

Agenda

Basehor City Council

Work Session

October 6, 2014 7:00 p.m.

Basehor City Hall



1. BS&A Software Presentation
2. Christmas Eve Holiday – Resolution 2014-12
3. Executive Session (If Needed)

Per K.S.A. 75-438 the City Council Meeting agenda is available for review at Basehor City Hall, 2620 North 155th

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 1

Topic: BS&A Finance System Software Acquisition

Action Requested: Authorization to purchase BS&A Financial Software

Narrative: The City is currently using Fund Balance through Tyler Technology. BS&A will allow us to automate many processes that are currently being performed manually along with many other improvements.

Presented by: Katherine Renn, City Clerk
Kristi Olson, City Treasurer
Mark Lee, Building Inspector
Ben Hart, AGH
Lloyd Martley, Chief of Police/City Admin.

Administration Recommendation: During our evaluation process for upgrading our software system we looked at Tyler Technology, Springbrook and BS&A. It is our recommendation to approve the purchase of new software from BS&A.

Committee Recommendation: N/A

Attachments: BS&A Financial System Software highlights
AGH Power Point Presentation

Projector needed for this item?

Yes

MEMO

Date: October 6, 2014
To: Governing Body
From: Lloyd Martley, Chief of Police/City Admin.

Ref: BS&A Finance System Software

BS&A was founded in 1987, BS&A Software has over 2000 municipal customers with over 7500 installations of their various software applications. They focus on four key areas of local government software:

Financial Management & Utility Billing
Property Based (Assessment and Tax Administration)
Internet Services
Community Development

BS&A's goal is to bring meaningful and sustainable value to their customers. With over twenty years of experience in the software industry, they have learned there are three key factors in delivering value:

People
Technology
Integration

Their company is driven by people: Their software developers, support technicians, and customers. Their developers continually innovate to provide customers with the solutions they need. Their support technicians strive to do more than just help users; they create lasting relationships through unmatched person service.

Technology allows them to regularly offer updated features that drive efficiency, while remaining current with the industry's latest advancements.

Integration needs to go deeper than the software. They believe true value is achieved by integrating people and technology. By considering these as essential, they are able to provide industry-leading technology, unparalleled customer service, and software integration which is a combination that delivers outstanding value for their customers.

City of Basehor, Kansas
 Finance System Software Acquisition
 October 6, 2014

- I. Goals:
 - a. Automate processes currently performed manually:
 - b. Enable Capital Project Management.
 - c. Provide for constituent relationship management and transparency
 - d. Automated data warehousing
 - e. Acquire a system that will grow with the City's needs

- II. Significant Efficiencies Gained:
 - a. Accounts Payable
 - i. On-line data management.
 - ii. Work flow process management
 - b. General Ledger
 - i. Eliminate spreadsheets for various processes
 - ii. Customize (ad hoc) reporting
 - c. Special Assessments Program
 - i. Immediate availability of information for the public.
 - d. Building Inspector Software
 - i. On-line data management.
 - ii. Electronic processes
 - e. Utility Billing
 - i. Immediate availability of information
 - ii. Enhanced customer interaction.

III. Cost of Software

Applications	\$31,710
Data Conversions	12,440
from old system	
Customer Imports	4,000
parcel & property info	
utility billing information	
Project Management	13,750
Training	23,000
includes 23 days training on all modules	
Total Proposed	84,900
Estimated Travel	16,685
Grand Total	\$101,585

Goals -

Goals:

- **Automate processes currently performed manually:**
 - Utility billing
 - Bank reconciliations
 - Accounts receivable reconciliations
 - Budget scenario management (including capital)
 - General billing and invoicing
 - Interfund payments
 - Workflow Processes
 - Building inspection

Enable Capital Project Management.

Provide for constituent relationship management in:

- Utility billing and information transparency

Automated data warehousing

- Fixed Assets
- Invoice Capture and Payment

Acquire a system that will grow with the City's needs

Goals -

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- **Automate processes currently performed manually:**
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Enable Capital Project Management.

Provide for constituent relationship management in:

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Acquire a system that will grow with the City's needs

The Improvements -

Accounts Payable

- With the ability to have everything online and attached by scanning, this will eliminate the need for paper copies and keying errors caused by data entry or misreading of handwriting.
- Free up more storage space for other items in vault
- Approval limits can be set up so purchasing policy not abused.
- Will make things easier for auditors through the use of audit inquiry login.

