



TO: Mayor Linda Gorton  
Urban County Council

FROM: Stacey Maynard  
Council Administrator

DATE: March 12, 2019

SUBJECT: Authorization for OnBase Service Agreement Amendment

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Request authorization to amend the OnBase service agreement to add an agenda packet storage and search mechanism for the Council Office and Council Clerk's Office. This will create a centralized storage area for packets of all meetings of the Urban County Council. Total cost to the Urban County Government is \$5,075. Funds are budgeted.

Why are you requesting? Department needs this action completed because this will allow staff to perform key word searches on all documents at once, significantly reducing the time required to search items for research and/or open records requests.

What is the cost in this budget year and future budget years?

The cost for this FY is: \$5,075

The cost for future FY is: \$0

Are the funds budgeted? Yes

The funds are budgeted or a budget amendment is in process: Funds are budgeted.

Account number: 1101-121001-0001-75103 - \$4,375

1101-123001-0001-75101 - \$700

File Number: 0307-19

