

**CITY OF UNALASKA
UNALASKA, ALASKA
REGULAR MEETING
TUESDAY, AUGUST 13, 2013, 7:00 P.M.
UNALASKA CITY HALL COUNCIL CHAMBERS
AGENDA**

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE:
RECOGNITION OF VISITORS
ADDITIONS TO AGENDA
MINUTES: JULY 30, 2013
FINANCIAL REPORT
BOARD/COMMISSION REPORTS
AWARDS/PRESENTATIONS
MANAGER'S REPORT
COMMUNITY INPUT/ANNOUNCEMENTS
PUBLIC INPUT ON AGENDA ITEMS

PUBLIC HEARING

1. **ORDINANCE 2013-10**: CREATING BUDGET AMENDMENT NO. 1 TO THE FY14 BUDGET TO ACCEPT A \$3,000,000 GRANT FROM THE STATE OF ALASKA FOR CONSTRUCTION OF THE WASTEWATER TREATMENT PLANT

WORK SESSION

1. **ORDINANCE 2013-11**: CREATING BUDGET AMENDMENT NO. 2 TO THE FY14 BUDGET TO ACCEPT LOCAL EMERGENCY PLANNING GRANT FOR DEPARTMENT OF PUBLIC SAFETY, AND UPGRADE INFORMATION MANAGEMENT SYSTEMS TO PROCURE PROGRAMS FOR RECORDS RETENTION AND ADDITIONAL MODULES AND PRODUCTS THROUGH TYLER TECHNOLOGIES

RECONVENE TO REGULAR SESSION

CONSENT AGENDA

UNFINISHED BUSINESS

1. **ORDINANCE 2013-10 – SECOND READING**: CREATING BUDGET AMENDMENT NO. 1 TO THE FY14 BUDGET TO ACCEPT A \$3,000,000 GRANT FROM THE STATE OF ALASKA FOR CONSTRUCTION OF THE WASTEWATER TREATMENT PLANT

NEW BUSINESS

1. **ORDINANCE 2013-11 – FIRST READING**: CREATING BUDGET AMENDMENT NO. 2 TO THE FY14 BUDGET TO ACCEPT LOCAL EMERGENCY PLANNING GRANT FOR DEPARTMENT OF PUBLIC SAFETY, AND UPGRADE INFORMATION MANAGEMENT SYSTEMS TO PROCURE PROGRAMS FOR RECORDS RETENTION AND ADDITIONAL MODULES AND PRODUCTS THROUGH TYLER TECHNOLOGIES

COUNCIL DIRECTIVES TO MANAGER

COMMUNITY INPUT
ANNOUNCEMENTS
ADJOURNMENT

CITY OF UNALASKA
UNALASKA, ALASKA
REGULAR MEETING
July 30, 2013

The regular meeting of the Unalaska City Council was called to order at 6:00 p.m., July 30, 2013, in the Unalaska City Hall Council Chambers. Roll was taken:

PRESENT

Mayor

Shirley Marquardt
Alejandro Tungul
Zoya Johnson
Tom Enlow
David Gregory

ABSENT

Roger Rowland (excused)
Dennis Robinson (excused)

PLEDGE OF ALLEGIANCE: Mayor Marquardt led the Pledge of Allegiance.

RECOGNITION OF VISITORS: Betty Arriaga, past resident of Unalaska, was introduced.

APPROVAL OF AGENDA: Resolution 2013-58 Authorizing the City Manager to enter into a transfer of responsibilities agreement with the State of Alaska Department of Transportation and Public Facilities for the transfer of funds in the amount of one hundred thousand dollars to be used for the South Channel Bridge resurfacing project was added as item 4 under New Business. The agenda was adopted as revised.

MINUTES: The minutes of the July 9, 2013 regular meeting were approved as submitted.

FINANCIAL REPORT: There was no financial report for consideration.

BOARD/COMMISSION REPORTS: No board or commission reports were included.

AWARDS/PRESENTATIONS: Mayor Marquardt presented Gilbert Chavarria with a plaque celebrating his fifteen years with the City of Unalaska.

