

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Resolution authorizing the Village Administrator to enter into an agreement with TKB Associates, Inc. for licensing, installation, configuration, and training services necessary to implement the Laserfiche Cloud Document Management System.

Date: December 9, 2025

Meeting: 12/09/2025 – Village Board

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

The Village currently utilizes an on-premises Laserfiche server that requires ongoing hardware maintenance and annual licensing. While the system has been reliable, the on-premises environment limits our ability to automate workflows, offer public submission portals, and manage records that are currently distributed across multiple platforms (network drives, email archives, department-specific systems, etc.). Many electronic records that must be retained under the Local Records Act exist only in email or isolated digital folders, creating long-term compliance and retrieval challenges.

Laserfiche Cloud provides a modern, centralized document management and workflow automation platform. The upgrade will allow the Village to implement **public-facing portals** for licenses, zoning applications, and other document submissions, and will support automated internal routing, approvals, and standardized retention procedures. Migrating to a single cloud-based repository will also allow the Village to consolidate multiple existing systems into Laserfiche, improving searchability, consistency, and long-term archiving.

Key Issues

The proposal from TKB Associates (Estimate #2750, dated 11/26/2025) provides the Village with a **municipal site license** for Laserfiche Cloud, including:

- Up to 100 business users and 10TB of cloud storage
- Laserfiche Workflow & Process Automation
- Laserfiche Forms Professional, with **unlimited public portal** and forms portal access
- Records management, advanced audit trails, and Quick Fields
- Microsoft Office and email integration
- Import Agent, SDK, Direct Share, and related tools
- 24 hours of installation, onboarding, configuration, workflow design, and staff training

Fiscal Note/Budget Impact

Total Year 1 Cost: \$11,890 (includes licensing and 24 hours of implementation/training)

Year 2 Cost: \$7,920.70

Year 3 Cost: \$8,158.35

This was previously approved as part of the FY2025 Capital Budget.

Action Required/Recommendation

Staff recommends approval of **Resolution 2025-XX**, authorizing the Village Administrator to enter into an agreement with **TKB Associates, Inc.** for licensing, installation, configuration, and training services necessary to implement the **Laserfiche Cloud Document Management System**.

Attachments

TKB Associates Scope of Services and Pricing Proposal
Resolution Authorizing Agreement.