



Board of County Commissioners Agenda Request



Requested Meeting Date: October 11, 2022

Title of Item: FRF Request - AppXtender AP Workflow

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
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Submitted by: Kathleen Ryan	Department: Auditor
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Presenter (Name and Title): Kathleen Ryan, CFO	Estimated Time Needed: 5
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Summary of Issue:

Seeking Fiscal Recovery Funds to use for a new AP Workflow System.

Aitkin County currently uses RTVision's Automated Account Payable system - GovAP. While GovAP has been an improvement and leads to efficiency when processing warrants, we have discovered many limitations. Aitkin County currently ApplicationXtender as our electronic document management system and we have had very positive results. With this new AP Workflow system we would increase our efficiency in many ways.

Road and Bridge would be able to use the new system - currently, GovAP does not interface with New Roads. Health and Human Services would have increased processing abilities. While SSIS would not interface, the systems do work together.

The County can create templates which would decrease data entry for routine monthly payments like utilities and phone.

The County would be able to process Manual Payments. Currently these payments are handled with paper vouchers because the GovAP system is not able to process Manual Payments.

There are other user friendly upgrades that make processing more efficient in all departments.

Yearly maintenance will be \$1,800. Currently we pay \$7,500 per year for maintenance.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve Fiscal Recovery Funds Request for AppXtender AP Workflow project.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ \$20,000

Is this budgeted? Yes No *Please Explain:*

We are requesting to use FRF funds that have not been allocated to cover this cost for 2022.

Aitkin County Fiscal Recovery Funds

Strategic Investment Project

Project Identification: AppXtender AP Workflow

Funding amount: \$20,000

Project Expenditure Category: 6.1 Provision of Government Services

Project overview

- *A description of the project that includes an overview of the main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable, intended outcomes and briefly describe the goals of the project:*

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Yearly maintenance will be \$1,800. Currently we pay \$7,500 per year for maintenance.

We are planning to implement by January 1, 2023.

- *Identify the dollar amount of the total project spending that is allocated towards evidence-based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), Services to Disproportionately Impacted Communities (EC 3), Infrastructure (EC 5) Revenue Replacement (EC 6) and Administrative (EC 7) Expenditure Categories. Attach all quotes, invoices, etc.*

Table of Expenses by Expenditure Category

Category		Funding Requested for Project	Funding Approved for Project
1	Expenditure Category: Public Health		
1.1	COVID-19 Vaccination		
1.2	COVID-19 Testing		
1.3	COVID-19 Contact Tracing		
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)		
1.5	Personal Protective Equipment		
1.6	Medical Expenses (including Alternative Care Facilities)		
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency		
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)		
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19		
1.10	Mental Health Services		
1.11	Substance Use Services		
1.12	Other Public Health Services		
2	Expenditure Category: Negative Economic Impacts		
2.1	Household Assistance: Food Programs		
2.2	Household Assistance: Rent, Mortgage, and Utility Aid		
2.3	Household Assistance: Cash Transfers		
2.4	Household Assistance: Internet Access Programs		
2.5	Household Assistance: Eviction Prevention		
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers		
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)		
2.8	Contributions to UI Trust Funds*		
2.9	Small Business Economic Assistance (General)		
2.10	Aid to nonprofit organizations		
2.11	Aid to Tourism, Travel, or Hospitality		
2.12	Aid to Other Impacted Industries		
2.13	Other Economic Support		

Category		Funding Requested for Project	Funding Approved for Project
2.14	Rehiring Public Sector Staff		
3	Expenditure Category: Services to Disproportionately Impacted Communities		
3.1	Education Assistance: Early Learning		
3.2	Education Assistance: Aid to High-Poverty Districts		
3.3	Education Assistance: Academic Services		
3.4	Education Assistance: Social, Emotional, and Mental Health Services		
3.5	Education Assistance: Other		
3.6	Healthy Childhood Environments: Child Care		
3.7	Healthy Childhood Environments: Home Visiting		
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System		
3.9.	Healthy Childhood Environments: Other		
3.10	Housing Support: Affordable Housing		
3.11	Housing Support: Services for Unhoused persons		
3.12	Housing Support: Other Housing Assistance		
3.13	Social Determinants of Health: Other		
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators		
3.15	Social Determinants of Health: Lead Remediation		
3.16	Social Determinants of Health: Community Violence Interventions		
4	Expenditure Category: Premium Pay		
4.1	Public Sector Employees		
4.2	Private Sector: Grants to other employers		
5	Expenditure Category: Infrastructure		
5.1	Clean Water: Centralized wastewater treatment		
5.2	Clean Water: Centralized wastewater collection and conveyance		
5.3	Clean Water: Decentralized wastewater		
5.4	Clean Water: Combined sewer overflows		
5.5	Clean Water: Other sewer infrastructure		
5.6	Clean Water: Stormwater		
5.7	Clean Water: Energy conservation		
5.8	Clean Water: Water conservation		
5.9	Clean Water: Nonpoint source		
5.10	Drinking water: Treatment		
5.11	Drinking water: Transmission & distribution		

Category		Funding Requested for Project	Funding Approved for Project
5.12	Drinking water: Transmission & distribution: lead remediation		
5.13	Drinking water: Source		
5.14	Drinking water: Storage		
5.15	Drinking water: Other water infrastructure		
5.16	Broadband: "Last Mile" projects		
5.17	Broadband: Other projects		
6	Expenditure Category: Revenue Replacement		
6.1	Provision of Government Services	20,000	
7	Administrative and Other		
7.1	Administrative Expenses		
7.2	Evaluation and data analysis		
7.3	Transfers to Other Units of Government		
7.4	Transfers to Nonentitlement Units (States and Territories only)		

Signature of Applicant; Kathleen Ryan
Date; 10/05/2022

Reviewed by Economic Development Coordinator;
Signature; [Signature]
Date; 10/5/2022

Approval by County Administrator;
Signature; _____
Date; _____

(Approval by County Administrator allows request to be presented to the Board of Commissioners for final approval.)