MANAGER'S REPORT: Acting City Manager Patrick Jordan reported that JR Pearson and Debbie Hanson-Zueger would go over Material Safety Data Sheets at the Wednesday Directors' Meeting.

Nancy Peterson gave an update on projects currently underway.

COMMUNITY INPUT/ANNOUNCEMENTS:

1. PCR held its second Music in the Park event with 125 in attendance. The third in the series of Music in the Park will be held at Town Park in conjunction with the Bobby Johnson Summer Bay Classic.
2. Bobby Johnson Summer Bay Classic will be held August 4th.
3. Soccer camp will be held August 5th through 9th. Those interested can sign up at the Community Center.
4. Skate Jam will be at the skate park on August 8th.
5. Heart of the Aleutians will be a two-day event this year with the Tot Trot at 6:15 p.m., the adult 5K at 6:30 p.m., and the BBQ cook-off at 6:30 p.m. at Kelty field on August 16th. The Heart of the Aleutians festival will be held on August 17th from 1:00 p.m. to 7:00 p.m.
6. Raider basketball camp will be held August 19th through August 25th.

7. July 30th was the last day TWIC would be at the library. It is scheduled to move to its new office on Saturday, August 3rd.
8. The Tundra Golf Classic will be held August 11th.
9. Knik Construction was thanked for all it has done at the gun range to make it a better and safer place.

PUBLIC INPUT No members of the public spoke.

PUBLIC HEARING

Mayor Marquardt opened the Public Hearing on Ordinance 2013-09.

1. **ORDINANCE 2013-09**: REVISING ORDINANCE 2013-02 ADOPTING THE FISCAL YEAR 2014 OPERATING AND CAPITAL BUDGET FOR THE CITY OF UNALASKA

Hearing no comments, Mayor Marquardt closed the Public Hearing on Ordinance 2013-09

WORK SESSION Johnson made a motion to move into a Work Session; Enlow seconded. Motion passed by general consent.

1. **RESOLUTION 2013-56**: AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH SHANNON & WILSON TO PERFORM THE WORK FOR WATER DEVELOPMENT PHASE II IN AN AMOUNT NOT TO EXCEED \$270,540

Dan Winters, Director of Public Utilities reviewed the background of the Water Development Project.

2. **ORDINANCE 2013-10**: CREATING BUDGET AMENDMENT NO. 1 TO THE FY14 BUDGET TO ACCEPT A \$3,000,000 GRANT FROM THE STATE OF ALASKA FOR CONSTRUCTION OF THE WASTEWATER TREATMENT PLANT

Acting City Manager Patrick Jordan spoke to the importance of the grant funds in the construction of the wastewater treatment plant.

3. **RESOLUTION 2013-57**: SUPPORTING MAINTAINING THE *M/V TUSTUMENA* IN ITS POSITION AT THE TOP OF ALASKA'S VESSEL REPLACEMENT SCHEDULE AND URGING THE DEPARTMENT OF TRANSPORTATION TO BEGIN THE DESIGN PROCESS OF A REPLACEMENT VESSEL AS SOON AS POSSIBLE

Acting City Manager Patrick Jordan commented on the importance of the ferry to the community.

RECONVENE TO REGULAR SESSION

CONSENT AGENDA

UNFINISHED BUSINESS

1. **ORDINANCE 2013-09 – SECOND READING**: REVISING ORDINANCE 2013-02 ADOPTING THE FISCAL YEAR 2014 OPERATING AND CAPITAL BUDGET FOR THE CITY OF UNALASKA

Enlow made a motion to adopt Ordinance 2013-09; Tungul seconded.

Vote by Roll Call: Tungul – Yes; Enlow – Yes; Gregory – Yes; Johnson – Yes. Motion passed unanimously.

NEW BUSINESS

1. **RESOLUTION 2013-56:** AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH SHANNON & WILSON TO PERFORM THE WORK FOR WATER DEVELOPMENT PHASE II IN AN AMOUNT NOT TO EXCEED \$270,540

Gregory made a motion to approve Resolution 2013-56; Enlow seconded. VOTE: Motion passed unanimously.

