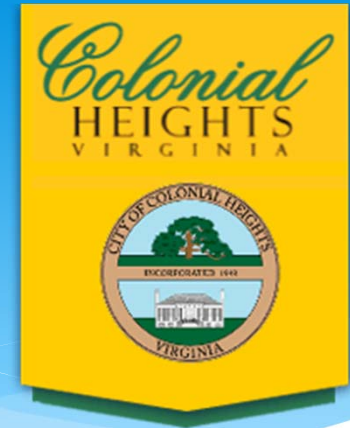




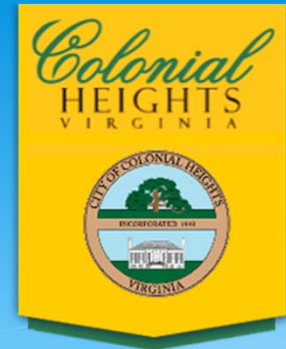
**Colonial Heights**  
**City Council Regular Meeting**  
**November 13, 2018**

# **Colonial Heights City Council Meeting November 13, 2018**



- 1. Call to Order**
- 2. Roll Call**
- 3. Devotion – The Honorable John T. Wood**
- 4. Pledge of Allegiance**
- 5. Adoption of Agenda**
- 6. Declarations of Personal Interest**

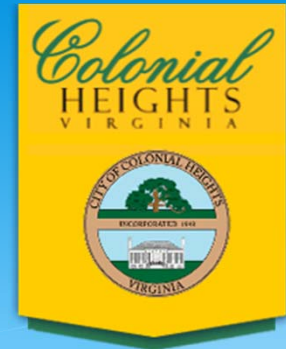
# Colonial Heights City Council Meeting November 13, 2018



## **7. Commendations And Presentations:**

***A. Presentation Of Funds Raised From The Local Hero Appreciation Day And Auction Presented By Henry Kidd.***

# Colonial Heights City Council Meeting November 13, 2018

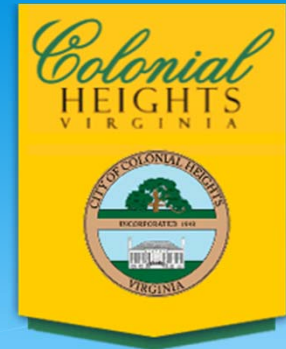


## **7. Commendations And Presentations cont.:**

### ***B. Presentation by the Beautification Committee***

*Update on beautification efforts of businesses along the Boulevard Corridor.*

# Colonial Heights City Council Meeting November 13, 2018

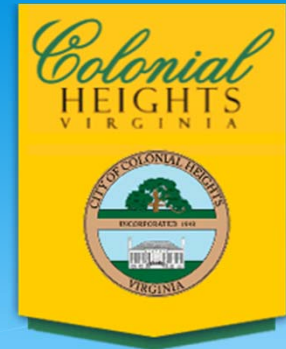


## **7. Commendations And Presentations cont.:**

### **C. *New Employee Introductions:***

*Introduction Of New Employees Hired By  
The Finance Department and Fire & EMS  
Department.*

# Colonial Heights City Council Meeting November 13, 2018



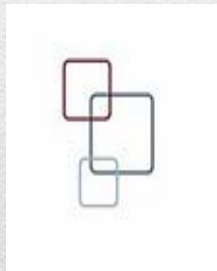
## **7. Commendations And Presentations cont.:**

### ***D. Presentation By The Enterprise Resource Planning Evaluation Team:***

*The ERP (Enterprise Resource Planning) system Evaluation Team will provide a presentation on the selection process for a new system and their recommendation to Council.*



