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November 21, 1990

**Budget and Finance Committee
Sacramento, California**

Honorable Members in Session

SUBJECT: City Attorney's Request for Computer Software

SUMMARY

This is a request to purchase the CityLaw computer software program to implement new programs in file management, assignment tracking, case management, time accounting, outside counsel accounting and calendaring. The cost for the software could be as much as \$27,000. The funds for this software were in the budget at the end of the last fiscal year, but were not spent as we were still in the process of evaluating the software and having computers installed.

BACKGROUND

At the present time, manual systems are in place in the City Attorney's Office for listing cases and files, accounting for attorney time and calendaring. With the increase in workload and staff, the manual systems are inadequate for maintaining accurate management of cases and files. The CityLaw program will make it possible for us to handle this demand for increased efficiency and more information. All secretaries and attorneys have computers and will be able to utilize the system.

CityLaw was developed by Cycom Data Systems, Inc., specifically to meet the needs of municipal law offices. Cycom Data Systems, Inc. automated the City Attorney's Offices for the City of Long Beach and the City of Anaheim and in the process developed the CityLaw program. CityLaw is an integrated system of databases. The system consists of five modules which we would like to purchase: Litigation Case Management, Attorney

Time Accounting, Outside Counsel Accounting, Calendar Management and Document Indexing System. The programs will be customized to fit the needs of our office.

CityLaw can be installed on a stand alone personal computer or on the 3Com network. CityLaw was successfully installed on a 3Com network in Tulsa, Oklahoma. We would like CityLaw to be installed on our 3Com network so that all attorneys and secretaries can view the databases and retrieve information.

FINANCIAL DATA

Cycom Data Systems, Inc. provided our office with a written proposal dated April 13, 1990. Don McGregor of Cycom Data Systems, Inc. confirmed this week that he will honor the prices quoted in the April 13, 1990 proposal. The software cost for all five modules, including customizing the software, implementation, on-site training and documentation is \$21,700, additional training for all staff is \$1,800 and a maintenance contract for ongoing support and direct on-line support is available at 15% of the purchase price, paid annually. Support is provided for the first three months at no charge. Cycom Data Systems, Inc. is willing to assist us by providing a payment plan which will split the charges between two fiscal years.

The funds for software programs were in the budget at the end of the last fiscal year. Funds were not spent because we were still reviewing software.

POLICY CONSIDERATIONS

This request is consistent with policy to adjust departmental budgets within a fiscal year for necessary and approved expenses.

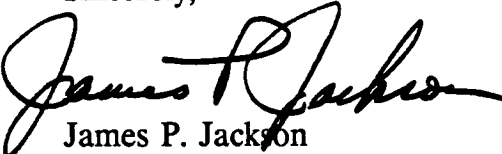
MBE/WBE

No impact.

RECOMMENDATION

It is recommended that the Budget and Finance Committee approve this request to purchase the five modules of CityLaw at \$21,700, plus training at \$1,800 and a maintenance and support contract at 15% of the purchase price, paid annually, and further that the purchase price be split and paid one-half in fiscal year 1990-91 and one-half in fiscal year 1991-92. It is recommended that the Budget and Finance Committee forward this approved request to the City Council for final action.

Sincerely,



James P. Jackson
City Attorney