2. **ORDINANCE 2013-10 – FIRST READING:** CREATING BUDGET AMENDMENT NO. 1 TO THE FY14 BUDGET TO ACCEPT A \$3,000,000 GRANT FROM THE STATE OF ALASKA FOR CONSTRUCTION OF THE WASTEWATER TREATMENT PLANT

Enlow made a motion to move Ordinance 2013-10 to Public Hearing and Second Reading on August 13th; Tungul seconded.

VOTE by Roll Call: Johnson – Yes; Enlow – Yes; Gregory – Yes; Tungul – Yes. Motion passed unanimously.

3. **RESOLUTION 2013-57:** SUPPORTING MAINTAINING THE *M/V TUSTUMENA* IN ITS POSITION AT THE TOP OF ALASKA'S VESSEL REPLACEMENT SCHEDULE AND URGING THE DEPARTMENT OF TRANSPORTATION TO BEGIN THE DESIGN PROCESS OF A REPLACEMENT VESSEL AS SOON AS POSSIBLE

Johnson made a motion to approve Resolution 2013-57; Gregory seconded. VOTE: Motion passed unanimously.

4. **RESOLUTION 2013-58:** AUTHORIZING THE CITY MANAGER TO ENTER INTO A TRANSFER OF RESPONSIBILITIES AGREEMENT WITH THE STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES FOR THE TRANSFER OF FUNDS IN THE AMOUNT OF ONE HUNDRED THOUSAND DOLLARS TO BE USED FOR THE SOUTH CHANNEL BRIDGE RESURFACING PROJECT

Johnson made a motion to approve Resolution 2013-58; Enlow seconded. VOTE: Motion passed unanimously.

COMMUNITY INPUT/ANNOUNCEMENTS

COUNCIL DIRECTIVES

ADJOURNMENT The meeting adjourned at 6:58 p.m.

Elizabeth Masoni
City Clerk

CITY OF UNALASKA
UNALASKA, ALASKA

ORDINANCE NO. 2013-10

AN ORDINANCE CREATING BUDGET AMENDMENT NO. 1 TO THE FY14 BUDGET TO ACCEPT A \$3,000,000 GRANT FROM THE STATE OF ALASKA FOR CONSTRUCTION OF THE WASTEWATER TREATMENT PLANT.

BE IT ENACTED BY THE UNALASKA CITY COUNCIL:

Section 1. Classification: This is a non-code ordinance.
Section 2. Effective Date: This ordinance becomes effective upon adoption.
Section 3. Content: The City of Unalaska FY14 Budget is amended as follows:

A. That the following sums of money are hereby accepted and the following sums of money are hereby authorized for expenditure.

B. The following are the changes by account line item:

Amendment No. 1 to Ordinance #2013-02						
				<u>Current</u>	<u>Requested</u>	<u>Revised</u>
Wastewater Capital Projects Fund						
Sources:						
Misc. State Capital Grants	52216041	42299	J0519	5,718,883	3,000,000	8,718,883
Subtotal of Sources					3,000,000	
Uses:						
Wastewater Capital Project						
Engineering and Architectural	52226053	53240	J0519	(1,389,596)	3,000,000	1,610,404
Subtotal Uses					3,000,000	

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL
THIS 13TH DAY OF AUGUST 2013.

MAYOR

ATTEST:

CITY CLERK

1. *Wastewater Treatment Plant.* This request is to add \$3,000,000 in grant monies from the State of Alaska, Department of Environmental Conservation for the construction of the wastewater treatment plant.

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: NANCY PETERSON, PUBLIC WORKS DIRECTOR
THRU: CHRIS HLADICK, CITY MANAGER
DATE: JULY 30, 2013
RE: **ORDINANCE 2013-10** – CREATING BUDGET AMENDMENT NO. 1 TO THE FY14 BUDGET TO ACCEPT A \$3,000,000 GRANT FROM THE STATE OF ALASKA FOR CONSTRUCTION OF THE WASTEWATER TREATMENT PLANT.

SUMMARY: The State has notified us of the award of the FY14 Legislative Grant in the amount of \$3,000,000. This Budget Amendment request will appropriate the FY14 Legislative Grant money to the Wastewater Treatment Plant Project in the amount of \$3,000,000.

