



# Administrative Report

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H.13., File # 22-4570

Meeting Date: 8/2/2022

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**To:** MAYOR AND CITY COUNCIL  
**From:** ELEANOR MANZANO, CITY CLERK

## **TITLE**

APPROVE THE FIRST AMENDMENT TO THE MAINTENANCE AND SUPPORT AGREEMENT WITH COMPLETE PAPERLESS SOLUTIONS, LLC, FOR LASERFICHE SOFTWARE SUPPORT FOR AN ADDITIONAL AMOUNT NOT TO EXCEED \$34,709 AND TO EXTEND THE TERM ONE-YEAR TO SEPTEMBER 3, 2023

## **EXECUTIVE SUMMARY**

This agreement exercises the one-year option to extend current services for Laserfiche software support and maintenance of the City's records content management system with Complete Paperless Solutions, LLC ("CPS") through September 3, 2023.

## **BACKGROUND**

CPS has provided software support and maintenance services to the Police Department and City Clerk's Office since 2010 including all software updates, onsite repair, onsite training assistance and remote telephone help desk assistance during the year.

Laserfiche enterprise document imaging software serves the city's official documents to the public via the Internet and confidential documents to the Police Department staff via Intranet. Staff members scan documents to the centralized document imaging databases from paper and electronic formats and use the software to e-mail document images within the city and to the public. The Police Department uses audit and workflow components to manage the distribution of crime reports automatically to investigators and other personnel.

The Police Department, Information Technology Department and City Clerk's Office seek to renew the contract with CPS for software maintenance and professional services to maintain the City's Laserfiche enterprise document imaging software.

## **COORDINATION**

Preparation of this agreement was coordinated with the City Attorney's Office.

## **FISCAL IMPACT**

Shared funding for this agreement is included in the approved City Clerk's Office and Police Department FY22-23 budget.

**ATTACHMENTS**

First Amendment and Original Agreement  
Insurance Documentation