

City of Fairfield Ways and Means Meeting

November 2, 2011, 3:45 p.m.

Fairfield City Hall

In attendance:

John Revolinski

Ron Adam

Jeff Clawson

City Administrator Jeff Clawson presented a proposal to upgrade the City accounting software system that is used to manage the City's General Fund, as well as Water, Refuse, and Sewer billing and receipts. The present software, known as Incode, has recurring issues that require technical support from the vendor. The city staff who use it complain that it is complicated and difficult to use. There is also concern that the present accounting system has accumulated a number of errors over the years which are difficult to rectify.

The City Administrator's proposal was to switch to a new accounting software program known as Fund Balance, which is distributed by the same parent company as Inline (Tyler Technologies). Jeff has 12 years experience with the software and personally oversaw its installation and use in three other cities. He said the program is much more manageable and that he is familiar enough with it to be able to troubleshoot most issues that will come up from its day-to-day use. He feels the simplicity of the program will save significant staff time, and that the conversion to the new system will be straightforward, and give an opportunity to rectify current accounting errors as data will be entered manually.

The cost of the new system is approximately \$13,000, which includes on-site assistance with installation. The expense will be split equally between the General Fund, Water, Refuse, and Sewer. The annual maintenance fee for the software is \$3500, less than the maintenance fee for the present software.

The Committee unanimously approved the expense and encouraged Jeff to expedite the purchase.