



**NOTICE OF A WORK SESSION AND REGULAR
MEETING OF THE VINEYARD CITY COUNCIL
March 8, 2017 at 6:00 PM**

Public Notice is hereby given that the Vineyard City Council will hold a Work Session, and Regular meeting on Wednesday, March 8, 2017, at 6:00 pm in the Vineyard City Hall, 240 East Gammon Road, Vineyard, Utah. The agenda will consist of the following:

AGENDA

WORK SESSION

1. CALL TO ORDER

2. INVOCATION / INSPIRATIONAL THOUGHT / PLEDGE OF ALLEGIANCE

3. JOINT WORK SESSION WITH THE HERITAGE COMMISSION

4. OPEN SESSION – *Citizens' Comments*

(15 minutes)

*“Open Session” is defined as time set aside for citizens to express their views. Each speaker is limited to three minutes. Because of the need for proper public notice, immediate action **cannot** be taken in the Council Meeting. If action is necessary, the item will be listed on a future agenda, however, the Council may elect to discuss the item if it is an immediate matter of concern.*

**5. PLANNING COMMISSION UPDATE AND RECOMMENDATIONS TO THE
COUNCIL – Planning Commission Chair Chris Judd**

6. COUNCILMEMBERS' REPORTS / DISCLOSURES / RECUSALS

Nate Riley – Mayor Pro-tem – January - March

- Economic Advisory Committee
- Utah Lake Technical Committee

Julie Fullmer – Mayor Pro-tem – April - June

- Youth Council
- Branding Committee
- City Special Events
- Orem Community Hospital Board

Dale Goodman – Mayor Pro-tem – July - September

- Timpanogos Special Service District - Board Member

Tyce Flake – Mayor Pro-tem – October - December

- ULCT Legislative Policy Committee

7. MAYOR’S REPORT

- North Pointe Solid Waste Special Service District - Board Member
- Mountainland Association of Governments
- Council of Governments
- Utah Lake Commission

8. STAFF REPORTS

- City Manager / Finance Director – Jacob McHargue
- Public Works Director / Engineer – Don Overson
- Attorney – David Church
- Utah County Sheriff’s Department – Deputy Collin Gordon
- Community Development Director – Morgan Brim
- City Recorder – Pamela Spencer
- Building Official – George Reid

9. DISCUSSION ITEMS – No items were submitted.

10. ITEMS REQUESTED FOR FUTURE AGENDAS

(Requests for future agenda items are to be submitted to the City Clerk/Recorder the Friday before a City Council meeting. If there will be a cost to the city, project and event requests must be submitted with a fiscal impact analysis or report.)

Item

Requested by

No items were submitted.

REGULAR SESSION

11. CONSENT ITEMS – No items were submitted.

12. BUSINESS ITEMS

12.1 DISCUSSION AND ACTION – Archive and Records Management Software

(15 minutes)

City Recorder Pamela Spencer will present recommendations for Archive and Records Management Software. The mayor and City Council will take appropriate action.

13. CLOSED SESSION

The Mayor and City Council pursuant to Utah Code 52-4-205 may vote to go into a closed session for the purpose of:

- (a) discussion of the character, professional competence, or physical or mental health of an individual
- (b) strategy sessions to discuss collective bargaining
- (c) strategy sessions to discuss pending or reasonably imminent litigation
- (d) strategy sessions to discuss the purchase, exchange, or lease of real property
- (e) strategy sessions to discuss the sale of real property

14. ADJOURNMENT

This meeting may be held electronically to allow a councilmember to participate by teleconference.

The next regularly scheduled meeting is March 22, 2017.

The Public is invited to participate in all City Council meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Recorder at least 24 hours prior to the meeting by calling (801) 226-1929.

I the undersigned duly appointed Recorder for Vineyard, hereby certify that the foregoing notice and agenda was emailed to the Daily Herald, posted at the Vineyard City Hall, the Vineyard website, the Utah Public Notice website, delivered electronically to city staff and to each member of the Governing Body.

