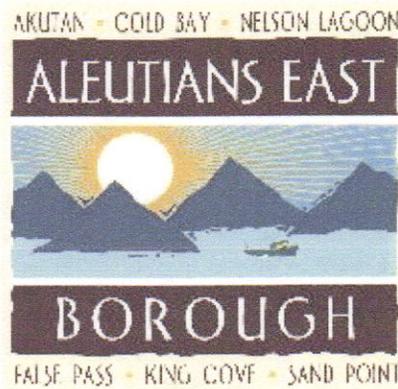
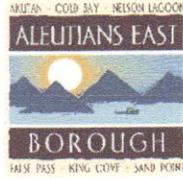


Aleutians East Borough Planning Commission Workshop



Workshop: Tuesday, June 3, 2014 – 3:00 p.m.



Agenda

PLANNING COMMISSION WORKSHOP

(packet available on website www.aleutianseast.org)

Date: Tuesday, June 3, 2014

Time: Workshop: 3:00 p.m.

Location: By Teleconference in the locations below:

King Cove AEB office

Akutan city office

Sand Point – AEB office

Cold Bay city office – library

Nelson Lagoon Corp. Office

Anchorage – 3380 C Street

False Pass city office

All communities will be provided with conference calling information for the designated location in your community.

1. Roll Call & Establishment of Quorum
2. Aleutians East Borough Resource Development Land Use Permitting System Task 8: High Level Database Design Report
3. Adjournment

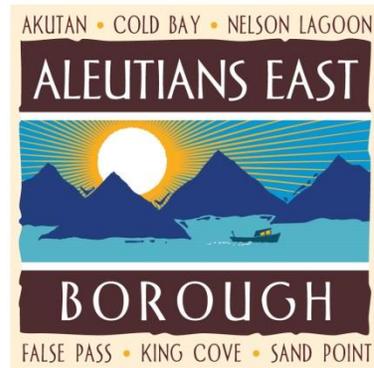
**PLANNING COMMISSION
WORKSHOP**

Roll Call & Establishment of a Quorum

Aleutians East Borough

Resource Development Land Use Permitting System

Task 8: High Level Database Design Report



DRAFT

**Prepared for:
Aleutians East Borough**

**Prepared by:
Solstice Alaska Consulting, Inc.
Harvey Consulting LLC**

May 2013

This report was funded with qualified Outer Continental Shelf oil and gas revenues by the Coastal Impact Assistance Program, Fish and Wildlife Service, U.S. Department of the Interior.

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EXECUTIVE SUMMARY

The Aleutians East Borough (AEB), with grant funds from the Coastal Impact Assistance Program, has initiated a three-year process to develop a Resource Development Land Use Permitting System. The goal of the project is to develop responsible resource use or extraction opportunities that will create local jobs and revenue while protecting community values and the environment.

In order to monitor, track, and store land use permit applications, issued permits, and complaints, the AEB is interested in designing, creating, implementing, and maintaining a simple computer database. The database should enable the Borough to track and report on permit applications, issued permits, and land use complaints. This document summarizes the functional, nonfunctional, and database system requirements and includes a system analysis, which defines the permitting process as it relates to the database needs and the data inputs and outputs. It summarizes database pages, searches that could be conducted, and reports that would be generated.

1.0 Introduction

Working with computer staff, AEB staff, and the Planning Commission, the AEB is interested in developing an electronic permit-tracking database to efficiently and effectively handle all the paperwork associated with Resource Development Land Use Permits. The main purpose of this document is to provide an overview on how to create the database to effectively capture and process permit, inspection, audit and enforcement data. This document is a starting point for programming a database that should be developed by a qualified database designer.

During the next phase of work (Task 8.2), AEB and their consultant will work directly with the AEB's selected database designer (funded through a separate contract) to help develop the database outlined in this document. The work will include meeting with the designer to review the High Level Database Design Report and testing the database.

1.1 General Database Requirements

The AEB does not have a Resource Development Land Use Permits database or any other databases for existing programs. The AEB does archive borough records using Laserfishe© document management software to scan and store Borough records.

