

Council Meeting Date: September 28, 2021

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*

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## AGENDA ITEM COVER SHEET

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**SUBJECT:**

Consideration and possible action to approve an annual appropriation of \$52,000.00 to MCCI, LLC for annual maintenance on the Laserfiche records management software. – Chris Bryce, IT Director

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**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 the City's enterprise document management and workflow software. Laserfiche is used across the City to store and manage critical documents, create automated workflows, and create web-based forms for data entry. The City's creative use of this system to increase efficiency has resulted in several national awards.

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**FINANCIAL IMPACT:**

All items were budgeted during the FY 2022 budget process. Expenses in the amount of \$52,000 will be recorded in IT-Software Maintenance Subscriptions and Support Services.

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**COMMENTS:**

None

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**ATTACHMENTS:**

None