


MEMORANDUM

TO: Mayor and Council
FROM: Lori Stelzer, City Clerk 
RE: Tracking Expiration Dates
DATE: May 1, 2017

Staff in Purchasing, IT and the city clerk's office have been working on a solution to track expiration dates of agreements, contracts and ordinances. A Statement of Work was authorized on April 14 with MCCi, with an expected starting date upon my return from vacation. With staff's assistance, MCCi will first review existing electronic documents in Laserfiche, of which there are over 900 of, and then set up a workflow for future contracts/agreements. This program will provide staff with an email notification of expirations.

In the meantime I have provided a list of expired or soon to be expired contracts to all departments and we continue to follow up on those documents. We will continue to follow this process until an electronic solution is in place.

Development Services is implementing separate software to track permits and other land development matters.

If you have any questions regarding this matter, please let me know. Thanks.

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