AGENDA NOTICING COMPLETED ON: March 7, 2017

CERTIFIED (NOTICED) BY: /s/ Pamela Spencer

PAMELA SPENCER, CITY CLERK/RECORDER



VINEYARD CITY COUNCIL STAFF REPORT

Date: 3.6.2017

Agenda Item: 12.2

From: Pamela Spencer, Patricia Abdullah, Kelly Kloepper

Department: Recorder's Office

Subject: Archive and Records Management Software

Background/Discussion:

As the city of Vineyard continues to grow there is a critical need for data management. Staff published a Request for Proposal (RFP) to identify and implement a records management software capable of scanning, cataloging, and scheduling retentions of municipal documents to meet that need.

The RFP review committee identified both the necessary requirements and the additional options that the city may choose to implement in the future:

- | | |
|---|-----------|
| • Ability to scan documents directly into software – include types of scanners required | Required |
| • OCR documents | Required |
| • Departmental security rights for multiple users | Required |
| • Set up retention schedules and alert users before destruction | Required |
| • Restrict access, manipulation and destruction of documents | Required |
| • Audit tracking and record report capabilities | Required |
| • Import meta data from third party program, excel, or csv file | Preferred |
| • Create document type templates to extract meta data | Preferred |
| • Automatically remove blank pages | Preferred |
| • Document workflow process | Preferred |
| • Public Portal | Preferred |
| • Import documents directly from other software platforms | Preferred |
| • Image adjustment of documents – Cropping, adjusting, redaction, etc. | Preferred |
| • Support mobile users | Preferred |



VINEYARD CITY COUNCIL STAFF REPORT

Fiscal Impact:

Yes, the RFP identified software options that required both an initial setup and annual maintenance fee as outlined below. Pricing listed is just for the required features and does not include the pricing for additional options:

	Laserfiche	eFileCabinet	DocuWare
Base cost	\$ 5,000	\$ 10,560	\$ 9,395
User licenses (16)	\$ 10,000	incl	\$ 9,800
Scan into software	\$ 3,165	incl	incl
OCR module	incl	\$ 895	incl
Security rights	incl	incl	incl
Retention schedules	\$ 6,000	incl	incl
Restrict Access	incl	incl	incl
Audit tracking	\$ 800	incl	incl
Installation & Training	\$ 7,500	\$ 1,790	incl
Total	\$ 32,465	\$ 13,245	\$ 19,195
Annual Maintenance	\$ 5,293	\$ 11,455	\$ 2,935
Over 4 years	\$ 53,637	\$ 59,065	\$ 30,935

Recommendation:

Of the three bids provided the RFP Committee found that Laserfiche has the best user interface, ease of use, capability with third party software programs, and more expandable features than DocuWare or eFileCabinet.

The RFP committee recommends that City Council approves the purchase of the base version of Laserfiche.

While DocuWare has a lowest annual maintenance cost the RFP Committee does not recommend the purchase due to a limited compatibility with third party programs and a higher learning curve for users.



VINEYARD CITY COUNCIL STAFF REPORT

Alternatives:

First Alternative – City Council may approve the purchase of eFileCabinet. eFileCabinet provides an easy user interface with a low upfront cost but higher annual maintenance cost. eFileCabinet comes standard with basic versions of preferred features.

Second Alternative – The RFP Committee can schedule demos at the request of City Council to be held at a future Council meeting.

Attachments:

RFP bid

PROPOSED SOLUTION

PRODUCT:

DocuWare Professional Server *On Premise*

INCLUDED IN PURCHASE:

Docuware Professional Server On Premise	\$9,395
8 Concurrent Client Licenses (Can Be Converted To 16 Fixed)	\$9,800
8 Hours of Professional Services For Set Up, Implementation, & Training	

*First Year Of Software Subscription Included

Total Purchase Price

\$ 19,195 +tax

SOFTWARE SUBSCRIPTION RENEWAL:

Docuware Professional Server On Premise	\$1,215
8 Concurrent Client Licenses (Can Be Converted To 16 Fixed)	\$1,720

Total Annual Software Subscription Price

\$ 2,935 +tax

PROPOSED SOLUTION

PRODUCT:

eFileCabinet Professional On Premise/Cloud

(On Premise & Cloud Are Same Price)

We provide a complete suite of products to not just store electronic versions of documents but to automate processes and help companies become more efficient and productive. With the option to choose between eFileCabinet Online & eFileCabinet Desktop, clients can choose the level of accessibility they will have to their documents.

