



Memo

File #: TMP-6788

Agenda Date: 12/15/2023

TO: Beth Beatty, City Manager

FROM: Chris Sternal - CIO

DEPARTMENT: Information Technology

SUBJECT:
Laserfiche Implementation Project

PURPOSE:
The implementation of the Laserfiche Document Management System

FACTS:

- Scope of project - phase one
 - Contentverse Conversion
 - City Clerk Document Management
 - HR Document Management
 - Creation of online forms: On Duty Injury and Travel Expense
- Contentverse Conversion
 - 50% complete - export done by city personnel; import performed by CDI personnel.
 - Anticipated completion in first quarter of 2024.
- City Clerk Document Management
 - Initial set up complete.
 - Clerk's office is actively importing to Laserfiche.
 - Public portal is in development.
- HR Document Management
 - Initial set up complete.
 - HR is actively importing applicant and new hire documents.
- On Duty Injury and Travel Expense forms are currently in development.
 - Information gathering will be complete week of December 18, 2023.
 - CDI will develop forms based on information gathered.
 - City staff will be trained to create forms going forward.
- Heartland Business Solutions is contracted to do the back-scan of all paper documents in the City Clerk's office and HR paper records. This is an ongoing process. Capital funds have been requested as part of our 5-year capital plan.