

ORDINANCE/RESOLUTION ONLINE SUBJECT SEARCH DATA BASE MARCH 1, 2013

The Finance Office and IT Division have been tasked with the development and implementation of an In-House/Public access data base for ordinances and resolutions. At present all original, approved and executed documents are filed in the Finance Office.

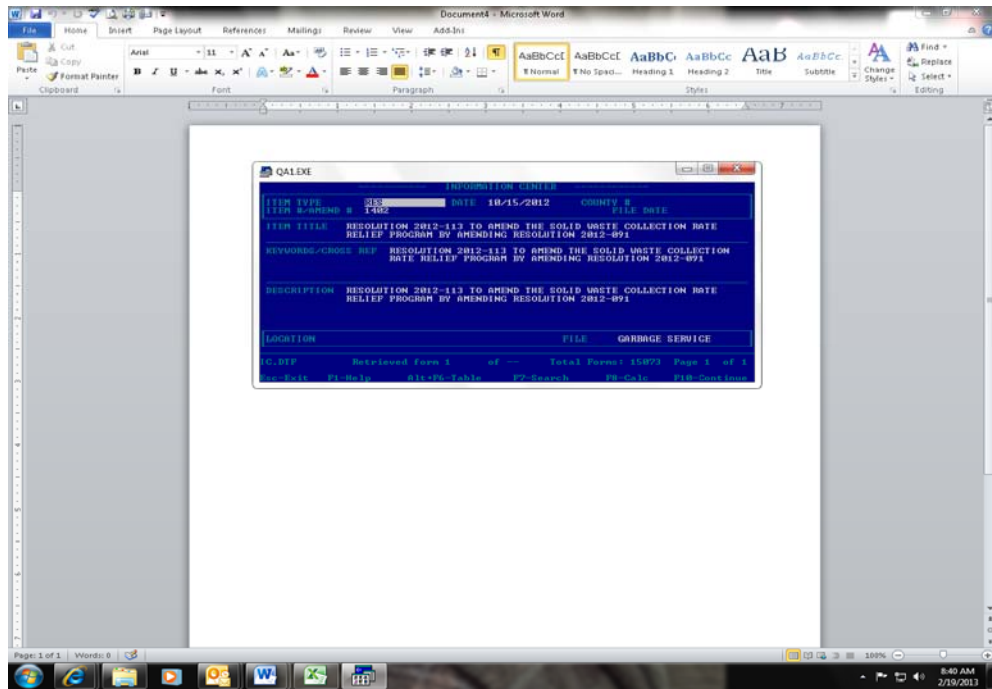
ISSUES WITH THE CURRENT SYSTEM:

- The data base cannot support the attachment of electronic copies of the executed documents
- The data base cannot provide web based access to in-house or public users
- The present system places the retrieval and refilling of requested documents solely on the Finance Office
- IT estimates that future updates to the Windows operating system may adversely impact or eliminate their ability to support the Q&A program.

BENEFITS OF THE TRANSITION: Access to a public/user version of the Ordinance/Resolution data base will be provided from the City web pages.