1.2 Database Users

The AEB staff will be the primary users of the database system and will be the only users that can enter data, upload files, or delete records.

The Planning Commission, Borough Assembly, and other members of the public will have viewing access only to the database. The Planning Commission and Assembly will have the same access to view information as the AEB staff, but will not have view, write, or delete privileges. The public will have access to the permit search engine and will be allowed to summarized information related to permit applications and approvals, and resolved land use complaints.

The Borough Clerk will:

- Enter data from the permit applications, issue permits, manage permit compliance and land use complaints
- Enter data into a checklist to ensure that application requirements are met
- Import PDFs of application, permit, and complaint-related documents

The Finance Director will:

- Enter when application fees have been paid
- Enter when taxes are paid
- Enter expenses charged towards permit compliance (by individual permit)

The Borough Administrator will:

- Review permit application status via database reports
- Review issued permits data via database reports
- Review permit compliance via database reports
- Review land use complaints and their status via database reports

The Borough Administrator and appropriate staff will:

- Review issued permits data via database reports
- Review permit compliance via database reports
- Report when permit compliance activities (audits, inspections, reports) have been completed
- Enter land use complaints and their status
- Review land use complaints and their status via database reports
- Import PDFs of permit compliance and land use complaint-related documents

All AEB staff associated with land use permitting will:

- Enter hours spent on permit compliance (by individual permit)
- Have access to the database to conduct tasks listed above when the responsible staff is unavailable.

The Borough Assembly and Planning Commission members will have access to the database via the website. They would have report viewing access, but would not be able to enter data, upload files, or delete records.

Members of the public will have limited access to the database via the website. They will be able to do some searches of the database and view summary reports (called “quick reports”) of permit applications, applications approvals, issued permits, and complaint resolutions.

2.0 Database Functional Requirements

2.1 Open to a Main Home Page

The database will need to have a home page that is accessible by the AEB staff, Planning Commission, and Assembly and the public. The home page would introduce the database and provide basic options for navigating the database. This would be the first page that would be seen on the database website.

2.2 Track All Information Related to Each Permit

The database system will need to be designed to compile all the information related to each Resource Development Land Use Permit Application under one umbrella. Once the AEB staff identifies on the Main Home Page that they have a new permit, the database will automatically issue that permit a new sequential number and create a permit page that houses information for each individual permit.

2.3 Create Unique Permit Numbers for Each Permit and Permit Amendment

The database system will need to have the ability to automatically assign a new sequential number to each new permit and new permit amendment (The AEB has developed a protocol for how permit numbers are assigned. This protocol is detailed in the Standard Operating Procedures in Appendix A.)

2.4 Track Status of Permit Applications

The database system will need to be able to track the status of each permit application that has been submitted to the AEB for approval. It should allow the AEB to determine whether application requirements have been completed and which requirements remain to be completed.

2.5 Track AEB Labor and Expense on Each Permit Action

The database system will be able to track labor and expenses for each permit action. The database will need to have the ability to allow AEB staff to manually enter staff time and expenses that have been charged against an application effort or an issued permit. A report of charges associated with an application or permit should be available to be printed. The AEB Finance Director will extract this data to determine if permit fees are sufficient to cover the AEB costs, or to complete direct billing to Large Mining and Oil and Gas Projects where the AEB costs can be recovered.

2.6 Track Issued Permits

The database system needs to be able to track issued Resource Development Land Use Permits and compliance with permit stipulations. It should allow the AEB to determine whether permit requirements have been met and which requirements remain.

2.7 Track Land Use Complaints

The database needs to be able to track land use complaints that have been filed against permitted and non-permitted activities. It should allow the AEB staff, Planning Commission, and Assembly to determine where and when complaints have been filed and how they have been addressed. The public would need to have access to final AEB complaint resolution decisions and forms.

