

SUBJECT: Authorization to renew the Borough's Opentext Content Manager software with Information First under a three-year agreement covering July 1, 2026, through June 30, 2029; The total cost of the agreement is \$292,165.75, with annual payments subject to appropriation.

AGENDA OF: April 7, 2026

ASSEMBLY ACTION:

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Originator	X Dana Oliver 3/23/2026 Signed by: Dana Oliver
IT Director	X Leah Jones 3/24/2026 Signed by: Leah Jones
Purchasing Director	X R Krafft 3/24/2026 Signed by: R Krafft
Finance Director	X Cheyenne Heindel 3/25/2026 Signed by: Cheyenne Heindel
Borough Attorney	X Nicholas Spiropoulos 3/25/2026 Signed by: Nicholas Spiropoulos
Borough Manager	X Michael Brown 3/25/2026 Signed by: Mike Brown
Borough Clerk	X Brenda J. Henry for 3/25/2026 Signed by: Brenda Henry

ATTACHMENT (S): Fiscal Note

SUMMARY STATEMENT: The Borough uses Opentext's Content Manager software to fulfill the requirements of Borough Code 2.47.020 Boroughwide Records Management Program. This software provides the Borough with a records inventory and classification system, retention scheduling, records storage and conversion. The Borough has financial, business, legal and historical records that are kept within Content Manager according to the specified retention and classification schedules.

RECOMMENDATION OF ADMINISTRATION: Authorization to renew the Borough's Opentext Content Manager software with Information First under a three-year agreement covering July 1, 2026 through June 30, 2029. The total cost of the agreement is TWO HUNDRED NINETY-TWO THOUSAND ONE HUNDRED SIXTY-FIVE DOLLARS AND SEVENTY-FIVE CENTS (\$292,165.75), with annual payments subject to appropriation.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: April 7, 2026

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FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$91,466.50 (total \$292,165.75 over 3 years)*	FUNDING SOURCE OIT Operating Budget
FROM ACCOUNT # 100.xxx.xxx 4xx.xxx	PROJECT
TO ACCOUNT:	PROJECT #
VERIFIED BY: X <u>Liesel Zanto</u> <small>Signed by: Liesel Zanto</small>	

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Personnel Services						
Travel						
Contractual		91.5*	97.0*	103.7*		
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING		91.5*	97.0*	103.7*		

CAPITAL						
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REVENUE						
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FUNDING:


(Thousands of Dollars)

General Fund		91.5*	97.0*	103.7*		
State/Federal Funds						
Other						
TOTAL		91.5*	97.0*	103.7*		

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary) *Subject to annual budget appropriation and acceptance

APPROVED BY:	 X <u>Cheyenne Heindel</u> <small>Signed by: Cheyenne Heindel</small>
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