

MEETING DATE
September 21, 2026

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Approval for the addition of OnBase Workflow Licensing

DEPT / OFFICE: Information Technology

Originator: Jason Dumas		
City Manager Don Rosenthal	Department Director Jason Dumas	Date 8/18/2026
Recommended Action: Request approval to add OnBase Workflow licensing through Hyland's Simplified licensing package for a five-year term.		
Summary Explanation & Background: The City's current licensing doesn't include OnBase Workflow licensing. Adding OnBase Workflow licensing to our existing OnBase environment will enable users to automate and manage business processes directly within the system, improving workflows and efficiency. Attached is an ECM Investment Summary outlining the savings from transitioning to the Simplified Licenses, including OnBase Workflow.		
Alternatives: Continue with current licensing and do not utilize the additional capabilities to increase efficiency.		
Source of Funds: 001.07.513-060.64 Capital Outlay Machinery & Equipment - OnBase Upgrade		
Financial Impact: Budgeted FY 2026		
Exhibits Attached: ECM Investment Summary		