



CITY COUNCIL MEETING

AGENDA SECTION	CONSENT
MEETING DATE	SEPTEMBER 28 TH , 2026

ITEM:	Laserfiche Software License Renewal		
Presenting Item: Aaron Chirpich, City Manager			
DEPARTMENT: Information Technology		BY/DATE: Jesse Hauf / September 18 th , 2026	
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
☐ Community that Grows with Purpose and Equity		☒ Engaged, Effective and Forward-Thinking	
☐ High Quality Public Spaces		☐ Resilient and Prosperous Economy	
☐ Safe, Accessible and Built for Everyone		☐ Inclusive and Connected Community	

BACKGROUND

The City has used Laserfiche for more than 20 years as its primary document management, records retention, and electronic archival system. Laserfiche supports the storage, organization, retrieval, and retention of City records and is integrated into several existing workflows and business processes.

SUMMARY OF CURRENT STATUS

Staff reviewed a one-year renewal quote from OPG-3 that included an approximately 7% increase. At staff's request, OPG-3 provided a three-year option with improved initial pricing and annual increases limited to 3%.

Staff also reviewed a comparable document management solution from Tyler Technologies, including a product demonstration and pricing. While Tyler could provide integration opportunities with the City's recently implemented Enterprise Permitting and Licensing system, Laserfiche remains more cost effective and is already well established within City operations.

Laserfiche has provided reliable document management and records retention services with minimal IT support needs. Continuing with the existing platform also avoids the cost and disruption of data migration, workflow redevelopment, and staff retraining.

STAFF RECOMMENDATION

Staff recommends approving a three-year renewal of Laserfiche software licensing through OPG-3, Inc., with annual increases limited to 3%.

RECOMMENDED MOTION(S):
MOTION: Move to approve the three-year renewal of Laserfiche software licensing through OPG-3, Inc., with annual increases of 3%, and authorize the City Manager to execute the agreement.

ATTACHMENT(S)

OPG3 Laserfiche Quote

Tyler Alternate Quote