2.8 Document Storage

The database system should have the ability to electronically archive all records related to permit applications, processing checklists, issued permits, applicant and permittee-submitted reports, land use complaints, and letters and correspondence as PDFs. The database will also need to have buttons that allow quick access to key documents (in pdf) related to each permit. Although it is expected that the AEB would continue to use the Laserfiche © program separately from the database, the Borough would

like a suggestion from the database designer to determine whether and how the database may be able to work with the Laserfiche © program. It would be optimal for the AEB staff to scan hard copy documents once, and upload them once for retrieval and viewing either by the permit database or via the Laserfiche © storage system search engine.

3.0 Non Functional Requirements

The database systems should be easily navigated and intuitive to use. It should also be web-based in order to be accessible to the AEB offices throughout the region, Assembly and Planning Commission members, and the public.

4.0 System Requirements

The database system should be designed for use on any type of computer (Apple or Windows-based). The system should implement basic user security including user authentication. All the AEB staff users should have the same permissions. The AEB would prefer one login for all users; thereby eliminating the need for a database administrator. If possible, Assembly and Planning Commission would have another user authentication that allows access to certain elements of the database (listed above). The public would have open access to limited areas of the database (listed above).

The database should have a safe-guard against accidentally deleting saved entries. It should deliver a confirmation message before deleting a record or require the user to be in an edit mode.

5.0 System Analysis

5.1 Process Flow

The AEB is developing a database to assist with processing permit applications, monitoring permit compliance, and investigating complaints.

The permitting process for a typical Commercial Recreational, Research, Sand, Gravel, Rock Mining, and Small Mining Land Use will involve this process: 1) The Applicant submits application; 2) the AEB ensures that all permit application requirements have been met and that an application fee payment has been received; 3) the Borough Administrator either approves the permit or elevates the application to the Planning Commission.

The permitting process for Onshore Seafood, Large Mines, and Oil and Gas or applications elevated by the Borough Administrator will involve this process: 1) The Applicant submits application; 2) the AEB ensures that all permit application requirements have been met and that an application fee payment has been received; 3) the AEB issues public notice and receives comments on the application during a comment period (when required); 3) the AEB staff and administrator make a recommendation to the Planning Commission as to whether to issue the permit; 4) the Planning Commission makes a recommendation to the Borough Assembly as to whether to issue the permit; 5) the Assembly either approves or denies the permit. Standard operating procedures have been developed and should be consulted for more details on this process (Appendix A).

Once permits are issued, the AEB will monitor compliance with each permit. Tasks involved in this work include: 1) inspection of permitted activities to ensure permit compliance; 2) monitoring whether quarterly, annual, or final reports were submitted; 3) monitoring whether taxes were paid for activities; and, 4) monitoring when permits expire.

The AEB will take actions on land use development complaints from the public on permitted and non-permitted activities. The process for handling complaints is: 1) The complainant files a complaint form with the AEB; 2) the AEB separately contacts the complainant and the subject of the complaint to discuss the issue; 3) the AEB investigates the complaint; 3) the AEB completes an investigation report; 4) if necessary, the AEB conducts enforcement actions; and, 5) the AEB contacts the complainant to explain the resolution.

5.2 Data Input

Permit application information should be entered and stored in the database, including some fields listed in the permit application and the permit application checklist (Appendix A).

Issued permit information entered and stored in the database, includes:

- Date permit issued
- Date permit expires
- Type of permit
- Location of activity/project
- Permittee name
- Contact person, address, phone, email
- Dates annual/quarterly reports due
- Date and amount of taxes due

Land use complaint information entered and stored in the database includes:

- Complaint number
- Date received
- Date resolved
- Permit number (if a permitted activity)
- Box to check that it is not a permitted activity
- Location of activity/project
- Permittee name (if permitted)
- If not permitted, the name of the person/company/party the complaint was filed against
- Contact person, address, phone, email

In addition, the database should be able to upload various PDF documents related to the permit applications, issued permits compliance, and land use complaints. The documents should include, but are not limited to:

- Records of tax payments
- Records of permit fee payments
- Correspondence to and from the applicant/permittee (this would include AEB correspondence, permittee correspondence)
- Other correspondence related to the permit (e.g., letters from the public, agencies, etc.)
- Public comments, if required

- Planning Commission and Assembly Resolutions, if required
- Inspection reports
- Audits
- Enforcement action
- Complaints forms
- Complaint inspections
- Complaint response letters

5.3 Data Output

Permitting Process

One of the primary purposes of this database is to enable the AEB to input and monitor the status of permit applications. In addition, the database will allow management of the permitting process and documentation and approvals from multiple offices; therefore, the system needs to allow users to report on applications in process and their status. Additionally, the database needs to report on what applications need in order to be complete.

Issued Permits

Another purpose of the database is to allow the AEB to monitor permits that have been issued. Consequently, the system needs to allow reporting on permits issued, permittee contact information, and permit expiration dates.

Permit Stipulation Compliance

The database needs to provide information on permit compliance. It should be able to report on when quarterly/annual reports, inspections, and taxes are due and whether and when these activities have been completed.

Complaints

The database should be able to monitor land use complaints submitted by residents of the Borough on permitted and unpermitted activities. The AEB needs to be able to monitor the status of filed complaints. The database needs to be able to report on what complaints have been filed, when, and how they have been addressed.

6.0 High Level Design

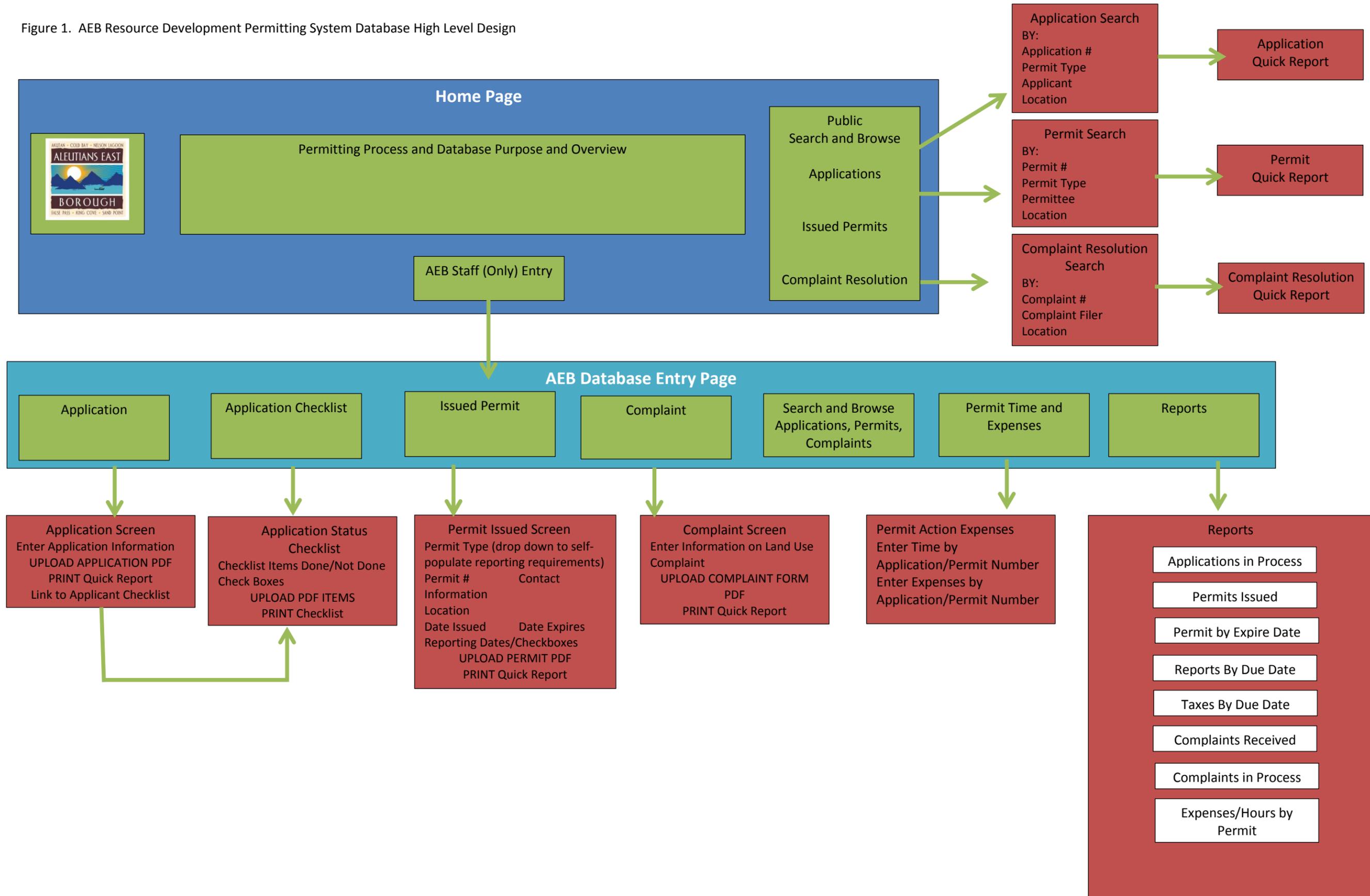
The AEB Resource Development Permitting System Database should allow users to track and manage permit applications, issued permits, and land use complaints from one central location. Users should navigate to a website in order to access the database. Figure 1 shows the high level design of the database. Below are details on each screen or page of the database.