# *City of Colonial Heights Enterprise Resource Planning (ERP) System Staff Recommendation*

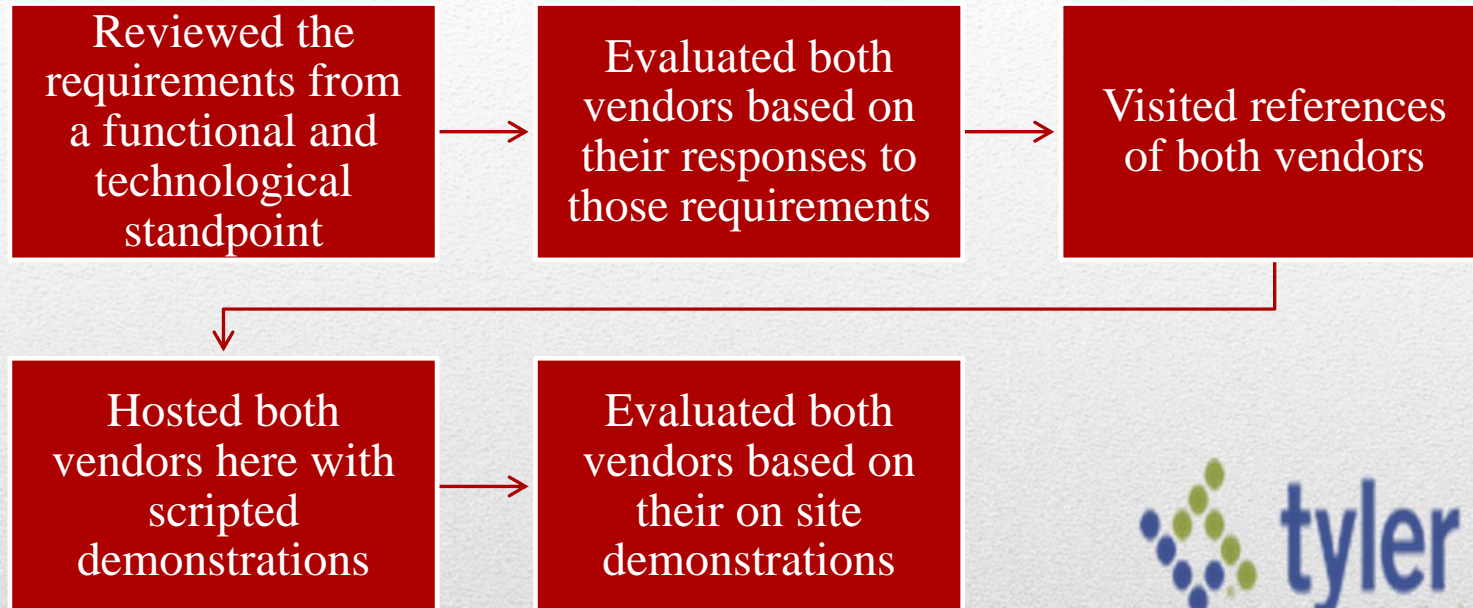


*City Council Meeting  
November 13, 2018*



**Colonial Heights ERP Selection Committee: Andrew Blais, Bill Feasenmyer, Larry Melvin, Sheila Minor, Dianne Piotrowski, Karla Ramsey, Debra Russell, Tomeka Smith, Matt Spruill, & Peggy Whitehurst**

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# How we arrived at Tyler Munis??

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# Tyler Munis vs. Edmunds MCSJ

- Multi – phase evaluation of both vendors
  - At the first evaluation, Edmunds MCSJ ranked slightly ahead of Tyler Munis; however, this is mainly due to the price tags associated
  - \$650K vs. \$200K
  - An important note – We still believe we will not exceed budget
  - Tyler – better ease of use, comprehensiveness, and greater functionality
  - Tyler provides a higher level of support and longevity not seen in Edmunds
  - After the second evaluation, our team went from ranking Edmunds MCSJ to Tyler Munis, unanimously as the more valuable system for the City
  - Tyler will be an investment providing a higher level of return for the City
-

## Our Next Steps:



Work with Business  
Process Consultant to  
document our procedures  
and areas of improvement

Accept change

Implementation  
process (24 +  
months)

