



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELGIN, TEXAS TO APPROVE AN AGREEMENT WITH COMPU-DATA INC. TO PROVIDE DOCUMENT IMAGING, DATA HOSTING AND RETRIEVAL SERVICES FOR CITY DOCUMENTS GENERATED IN THE CONDUCT OF DAY TO DAY ACTIVITIES; AND TO AUTHORIZE THE MAYOR TO EXECUTE SAID AGREEMENT

DEPARTMENT: Director of Finance

PROPOSED ACTION: Authorize Mayor to Execute the Agreement as presented or with any modifications the Council may wish to suggest.

BACKGROUND:

One of the purposes of the sale of the 2019A bonds was to provide funding for upgrading the City's management software for certain applications that were deemed to be currently inadequate. One such deficiency was the process of storing City documents electronically. The City has over the years accumulated an enormous number of files and papers that must be maintained for certain lengths of time, some that may be eventually disposed of or destroyed and others that must be kept in perpetuity. The service to be provided by Compu-data would satisfy requirements for electronically storing such documents and making them available as needed.

The VRF (Virtual File Room) interface developed by the vendor allows multiple simultaneous users to use the search engine to access on-line repositories containing all documents processed. Users are able to manage, store, retrieve and share data that has been processed by this system.

BUDGET/FINANCIAL IMPACT:

Funding for the installation and first year maintenance costs the software proposed to be purchased from Compu-Data, would come from proceeds of the 2019A Certificates of Obligations.

RECOMMENDATION: Recommended for acceptance

ATTACHMENTS: 1.) Copy of Resolution authorizing the Agreement between City and Compu-Data 2.) Copy of Agreement with Compu-data containing the scope of work, services to be provided, cost of services and other terms and conditions to be agreed to between the parties.

{X} Staff will provide brief comments and answer questions on this item at the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.