



AGENDA MEMORANDUM

Future Item for the City Council Meeting of December 11, 2012
Action Item for the City Council Meeting of December 18, 2012

DATE: November 16, 2012
TO: Ronald L. Olson, City Manager
FROM: Connie Burns, Assistant Director of Municipal Information Services
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361-826-3830

Update existing Laserfiche licenses to Rio Enterprise licensing

CAPTION:

Motion authorizing the City Manager, or designee, to execute a contract with MCCI of Tallahassee, Florida for an expenditure of \$99,817.92 to update existing Laserfiche licenses to an enterprise solution.

PURPOSE:

Approval of this contract would update our existing Laserfiche licensing to an enterprise solution enabling the City to run Laserfiche city-wide with unlimited application servers and repositories.

BACKGROUND AND FINDINGS:

Updating our existing licensing will establish Laserfiche Rio as the city-wide solution that all city departments will be able to use. This will include workflow and records management functionality that will enhance the business processes of city departments.

Every department has a need for imaging. Departments struggle to get control of the records they are responsible for maintaining. Laserfiche allows them to have immediate access to their records and frees up valuable physical storage space. Other savings that will be realized are paper cost, cost of folders and labels, and filing cabinets.

The City has been utilizing Laserfiche in the City Secretary's office since the late 1990's to electronically store and retrieve documents. Other departments that have followed the City Secretary's example are: Water, Wastewater, Stormwater, Neighborhood Services, Human Resources, Streets and Payroll.

ALTERNATIVES:

Continue on the Laserfiche United licensing that does not include unlimited application servers and repositories, nor does it include workflow, records management, and many other features that will enhance the business processes of city departments.

OTHER CONSIDERATIONS:

Moving to enterprise licensing allows us to bring on any city departments that are wanting to digitize their records, as well as, move Municipal Court and Police Department off Visiflow which is end of life.

CONFORMITY TO CITY POLICY:

This purchase conforms to City purchasing policies and procedures and state statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-Emergency

DEPARTMENTAL CLEARANCES:

Not Applicable

FINANCIAL IMPACT:

X Operating Revenue Capital Not applicable

Fiscal Year: 2012-2013	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		99,817.92	40,737.74	140,555.66
Encumbered / Expended Amount				
This item		99,817.92	40,737.74	140,555.66
BALANCE		0	0	0

Fund(s): Municipal Information Services

Comments: MCCI Contract# DIR-SDD-980

“This Item” – The current year pricing of \$99,817.92 includes the first year maintenance amount. \$40,737.74 is the annual maintenance amount for future years.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Professional Services Agreement
Exhibit A – MCCI Proposal