



City of League City, TX

300 West Walker
League City TX 77573

Meeting Minutes City Council

Monday, August 24, 2015

6:00 PM

Johnnie Arolfo Civic Center
400 West Walker Street

Council Work Session

The City Council of the City of League City, Texas, met in a work session in the Johnnie Arolfo Civic Center at 400 West Walker Street on the above date at 6:00 p.m.

Mayor:

Tim Paulissen

City Council Members:

**Dan Becker
Tommy Cones
Heidi Hansing
Todd Kinsey
Geri Bentley
Keith Gross
Nick Long**

City Manager:

Mark Rohr

Deputy City Manager:

John Baumgartner

City Attorney:

Nghiem V. Doan

City Secretary:

Diana M. Stapp

Chief of Police:

Michael Kramm

Director of Engineering:

Earl Smith

Director of Finance:

Rebecca Underhill

Director of Human Resources/Civil Service:

Queenell Fox

Director of Parks & Cultural Services:

Chien Wei

Director of Planning & Development:

Paul Menzies

1. CALL TO ORDER AND ROLL CALL OF MEMBERS

Mayor Paulissen called the meeting to order at 6:00 p.m. and called the roll. All members of Council were present except Todd Kinsey. Heidi Hansing arrived at 6:08 p.m.

Absent 1 - Mr. Todd Kinsey

Present 7 - Mayor Tim Paulissen, Mr. Dan Becker, Mr. Tommy Cones, Ms. Heidi Hansing, Ms. Geri Bentley, Mr. Keith Gross and Mr. Nick Long

2. **PRESENTATION AND DISCUSSION REGARDING THE NEW COMPUTER SOFTWARE SYSTEM**

Rebecca Underhill, Director of Finance, said we wanted to talk to you for a few minutes about the city wide computer upgrade which we have been talking about for quite some time. I want to let you know where we are, where we are going and how we are intending to get there. Currently we use a variety of somewhat aged system to do our daily work in the administration of the City. The current green system was purchased and installed in 1988. Obviously technology has evolved greatly in the past 20 years and we are looking for systems to provide functionality and to integrate systems to increase efficiencies throughout the organization. We have been planning on this for many years and funds were first appropriated in 2012 when we started looking at pricing. We came to the Council and said we would need more funds in order to do this project correctly. So in 2014 additional funds were provided in the budget. Ryan Smith worked tirelessly to prepare an RFP that went out on 5/10/15. We received two responses on 5/28/15. The responses were initially reviewed by a team of 6 members of staff. Both vendors were invited to come to League City and demonstrate their products. We invited staff members from across the organization to come in and to look at these demonstrations and we had about 50 staff participate at various times over a total of 6 days for each vendor. We want you to be completely confident that we had folks from all over the organization look at this, representatives from Accounting, Purchasing, Utility Billing, Human Resources, Planning, Building, Vehicle Maintenance, Public Works, Utility Operations, Police and Fire participated in demonstrations over those 6 days. Staff was very excited to see how these new technologies were going to impact their daily life and overwhelming the folks favored the proposal that was submitted by Tyler Technologies. Tyler provides a complete, proven and fully integrated system that is developed and installed in place in various cities. These systems meet the City's requirements. They provided excellent references from these other cities specifically regarding timelines, quality support, successful training and implementation experience. How the City is going to benefit from this system, tremendous increase in efficiencies. This will be a single system as opposed to multiple systems. To handle basic processes we have folks having to go in and out of several systems just to accomplish a single task. This is going to incorporate everything into a single system. It is a Windows based system and the green screen will go away providing a lot more functionality that what we have now. We will set up streamlined workflows which will expedite approvals and processing daily tasks. The entire system integrates with Microsoft Office programs, technology that folks are completely familiar with. It will greatly enhance online capabilities for vendors, customers, employees and for other staff members. One example, the GIS system will be integrated with the system and push mobile technology out into our system. For example, permits and inspections and other reports can be completed in the field. Work orders can be added, staff can be rerouted if need be based on where their location is in the system. Work orders can be implemented using Microsoft Outlook which will push directly to the technicians in the field.