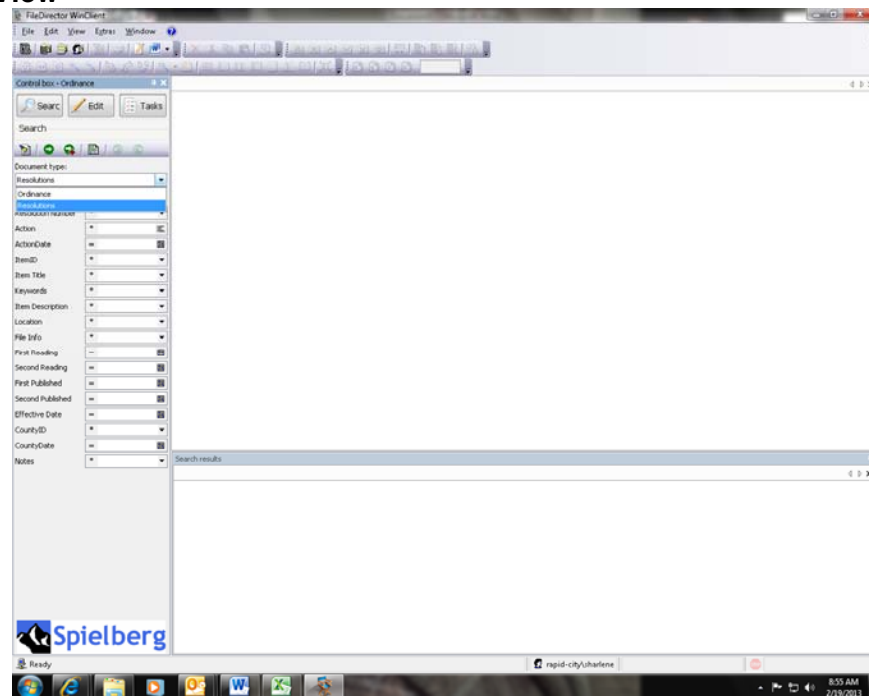
- Ordinances and Resolutions will be on-line and fully accessible by city staff and the general public*
- Expands the information provided: approved dates, effective dates, all actions taken, scanned documents
- Allows all actions (approve/deny/table) on ordinances and resolutions to be tracked
- Reduces the demand on Finance Office staff to retrieve, copy and re-file ordinances and resolutions
- Places the information in an IT supported software format
- Insures future migration of the data base

*Note: The migration of the data from Q&A to FileDirector is a programming process that will be facilitated by the IT Department. Adding the pre-2013 scanned images will be facilitated by the Finance Office staff as time permits or as pre-2013 documents are pulled in response to requests from staff/general public. Completion of the scanning process on a faster timeline would require the additional staffing. Prior to January 1, 2013 the Finance Office utilized the Q&A data base software to track the approved ordinance and resolution documents.

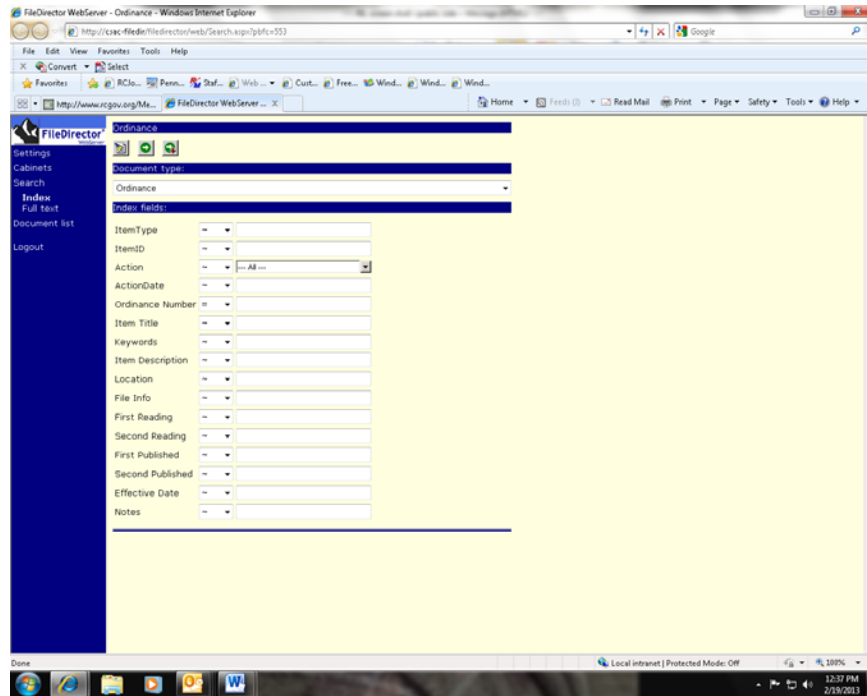


To provide both in-house and public access to the Ordinance and Resolution documents the IT Division developed the “Ordinance & Resolution” cabinet within the FileDirector software.

