

January 11, 2006

TO: John Szerlag, City Manager

FROM: John M. Lamerato, Assistant City Manager/ Finance and Administration
Jeanette Bennett, Purchasing Director
Gert Paraskevin, Information Technology Director

SUBJECT: **Agenda Item** – Liberty Information Management Systems Enterprise Wide Content Management Software - Update

SUMMARY:

City Management has begun the implementation of the Liberty Information Management Software, LibertyNet, approved on August 15, 2005. Attached is a detailed project plan of what has been completed to date. Below is a general summary of that plan.

1. All hardware and required software has been purchased and installed.
2. Pilot Project Complete
 - a. City Clerk's Office live with
 - i. Council Agendas and Minutes. These are available on the City's intranet site for searching and viewing by City staff.
 - ii. Birth and Death Certificates. These are being scanned and indexed as they are received. In addition, requests for copies are being electronically recorded, and then the image is resized and printed on safety paper, along with certification verbiage.
 - b. Building Inspection closed building permits setup complete. We are working with the State contract vendor, Graphic Sciences, to evaluate the cost of converting existing closed documents. We are initially going to convert about 83,000 permits and related documents. Building Inspection staff will begin to scan current documents as the permit/project closes.
3. A presentation of the pilot project was made to the Document Imaging Steering Committee on January 4, 2006. The group made the decision to accept the pilot and move forward with implementation in the rest of the City. The next step will be to obtain formal training for City staff, and then evaluate additional documents in the City Clerk's Office and Building Inspection before moving on to other departments.
3. Total expenditures to date: \$208,375.83
Total budget: \$542,000

BACKGROUND

Resolution #2005-08-400 approved the purchase of an Enterprise-wide Content Management (ECM) System from Liberty Information Management Systems and Ricoh Business Systems, along with approval to purchase additional hardware, software and services to complete the implementation through REMC and State of Michigan contracts.



