



MEDINA, WASHINGTON

AGENDA BILL

Monday, October 10, 2022

Subject: Contract with CompuLink Management Center, Inc. dba Laserfiche for Technology Solution

Category: Consent

Staff Contact: Aimee Kellerman, CMC, City Clerk

Summary

In 2021, Central Services began a phased approach of streamlining processes and condensing technology software within the city. The first phase staff introduced Municode (now CivicPlus) to integrate the city’s website, agenda management, and municipal code into one platform saving the city approximately \$3,600 a year. This second phase is to integrate Laserfiche technology to allow for better efficiencies for staff by automating everyday tasks, quickly route tasks and data with digitized forms and speed up approvals to better serve the citizens. Staff will be able to create records, collaborate on documents, and search records in one system. With Laserfiche, we will also have a forward-facing portal making more records publicly accessible and streamline our public records requests. Laserfiche integration will allow staff to reduce expenditures of other software subscriptions currently in use by the city such as GovQA and Asset Essentials Management. Annual savings after the first year of integration and implementation will be approximately \$17,000. The cost savings includes moving away from the city’s public storage unit in Bellevue.

Attachment

- CompuLink Management Center, Inc. dba Laserfiche contract

Budget/Fiscal Impact: *Annual Cost Savings after Year 1 implementation is approximately \$17,000/year plus staff efficiencies.

	Year 1	Year 2	Year 3	Year 4
Total Software	\$64,846.90	-	-	-
Total Maintenance	\$12,957.10	\$12,957.10	\$12,957.10	\$12,957.10
Total Services	\$37,600.00	\$.00	\$.00	\$.00
*TOTAL	\$115,404.00	\$12,957.10	\$12,957.10	\$12,957.10
*Tax not included				

Recommendation: Approve.

City Manager Approval: 

Proposed Council Motion: “I move to approve the contract with CompuLink Management Center, Inc. dba Laserfiche for Technology Solution and authorize the City Manager to sign the contact.”