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## City Council Regular Meeting

**DEPARTMENT:** Information Technology  
**FROM:** Hugo Rodriguez, Deputy Director, IT  
**MEETING:** April 17, 2023

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**SUBJECT:**

Consider approval of a resolution authorizing payment of five years of subscription fees to Upland Software for document imaging and electronic file storage services in the amount not to exceed \$144.375. (*Staff Contract: Hugo Rodriguez, Deputy Director, IT*)

**SUMMARY:**

The city has used FileBound by Upland Software as the records management program since 2016. The staff utilizes the software to scan and store electronic copies of the City's sensitive documents. The application can set retention levels for all the documents within the application to guarantee that the city follows the retention policy. By storing the documents electronically, the city can reduce the number of printed copies and off-site storage costs.

The annual software maintenance contract is a renewal to cover extended software support, updates, and new software releases for the next five years.

**OPTIONS:**

- 1) Approve a resolution authorizing payment of five years of subscription fees to Upland Software for document imaging and electronic file storage services in the amount not to exceed \$144.375.00.
- 2) Approve with changes
- 3) Deny

**RECOMMENDATION:**

Approval of a resolution authorizing payment of five years of subscription fees to Upland Software for document imaging and electronic file storage services in the amount not to exceed \$144.375.00.

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

N/A

**FISCAL IMPACT:**

Fund: Support Services

Account: 6108001-63506

**STAFF CONTACT:**

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