City Council Agenda Summary Sheet
(Purchases)

Agenda No: **2004-0804 -** Customization for Legistar
Date: September 1, 2004
Prepared By: Susan Galeczka, City Council Liaison
City File No: N/A

Meeting Date: September 22, 2004

PURPOSE:
Request to purchase three (3) customizations for Legistar Software Program from Daystar Computers in the amount of $7,341.00

DISCUSSION:
At its Regular City Council Meeting held on Wednesday, December 4, 2002. Council authorized a blanket purchase order to purchase *Legistar*, a Legislative Document Management System, from Daystar Computers, Chicago, Illinois, at a cost not-to-exceed $145,000.00.   The project was completed in January 2004 and came in under budget by $3,031.01.

The project team determined during the implementation process that the City would use the program for six (6) months prior to considering any customizations. The team felt this would provide for proper training of users and allow the project team to problem solve within the confines of the program prior to looking at spending additional monies on customizations. The project team has met on a regular basis to resolve issues and address concerns of users and has provided additional training on an as needed basis. As a result, most concerns and issues were addressed within the confines of the program.

However, based on the City's specific practices and careful consideration of our options, we will need three customizations to the Legistar Program.

Customization	Justification	Costs		
Programming Services to provide RFT support to the Action Notes Field of Legislative Files for strikethrough, bold and underline	Need to reflect in minutes and resolutions strikeouts, bold, and underline for such things as minute corrections, ordinance amendments and policy changes; This customization will also provide the ability to underline and bold in minutes for differentiation within sections for easier reading, which cannot be done with the base program	Programming Cost

Annual Maintenance | $3,240

$ 195 | |
| | | **Total Cost** | | **$3,435** |

Customization	Justification	Costs		
Programming Services to show "Show Votes" to Certified Copy Report	Currently the secretary has to manually insert the votes for the Certified copies. This customization will allow the system to automatically insert the vote ensuring accuracy and saving secretarial time.	Programming Cost Annual Maintenance	$1,620 $ 54	
		Total Cost		**$1,674**
Programming Services to include text from "..title" and "..body" sections of the Master File in the Referral Notice Report for Referral Tracking	"..title" and "..body" causes the title of the agenda item and resolution, respectively, to be placed into the minutes, master reports, etc. This was part of the initial customization we added when the City purchased the program so that the entire resolution could be automatically inserted into the minutes. At that time we were not as familiar with the program as we are now, and found that this could also be inserted into the "Referral Notice". By adding this information into the "Referral Notice", we can use the "Referral Notices, in place of an Agenda Summary Sheet when items are referred to and from Council and the Committees, and other Boards and Commissions. This will provide Council with the item, resolution and minutes in one document. In addition, it will reduce staff time by not having to prepare additional Agenda Summary Sheets which reiterate what is already available in the system	Programming Cost Annual Maintenance	$2,180 $ 72	
		Total Cost		**$2,232**

The total cost for the three customizations is $7,020.00 and the increase to the annual maintenance contract is $321.00 for a total cost of $7,341.00.

FISCAL INFORMATION:
A budget amendment will be requested in the fourth quarter. Monies will be taken from MIS's "Retained Earnings".

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
MIS	636.980000	Office Equipment	$ 0.00	$7,341.00	($7,341.00)

Vendor Name and Address:
Daystar Computer Systems, Inc.
600 W. Jackson Blvd, Suite 580
Chicago, IL 60661

Reason for Selection:
Current vendor

Method of Purchase:
Purchase Order

RECOMMENDATION:
Authorize the purchase of three customizations from Daystar Computers, Inc. for Legistar the City's Legislative Management software program at a total cost of $7,020.00 and the addition to our Annual Maintenance Contract in the amount of $321.00.

Department Authorization: Bev Jasinski, City Clerk, CMC
Reviewed by:
    Fiscal: *Jean Farris*
    Clerks: *Susan Koliba-Galeczka*
Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA