



**City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS**

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2007-0437

TO: Mayor and City Council Members
FROM: Bob Grace, MIS 248-841-2477
DATE: July 12, 2007
SUBJECT: Legistar System Upgrade and Hosting Service

REQUEST:

To upgrade Legistar, the City's legislative tracking system from Legistar L-4 to Legistar L-5 and to change to the vendor-hosted option at a cost of \$45,130 plus a 10% project contingency of \$4,513 with a total project cost of \$49,643.00

REASON FOR PURCHASE:

Legistar is the City's comprehensive legislative tracking and information management system designed to track all of the information associated with City Council, Boards, Commissions and Committees. The system was installed in 2003 at a cost of approximately \$130,000 as a way to increase the efficiencies of the departments that manage City Council, Boards, Commissions and/or Committees and to streamline processes for departments submitting agenda items. To date Legistar has been very successful in meeting increased efficiencies for the following:

- Submission of Agenda items
- Creating agendas, minutes and paperless packets
- Collecting meeting data live in real time so information is readily available
- Tracking meeting attendance
- Keeping vote records
- Automatically creating certified copies
- Providing full tech research of all minutes, legislations, referrals, agendas and other related documents.
- Tracking referrals

The City has gone through several minor upgrades over the past four years as Daystar has released new versions. The vendor has released a new major version of the Legistar application, which is a major rewrite of the application, which the City would like to implement.

There are two components to this request

1. The new version includes many changes and enhancements including:

- The application has been written as a browser-based NET application. Unlike the previous version, this application is not installed on the user PC. This reduces the time required to administer the application on an ongoing basis because the existing version requires the installation of a client application on each computer used to access the system.

- An Easy Submittal System module to simplify submittal of Agenda items
 - An Applicant Tracking System module to provide an electronic internal approval process for Agenda Items.
2. A vendor-hosted option (SaaS or Software as a Service) is now available with a projected savings of more than \$27,000 over the next three years.
- Software as a Service (SaaS) model is a way to reduce the cost associated with using and managing the application.
 - Daystar will be hosting its own application, the Legistar application, by providing hosting services for its own software unlike companies that providing hosting through an Application Service Provider (ASP) model, which is through a third party.
 - Because this application does not depend on integration with other city applications, it can easily be moved offsite making it a very good candidate for testing out the SaaS application model

Legistar has been instrumental in streamlining the activities in support of the City's legislative bodies allowing the Clerk's Office, Department of Public Services and Department of Planning and Economic Development to the largest extent and all other departments to a smaller extent the ability to process the work in a more efficient manner. In respect to the technical administration of Legistar, Daystar has also been very quick to respond to any tech support issues and as the MIS' Department's use of the application has matured over the last four years we have found Legistar to be very stable, easy to use and requires an average of two to three hours per week in administrative time.

It is important for the City to remain current with the technology offered by the software vendor. Significant system improvements and additions have been made to the new version. Without an upgrade the City would be unable to take advantage of the improvements and at some point, the city would no longer be able to receive support of the older version of the application. The vendor hosted or SaaS option also offers a lower cost of ownership of the next few years compared to continuing to host the application ourselves.

PROCESS:

Vendor Name and Address:

Daystar Computer Systems, Inc.
600 West Jackson, Ste 580
Chicago, IL 60661

Reason for Selection:

Sole source – upgrade of existing software application

Method of Purchase:

Purchasing Order/Hosting Agreement

BUDGET:

The project budget required to accomplish this upgrade is \$49,643. This amount includes a contingency of \$4,513, which will only be used if necessary. The original amount of \$28,600 budgeted for this project was estimated more than a year ago with limited information available regarding the potential cost. If this project is approved we will require a budget amendment amounting to a net increase of \$21,043. Additionally, application hosting fees for budget years 2008 and 2009 would be \$15,500 and \$16,000 respectively. Increases for the hosting fees are capped at a maximum of 5% per year.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS	636.801000	Professional Services	0	\$35,063	(\$35,063)
MIS	636.807000	Contractual Services	0	\$14,580	(\$14,580)
MIS	636.934000	Maintenance Software	\$8600	0	\$8600
MIS	636.980000	Capital Equipment	\$20,000	0	\$20,000
					(\$21,043) *Budget Amendment

Note: These amounts are dependant upon a third quarter budget amendment.

RECOMMENDATION:

It is recommended that City Council approve the Legistar software upgrade and hosting project in the amount not-to-exceed \$49,643.

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		