CITY OF EVERMAN

212 North Race Street Everman, TX 76140

STAFF REPORT

AGENDA TITLE: Approve the allocation of $72,000.00 for implementation and first two years annual costs of electronic data storage system and conversion through Terralogic Document Systems.

MEETING DATE: 10/18/2022

PREPARED BY: C. W. Spencer

RECOMMENDED ACTION:

Approval

BACKGROUND INFORMATION:

Currently, the City of Everman does not have any sort of long-term electronic data storage solution. This has been proven to be highly problematic, particularly when locating historical data. This has also led to significant problems with physical storage locations for archived data. Currently, everything is kept in paper form, which has often led to documents, contracts, agreements, and more being lost, misplaced, and damaged.

City staff have solicited estimates and demonstrations from multiple companies and would like to proceed with selecting Terralogic Document Systems for their Laserfiche software. Attached to this report is the proposal received from Terralogic. Terralogic was the most affordable proposal received, and the staff was impressed with the professionalism of the company and the demonstration of the software. Terralogic Document Systems if a Texas BuyBoard Vendor.

Total Implementation Cost:	$19,030.52
Total Turn Key System Cost - Year One	$33,766.02
Total Turn Key System Cost - Year Two	$14,735.50
Document Conversion Budget - Year One	$4,467.96

FISCAL IMPACT:

$72,000 allocation of American Rescue Plan Funds