

## AGENDA ITEM SUMMARY

January 16, 2018

City Council

### STAFF

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Dan Coldiron, Chief Information Officer  
Kelly DiMartino, Assistant City Manager  
Chris Martinez, Financial & Policy Analyst  
Ryan Malarky, Legal

### SUBJECT

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First Reading of Ordinance No. 014, 2018, Appropriating Prior Year Reserves in the Data and Communications Fund for the Enterprise Document Management System and Electronic Record Search Project.

### EXECUTIVE SUMMARY

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The purpose of this item is to appropriate \$833,840 from the Data and Communications reserve to fund the Enterprise Document Management System and Electronic Record Search (EDMS) project. The funds will be used to replace the current enterprise document management system known as SIRE that currently manages the City's documents and images. This project was approved through the Budgeting for Outcomes (BFO) process for use in 2017. However, the procurement process will not be completed until early February 2018, requiring the IT Department to submit this request ahead of the reappropriation process in order to enter into a contract with a vendor to avoid additional costs and delays.

### STAFF RECOMMENDATION

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Staff recommends adoption of the Ordinance on First Reading.

### BACKGROUND / DISCUSSION

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The current enterprise document management system manages all documents and images for both active and archival document management purposes throughout the organization. There are more than 12 million files and 600 users on our current system. More than 70% of City Departments are utilizing this system currently. Several critical integrations exist with this system that include CityDocs, the City's web based portal that provides municipal documents to the public, the financial system, public mapping services (GIS), law enforcement, and other government organizations such as Larimer County.

The vendor for the current EDMS, Hyland Software, acquired SIRE in 2012 and decided to halt development of future updates to the application. Hyland offers its own product, OnBase, which it is solely supporting. The SIRE software currently has dependencies on older operating systems and technology that will soon be obsolete and not supported. The software will eventually cease to function. The discontinued support of the technology also exposes the system to possible security risks of sensitive data and it is recommended to be immediately replaced.

The funds to replace the system were presented and accepted in the 2016-2017 BFO process under Enhancement Offer 9.3 entitled Enterprise Document Management System and Electronic Record Search. The initial Request for Proposal (RFP) development began in June 2017 with the City's Purchasing Department. However, due to workload both in the IT and Purchasing departments, the RFP was not finalized until September 2017. The RFP was available for vendors to submit proposals from October 13 to November

10 to which a review committee was formed and given an early December deadline to review the submitted proposals for further evaluation.

As it currently stands, Purchasing is engaged in scheduling three candidates to be onsite mid-January to provide onsite product demonstrations for the committee. After the vendor demonstrations are complete, the committee and IT are targeting a final selection in January with vendor negotiations and City Attorney review completing the process by February 2018.

Any additional delay to this process not only exposes the City to the possibility the current software will cease to function without proper support, but additional costs are potential in delaying the execution of a contract with a new vendor.

### **CITY FINANCIAL IMPACTS**

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This will be a one-time reduction in the Data and Communication Reserves of \$833,340 for the purchase of the EDMS replacement project.

ORDINANCE NO. 014, 2018  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
APPROPRIATING PRIOR YEAR RESERVES IN THE DATA AND COMMUNICATIONS  
FUND FOR THE ENTERPRISE DOCUMENT MANAGEMENT SYSTEM AND  
ELECTRONIC RECORD SEARCH PROJECT

WHEREAS, the purpose of this item is to appropriate \$833,840 from the Data and Communications Fund Reserves to replace the current enterprise document management system known as SIRE that currently manages the City's documents and images; and

WHEREAS, this project was approved through the Budgeting for Outcomes process for use in 2017, however the procurement process will not be completed until early February 2018; and

WHEREAS, these funds are needed to finalize a contract in order to avoid additional costs associated with upkeep of the outdated system and to avoid installation delays; and

WHEREAS, Article V, Section 9 of the City Charter permits the City Council to appropriate by ordinance at any time during the fiscal year such funds for expenditure as may be available from reserves accumulated in prior years, notwithstanding that such reserves were not previously appropriated; and

WHEREAS, City staff has determined that the appropriations as described herein are available and previously unappropriated in the Data and Communications Fund; and

WHEREAS, the purchase of a new enterprise document management system and improvement of the City's electronic record search capabilities serves a public purpose by making the City's records management system more reliable, efficient, and maintainable, thereby improving the City's services to the community and improving the ability of the public to access City records.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

Section 1. That the City Council hereby makes and adopts the determinations and findings contained in the recitals set forth above.

Section 2. That there is hereby appropriated from reserves in the Data and Communications Fund the sum of EIGHT HUNDRED THIRTY THREE THOUSAND EIGHT HUNDRED FORTY DOLLARS (\$833,840) for the Enterprise Document Management System and Electronic Record Search Project.

Introduced, considered favorably on first reading, and ordered published this 16th day of January, A.D. 2018, and to be presented for final passage on the 6th day of February, A.D. 2018.

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Mayor

ATTEST:

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City Clerk

Passed and adopted on final reading on the 6th day of February, A.D. 2018.

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Mayor

ATTEST:

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City Clerk