



City of Grand Island

Tuesday, December 19, 2006

Council Session

Item G11

#2006-360 - Approving Purchase of Additional Munis Modules

Staff Contact: David Springer

Council Agenda Memo

From: Dave Springer, Finance Director

Meeting: December 19, 2006

Subject: Approving Supplemental Software: Self Service for Employees and Document Management

Item #'s: G-11

Presenter(s): Dave Springer, Finance Director

Background

In June, 2001, the City purchased MUNIS Integrated Financial Software from Tyler Technologies, Inc. It has been implemented and running for over four years now, and has proved very satisfactory, with the annual upgrades keeping it state-of-the-art. It is the Information Technology Department's continuing goal to improve internal efficiencies and reduce labor, paperwork, and retention files. Such improvements have been a key to enabling Finance to reduce FTEs in each of the last four years. To this end, we are requesting the purchase of two add-on MUNIS software modules.

Discussion

Munis Self Service for Employees. This module will extend access to MUNIS information via the Internet. It will alleviate routine requests for information by having the data accessible online and give employees convenient access to view employee information. MUNIS Self Service automates an employee's leave request to online supervisory approval, eliminating paper forms and then automatically adds the entry to the Payroll batch. This will eliminate the time and attendance clerk from duplicating keying these entries.

The online benefit enrollment capabilities will be a big time saver for both Human Resources and Payroll. HR will be able to easily monitor open enrollment forms and produce company required forms if needed for employee signatures. The new deduction information will then automatically update into MUNIS employee master files.

Document Management. This is a module that would provide a way to electronically manage documents in our current Financial and Payroll systems. It eliminates the shuffle

of system-generated reports and forms by automatically transferring them into images for storage and future retrieval from MUNIS. The images are then filed digitally, where they can be retrieved as needed. These forms and reports are instantly available and linked to our MUNIS applications. Users can find files in seconds, as opposed to rifling through reports. Document Management provides the most efficient method to capture, process, and store MUNIS reports. This method also allows more than one person to access a document simultaneously and avoids the mishap of having documents filed in the wrong folder.

With a 25% year-end discount, the cost of the MUNIS Self Service module is \$11,875 and the Document Management \$21,000. Appropriations are budgeted in 60510001-85501. Annual maintenance for Document Management would be waived the first year and for the Self Service, it would not begin until 9/13/07. They would be \$2,960 and \$2,250 respectively, annually, thereafter.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Approve the contract for the modules.
2. Disapprove or deny the contract.
3. Modify the Resolution to meet the wishes of the Council
4. Table the issue

Recommendation

City Administration recommends that the Council approve the contract with MUNIS.

Sample Motion

Approve the MUNIS add-on contract for Self Service and Document Management modules.

tyler works.

Tyler Technologies, Inc. MUNIS Division 370 US Route One Falmouth, Maine 04105 800.772.2260 tylertechnologies.com

Courts and Justice Financial and City Solutions Property Appraisal and Tax Document Management

Price Quote

**City of Grand Island
Customer # 0828**

Date of Issue: 12/8/06

Alban Michaud
MUNIS Division
Sales Executive
370 US Route One
Falmouth, Maine 04105
Phone: (800)772-2260 Ext. 4147
Fax: (207)781-2981
www.munis.com
amichaud@munis.com

Product Description	Qty.	Unit Price	Discount	Ext. Price
Connector for Laserfiche - Document Management	1	\$ 22,000.00	\$ 5,500.00	\$ 16,500.00
\$4,500 installation/configuration	1	\$ 4,500.00		\$ 4,500.00
MUNIS Self Service for Employees (Self-Hosted)	1	\$ 12,500.00	\$ 3,125.00	\$ 9,375.00
Installation	1	\$ 1,500.00		\$ 1,500.00
Training Day	1	\$ 1,000.00		\$ 1,000.00
Document Management - Annual Maintenance (waived Year 1)	1	\$ 2,960.00		\$ 2,960.00
MUNIS Self Service for Employees - Annual Maintenance (starts 9/13/07)	1	\$ 2,250.00		\$ 2,250.00
Total:				\$ 38,085.00

My Signature below authorizes MUNIS to provide products and services as described above.

Name: _____
Print

_____ Date

Return Fax: 207-781-2981

_____ PO # (If Used)

R E S O L U T I O N 2006-360

WHEREAS, on July 10, 2001, by Resolution 2001-180, the City of Grand Island approved the proposal of Process, Inc., d/b/a Munis Integrated Financial Software to implement new accounting software with an integrated financial program; and

WHEREAS, in order to enhance this software's capabilities and improve operating efficiencies, it is desirable to purchase an additional two MUNIS software modules; and

WHEREAS, with a 25% year-end discount, the cost of the additional MUNIS modules is \$32,875.00; and

WHEREAS, the funding for such modules is provided in the 2006/2007 budget.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the purchase of two additional. MUNIS modules in the amount of \$32,875.00 from MUNIS Integrated Financial Software, is hereby approved.

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Adopted by the City Council of the City of Grand Island, Nebraska, December 19, 2006.

Margaret Hornady, Mayor

Attest:

RaNae Edwards, City Clerk