with space for additional notes to be added. He stated on purchase orders, when staff picks a bar code the computer will show how much money is remaining in that account. The required forms for the annual reports can all be printed with the click of a mouse, and BIAS is also set up to send the reports electronically.

Council Member Lemon questioned if the software anticipates revenue.

Mr. Hein stated the cash flow statement will estimate anticipated revenue based on previous months. He then explained the utility billing system and stated they are set up for radio, hand, or touch meter reads. The system will calculate final bills, prorate bills, track non-sufficient fund checks, send notices to renters and owners, etc.

Council Member Olson questioned if the system has different sizes of billing than postcards.

Mr. Hein distributed a sample of a postcard billing and stated the format can be changed to whatever type of billing the City wishes to use. He stated BIAS uses 3 part perforated paper and can adapt to the City's format.

The City Treasurer asked if they have a module for Utility Local Improvement District (ULID) Assessments.

Mr. Hein stated they have features they could adapt for that use, but they do not currently have any cities with ULID Assessments.

The City Treasurer also asked if they have a system for general invoicing and informed Union Gap has a housing rehabilitation program coming up that will require special billing also.

Mr. Hein stated general invoicing is done on the cash-receipting module, and he can build a module for the housing rehabilitation program.

Mr. Felchlin informed the payroll module automatically calculates reports for Labor and Industries, Social Security Administration, etc. and will divide out percentages of employee time between different departments, if necessary.

Council Member Vanover questioned what the cost of this system is.

Mr. Hein stated he would need to work up a quote, but off the top of his head it would probably be \$50-60,000 including training.

Council Member Wentz questioned the cost of additional modules to be added in the future, and the cost of yearly service fees.

Mr. Hein stated \$5-10,000 each for the modules, and \$5-6,000 a year in service fees.

Council Member Wentz questioned how that compares to our current costs.

The City Treasurer stated the City is currently paying a lot more than that.

Council Member Vanover questioned the cost for the transition.

Mr. Hein stated the conversion would be approximately \$3,000. He also explained many of the costs depend on the number of user licenses the City needs. He stated 10 user licenses means that 10 people can be using the software at the same time, and the prices discussed are based on 10 user licenses. If the City needs more users at one time on the system, the next amount would be 20 user licenses, and the price for 20 user licenses is higher.

Adjournment

At 7:00 p.m., Mayor Reeves adjourned the Study Session meeting.

These minutes dated July 23, 2007 were approved at the Regular Council Meeting of August 13, 2007.

ATTEST:

Aubrey C. Reeves, Jr.
Mayor

Kathryn Thompson, CMC
City Clerk