



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Purchase of Fortis Document Imaging System and Hardware to Allow for Internet Access to Documents Under the Custody of the City Clerk's Office (\$80,000)
MEETING DATE: August 18, 1999
SUBMITTED BY: Information Systems Manager

RECOMMENDED ACTION: That the City Council approve the purchase of Fortis document imaging system and hardware to allow for Internet access to documents under the custody of the City Clerk's office.

BACKGROUND INFORMATION: The City Clerk's office, over the course of the last year, has scanned approximately 25,000 pages of documentation into the FileMagic system to include resolutions, public hearings, council communications and more than 20 year's of City Council minutes. The information is currently only available at 10 workstations as per the licensing agreement, thereby limiting access to the information to staff. In addition, members of the public cannot access this documentation, as it is not technologically feasible without the Fortis component.

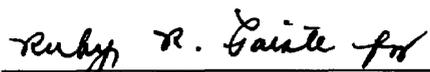
The Fortis Imaging and Electronic Management System is the next logical step in developing the City Clerk's overall computerized records management system. This project will allow the public to view and copy all public records that have been made a part of the FileMagic system. It is believed that this will greatly decrease the requests received by the Clerk's office for copies of public records and that this will enhance the use of access and availability to public records by the public. This would be the next step in the City Council's effort to further automate the City and computerize records management.

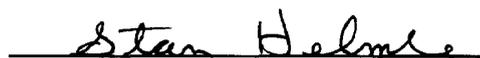
The system is comprised of software that will be provided by Appleby & Company, Inc. who is the regional provider of FileMagic and Fortis, and the hardware will be purchased in accordance with Resolution No. 98-72. The total project cost is approximately \$80,000.

FUNDING: Capital Budget

Funding Available:

Respectfully,


Vicky McAthie, Finance Director


Stan Helmle, Information Systems Manager

cc: Alice Reimche, City Clerk

APPROVED: _____


H. Dixon Flynn -- City Manager

RESOLUTION NO. 99-117

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING THE
PURCHASE OF FORTIS DOCUMENT IMAGING SYSTEM AND
HARDWARE TO ALLOW FOR INTERNET ACCESS TO DOCUMENTS
UNDER THE CUSTODY OF THE CITY CLERK'S OFFICE

=====

WHEREAS, Lodi Municipal Code, Section 3.20.070, authorizes dispensing with bids for purchases of supplies, services or equipment when it is in the best interest of the City to do so; and

WHEREAS, the City Clerk's office has scanned approximately 25,000 pages of documentation into the FileMagic System which includes resolutions, public hearings, council communications and City Council minutes; and

WHEREAS, the information is currently only available at ten workstations as per the licensing agreement, thereby limiting access to the information to staff; and

WHEREAS, members of the public cannot access this documentation, as it is not technologically feasible without the Fortis component; and

WHEREAS, the Fortis Imaging and Electronic Management System is the next logical step in developing the City Clerk's overall computerized records management system, and

WHEREAS, staff recommends purchasing the Fortis Document Imaging System from Appleby & Company, Inc., who is the regional provider of FileMagic and Fortis, at an approximate cost of \$80,000.00.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lodi hereby approves the purchase of the Fortis Document Imaging System from Appleby & Company, Inc., at an approximate cost of \$80,000.00.

Dated: August 18, 1999

=====

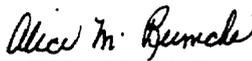
I hereby certify that Resolution No. 99-117 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 18, 1999, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Mann, Nakanishi, Pennino and Land
(Mayor)

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


ALICE M. REIMCHE
City Clerk