

Council Meeting Date: September 10, 2019

or Council Workshop Date: _____

Regular Agenda ☐

Consent ☒

Executive Session ☐

Attachments ☐

Ordinance Publication Date: _____

*Must be published 72 hours before meeting; deadline to WC
Sun is 11:00 Monday*

Draft Ordinance to City Secretary: _____

*Draft ordinance must be given to City Secretary one week before
Council meeting*

AGENDA ITEM COVER SHEET

SUBJECT:

Consideration and possible action to approve **an appropriation of \$52,000 to MCCI, LLC** for annual maintenance on the Laserfiche records management software. Chris Bryce, IT Director

ITEM SUMMARY/SPECIAL CONSIDERATIONS:

This item is one of several annual technology maintenance appropriations that are submitted for advanced approval at the beginning of each fiscal year so that invoices may be paid in a timely manner when they are received.

Laserfiche is an enterprise document management software we use for records management, business process automations, workflows, document imaging, and online forms. The enterprise software is widely used across multiple departments.

Laserfiche is managed by the City Secretary's Records team. The general document repository currently houses over 51,000 documents. Georgetown Utility Systems utilizes an additional 30,000 documents.

The City's Laserfiche implementation has received two awards:

- NAGARA (The National Association of Government Archivists and Records Administrators) – 2018 Program Excellence Award
 - MCCi Innovations– 2018 Excellence Award
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FINANCIAL IMPACT:

All items were budgeted during the FY 2020 budget process. Expenses in the amount of \$52,000 will be recorded in account 570-5-0641-51-341 (IT Contracts – Annual Contracts).

COMMENTS:

ATTACHMENTS:

None