In-House View

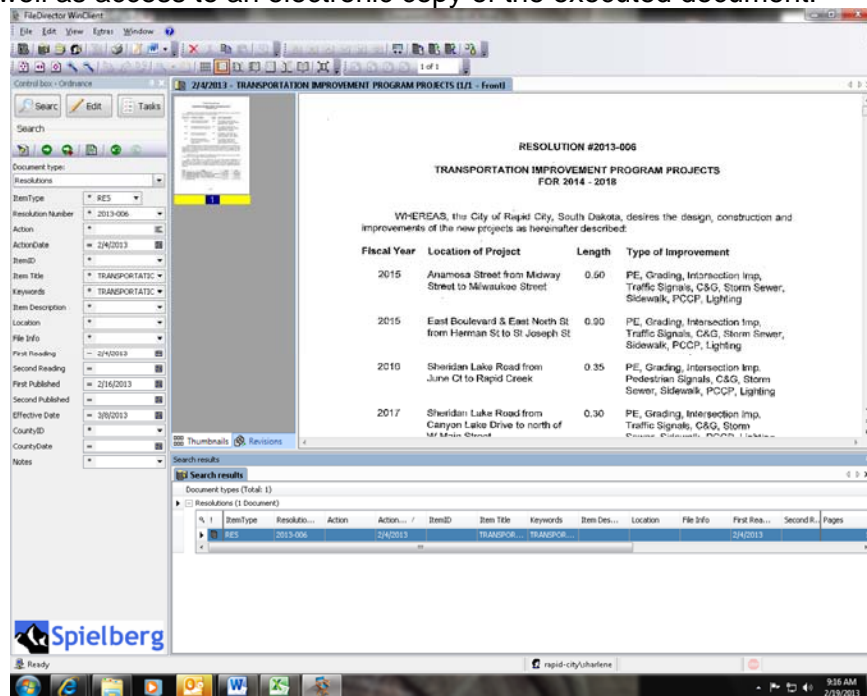


Public User View

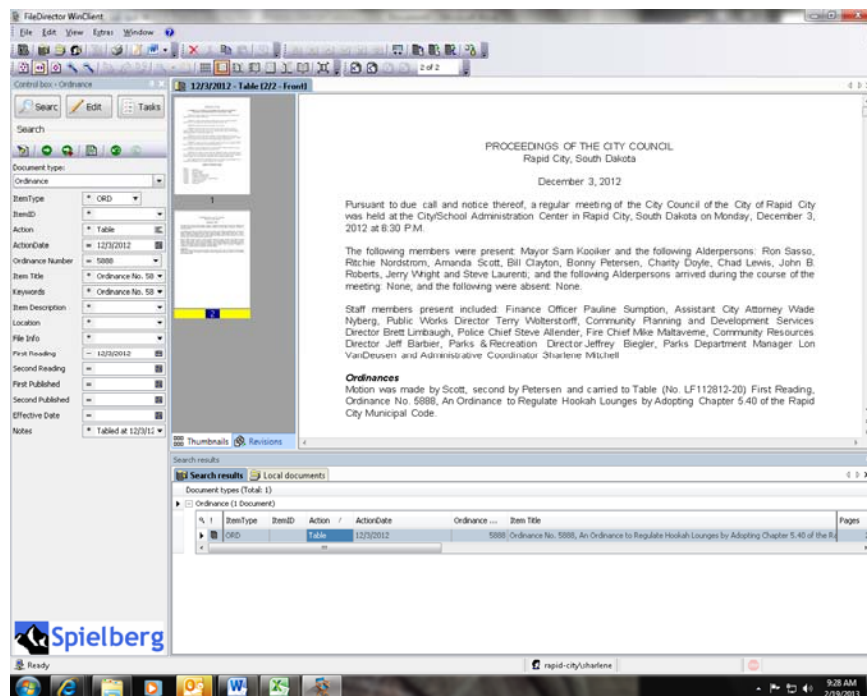


The IT Division will facilitate the migration of the Resolution and Ordinance information contained in the Q&A data base to the FileDirector data base. The Finance Office will scan and insert the associated hard copy documents.

Effective January 1, 2013, all Resolutions and Ordinances have been logged to the FileDirector data base. The new data base provides the end user with enhanced information such as approved dates and effective dates as well as access to an electronic copy of the executed document.



In addition to tracking approved Ordinances and Resolutions; FileDirector has been expanded to track Ordinances and Resolutions that have been denied, tabled, withdrawn, etc. The “tabled” document and the associated minutes are inserted to the data base enhancing the information available to the end user.



NOTE: The information contained in the existing Q&A data base addresses only approved Ordinances and Resolutions, actions other than “approved” are noted in the hand maintained Ordinance or Resolution logs.