



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

MEMORANDUM

TO: Legal and Finance Committee

FROM: Robert Ellis, Public Works Director
Marcia Elkins, Growth Management Director *me*

DATE: November 24, 2009

RE: Authorize Mayor and Finance Officer to Sign Agreements for the purchase of File Director Scanning Solution from Active Data Systems in an amount not to exceed \$66,817.58

The Public Works Department and Growth Management Department are requesting authorization for the Mayor and Finance Officer to sign agreements and authorize the purchase of the File Director scanning solution from Active Data Systems in the amount of \$66,817.58 as outlined on the attached quote. Funding for the purchase will be provided from the Public Works and Growth Management 2009 Budgets.

On November 20, 2009, the Capital Improvements Committee reviewed the request for the purchase of the File Director Electronic Imaging Software. While they were unable to identify a Capital Improvement funding source, the Capital Improvement Committee approved a motion to request that staff submit a scaled down proposal for the Growth Management Department in the amount of \$32,161.16 to the Legal and Finance Committee for consideration. Subsequently, Robert Ellis identified additional 2009 Public Works Department funding to allow the purchase of the additional licenses to allow the larger system to be purchased.

The proposed system is anticipated to be able to serve the Public Works, Growth Management, Finance and Community Resources Departments. The system allows access to various records to be limited, as well as allows read only access. Additional licenses can be added at a later time as needed. The system is compatible with the system used by Pennington County. It is anticipated that the system will also allow records to be linked to the GIS system in the future. Staff anticipates scanning documents beginning with the current documents being processed and as time allows adding older files to the system. Both the Growth Management and Public Works Department anticipate purchasing additional scanning equipment out of the 2009 Budget to assist in the implementation of the project. In the future, additional server capacity will need to be



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purchased. An annual maintenance contract will also be required; however, it is not currently included in the 2010 Budget.

A request for an imaging system was first submitted as part of the annual budget process in 2005 for the 2006 Budget Year; however, due to funding constraints the project has not been funded.

Staff Recommendation: Staff is requesting approval for the Mayor and Finance Officer to sign agreements to authorize the purchase of the File Director Electronic Imaging software in an amount not to exceed \$66,817.58.