

MEMORANDUM

To: Ald. Scott P. Spiker, Chair, City Information Management Committee

From: Jim Owczarski, City Clerk

Date: December 5, 2025

Re: IT Initiatives in the Office of the Common Council – City Clerk

Mr. Chair, I am pleased to report the following updates from the Office of the Common Council – City Clerk. Always happy to clarify or discuss further should you wish.

1. The License Division remains heavily involved in the migration from the home-grown LIRA system to Accela and in building out business licensing functionality through Accela. Our hope is to take the remaining license types live in the first quarter of next year.
2. The office is considering becoming a BETA site for Legistar’s new AI agent. This product would function as a public-facing search engine and AI chatbot with access to the City’s extensive database of legislative files, agendas, memberships, and meeting minutes. This product could streamline intake and response to inquiries from the public and media, and increase the efficiency of City staff whose duties include understanding and tracking the City’s legislative activities.
3. The City Clerk’s Office is continuing to onboard and train staff in the use of Salesforce for constituent management services. This system is intended to replace the use of spreadsheet call logs to track engagement with each district’s 30,000+ residents on a wide variety of topics.
4. The City Records Center is preparing an RFP for a feasibility study/survey of the City’s electronic records management needs. The end product will help the City get its arm around electronic records management, particularly of unstructured data, and provide a roadmap for implementing an enterprise-wide solution in the future.
5. Going into the new year, we will be updating departmental webpages and databases in relation to memberships, staff assignments, &c.