6.1 Home Page

The Home Page is the primary point of entry into the database's functionality. It is viewable by the public and AEB staff, Assembly, and Planning Commission. Specifically, it should include:

- The AEB logo
- A paragraph explaining the permitting process and database purpose

Figure 1. AEB Resource Development Permitting System Database High Level Design



- Search option where the public, Planning Commission, and Assembly could search and browse applications, permits, and complain resolutions information
- A link to a password-protected page for AEB staff enter application and permit related information (the “inner workings” of the database)

6.2 Search and Browse Applications

The Search and Browse Applications button should link users, including the public, to a Search and Browse Applications Page, which should enable the user to view data associated with a specific application. Depending on a selection, a user should be able to search by or navigate to specific applications by:

- Application number
- Permit type
- Applicant
- Activity location

Once the user searches for or browses to a specific application, they should be linked to an Application Quick Report, which can be viewed on screen or printed.

6.3 Search and Browse Permits Page

The Search and Browse Permits button should link users to a Search and Browse Permits Page, which should enable the user to view data associated with a specific permit. Depending on a selection, a user should be able to search by or navigate to specific permits by:

- Permit number
- Permit type
- Permittee
- Activity location
- Year issued

Once the user searches for or browses to a specific permit, they should be linked to a printable Permit Quick Report.

6.4 Search and Browse Complaint Resolutions

The Search and Browse Complaint Resolutions button should link users to a Search and Browse Complaints Page, which should enable the user to view data associated with a specific complaint resolution. Depending on a selection, a user should be able to search by or navigate to specific complaint resolutions by:

- Complaint number
- Person filing complaint
- Subject (person/company) of complaint
- Complaint location
- Type of complaint

Once the user searches for or browses to a specific complaint, they should be linked to a Complaint Quick Report, which can be viewed on screen and printed. Complaints in process would not be viewable by the public.

6.5 AEB Staff Database Entry Page

The database should have a limited access, password protected page where AEB staff would enter database information. The page would have the following links:

- Permit Application—for entering new application information and attaching a signed complete copy of the application and attachments submitted by the applicant
- Application Checklist—for entering when application-related tasks and items are completed
- Issued Permit—for entering issued permit information
- Complaint—for entering land use complaints
- Search and Browse Permit Applications, Issued Permits, Complaints—for looking for submitted application, issued permit, and complaints received information
- Permit Time and Expenses—for entering and tracking time or expenses charged toward a particular application, permit, or complaint
- Reports—for obtaining reports related to applications, permits, and complaints

AEB staff should choose one of the above buttons depending on the action they are performing. Details on each of these pages follow.