---



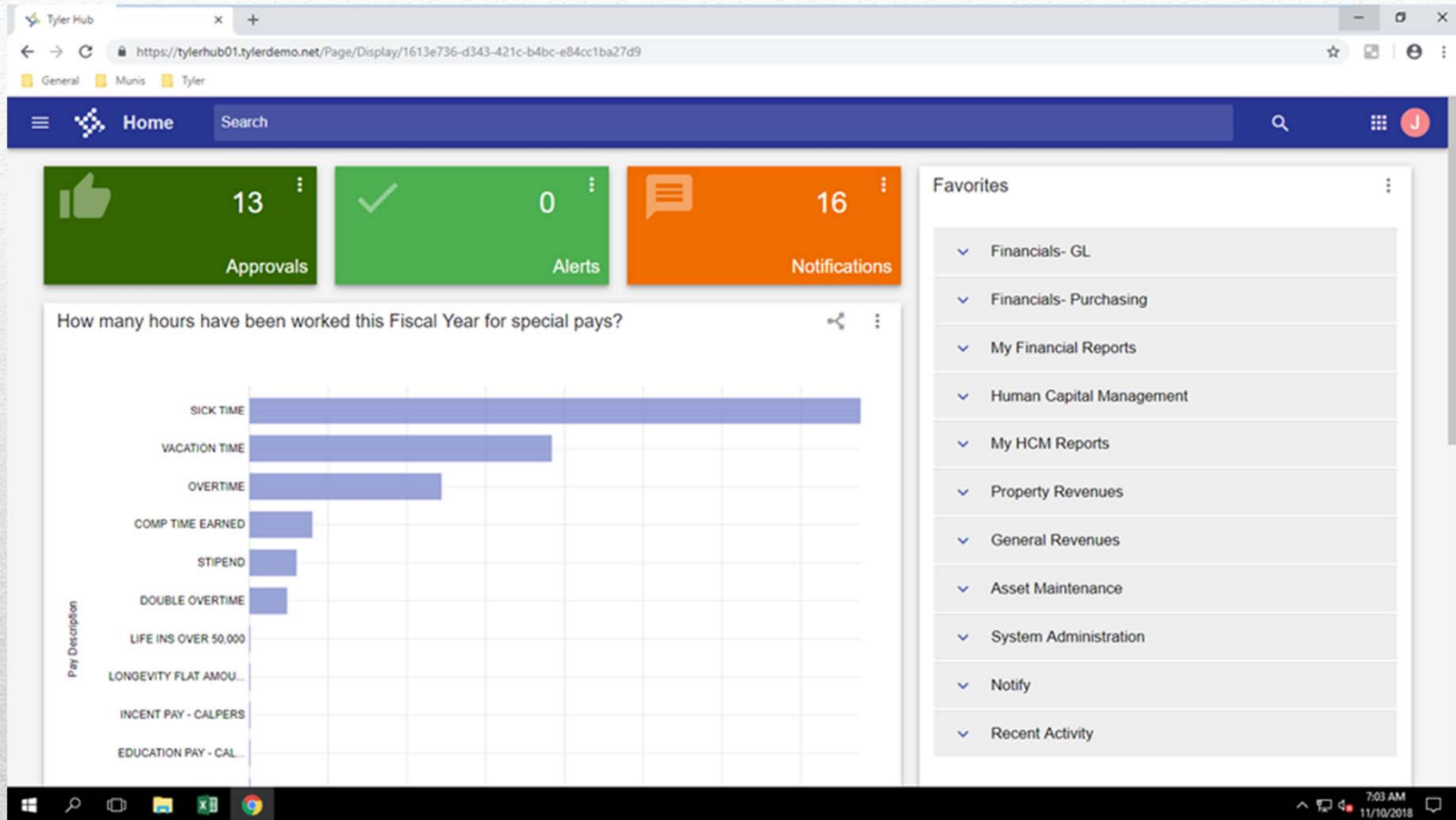
# Functionality

## Security Permissions and Workflows

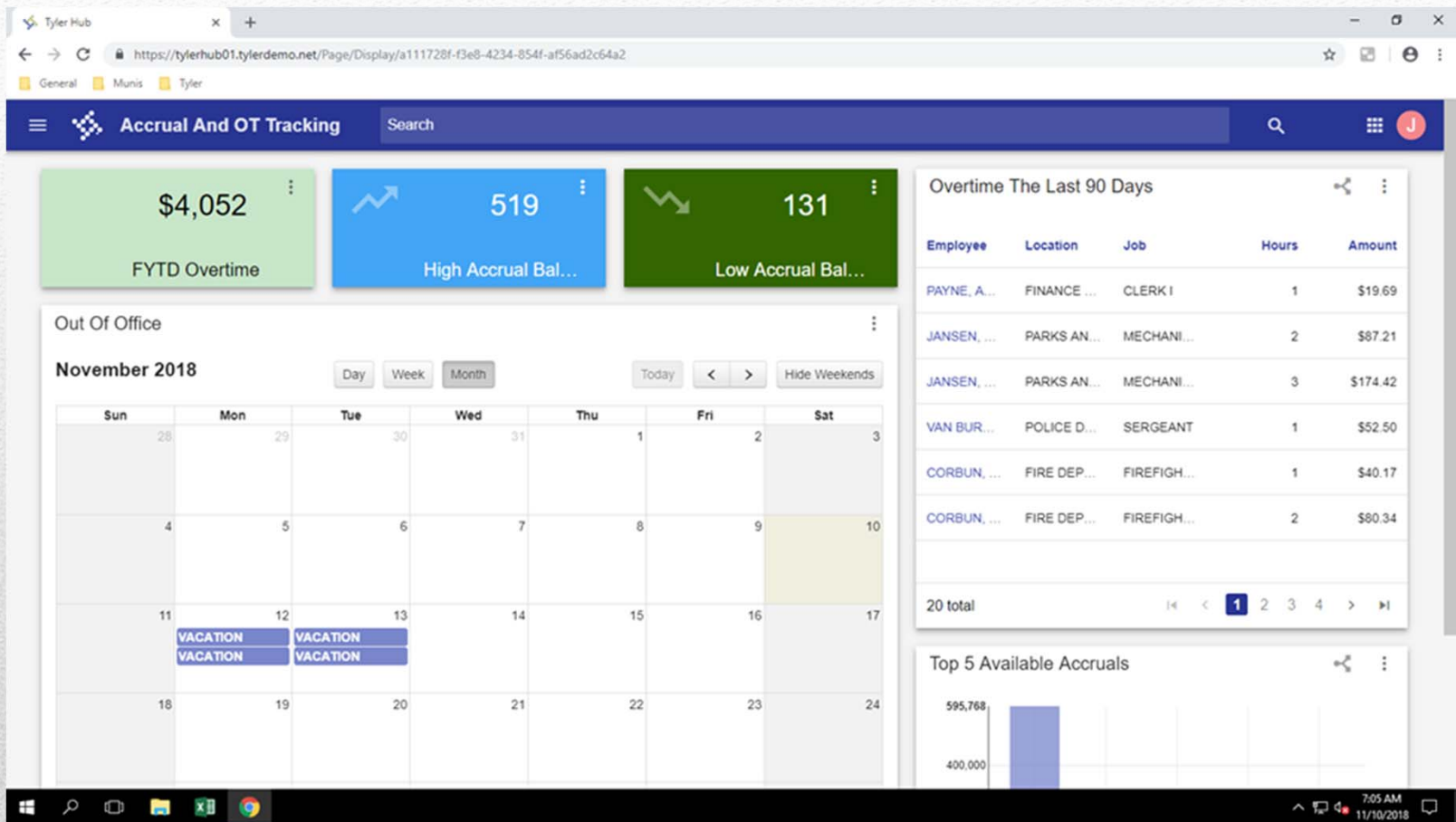
- Specific permission levels to user
- Hierarchy system of levels for approvals
- Electronic auditing trail
- Allows for paper reduction

## Staff dashboards

- Customizable
  - Quick access to information
  - Saved reports
  - Task list
-









# Efficiencies

## Annual Budget

- Department Directors or staff can enter budgets into system
- Finance Department can utilize multiple budget scenarios during the budget process

## Human Resources

- Digital forms signed online
- Workflows for hiring process
- Allows for paper and filing reduction

## Payroll

- Streamlined time entry procedure
  - Workflow for requesting and approving time off
  - Employee Self Service portal
-



# Efficiencies *(contd.)*

## Automation across system

- Emails sent for tasks
  - Tasks included on Dashboards
  - Modules immediately updated
  - Citizens will have one account across the system
  - Work orders are automatically produced
  - Businesses can utilize the online self service reporting for meals, lodging, and business taxes
  - Vendor self-service portal
  - Vendor payments and expenditures can be viewed at departmental level
  - E-bill capabilities
  - Reduction of multiple information entry processes
-

# WHY TYLER-MUNIS??

- Either software would be better than the current
  - Both provide a streamlined and more efficient tax assessing processes
    - DMV data that can be downloaded and electronically inserted into tax rolls
  - This team of dedicated hands on users have done due diligence in selecting this vendor.
    - This project put both vendors through a rigorous process
    - Team members did not take our charge lightly.
-



