

2022 Central Services Goals

- Clear old DS records out large offsite storage facility – add files from discs to server and clean up (check destruction of large plans with destruction plan in (Mar/Apr)
- Remodel City Clerk's office / Assistant Finance Director Office and 2nd Floor open space for records retention and close Public Storage Unit
- Research cloud-based records management system (i.e. LaserFiche) – **Schedule demo in Sep.**
- Clean up all files at City Hall (contracts, etc.) – ongoing (clearer picture of clean up by May) to include creating folders that follow the retention schedule
- Finish - Deleting all old/duplicate files from the H drive by May (assign folders and timelines)
- [Apply to obtain a grant for a Cloud based Enterprise Content Management solution](#)
- Complete website redesign with Executive, Finance and Public Works (Other departments are ongoing for updates)
- GoGov citizen notifications and helpdesk – Promote and advertise in March
- Bang the Table Implementation – Community Engagement HQ (Comprehensive Plan will be the first project/introduction of software)

Parking Lot Items:

- Improve public ability to easily search public records online – **included with Municode Web redesign and MuniDocs?**
- Electronic Signatures Software (waiting for new Finance Director to be in place)
- Expand online payments beyond building permitting – animal licensing, PRR, Special Events, Donations, etc. – (waiting for new Finance Director to be in place)