ISLAMORADA, VILLAGE OF ISLANDS
VILLAGE COUNCIL WORKSHOP MINUTES

Founders Park Community Center
87000 Overseas Hwy
Islamorada, FL 33036
Thursday, January 9, 2014
at 3:00 PM

I.   CALL TO ORDER / ROLL CALL

Mayor Blackburn called the meeting to order at 3:07 p.m. The following Council members were present on roll call: Mayor Ted Blackburn, Councilman Mike Forster, Councilman Ken Philipson and Councilman Dave Purdo. Vice Mayor Deb Gillis arrived at 3:21 p.m. Also in attendance were Village Manager Ed Koconis, Village Attorney Roget Bryan, Village Clerk Synthia Lankford, Monroe County Sheriff's Office Captain Corey Bryan, Chief Building Official Gerry Albertson, Public Works and Parks & Recreation Director John Sutter and all other appropriate personnel.

II.   PLEDGE OF ALLEGIANCE

Synthia Lankford led the Pledge of Allegiance.

III.   ITEMS FOR DISCUSSION

A. Discussion Village Business Software Implementation

Village Manager Ed Koconis advised Council staff would provide updates on the Finance software upgrade, On Base and CityView 2013 upgrade.

Finance Director Maria Aguilar advised the fiscal year 2013/2014 budget included $75,000 for a government fund accounting software solution to replace the current product which has been used since 2001. The Finance Department has evaluated multiple software systems and believes the best option is to purchase the product from a publicly traded company.   Technology consulting services have been engaged from the Government Finance Officers Association to ensure the product selected meets the needs of the Village Finance department and best protects the software investment of the Village at a fee of up to $5,000. Ms. Aguilar indicated she expected to return to Council with the recommendation for software purchase in June.

Councilman Forster would like to see back up or reports regarding software implementation included with any future agendas.

Councilman Philipson suggested staff investigate the IT services available through the Florida League of Cities and believes the Finance department is under staffed.

Finance Director Maria Aguilar believes the software upgrade significantly improve the Department's efficiency and advised no additional staff would be required to convert the data in the current accounting system.

Councilman Philipson expressed concern that data could be lost in the process of changing software systems and recommended the Finance department hire additional staff.

Mayor Blackburn believes the Village should cycle its technology every five to six years and stop continually upgrading an outdated produce.

Finance Director Maria Aguilar advised Council a proposal from Government Services Group will be on the January 23, 2014 to compile a database of all non-ad valorem assessments on properties in the Village, which will further streamline the daily operations of the Finance department.

Councilman Philipson commended Ms. Aguilar for the progress made and indicated it is very important for the Village to operate transparently.

Finance Director Maria Aguilar requested clarification of Council's expectations in regards to transparency, and expressed her concern over the legal and financial implications of publishing records on the World Wide Web.

Councilman Forster indicated his definition of transparency for this meeting is Staff meeting the obligations promised to Council in a timely and cost effective manner.

Councilman Philipson stated he would like the transparency that exists in other municipalities.

Mayor Blackburn believes transparency should allow for the rapid interpretation of data.

Councilman Purdo praised Ms. Aguilar for her presentation.

Vice Mayor Gillis believes public access should be available in a simple form, but costs and legal responsibilities must be considered.

Councilman Forster requested discussion on the Finance software be concluded.

Brian Zirklebach presented the OnBase update to Council; 1.7 million historical documents have been digitized and made searchable. The transparency provided has been tremendous. Public records requests are being processed quickly and constituents can now receive information digitally via e-mail. An OnBase Steering Committee has been created to create policy on how to go forward digitizing documents within the Village and limit the amount of documents created on paper.

Councilman Philipson commended Staff on the progress has made in digitizing Village documents.

I.T. Director Stu Bautz opened the discussion on the CityView 2013 Enterprise Application. The technical requirements for the development of CityView 2013 have required extensive staff support from the Building and Planning Departments. The IT department is addressing a learning curve as how to different departments comprehend software configuration.

Councilman Forster advised Council he requested an update from the I.T. Director on the CityView 2013 upgrade and was told the project was three months behind schedule of estimated completion date. Councilman Forster noted Council approved a $47,000 for CityView 2013 Change Order #1 to expedite the project and provide additional services in August, 2013; and stated Council should have been notified that the project had fallen behind schedule.

Mayor Blackburn inquired if there were any other option for CityView configuration other than using staff members from the Building and Planning departments.

Mr. Bautz affirmed staff participation in the configuration was absolutely required. Mr. Bautz stated all enterprise software application require a significant amount of configuration, additionally staff is working on components in CityView 2013 that were not a functional part the previous versions of CityView.

Councilman Forster believes all departments need to be vested in the CityView 2013 upgrade to bring the project to successful completion in a better time frame.

Village Manager Ed Koconis stated he believes staff is building momentum on the project and is beginning to comprehend the concepts behind enterprise application configuration.

Building Official Gerry Albertson believes too much burden is being placed on the Building department staff.

Village Attorney Roget Bryan acknowledged configuration of any enterprise software configuration is a herculean effort and suggested investigating any other support services the vendor could provide.

Mayor Blackburn recommended Council hold another Workshop on CityView 2013 in February; the Workshop is scheduled for Thursday, February 13, 2014 at 3:00 p.m.

IV.   ADJOURNMENT

Councilman Dave Purdo made a motion to adjourn. Vice Mayor Deb Gillis seconded the motion. The meeting adjourned at 5:11 p.m.
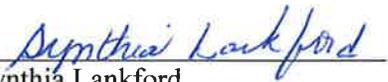
Synthia Lankford
Village Clerk

Approved by the Village Council this 23th day of January, 2014.