# WHY TYLER-MUNIS??

- Cost was an extremely important factor
    - Can not afford “band-aid” approach for multi-department financial package
  - Scripted demonstrations
    - Very intense in nature
    - Both vendors had to demonstrate
      - Same functions
      - Specific to each department’s requirements.
  - On-site references
    - Visits to Prince George and Hopewell COR
      - First hand visual of how Tyler operated
      - Perspective on both migration method and functionality of Tyler
    - No local CORs are presently using other software efficiently
-



# WHY TYLER-MUNIS??

- User Groups
    - 12+ Virginia jurisdictions using Tyler meet on a regular basis.
    - User Groups formulate ideas that will benefit the majority
      - Reduces software development costs for individual localities
  - Some localities (Staunton) have been using Tyler for 10+ years.
  - Privacy
    - Protecting the privacy of citizen and business financial information
    - Income tax, gross receipts for BPOL, meals, lodging tax, etc. are confidential information
    - Tyler is more adapt at managing the security levels
    - Necessary to protect that information according to 58.1-3.
-



# WHY TYLER-MUNIS??

- Taxpayer portal
    - Individual or a business
    - File returns on-line and pay on-line
    - TPP, BPP, BPOL, meals and lodging tax
    - No waiting for us to calculate and mail a bill
    - City gets the revenue right away (less delinquency)
    - We will evolve into the 21<sup>st</sup> century with Tyler
  - Proven track record in this business
  - Financial resources and stability
    - 15 or 20 years from now
    - Greater resources and stability than other vendor
-

# Technology

- Edmunds solution – Requires additional software (Java) installation
    - Adds additional security complexity to our infrastructure
    - Frequent patching of City computers against vulnerabilities
    - Resource drain maintaining software
    - Citizens would need to install Java on their devices
  - Tyler solution – No additional software required
    - Web based, I.E. Online shopping – Amazon \ Walmart
    - Security is integrated and seamless
-



# Tyler Munis' Standout Features

- Customizable dashboards – Quick glance with pertinent information
  - Asset control – central repository for tracking City IT assets
  - Warranty information – forecast equipment replacements – CIP
  - On\Off boarding of personnel
  - Automated workflows between departments – increased efficiency
  - Reduce the amount of paper printed and filed
  - Directly affects maintenance of equipment, paper and ink purchases
-

# Summary

## Process of Due Diligence

- Tightly written RFP
    - Vendors with VA local gov't presence
    - 170+ pages of functional requirements
  - Three phase evaluation process
    - Proposal scoring (including cost)
    - On-site reference checks
    - Scripted demo scoring
-



# Summary

## The Unanimous Choice- Tyler Munis

- Security
    - By user, not user category
    - Uses HTML 5, not Java
  - Access
    - Employees, Vendors, and Citizens
  - Efficiency
    - Attachments/ Document management
    - Checklists & Workflows
  - Functionality
    - Built-In Flexibility
    - Automation/ Real time information
-



# Moving Forward

That was the easy part....

- Contract negotiation
- Project timeline and implementation plan
- Modular implementation
  - Business process changes
  - Data clean-up and conversion
  - Multiple phases of design & testing
  - User training
  - Running systems in parallel

Our Challenge: Managing change, designing processes and running project while still providing core services

Placing a priority on  
doing it RIGHT before  
doing it quickly

24 + months of phased  
implementation



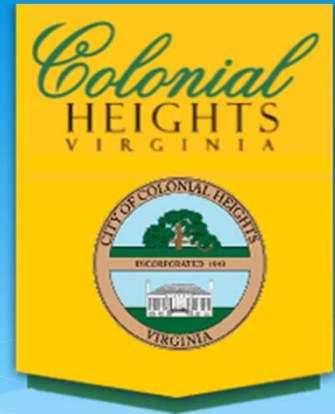


# Questions?

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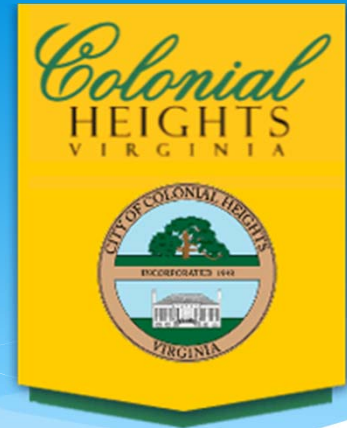
# Colonial Heights City Council Meeting November 13, 2018