PREVIOUS COUNCIL ACTION: The City Council has taken numerous actions over the last 8 years in regards to the Wastewater Treatment Plant. The most recent actions include:

- Approved Resolution 2011-52, on September 27, 2011, adopting the Wastewater Treatment Plant Facilities Plan;
- Approved Resolution 2011-53, on January 10, 2012, authorizing the City to make a loan application to the ADEC in the amount of \$8,566,600 to fund the construction of the Wastewater Plant Upgrade Project.
- Approved Ordinance 2012-01, on March 20, 2012, amending the budget to appropriate \$4,000,000 for a State Legislative grant and transfer \$6,100,000 from the Committed Funds to the project for design and construction.
- Approved Ordinance 2012-04, on May 22, 2012, adopting the FY13 Capital and Operating budget, allocating \$4,090,000 to the WWTP project in anticipation of an FY13 State Legislative Grant.
- Approved Resolution 2012-05, on January 24, 2012, authorizing the City Manager to enter into an Agreement with Bristol Engineering Services Corporation for the Phase 1 - Preliminary Design of the CEPT Wastewater Treatment Plant.
- Approved Resolution 2012-68, on September 11, 2012, authorizing the City Manager to enter into an Agreement with Advanced Blasting for the Civil Site Preparation project.
- Approved Ordinance 2013-01, on March 12, 2013, amending the budget to appropriate the FY13 State Legislative Grant in the amount of \$3,970,874.

- Approved Ordinance 2013-05, on May 14, 2013, amending the FY13 budget to appropriate the ADEC Loan in the amount of \$8,566,000 to the WWTP project.
- Approved Resolution 2013-39, on May 14, 2013, authorizing the City Manager to enter into an Agreement with Alaska Mechanical, Inc. for construction of the WWTP- CEPT Project in the amount of \$19,270,000.

BACKGROUND:

DISCUSSION: The FY14 Legislative Grant needs to be accepted by the City and the funds appropriated for use in the Wastewater Treatment Plant project in order to utilize the funds for executing engineering and construction work on the project.

The State has notified us that our FY13 grant will be amended to add the \$3,000,000 from the FY14 Grant and the funds are currently available for use by the City.

ALTERNATIVES: The Council could choose to not accept that grant funds and pay for the expenses utilizing City funds.

FINANCIAL IMPLICATIONS: This amendment appropriates \$3,000,000 in FY14 State Grant money to the Wastewater Treatment Plant Project.

LEGAL: N/A.

STAFF RECOMMENDATION: DPW and DPU staffs recommend approving this budget amendment request.

PROPOSED MOTION: I move to approve the first reading of Ordinance 2013-10 and send it to the second reading and public hearing on August 13, 2013.

CITY MANAGER'S COMMENTS: I recommend approval of this budget amendment.

CITY OF UNALASKA
UNALASKA, ALASKA

ORDINANCE NO. 2013-11

CREATING BUDGET AMENDMENT NO. 2 TO THE FY14 BUDGET TO ACCEPT LOCAL EMERGENCY PLANNING GRANT FOR THE DEPARTMENT OF PUBLIC SAFETY, AND UPGRADE INFORMATION MANAGEMENT SYSTEMS TO PROCURE PROGRAMS FOR RECORDS RETENTION AND ADDITIONAL MODULES AND PRODUCTS THROUGH TYLER TECHNOLOGIES.

BE IT ENACTED BY THE UNALASKA CITY COUNCIL

- Section 1. Classification: This is a non-code ordinance.
Section 2. Effective Date: This ordinance becomes effective upon adoption.
Section 3. Content: The City of Unalaska FY14 Budget is amended as follows:

- A. That the following sums of money are hereby accepted and the following sums of money are hereby authorized for expenditure.
B. The following are the changes by account line item:

