

City of Hesperia

STAFF REPORT



DATE: December 19, 2017

TO: Mayor and Council Members

FROM: Nils Bentsen, City Manager

BY: Rachel Molina, Assistant to the City Manager
Sean Boal, Information System Manager
Courtney Pascoe, Information Systems Technician

SUBJECT: Amend Contract with ECS Imaging

RECOMMENDED ACTION

It is recommended that the City Council authorize the City Manager to approve an amendment to the ECS Imaging contract in the amount of \$65,600, for a revised not-to-exceed amount of \$115,600, to implement a Human Resources efficiency module and additional user licensing. The requested amendment amount of \$65,600 includes a 5% contingency and is based upon software needs.

BACKGROUND

The City contracted with ECS Imaging in 2002 for Laserfiche, an electronic document imaging and storage software program.

The City's IT Division researched various Human Resource automation software options and determined that the City's existing Laserfiche program, if expanded, would provide the most reliable functionality.

Based on Laserfiche's reliability and positive track record, use of Laserfiche has expanded into other city departments from the time of the original install. Laserfiche also integrates with the City's financial accounting software used to store documents for various records related to business licenses, financial records, employment applications and more.

ISSUES/ANALYSIS

The user licensing provides for current and additional licenses relative to staff needs for Community Development, City Manager, Animal Control, Human Resources and Finance departments. Currently the City owns 30 user licenses. Staff has determined that adding 34 additional licenses would account for the 24 licenses needed and provide an additional 10 more for future growth.

Also included in this cost is the Human Resources Module upgrade that will automate the City's recruitment and employment process by allowing members of the public to fill out and submit employment applications through an online portal; and facilitate electronic processing of forms and applications by staff. Additional software features and licensing is required to move forward with the Human Resources integration.

FISCAL IMPACT

The additional \$65,600 will provide the funds necessary to complete the project. Funding for the project was approved during the Fiscal Year 2017-18 First Quarter Review meeting on November 21, 2017 and identified in account 100-07-215-0000-7585.

ALTERNATIVE(S)

1. Provide alternative direction to staff.

ATTACHMENT(S)

None.