## **8. Reading of Manner Addressing Council**

**ANY MEMBER OF THE PUBLIC addressing the Council shall approach the lectern, give his name and address in an audible tone of voice for the record, AND ADDRESS THE COUNCIL AS A BODY RATHER THAN SPEAK TO ANY MEMBER. Unless further time is granted by the Council, ANY MEMBER OF THE PUBLIC shall address the Council for a maximum of five (5) minutes, regardless of the number of issues he desires to discuss. PROVIDED however, that the main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Council initially for a maximum of ten (10) minutes and later in rebuttal for a maximum of three (3) minutes.**

# Colonial Heights City Council Meeting November 13, 2018

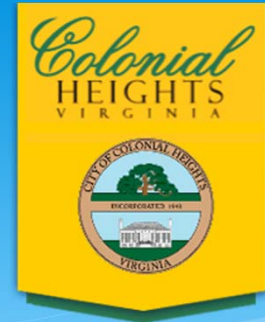


## 9. Written Petitions and Communications

### **A. Request For Special Use Permit**

*Ms. Starr Snyder requests Council's approval to have more than 4 domestic animal at 1131 Peace Cliff Court.*

# Colonial Heights City Council Meeting November 13, 2018

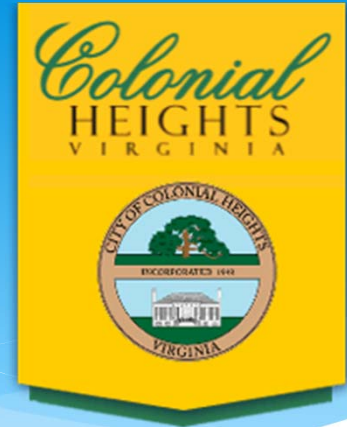


## 10. Advertised Public Hearings

*None*



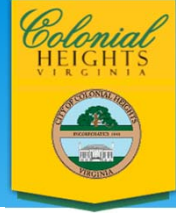
# Colonial Heights City Council Meeting November 13, 2018



## **11. Hearing of Citizens Generally on Non-Agenda Items**

# Colonial Heights City Council Meeting

## November 13, 2018



## **12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

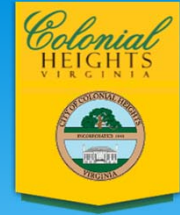
### **A. AN ORDINANCE NO 18-FIN-16:**

*(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019, to appropriate the aggregate amount of \$109,836, consisting of 1) \$87,739 of fund balance to be transferred to the CIP local matches on CIP transportation projects not transferred from prior fiscal years; 2) \$4,057 in donations to the Sheriff's Department received in current and previous fiscal years;*



# Colonial Heights City Council Meeting

## November 13, 2018



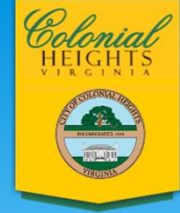
## **12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

### ***A. AN ORDINANCE NO 18-FIN-16 cont.:***

*3) \$5,100 of library donations received in prior fiscal years for the purchase of electronic equipment; 4) \$2,000 in grants received from Walmart for K9 expenses; and 5) \$10,940 in funds forfeited to the Police Department for the purchase of equipment.*

# Colonial Heights City Council Meeting

## November 13, 2018



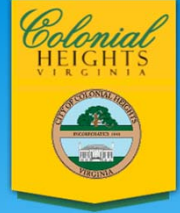
## **12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

### ***A. AN ORDINANCE NO 18-FIN-16 cont.:***

*To amend existing Capital Projects' budgets as previously adopted by Council, by increasing expenditure appropriations by \$109,939 to 1) appropriate \$87,739 in local matches not transferred from the general fund in previous fiscal years; and 2) appropriate \$22,200 in anticipated state funds not previously appropriated.*



# Colonial Heights City Council Meeting November 13, 2018



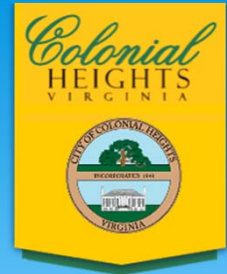
## **12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

