

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO: Honorable City Council**

**FROM: Jennifer Mellon, Administrative Services Manager** 

**DATE: July 1, 2011 (CC meeting of July 20, 2011)**

**SUBJECT: Consider Resolution Amending the Fiscal Year 2011/12 (FY 11/12) Budget Allocating Funds from the General Fund Reserve to the Information Systems Expenditure Budget for a New Email Archiving/E-Discovery Solution**

**BACKGROUND**

As part of City Manager's budget message for FY 2011/12, it was recommended that identified Information Systems projects be brought to the City Council for consideration of funding from the General Fund Reserve rather than be included within the annual budget.

Staff is requesting that the City Council consider a budget amendment and allocation of \$15,000 from the General Fund to the Information Systems expenditure budget for the Information Systems project identified in this report that, if approved, will occur in FY 2011/12.

The Information Systems identified project consists of a one-time estimated cost of \$15,000, which will be incurred for the implementation of the project and the initial purchase of software, and first year's maintenance and technical support. Ongoing annual software maintenance and technical support costs are estimated to be approximately 20% of the initial software cost.

**DISCUSSION**

Staff is requesting consideration to implement a new Email Archiving/E-Discovery Solution with an estimated initial cost of \$15,000. After the first year following installation of the new software, there will be an ongoing annual maintenance and technical support cost.

The City's current email archiving solution has proven ineffective and unreliable. Staff is not confident that the current solution is capturing all desired email and the company is not providing maintenance or technical support for their product. Staff is uncertain whether the

current solution is functioning properly and that all email is being archived for a minimum two-year period consistent with the legal retention period for correspondence, or that email can be recovered in a way acceptable to the City.

Staff has investigated alternative software solutions and is estimating that the cost to implement a new solution shall not exceed \$15,000. If approved, Staff will request competitive bids for alternate solutions and enter into an Agreement with the vendor that provides the best solution for the City, with final language approval by the City Manager and City Attorney.

**FISCAL IMPACT**

The approved FY 2011/12 Budget did not include funding for a new Email Archiving/E-Discovery solution. If the item recommended in this report is approved, an aggregate budget increase of \$15,000 shall be required from the General Fund (1000).

Beginning in FY 2012/13, funding for maintenance costs would be requested and would need to be budgeted in the Information Systems Fund (0100), which would continue in subsequent years for the Email Archiving/E-Discovery solution.

**STAFF RECOMMENDATION**

**ROLL CALL VOTE**

Adopt Resolution No. 2011-\_\_\_\_, amending the Fiscal Year 2011/12 budget allocating funds from the General Fund Reserve to the Information Systems expenditure budget.

Attachment: Resolution

RESOLUTION NO. 2011-\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FISCAL YEAR 2011/12 BUDGET TO ALLOCATE \$15,000 FROM THE GENERAL FUND (1000) FOR A NEW EMAIL ARCHIVING/E-DISCOVERY SOLUTION

WHEREAS, on June 15, 2011, the City Council adopted the budget for Fiscal Year 2011/12;

WHEREAS, a staff report has been presented to said Council requesting a budget amendment allocating \$15,000 from the General Fund (1000) for a new Email Archiving and E-Discovery Information Systems project; and

WHEREAS, Exhibit "A" hereof describes said budget amendment and the resulting impact to the budget line item.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. A budget amendment allocating \$15,000 from the General Fund (1000) to the Information Systems Expenditure budget, more particularly described in Exhibit "A" attached hereto is hereby approved.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 20th day of July, 2011.

\_\_\_\_\_  
Janice S. Parvin, Mayor

ATTEST:

\_\_\_\_\_  
Maureen Benson, City Clerk

Attachment: Exhibit A – Budget Amendment

**EXHIBIT A**

**BUDGET AMENDMENT FOR GENERAL FUND AND LIBRARY SERVICES FUND  
FOR A NEW EMAIL ARCHIVING/E-DISCOVERY SOLUTION  
FY 2011/12**

**FUND ALLOCATION FROM:**

<b>FUND TITLE</b>	<b>FUND ACCOUNT NUMBER</b>	<b>AMOUNT</b>
General Fund	1000-5500	\$15,000
Total		\$15,000

**DISTRIBUTION OF APPROPRIATION TO EXPENSE ACCOUNTS:**

<b>BUDGET NUMBER</b>	<b>ADOPTED</b>	<b>REVISION</b>	<b>ADJUSTED</b>
1000.3120.0000.9103	\$10,000	\$15,000	\$25,000
Total	\$10,000	\$15,000	\$25,000

Finance approval: *Ron Ahlers*