Features included with these two products allow improved security, simplified compliance, secure document sharing, easy full text searching, and more. eFileCabinet is a comprehensive document management solution that works for any office in any industry and allows customers to save time, money, and the frustration associated with paper-based processes.

PURCHASE:

16 Concurrent Client Licenses	\$10,560
OCR Module Allows For Up To 120,000 Pages Per Year	\$195
2 Zonal OCR Licenses	\$700
16 Hours Of Professional Services For Installation, Setup, and Training	\$1,790
Special Cash Price	\$ 13,245 +tax

SOFTWARE SUBSCRIPTION RENEWAL:

16 Concurrent Client Licenses	\$10,560
OCR Module Allows For Up To 120,000 Pages Per Year	\$195
2 Zonal OCR Licenses	\$700
Annual Cash Price	\$ 11,455 +tax

Les Olson Company is committed to providing our customers with the best possible customer service and support. Our Software Solutions team is comprised of I.T. professionals and document imaging experts. Each holds the CDIA+ certification, which is a highly-regarded and established qualification for document management expertise. In addition, each of our team members are Microsoft Certified professionals and networking/I.T. professionals with various industry certifications.

We provide our customers with product training and installation to ensure that the software is properly installed and users fully understand its uses and functions. Our product experts may also be consulted at any time after the purchase to assist with troubleshooting and additional training needs.

See what our customers have to say about us. Visit lesolson.com/company/partnership to watch videos and read testimonials from real Les Olson Company clients.



4578 Highland Drive
Suite A-150
Salt Lake City, UT 84117

Millennial Vision, Inc.

Proposal

Confidential

Town of Vineyard Enterprise Records Management Proposal

Prices valid through 04/30/2017

RFP System Requirements and Preferences

Required and Preferred Software Capabilities	Required or Preferred	Proposed (Yes or No)	Section(s)
Ability to scan documents directly into software	Required	Yes	1
OCR documents	Required	Yes	1
Departmental security rights for multiple users	Required	Yes	1
■ Setup retention schedules and alert users before destruction	Required	Yes	1
Public portal	Future	No	
Document workflow process	Preferred	Yes	1
Restrict access, manipulation and destruction of documents	Required	Yes	1
Audit tracking and record report capabilities	Required	Yes	1
Import meta data from third party program, excel, or csv file	Required	Yes	1
Create document type templates to extract meta data	Future	No	
Automatically remove blank pages	Preferred	Yes	1
Import documents directly from other software platforms *	Preferred	Yes	1
Image adjustment of documents – Cropping, adjusting, redaction, etc.	Preferred	Yes	1
Support mobile users	Preferred	Yes	1
*The Laserfiche Named User Client automatically comes with the ability to "Send to Laserfiche" from <Microsoft Office Suite>. With Outlook, e-mail metadata is automatically sent as well.			

Proposed System

Product Description	Qty	Unit List	List Total	Annual Maintenance	Total Annual Maintenance	Total
<u>Section 1: Laserfiche for Full SQL</u>						
Laserfiche Avante with Records Management Edition	1	11000	11000	2200	2200	
Laserfiche Avante Named Full User with Workflow, Web Access & Mobile	16	600	9600	120	1920	
Laserfiche Avante Starter Audit Trail	16	50	800	10	160	
Laserfiche Avante Connector	16	25	400	5	80	
Laserfiche ScanConnect (for each scanner)	1	165	165	33	33	
MVi Data Import Tool, TFS, File Manager - to facilitate use of MFPs/Copiers or importing of docs with metadata embedded in their filenames	1	3000	3000	600	600	
<u>Professional Services</u>						
Remote Go-To-Meeting Support	1	N/A	N/A	300	300	
System Setup, Installation, Training, Travel ~ 6 days onsite	1	7500	7500	N/A	N/A	
Totals			32465		5293	37758