



City Council Minutes

Workshop
Monday, September 16, 2013
6:30 p.m.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Council President Walker called the regularly-scheduled meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

ROLL CALL

Present: Council Members Garberding, Jones, Putnam, Steiger, and Walker

Absent: Mayor Guier and Mayor Pro Tem McMahan (arrived at 6:33 p.m.)

STAFF PRESENT

Public Safety Director John Calkins, Interim Public Works Director Ken Barnett, Senior Services Assistant Darcie Thach, Contract Interim Finance Director Richard Gould, and City Clerk Amy Stevenson-Ness

ADDITIONS TO/APPROVAL OF AGENDA

Agenda approved by unanimous consent of the Council.

AGENDA ITEMS

A. Discussion of Financial Software Purchase.

(Mayor Pro Tem McMahan arrived here at 6:33 p.m.)

Interim Finance Director Richard Gould provided information to Council regarding the change of software to BIAS.

There was discussion regarding the addition of a permitting module which increased the cost of the software, why the costs appear to have changed from one week to the next, and using Springbrook software to perform the permitting function.

Director Gould explained the difference in prices that had been presented previously is because the original amount was presented and then the costs of maintenance, an online payment option, and permitting are all additional costs. He

pointed out that even with the higher price tag, BIAS is still less expensive than Springbrook and Vision.

Director Gould also stated the goal is to get the city reconciled and balanced on a monthly basis. The city needs somebody that has a good product but also good service for that product.

Council Member Jones said his concern is the cost. Is this budgeted? Do we have to produce \$100,000 up front? Where is the budget for this? Where is the financial reality for the ability to make this change? He stated we need something that will work for the city without bleeding in the process.

Director Gould said he would prefer to buy out this year in order to see the savings. No money has been spent on upgrading systems so there is budget. There are also alternative payment methods such as in chunks over two years or a five year payoff.

Council Member Jones requested to see an updated proposal for \$100,000. How will the city benefit from it as well as different ways to budget it. He also requested information from Director Barnett on the benefits of a permitting module.

Mr. Mark Fletchling from BIAS provided information to Council regarding the BIAS program.

Council Member Garberding inquired as to what this will do to the utility department. Will we no longer need them? Why has the city paid for permitting on Springbrook and then not used it?

Council President Walker said the former mayor stopped full installation of the permitting module and exchanged it for something else.

Mayor Pro Tem McMahan inquired whether BIAS keeps up with the BARS manual updates and provide changes free of charge. He was advised that mandates and requirements are included in the provided service agreement.

Council President Walker questioned the timeline for implementation. Mr. Fletchling advised the program could be ready to go within a couple of weeks' time.

Council Member Steiger requested an end date of our contract with Springbrook in writing.

Council Member Garberding expressed concern about the per diem rate for BIAS employees to perform the new conversion. Mayor Pro Tem McMahan advised that the per diem rates are pretty standard for the industry.

Mr. Fletchling stated they do a lot of things remotely and are only usually onsite twice, once for the set up process and when cash receipting and utility billing goes live.

Direction by consensus of Council: Move forward to the Council meeting September 23, 2013 for discussion/potential action

B. Finance Director Job Description

Interim Finance Director Richard Gould presented the Finance Director job description to Council. Included in this description are duties that include the Director in union negotiations as well as grant management. It is the best of a large number of descriptions that were reviewed.

Mayor Pro Tem McMahan inquired if the job description was written to the City of Pacific's pay/benefits scale and was assured it was.

Direction by consensus of Council: Move forward to the Council meeting September 23, 2013

C. Discussion regarding authorizing the surplus of Police Department Vehicles

Public Works Director Barnett filled in for Chief Calkins and provided information to Council regarding the surplus of vehicles. These vehicles had previously been declared surplus by the Administration back to the Police Department. As they are not needed in the Police Department, they will be surplus and offered for sale.

Direction by consensus of Council: Move forward to the Council meeting September 23, 2013.

D. Discussion: Appointment of Joanna Baker, Youth Park Board Member for a one year term ending August 31, 2014; and Lacey Knudtson, Youth Planning Commission Member, for a one year term ending August 31, 2014.

Stacy Knudtson requested that her daughter's name be changed from Lovey to Lacey on the documentation.

Direction by consensus of Council: Move forward to the Council meeting September 23, 2013.

E. Discussion: Council Agenda Structure

Council President Walker stated there were format changes desired on the agendas that should be discussed. He would like to see the timetable for the workshop back on the agenda. In discussions with Mayor Guier, she requested that the committee reports not be listed on the agenda. Her suggestion was to ask if anyone had a committee report to give that evening.

Mayor Pro Tem McMahan would prefer to see them listed as a reminder of what reports should be given. Council Member Putnam concurred.

ADJOURN

Council President Walker adjourned the meeting at 7:50 p.m.

Amy Stevenson-Ness, City Clerk