



**City of Coral Gables  
CITY COMMISSION MEETING  
May 14, 2019**

**ITEM TITLE:**

A Resolution authorizing an amendment to the Fiscal Year 2018-2019 annual budget to transfer from fund balance and recognize as revenue City Clerk's Special Revenue Funds, and to appropriate such funds for a records management project.

**DEPARTMENT HEAD RECOMMENDATION:**

Approval.

**BRIEF HISTORY:**

In an effort to reduce the annual costs for City record storage, the City Clerk's Office is implementing a document management solution that will centralize all documents in a digital repository and allow for easy search and retrieval. The software being considered is Laserfiche Enterprise Content Management; a fully-hosted cloud service solution with sufficient licenses to include all necessary City users.

The implementation will cover configuration of all City departments, migration of all available documents, and training for City staff. The estimated cost is \$77,500.00 for the first year and \$27,030.00 for maintenance and updates each subsequent year. The initial cost will be covered by the City Clerk's Office and the annual recurring costs will be covered by the IT Department.

An amendment to the Fiscal Year 2018-2019 annual budget is required to transfer and recognize as revenue \$75,000.00 from the City Clerk's Special Revenue reserve, and to appropriate such funds to put toward the purchase of the aforementioned software.

**FINANCIAL INFORMATION: (If Applicable)**

<b>No.</b>	<b>Amount</b>	<b>Account No.</b>	<b>Source of Funds</b>
<b>1.</b>	<b>\$75,000</b>	<b>001-0601-511-64-42</b>	<b>City Clerk's Special Revenue Reserve</b>
<b>Total:</b>	<b>\$75,000</b>	<b>Approval By:</b>	

**ATTACHMENT(S):****1. Resolution**