Amendment No. 2 to Ordinance #2013-09

				<u>Current</u>	<u>Requested</u>	<u>Revised</u>
LEPC Grant						
<u>General Fund: Public Safety</u>						
<u>Sources:</u>						
Misc State Capital Grants	01011041	42199		-	14,343	14,343
<u>Uses:</u>						
Grants (Supplies)	01021152	56450		-	14,343	14,343
Information Management Systems Upgrade						
<u>General Fund: Information Systems</u>						
<u>Sources:</u>						
Current year budget surplus				8,660,597	93,352	8,567,245
<u>Uses:</u>						
Other Professional Services	01020752	53300		5,000	30,640	35,640
Hardware/Software Support	01020752	53410		153,344	8,640	161,984
Computer Hardware/Software	01020752	56150		78,050	54,072	132,122
<u>Electric Fund</u>						
<u>Sources:</u>						
Current year budget surplus				604,222	14,587	589,635
<u>Uses:</u>						
Other Professional Services	50024052	53300		32,000	4,788	36,788
Hardware/Software Support	50024052	53410		16,210	1,350	17,560
Computer Hardware/Software	50024052	56150		2,000	8,449	10,449

Water Fund***Sources:***

Budgeted Use of Net Assets	5101 5549	49910	590,207	11,669	601,876
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Uses:

Other Professional Services	51024052	53300	-	3,830	3,830
Hardware/Software Support	51024052	53410	12,968	1,080	14,048
Computer Hardware/Software	51024052	56150	2,500	6,759	9,259

Wastewater Fund***Sources:***

Budgeted Use of Net Assets	52016049	49910	120,576	10,210	130,786
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Uses:

Other Professional Services	52024052	53300	700	3,351	4,051
Hardware/Software Support	52024052	53410	11,347	945	12,292
Computer Hardware/Software	52024052	56150	13,000	5,914	18,914

Solid Waste Fund***Sources:***

Budgeted Use of Net Assets	53016549	49910	794,802	4,376	799,178
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Uses:

Other Professional Services	53024052	53300	1,000	1,436	2,436
Hardware/Software Support	53024052	53410	9,063	405	9,468
Computer Hardware/Software	53024052	56150	12,725	2,535	15,260

Ports and Harbors Fund***Sources:***

Budgeted Use of Net Assets	54017049	49910	1,349,047	11,669	1,360,716
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Uses:

Other Professional Services	54025052	53300	40,000	3,830	43,830
Hardware/Software Support	54025052	53410	12,968	1,080	14,048
Computer Hardware/Software	54025052	56150	3,000	6,759	9,759

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL
THIS _____ DAY OF AUGUST 2013.

MAYOR

ATTEST;

CITY CLERK

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: JAMIE SUNDERLAND, PUBLIC SAFETY DIRECTOR
THRU: CHRIS HLADICK, CITY MANAGER
FROM: DEPARTMENT OF PUBLIC SAFETY
DATE: 08/02/13
RE: **ORDINANCE 2013-11:** CREATING BUDGET AMENDMENT NO. 2 TO THE FY14 BUDGET TO ACCEPT LOCAL EMERGENCY PLANNING GRANT FOR DEPARTMENT OF PUBLIC SAFETY, AND UPGRADE INFORMATION MANAGEMENT SYSTEMS TO PROCURE PROGRAMS FOR RECORDS RETENTION AND ADDITIONAL MODULES AND PRODUCTS THROUGH TYLER TECHNOLOGIES

SUMMARY: During the August 13, 2013 meeting, we will be discussing the budget amendment request necessary to record grant revenues received from the Department of Military and Veteran Affairs Local Emergency Planning Committee Program, and to reallocate these funds to the FY14 Police Operating Budget.

The total amount is \$14,343.00.

PREVIOUS COUNCIL ACTION: There has been no previous council action on these items for the current fiscal year.

BACKGROUND:

- 1) \$14,343.00 is a grant received from State of Alaska, Dept. of Military and Veteran Affairs for a Local Emergency Planning Committee (LEPC). This grant is 100% funded, and intended for supplies and support services for FY2014. LEPC funds are used for all-hazards emergency planning activities.

DISCUSSION:

- 1) The \$14,343.00 being requested is to purchase supplies and services pursuant to the guidelines set forth in the LEPC grant scope. The LEPC grant program reimburses all expenses to the City of Unalaska upon purchase and submission of receipts. All funds are expected to be fully expended within the grant timelines. 100% of the funds have been expended for the past several years in this grant.

ALTERNATIVES:

- 1) Decline participation in the LEPC grant program.