### ***B. AN ORDINANCE NO 18-10:***

*(Second Reading) Amending Chapter 258, Taxation, of the Colonial Heights City Code by adding an Article IIC, consisting of §§ 258-16.11 through 258-16.17, establishing a program to partially exempt from real estate taxation rehabilitated residential structures.*

# Colonial Heights City Council Meeting

## November 13, 2018



### **12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda**

**C.** *June 12, 2018 Regular Meeting Minutes*

**D.** *July 17, 2018 Special Meeting Minutes*

**E.** *September 11, 2018 Special Meeting Minutes*

**F.** *September 11, 2018 Regular Meeting Minutes*

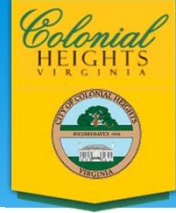
**G.** *October 9, 2018 Special Meeting Minutes*

**H.** *October 9, 2018 Regular Meeting Minutes*



# Colonial Heights City Council Meeting

## November 13, 2018

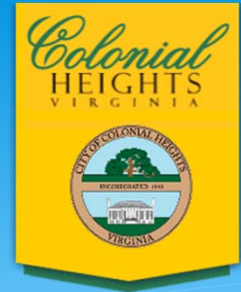


### **13. Introduction And Consideration Of Ordinances And Resolutions:**

#### ***A. AN ORDINANCE NO 18-FIN-17:***

*(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019, to increase appropriations in the aggregate amount of \$38,350, consisting of 1) \$31,350 in anticipated sales tax revenue in excess of budget for professional services and pond improvements; 2) a \$5,800 grant to the Police Department for the purchase of equipment; and 3) a \$700 Emergency Management grant for the purchase of equipment.*

# Colonial Heights City Council Meeting November 13, 2018

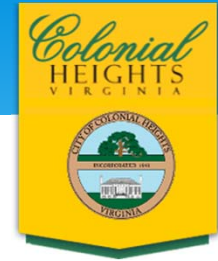


## **14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda:**

### ***A. AN ORDINANCE NO 18-31:***

*(Second Reading) Amending § 244-14 of Chapter 244, Solid Waste, of the Colonial Heights City Code to provide for civil penalties for noncompliance.*

# Colonial Heights City Council Meeting November 13, 2018



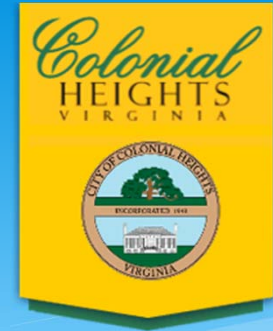
## **14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda:**

### ***B. AN ORDINANCE NO 18-33:***

*(Second Reading) To amend §§ 286-326.04 and 286-326.08 of Chapter 286, Zoning, of the Colonial Heights City Code, to change several incorrect legal citations; to amend §§ 286-326.30, 286-326.32, 286-326.34, and 286-326.36 of the chapter, which relate to general performance standards, resource protection area standards, nonconformities, and administrative waivers and exceptions within a Chesapeake Bay Preservation Area; to repeal § 286-326.20 of the chapter; and to rescind Ordinance 18-3.*



# Colonial Heights City Council Meeting November 13, 2018



## **15. Reports of Officers and Documents Related Thereto:**

### ***A. City Manager***

#### ***1. General Activity Report***

##### ***1.1 Appomattox River Greenway Trail – Phase IV Funding Update***

##### ***1.2 Deer And Coyote Control Discussion***

##### ***1.3 Dates of Interest***

# Colonial Heights City Council Meeting

## November 13, 2018



### Dates of Interest

<u>CITY MEETINGS</u>		
<u>November</u>	<u>December</u>	<u>January</u>
<u>No additional meetings scheduled</u>	<u>December 4<sup>th</sup> (7:00 pm)</u> – Planning Commission – Council Chambers (Tentative)	<u>January 2<sup>nd</sup> (7:30 pm)</u> – City Council Organizational Meeting – Council Chambers
	<u>December 11<sup>th</sup> (7:00 pm)</u> – City Council Regular Meeting – Council Chambers	<u>January 3<sup>rd</sup> (7:00 pm)</u> – Planning Commission – Council Chambers (Tentative)
	<u>December 18<sup>th</sup> (6:00 pm)</u> – City Council Special Meeting – Council Chambers (Tentative)	<u>January 8<sup>th</sup> (7:00 pm)</u> – City Council Regular Meeting – Council Chambers
		<u>January 18<sup>th</sup> &amp; 19<sup>th</sup></u> – City Council Retreat – Smithfield Station

# Upcoming Events

➤ **Annual Neighborhood Leaf Removal:**

The annual neighborhood leaf removal will begin on November 12, 2018 and is scheduled to end on February 11, 2019. Details and neighborhood maps have been posted to the website, social media, and in the Winter City Focus.

