

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Jennifer Mellon, Administrative Services Manager 

DATE: May 12, 2011 (CC meeting of May 18, 2011)

SUBJECT: Consider Request for Authority to Transfer Funds and Approve an Agreement to Proceed with a New Electronic Imaging and Management Solution

BACKGROUND

In May 1992, City of Moorpark implemented Questys Electronic Imaging and Management Solution for scanning and storing of City documents. The Questys solution is outdated and has become inefficient due to the lack of features the system provides as well as a lack of support from Questys. Staff has been actively working with Questys for the past year to attempt to rectify some of the outstanding issues with the software; however, multiple issues continue to be unresolved. One of staff's goals was to reorganize the file folders in Questys so as to create a more user friendly organization as the City adapts to retention of more electronic and fewer paper records. Another goal of the file folder reorganization project was to eventually permit public access via the City's website to view certain scanned legislative records, such as minutes and resolutions. The quote from Questys to reorganize the folders was approximately \$18,000, and this doesn't address other outstanding problems staff is having with use of the software. Staff has completed preliminary research and is confident that a migration to another software solution with enhanced features and functionality can be successfully implemented for approximately the same cost as the Questys file reorganization quote.

DISCUSSION

The City Clerk's division has funds already allocated for contract scanning services (\$10,000) and for Phase 2 records reorganization for the Community Development Department and Public Works (\$15,000) in the budget for this Fiscal Year, which funds have not been spent. Staff has determined that the outstanding issues with the Electronic Imaging and Management Solution are more critical at this time than the above identified and budgeted projects and is requesting to transfer \$20,000 of the allocated funds

(\$10,000 from contract services in 1000-3100-9102 and \$10,000 from the records reorganization project in 1000-3100-9103) to a Electronic Imaging and Management Solution (1000-3100-9103). Staff will proceed with obtaining quotations, and drafting an agreement for a new Solution subject to final language approval by the City Manager and City Attorney.

FISCAL IMPACT

This request is to transfer funds in the amount of \$20,000 to proceed with a new Electronic Imaging and Management Solution. This shall have no fiscal impact upon the adopted FY 2010-11 budget, if approved.

STAFF RECOMMENDATION

Authorize the City Manager to approve the transfer of \$20,000 from the Fiscal Year 2010-11 Budget, as described in this agenda report, and also approve and execute an agreement to permit a migration to a new Electronic Imaging and Management Solution.