FINANCIAL IMPLICATIONS: In some cases, depending on the grant requirements, either the remaining balances must be returned at the close of the granting period, or if the allocated funds are not expended by the grant period, expenses beyond that date will be bore entirely by the City.

LEGAL: The legal obligation is to expend the funds in accordance with the scope of the grant. Remaining balances must be refunded unless the grant specifications are categorized as reimbursable. In that case, if the funds are not expended by the expiration of the grant period, the granting agency will not fund or reimburse the City.

STAFF RECOMMENDATION: Staff recommends the Council approve the budget amendment request in order for the department to remain in compliance with the scope and intent of the grant guidelines.

PROPOSED MOTION: Request a motion to move Ordinance 2013-11, which includes a budget amendment to the Department of Public Safety's operating budget in the amount of \$14,343.00 to Public Hearing and Second Reading on August 27th.

CITY MANAGER'S COMMENTS: I recommend approval of these changes to the FY14 Police budget.

Department of Public Safety Attachment

ISSUING AGENCY	Description	Amount	ALLOCATE TO BUDGET ACCOUNT
State of Alaska Department of Military and Veterans Affairs Division of Homeland Security and Emergency Management (LEPC)	Misc. State Operating Grants PS	\$14,343.00	01011041-42199
State of Alaska Department of Military and Veterans Affairs Division of Homeland Security and Emergency Management (LEPC)	Grants (supplies)	\$14,343.00	01021152-56450

MEMORANDUM TO COUNCIL

TO: MAYOR AND CITY COUNCIL MEMBERS

THRU: CHRIS HLADICK, CITY MANAGER

FROM: KARL SWANSON, INTERIM FINANCE DIRECTOR

DATE: AUGUST 8, 2013

RE: **ORDINANCE 2013-11:** CREATING BUDGET AMENDMENT NO. 2 TO THE FY14 BUDGET TO ACCEPT LOCAL EMERGENCY PLANNING GRANT FOR DEPARTMENT OF PUBLIC SAFETY, AND UPGRADE INFORMATION MANAGEMENT SYSTEMS TO PROCURE PROGRAMS FOR RECORDS RETENTION AND ADDITIONAL MODULES AND PRODUCTS THROUGH TYLER TECHNOLOGIES

SUMMARY: In May of this year, staff was introduced to several modules and products available through Tyler Technologies, the producer of Munis the software system currently used in Finance. Of those modules and products introduced, staff plans to purchase a content management system, a meeting management system, a cashiering upgrade, employee self-serve, and customer self-serve. These technologies will increase efficiency and accuracy in finances and information management, and they will maximize workflow and allow employees and the public greater access to information. Staff recommends approval of the amendment to the FY14 budget.

PREVIOUS COUNCIL ACTION: None

BACKGROUND: In 2005, the City purchased Munis through Tyler Technologies as a financial software system. As staff became comfortable with the Munis software, it became apparent that the system made work more accurate and efficient, not only in the routine work related to finance, but in the reports that are generated on a regular basis and that are requested by auditors. When the system was purchased, staff was aware that there was great unused potential for streamlining workflow and growing the City's ability to get the job done even more efficiently while meeting the needs of the public.

DISCUSSION: In early May 2013, a Tyler Technologies representative was on site to provide training to both Clerks and Finance on several existing Munis modules, and to demonstrate several new or upgraded modules and products. Staff from Finance, Clerks, Administration, and Planning realized that several of the new modules and products would be very useful in making their work not only more efficient and more accurate, the modules and products would allow the public better access and more ease in such things as paying city bills, applying for jobs, and taking part in meetings. Staff chose to try to bundle select modules and products to maximize training and implementation time and to minimize travel cost for the Tyler Technologies representative. Following are the modules staff plans to purchase.