➤ **Annual Turkey Trot (5k Fun Run/Walk):**

November 22, 2018 (9:00-12:00) the annual Turkey Trot is scheduled to begin at the Colonial Heights Technical Center. Registration is available through the Colonial Heights Chamber of Commerce website.

➤ **Christmas Tree Lighting Ceremony & 66<sup>th</sup> Annual Christmas Parade on the Boulevard:**

The annual Christmas Tree Lighting Ceremony will be held on Saturday, November 24<sup>th</sup> from 4:30-6:30pm at the Courthouse and the Annual Christmas Parade on the Boulevard will be held on Tuesday, December 4<sup>th</sup>, 2018 at 7:00 pm. This year's theme is "March of the Toys".

➤ **Optimist Club Reindeer Run Fundraiser:**

December 15, 2018 (8:00-12:00) the Optimist Club will host a Christmas themed fun run/walk through Conjurors Neck Subdivision. This will be a community event for all ages to help raise money for Optimist sponsored youth activities and scholarships.



# Upcoming Holidays

**Thanksgiving Holiday Weekend:**

The City Administration Offices and Buildings will be closed on Thursday, November 22 & Friday, November 23, 2018 in recognition of the Thanksgiving Holiday.

**January 1, 2019**

Happy New Year!

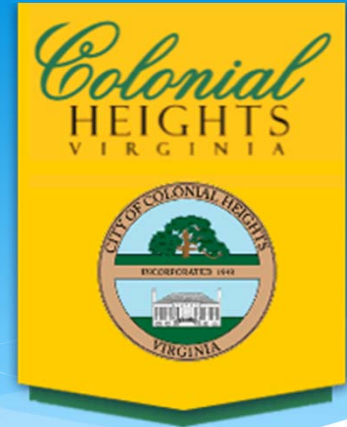
**Christmas Holiday Weekend:**

The City Administration Offices and Buildings will be closed on Monday, December 24 & Tuesday, December 25, 2018 in recognition of the Christmas Holiday.

**January 21, 2019:**

City Holiday – Lee-Jackson-King Day  
(Government Offices Closed)

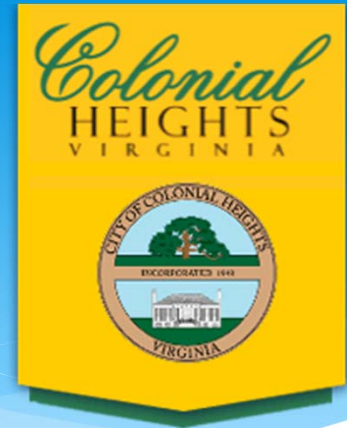
# Colonial Heights City Council Meeting November 13, 2018



## **15. Reports of Officers and Documents Related Thereto cont.:**

### ***B. City Attorney***

# Colonial Heights City Council Meeting November 13, 2018

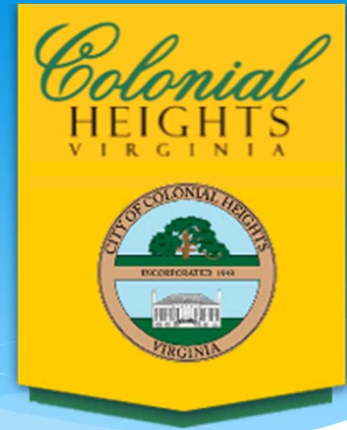


## 15. Reports of Officers and Documents Related Thereto cont.:

### C. *Director of Planning and Community Development*



# Colonial Heights City Council Meeting November 13, 2018



## **16. Adjournment**



**Colonial Heights**  
**City Council Regular Meeting**  
**November 13, 2018**