



AGENDA MEMORANDUM

*Information Technology
Department*

City Council Regular Meeting Date: November 4, 2025

To: City Council
From: Bert Smith, IT Director
Date: October 24, 2025

SUBJECT: Upgrade to City Document Management System - Laserfiche

BACKGROUND: The City currently uses the Laserfiche Document Management system to store most City documents including agendas, contracts and various departmental documents.

This system is currently hosted on a local server:

- As a Cloud service, appropriate documents can be made available to the public on demand without requiring a request to City staff. This significantly increases public transparency.
- As a local system, documents can only be accessed by staff while on site or through a Virtual Private Network connection to the City's network.
- Making appropriate documents publicly accessible without migrating to this Cloud system would increase risk to the City's network and providing sufficient public access speed would increase networking and server costs.
- As a local physical server, it must be relocated whenever the City is evacuated. This is inconvenient and increases evacuation preparation time.
- Cloud systems are hosted in redundant data centers with built-in failover and disaster recovery. This eliminates reliance on a local server that could fail or be damaged.
- There is no need to purchase or install new hardware when storage or performance needs increase. This is handled by the vendor when needed.
- Predictable subscription billing simplifies budgeting

FUNDING SOURCE: This is a budgeted FY 2026 expense and includes the first year of Cloud service and migration of existing data to the new Cloud system.

The amount to fund this project is \$54,223.01.

Sanibel is and shall remain a barrier island sanctuary

RECOMMENDED ACTION: To enhance public access and transparency and eliminate these physical constraints, Staff recommends that the City Council authorize the City Manager to execute an agreement with MCCI for the migration of data and the first year of service.

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