Application Page

The Permit Application button should lead AEB staff to an Application Page. This page should be where applicant-submitted new land use permit application information should be entered, including:

- Permit number
- Date application submitted
- Type of permit
- Location of activity/project
- Applicant
- Contact person, address, phone, email

A permit application number would be assigned by the database following the protocol outlined in the Standard Operating Procedures in Appendix A.

The Application Page should have a link to allow the user to upload a PDF of the signed and scanned application document.

This page should have a button that should allow the user to print a one page Application Quick Report, which should include the information entered above.

The Application Page should also have a link to the Application Checklist Page (detailed below).

Application Checklist Page

The Application Checklist Page should be accessed from the Application Checklist button on the AEB Staff Database Entry Page or from a link on the Permit Application Page (detailed above). The Application Checklist Page should have checkboxes next to tasks and items that are needed to complete

the application process. (Because of the number of tasks and items, they are not listed here but can be viewed in Appendix A.)

This page should have a field that prompts users to upload application-related materials, including the following items as PDFs:

- Permit application submitted by applicant (including all attachments)
- Record of fee payments
- Meeting logs
- Phone logs
- Email correspondence
- Request for additional information letters
- Public notices
- Comments received on public notices
- Additional stipulation supplements
- Staff recommendation
- Elevation letter
- Planning commission decision on elevated permit
- Approval letters
- Denial letters
- Application returned letters

This page should also have a button that should allow the user to print the checklist as shown on the page as a PDF.

Issued Permit Page

The Issued Permit button should link to an Issued Permit Page. This is where information regarding issued permits should be maintained. After a permit is issued, the database should have the ability to click a button “Activity has Been Permitted” on the Application Page. Once this button is selected, pertinent data from the Application Page should be transferred to the Issued Permit Page. Each permit type should self-populate the Permit Page with the reporting requirements. (For example, if a Commercial Recreation Operator Permit is selected, annual report due dates with check boxes should show up on the page. If a Large Mining Operations Permit is selected, quarterly report due dates with check boxes should appear.)

The following fields would be included on this page:

- Permit number (same as application number)
- Permit type—self populated from application information
- Permitted activity—self populated from application information
- Permitted activity location—in latitude/longitude or township/range/section/meridian—self populated from application information
- Permittee phone number—self populated from application information
- Permittee email—self populated from application information
- Permittee mailing address—self populated from application information
- Date permit issued—AEB staff enters
- Date permit expires—AEB staff enters

- Annual or quarterly (based on permit type selected) due date check boxes—self populate, see description above
- Taxes due—AEB enters

This page should have a link allowing the user to upload the following permit-related documents as PDFs:

- Signed permit
- Inspection reports
- Permit audits
- Quarterly or annual reports

The Permit Page should also have a button that should allow the user to print a Permit Quick Report.

Complaint Page

The Complaint button should lead users to a Complaint Page. This page should be where land use complaint information should be entered. A complaint number should be entered manually, not assigned by the database. A complaint could be associated with an issued permit or not. There should be a field allowing the user to check a box and enter a date when the complaint is resolved. The following fields would be entered on this page:

- Complaint number
- Date received
- Date resolved
- Permit number (if a permitted activity)
- Box to check that it is not a permitted activity
- Location of activity/project
- Permittee name (if permitted)
- If not permitted, the name of the person/company/party the complaint was filed against
- Contact person, address, phone, email

The page should need to have a link to allow the user to upload a PDF the following materials:

- Signed complaint form
- Correspondence related to the complaint

The page should also have a button that should allow the user to print a Complaint Quick Report. This one page report should include:

- Complaint number
- Complaint associated with a permit (enter permit number) or not associates with a permit (check box)
- Date complaint filed
- Complaint filer
- Location
- Type of complaint
- Date complaint resolved
- How complaint has been resolved

Permit Time and Expenses Page

The Time and Expense button should lead users to a Permit Time and Expenses Page. This page should be where all AEB time spent on processing an application or managing a permit or complaint should be issued. This page should have a drop down menu that allows AEB staff to select a permit number and fields where Staff name and time can be entered. Expenses would be entered in a separate field. The expenses field would specify that only the AEB Finance Director can enter expense charges. The page should also have a button that should allow the user to print a Permit Time and Expenses Quick Report.