General Ledger

- Will make things easier for auditors. They can go into GL and look at entries and the backup attached.
- Eliminate need for paper copy storage of entries
- Reduce risk of data errors.
- Customize (ad hoc) reporting

The Improvements – (cont'd)

Special Assessments Program

- We can enter information from excel spreadsheets of assessments and keep track of who has paid and calculate payoffs. Greater efficiency in maintaining related data locally.

Building Inspector Software

- Reduce the risk of errors and misapplied permit #'s and fees.
- Permits can be paid online for a more secure payment process.
- No more paperwork for inspector. Can do more work out in field
- Inspectors use codes checklists for inspection work.

Utility Billing

- Will save time for City Clerk in extracting customers for collection or ad valorem. System will make adjustments and file will be saved on our system and can be directly emailed to collector and county clerk.
- Can save postage by emailing bills to customers who request it.---can also email bill with notices from city, etc
- Both clerks can enter payments from check or credit card at same time.

Cost -

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Questions

AGH

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 2

Topic: Change the observance of the Christmas Eve Holiday for 2014

Action Requested: Approve Resolution 2014-12

Narrative: Per City Policy Christmas Eve is a recognized employee holiday. Christmas Eve falls on a Wednesday this year and per employee policy, Article F, Section F-3, Holiday Observance “observance of holidays shall be determined by the City Administrator”. I am requesting the Christmas Eve Holiday be changed from the 24th (Wednesday) to the 26th (Friday) for 2014. This change will benefit the city as a whole and the employees as individuals.

Presented by: Lloyd Martley, Chief of Police/City Administrator

Administration Recommendation: Approve Resolution 2014-12

Committee Recommendation: N/A

Attachments: Article F – Employee Policy
Resolution 2014-12

Projector needed for this item?

No

RESOLUTION NO. 2014-12

A RESOLUTION APPROVING AND AUTHORIZING A CHANGE IN THE OBSERVANCE OF THE CHRISTMAS EVE HOLIDAY FOR 2014

WHEREAS, the City of Basehor, Kansas observes Christmas Eve, December 24, as a city holiday; and

WHEREAS, in 2014 the Christmas Eve holiday falls on a Wednesday; and

WHEREAS, the City Administrator recommends that the Christmas Eve holiday be observed on Friday, December 26 instead of Wednesday, December 24 for the benefit of the city as a whole and employees as individuals.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS:

Section 1. That the Governing Body approves and hereby authorizes the observation of the Christmas Eve Holiday on Friday, December 26 instead of Wednesday, December 24 for 2014.

Section 2. That this resolution shall become effective upon passage.

ADOPTED by the Governing Body this _____ day of October, 2014.

SIGNED by the Mayor this _____ day of October, 2014.

SEAL

David K. Breuer, Mayor

ATTEST:

Katherine M. Renn, City Clerk

APPROVED AS TO FORM:

Shannon M. Marcano, City Attorney

ARTICLE F. ATTENDANCE AND LEAVE

F-1. Hours of Work.

- (a) Employees shall work a schedule to be assigned by the department head.
- (b) No employee shall be permitted to work in excess of their normal work week except when so directed by the employee's supervisor.

F-2. Rest Breaks and Lunch Breaks.

- (a) Other than rest breaks required for mothers who are breast feeding, rest breaks are not required in accordance with the Fair Labor Standards Act (FLSA). They are a privilege which should be arranged so as not to interfere with City business. Employees may receive a 15 minute paid rest break for each four (4) hours of work. The time and place of rest breaks may be determined by the department head.
- (b) Those employees working eight (8) hour shifts or longer will be allowed a 30 minute unpaid lunch break. For Police Officers, a 30 minute paid lunch hour is provided within the schedule. This lunch is subject to being available upon call.

F-3. Holidays.

The following days shall be paid holidays for City employees:

- New Year's Day, January 1
- Martin Luther King Jr. third Monday in January
- President's Day third Monday in February
- Memorial Day, last Monday in May
- Independence Day, July 4
- Labor Day, first Monday in September
- Veterans' Day, November 11
- Thanksgiving Day, 4th Thursday in November
- Friday following Thanksgiving Day
- Christmas Eve, December 24th
- Christmas Day, December 25th
- Any day designated by the Mayor as a holiday

Holiday Observance. Determination of a holiday for shift personnel shall be based on the actual date of the holiday. For employees who normally work Monday-Friday schedules, observance of holidays shall be determined by the City Administrator.

Holiday Pay. An employee who works on any City recognized holiday shall receive their regular pay plus 1½ time holiday pay for the hours worked, but not to exceed the amount of hours of their normal work schedule. Any time worked over and