Apache Junction Information Technology (IT) Department

DATE: July 1, 2024

TO: Honorable Mayor and City Councilmembers

THROUGH: Bryant Powell, City Manager

FROM: Doug Wirthgen, IT Director

SUBJECT: ICC-CDS Implementation of Laserfiche DMS

A document management system centralizes and secures content, improves collaboration and supports compliance. Laserfiche Workflow is a business process automation tool. It is built into Laserfiche so an organization can use automatic document classification, organizing, routing, and archiving. The use of a computer system and software to store, manage and track electronic documents and electronic images of paper-based information captured through the use of a document scanner.

The City of Apache Junction, Pinal County, Arizona hereby agrees with ICC Community Development Solutions and to the License Agreements for the software Laserfiche Self-Hosted Subscription site license introduces a straightforward software license that includes a wide variety of features to benefit all departments of the municipality. As you become more familiar, we can add automation, integration with 3rd party applications and more.

The cost of this comprehensive project is $56,756, which will be paid for using FY24 CIP council approved general funds that have been carried forward to council approved FY25 CIP.

Staff recommends approval of: Go-Live and Post-Implementation Support Phase on or before June 1st, 2025. Self-hosted subscription based Laserfiche with ICC-CDS implementation & Training.