



STAFF REPORT

MEETING DATE: February 3, 2024

MEETING TYPE: City Council

SUBMITTED BY: Katherine Lindsey

AGENDA CAPTION: Discuss and consider Resolution R2025-03-1250 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE THE TERMS AND CONDITIONS OF THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF HUTCHINS AND MODIFIED LOGIC, INC., FOR LASERFICHE SELF-HOSTED SUBSCRIPTION IMPLEMENTATION. Presented by: Katherine Lindsey, Assistant to the City Administrator

Background Information

In the FY2024-2025 Annual Budget, the City Council approved \$36,000 for Laserfiche Records Management software. This software will allow the City to digitize forms for both internal and external uses, such as requisition forms and water service applications. The software will also act as a digital records repository that will allow the City to move from paper record keeping to digital record keeping in accordance with the Texas State Library and Archives Commission requirements. The quote received for this project was within budget at \$35,849.52.

In order for the Municipal Court and Police Department to fully use the service, it must meet CJIS requirements. This means that instead of storing and transmitting files through the Cloud, the data is stored on internally hosted servers. After investigation, it was discovered that the current servers the City uses do not have the storage capabilities needed for this and new servers would need to be purchased. This will result in an additional cost of approximately \$45,000.00.

Budget Implications

There is availability in the current budget for both Laserfiche and the servers.

Operational Impact

Laserfiche has the potential to benefit every municipal department.

Legal Review

The City Attorney approved the Resolution.

Staff Recommendation

Staff recommends that the City Council approve the resolution.

Supporting Documentation and Attachments

1. Resolution
2. Laserfiche Proposal