



DEPARTMENT OF  
**INFORMATION  
TECHNOLOGY**

**MEMORANDUM**

**Date: June 12, 2024**

**To: HR/IT Committee, Common Council**

**From: Corey Popp, I.T. Director**

**Subject: Request to Approve \$43,571 for Metafile Conversion**

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I am seeking approval to spend up to \$43,571 to migrate documents currently archived in the City of Appleton's legacy document storage system (a.k.a. "Metafile") to the Tyler ERP Content Management computer system (a.k.a. "TCM").

The on-premise Metafile system has been running in the City for approximately 20 years. It stores 214 gigabytes of archived digital documents for the Human Resources, Police, Finance, and other City departments. TCM natively stores document images related to the ERP general ledger (e.g. checks, invoices). This migration consolidates all document archiving to a single system, TCM.

Following the conversion, the Metafile system will be shut down, resulting in an annual decrease of nearly \$25,000 in I.T.'s Software Support expense starting in 2025. TCM is already in production, and the City will incur no additional expense following the migration.

The conversion will be funded using dollars already allocated to IT from the 2021 Excess General Fund and currently set aside in the I.T. Department's 2024 Operations Consulting budget.

A breakdown of the project's costs appears below.

<b>Supplier</b>	<b>Description</b>	<b>Cost</b>	<b>Funding Source</b>
Metafile	Base Migration Fee	\$15,000	I.T. Operations Budget
Metafile	214 GB x \$115/GB volume fee	\$24,610	I.T. Operations Budget
	10% contingency	\$3,961	I.T. Operations Budget
<b>Total</b>		<b>\$43,571</b>	