

MEMORANDUM

TO: City Council

FROM: David Deutsch
City Manager

SUBJECT: Cashiering and Financial Document Imaging Software R-67-10

DATE: September 16, 2010

The FY2011 Adopted Budget includes the purchase of the Cashiering and Document Imaging add-on modules to the MUNIS Finance system.

The Document Imaging module will allow the City to scan documents into the system and attach these documents to the appropriate records within the system. Upon implementation of this document imaging system, a user will be able to drill down through their expense line items, determine when an invoice was paid and see an image of the invoice, packing slips, etc., and see a copy of the check that was sent to the vendor.

The Cashiering module includes a specialized receipt printer, heavy duty cash drawer, credit card swipe reader and a handheld scanner. This equipment has been included in hardware resolution (R-62-10). Cashiering units will be installed in the Finance Department (2 units), one unit each for Codes/Permits, Recreation, and Animal Control in Community Services, and one unit in the Police Department. Credit cards will be accepted at each of these stations. These units will enhance payment of licenses, utility bills, fees and parking tickets etc. at the New City Hall.

Staff recommends the approval of resolution R-67-10 which approves the purchase of the Cashiering and Document Imaging modules of MUNIS for the sum of \$32,500.00 for the software and installation.

DJD:BB

RESOLUTION

OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
BY TWO-THIRDS VOTE WAIVING THE ADVERTISING REQUIREMENTS OF SECTION 61
“PURCHASING AND CONTRACTING” OF THE CHARTER OF THE CITY OF BOWIE AND
AUTHORIZING ADDITIONAL SOFTWARE TO THE MUNIS SYSTEM.

WHEREAS, the City manually processes and files vendor invoices and other documents; and

WHEREAS, staff desires to see scanned images of invoices, shipping tickets, purchase requisitions, quote sheets and other supporting documents on their screens; and

WHEREAS, the City desires to accept cash and other payments at various locations within City Hall; and

WHEREAS, the City desires to enhance the payment of licenses, utility bills, fees and parking tickets; and

WHEREAS, the City uses Tyler Technologies Inc. MUNIS as its financial management system; and

WHEREAS, Tyler Technologies Inc. MUNIS only provides software for the system; and

WHEREAS, Tyler Technologies Inc. MUNIS has a cashiering module that provides an automated system required for the processing of cash receipts; and

WHEREAS, Tyler Technologies Inc. MUNIS has a document management module that provides an automated system required to enable staff to drill down through expense line items to see an image of a invoice, packing slips, etc., and see a copy of a check sent to a vendor ; and

WHEREAS, the bidding process would not obtain any significant economic gain or other advantage for the City of Bowie; and

WHEREAS, The Charter permits the City Council by a two-thirds vote to waive bidding requirements for good cause shown.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, by at least two-thirds vote, that the requirement contained in Section 61 of the City Charter for advertising be, and is hereby, waived, for good cause shown, and that the City Manager is authorized to purchase the cashiering and document imaging modules from Tyler Technologies Inc., at 370 US Route One in Falmouth, Maine, for the sum of \$32,500.00.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a Regular Meeting on September 20, 2010.

G. Frederick Robinson
Mayor

Attest:

Pamela A. Fleming
City Clerk