

TOPPENISH CITY COUNCIL
Study Session Minutes
September 2, 2008

CALL TO ORDER

Mayor Belton called the meeting to order at 5:00 p.m.

Roll Call:

Council Present: Mayor Loren Belton and Councilmen Al Hubert, Derald Ortloff, William Rogers, Randy Taylor, and Blaine Thorington.

Absent: Councilman Ed Pacheco

Staff Present: Interim Public Safety Director Tom Kehm, Finance Director/City Clerk Linda B. Mead, and Executive Assistant/Deputy City Clerk Heidi Riojas.

Councilman Rogers moved, seconded by Councilman Thorington to excuse Councilman Randy Taylor from the September 2, 2008 Study Session. Motion carried unanimously.

Councilman Hubert moved, seconded by Councilman Rogers to retract the excuse for Councilman Randy Taylor from the September 2, 2008 Study Session because he arrived at the meeting after being excused. Motion carried unanimously.

REPORT ON MUNIS CONVERSION AND NEW SYSTEM UPGRADE

Interim Public Safety Director Kehm reviewed his memorandum with Council regarding the status of various MUNIS modules and the status of the search for a new Cash Basis Accounting Software package. Interim Public Safety Director Kehm reported that the Permitting Module will go "live" on October 7; a MUNIS System update to version 6.2f or 6.3 is planned for the near future; and, continuing to work on resolutions for various challenges encountered with MUNIS. Interim Public Safety Director Kehm reported that Finance Director Mead had successfully completed the 2007 year-end process and completed the Chart of Accounts conversion in MUNIS in mid-August.

Interim Public Safety Director Kehm stated that he and Finance Director Mead were in the process of completing a Request For Proposals (RFP) for the new computer software and it should be ready by the end of the week with publication to occur shortly after that. Interim Public Safety Director Kehm also informed Council that he believes the conversion of MUNIS data to another software package will not be as difficult as the previous conversion.

REPORT ON STATUS OF 2009 BUDGET PROCESS

Finance Director/City Clerk Mead provided the Council with the Budget Calendar for 2009 and a copy of the memorandum that she sent to staff requesting their Budget estimates by September 22.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 5:15 p.m.

LOREN O. BELTON, MAYOR

HEIDI RIOJAS, EXECUTIVE ASSISTANT/DEPUTY CITY CLERK