- Tyler Content Manager (TCM), which will be run by the Clerk's Department, will be used by all City departments for records retention. This is an upgrade from a light version already used occasionally in Munis. The new version is a stand-alone product that can be used by all departments for document scanning, storing, and retrieving. We have realized for some time that eventually the City would have to purchase a records retention program in order to make records more accessible and more readily available to staff and, in many cases, to the public. Such a program would also be necessary to preserve records electronically in order to avoid the loss of records through deterioration of paper, to organize and access the documents in a logical

and useful manner, and to respond to the need for storage space as the documents that must be preserved grow in number. Currently, approximately 65% of the archive room is used for Finance records storage. TCM will relieve a significant portion of that storage issue in the future by automatically archiving documents created in Munis. Documents generated by other departments can be scanned into the TCM program for preservation. Another important aspect of electronic records preservation is that it will help protect the City from the legal liability associated with Freedom of Information Act records request. If records are kept in a searchable electronic format, we can legally fulfill requests for information by searching key words and knowing that we have provided all documents associated with the request, as required by law.

Many municipalities and boroughs have turned to electronic records management systems. The Clerk's Department has researched the cost of records preservation systems, and found that they range from \$50,000 to \$85,000 and higher. A significant advantage that Tyler Technologies has is that TCM is fully integrated with Munis, and Tyler Technologies is already providing technological support for the City's Munis system, whereas a separate program would require input of information already in Munis and an entirely separate support system.

- TCM's Meeting Manager provides a more centralized and streamlined approach to meetings and materials management. It allows staff to create documents, from agendas and minutes to discussion items and action items for Council meetings, Planning Commission meetings, or other City boards or committees and have them sent electronically through the proper channels for evaluation and revision and, when ready, sent straight to the packets. Agenda items can be submitted for review, edited, approved or rejected, and saved as links to the agenda. Agendas and minutes will be automatically synched with one another, and can be published on-line.
- Tyler Cashiering is an upgrade to the existing receipting system. Because it is similar to a retail end user system, it will be more user-friendly for the entry clerk to manage. Currently, PCR, Public Safety, and Ports all accept payments but do not have the capability of processing them and issuing customer receipts with Munis. With Tyler Cashiering those departments would be able to enter payments directly, allowing less duplication of effort between them and Finance. Tyler Cashiering has other features that will increase efficiency, including the ability to scan checks for electronic deposit and the ability to add bar codes to invoices, which decreases the amount of manual data entry required to receipt payments.
- Employee Self-Service is a module that would be used inside the City Network as well as on the City's new website for job applicants. Through this module, employees can easily monitor and maintain personal and employment information, including paid leave accruals and requests, personal payroll history, W-4s, benefits selections, job openings, job applications, and performance evaluations. When an employee requests leave, notification is sent directly to the employee's supervisor, and the employee is electronically alerted when a request has been approved or denied. In addition, members of the public who would like to apply for City jobs can complete applications and submit through this program. Implementing it will create a more efficient workflow for City staff as well as reduced paperwork for all departments.
- Customer Self-Service is the module that will allow the City's customers to pay any of their City bills online and would be accessed from a link on the City's website. They can also research more information on their accounts without having to contact anyone.

By May of 2013, when staff was introduced to these features, it was too late to include them in the FY14 budget as the process was already well underway. Clerks was able to purchase the Property Tax Module to replace the cobbled together system they had in place for the last few years using FY13 funds, and that module will be implemented in the next few weeks.

ALTERNATIVES: Optionally we can say no to all or some of these modules and put them in the FY15 budget process.

FINANCIAL IMPLICATIONS:

TCM EE with Options and Meeting Manager

Implementation Costs with Travel (Two Trips)	34,650
Software Support Costs	6,660
Purchase Costs	<u>37,000</u>
	78,310

Tyler Cashiering, Customer Self Service, Employee Self Service

Implementation Costs with Travel (One Trip)	13,225
Software Support Costs	6,840
Purchase Costs plus Cash Receipts Hardware	<u>47,488</u>
	67,553
	<u> </u>
Total for all modules	<u>145,863</u>
H/R employee travel expense to Munis Conference	5,000
	<u> </u>
Total requested for Budget Amendment	<u><u>150,863</u></u>

LEGAL: There are no legal implications.

STAFF RECOMMENDATION: Staff recommends approval of the amendment to the FY14 budget.

PROPOSED MOTION: “I make a motion to move Ordinance 2013-11 to Public Hearing and Second Reading on August 27th.”

CITY MANAGER’S COMMENTS: I recommend approval of this amendment to the FY14 budget.