Search and Browse Page

The Search and Browse button should lead users to a Search and Browse Page. Similar to the public search and browse function available on the Home Page, this page would allow searching for specific applications, permits, and complaints. Differently from the public search and browse function, once the user chooses a specific application, permit, or complaint, they would be linked directly to the Application Page, Permit Page, or Complaint Page where they would be able to open, view, and edit information directly related to that activity. This page would allow simple access to information previously entered into the database.

Reports Page

The Reports button on the home page should link AEB staff to a Reports Page. Two general types of reports should be available including list/summary reports and schedule reports related to applications in process, issued permits, and complaints received. Below is a description of the reports that should be available.

Applications in Process Report

The Applications in Process Report is a basic report that allows users to view and print basic information about all permit applications that have been submitted but not approved. Pertinent fields should give users a quick overview of applications that have been submitted to the AEB including:

- Application number
- Permit type
- Applicant
- Location
- Application submission date
- Needed items to have a complete application (from application checklist)

Permits Issued Report

The Permits Issued Report is a basic report that gives information on all permits that have been issued by the AEB. This report should have the capability to filter by date. Pertinent fields should give users a quick overview of permits that have been issue by the Borough including:

- Permit number
- Permit type
- Location
- Permittee
- Date permit issued
- Date permit expires
- Quarterly/annual report due dates
- Amount taxes due/date

Permit Expiration Dates Report

This report should be a simple list with basic permit information that allows the user to select a time range and view data about when permits will expire. The report should include the following information:

- Permit number
- Type of permit
- Permittee contact information

Annual or Quarterly Reports Dues

Similar to the Inspections Due Report, this report should be a simple list with basic permit information that allows users to select a time range, and view data on permit reports that are due. This should allow the AEB to determine when and whether reports have been completed or when they are due. The report should include the following information:

- Permit number
- Type of permit
- Permittee contact information

Tax Due Report

Similar to the Inspections Due and Reports Due Reports, this report should be a simple list with basic permit information that allows users to select a time range, and view data about what taxes are due. This should allow the AEB to determine when and whether taxes have been paid. The report should include the following information:

- Permit number
- Type of permit
- Permittee contact information
- Amount of taxes due

Complaints Received Report

The Complaints Report is a basic report that gives information on all complaints that have been received by the AEB. Pertinent fields should give users a quick overview of complaints and their status including:

- Complaint number
- Permit number (if associated with a permitted activity) or not permitted (checkbox)
- Person filing complaint
- Subject (person/company) of complaint
- Complaint location
- Type of complaint
- Complaint status (active or resolved)
- Date resolved (if not active)

Complaints in Process Report

This report should be a simple list with basic complaint information that allows users to select a time range, and view data about what complaints are in process. This should allow the AEB to determine and report on complaints that are being addressed. The report should include the following information:

- Complaint number
- Date complaint received
- Type of complaint
- Person filing complaint

- Subject (person/company) of complaint
- Complaint location

7.0 Additional Options

The following options should be considered by the database designer and implemented if within the AEB's budget:

- If possible, the AEB would like the option of filing out the fields of various forms within a PDF program (Adobe, for example) and then importing the PDF form into the database. This would eliminate the need to fill out a pdf two times in two separate locations. A script could be written to convert the documents form PDFs into associated field forms within the database.
- If a permit is an amendment, modification, or extension of a previously issued permit, the database should have the capability to select "Amendment" or "Modification" or "Extension" and then self-populate a new Permit Page form, with a modified permit number and additional fields to explain the permit change.

Adjournment