We are going to eliminate an enormous amount of manual entry and duplicate recordkeeping. For example, contracts will be monitored in the system. We have talked in this room about contract execution and monitoring. Currently it is done on an excel spreadsheet. This is going to feed directly into the system and the system will track contracts, where we are with them, when they expire and how much we have spent. Documents can be attached to records. You can see an invoice, a purchase order or check payment. It is all going to be maintained in one system in one place. The employee processing, from the time an employee is hired through their employment and ultimate exiting of the City will all be streamlined in one spot and you can track that entire process from start to finish. We expect to see an improved process with inventory control and contract management, improved customer self-service where a vendor can enroll on line and provide the documents that we need for that. You can even inquire as to the status of purchase orders and payments, same type of capability for employees. We expect to see a tremendous increase in efficiency throughout the organization. We also look to eliminate software maintenance for other systems. Again we have 6-8 different systems running in various places in the organization and as we phase those systems out those maintenance costs will go away. My question is how much is this going to cost and do we have the money to do it. We have gotten the cost within budget. We expect the implementation to take 18 months to 2 years. It is going to be a very labor intensive process to get the system up and running. I believe that there are 300 days of implementation and training built into the contract but we want to do it right and we want to build a system that is going to be very efficient and last for a long time. The contract is currently in review and we expect to bring those to you at your next Council meeting.

Ryan Smith, Director of Information Technology, said a couple of things I want cover on the technical side, currently we can't attach invoices to accounts payable in the green screen. Those have to be scanned in Laserfiche. The Human Resources system is different than the green screen. The payroll system denies the applications that are sent over by HR and wipes out the data causing them to re-enter the data. Printing is extremely difficult in the AS400, it is not like printing out of windows. We do have several staff represented here tonight. A couple of area agencies that have this program include City of Texas City, City of Allen, and City of Round Rock. We have experience with Tyler Incode which is the Municipal Court software and City of Friendswood, City of Webster and City of Alvin also uses this software. We purchase that software 5 years ago and are extremely happy with it. This product will integrate with our financial system as it does not currently to date. Another thing on streamline and workloads for expedited approvals, those people who are out on vacation can approve things through email.

Rebecca Underhill said we have approximately \$1.1 million available in the Technology Fund and the final numbers for the contract came in slightly under that. We will have to pay some travel costs associated with the training implementation which is going to push us slightly over the amount that is in the project but we feel like we have resources in the operating budget over this year and going forward into next year because this is going to be a 2 year process.

3. **PRESENTATION ON THE NEW ADOPT-A-STREET PROGRAM**

Bridget Kramer, Assistant to the City Manager, said we have this great opportunity to start a new program called Adopt-A-Street Program. We are talking about ways that our community can get involved with League City. One way is to generate participation and pride in the community in having them help with some of the basic needs within the City such as cleaner streets in some areas. This idea originally came from one of our citizens who had a group of her students from CCISD notice that the area around their school was littered so she asked if they could do a program to clean it up. So we researched and found out that other cities like Frisco, Grand Prairie, College Station, Mansfield, Keep Houston Beautiful and Keep Austin Beautiful all have this program. It is very much like your adopt a highway program but it is in your City streets and not on a highway. Some of the main reasons we think the community will want to adopt is it is very easy way for them to help out the community. It is visible impact and they get a sign that displays the organization that adopted the street. It helps reduce our cost in cleaning up our streets. There is very little start-up expense. We can do the signs in-house which saves money and then we would purchase the bags, grabbers, orange vests and gloves. Those would be returned to us after the program ends. We already have two people interested and we haven't even promoted it yet.

Mark Rohr, City Manager, said this accomplishes a couple of the goals in the Roadmap, one in finding ways to integrate the citizens with the community and vice versa. Also in appearance of the City, which I think we have made improvements in but still have a long way to go. I think it is better than it was in the past and we will continue to make improvements. I think that gives everyone a better feeling about the community and helps in terms of economic development emphasis at the same time.

4. **CONDUCT A WORK SESSION OF THE CITY COUNCIL TO RECEIVE INFORMATION CONCERNING AGENDA ITEMS APPEARING ON THE MEETING AGENDA FOR THE AUGUST 25, 2014 MEETING OF THE CITY COUNCIL OF THE CITY OF LEAGUE CITY.**

NO VOTE OR ACTION WILL BE TAKEN ON ANY ITEM UNDER CONSIDERATION

5. ADJOURNMENT

At 7:30 p.m. Mayor Paulissen said there being no further business this meeting is adjourned.

TIMOTHY PAULISSEN
MAYOR

DIANA STAPP
CITY SECRETARY

(SEAL)

MINUTES APPROVED: