



Legislation Text

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AN ORDINANCE AMENDING THE 2017 BUDGET OF THE CITY OF COMMERCE CITY, COLORADO BY TRANSFERRING A PORTION OF THE UNDESIGNATED RETAINED EARNINGS IN THE INFORMATION TECHNOLOGY FUND TO THE CIPP FUND IN THE AMOUNT OF \$174,200 FOR THE RECORDS INFORMATION MANAGEMENT PROJECT AND AUTHORIZING THE EXPENDITURE THEREOF

Summary and Background Information :

In 2015, Commerce City issued a competitive procurement for a records information management assessment to understand the current state of records and information management within the city. Based on those findings, a roadmap was created, in accordance with national best practices, to improve transparency and accessibility of the city's record information management system. Identified in the 2017 Work Plan, the city is undertaking a phased records information project to achieve city council's goal of engaging the public to encourage community involvement, communication and to build trust by achieving the outcome of accessible, reliable and transparent information.

While part of the 2017 work plan, the assessment was incomplete until December 2016, meaning project costs were unavailable during the budget process. The information technology department identified funding for the project within its unrestricted fund in 2016; this ordinance requests moving these identified funds into the project account consultant services.

The phased project looks to achieve three sequential goals to improve the organization's alignment with generally accepted records practices:

- Goal 1: Position the city and its constituents to benefit from the usage of sophisticated information collaboration tools and processes both internally with staff and externally with stakeholders
- Goal 2: Position city administration to benefit from proactive management of the records and information lifecycles
- Goal 3: Position city departments to benefit from an improved shared internal services model across all cooperative administrative function concerning information technology, human resources, internal finance, internal legal, and records services

Improvements to the city's RIM Program and internal service provider models are needed to support effective operations, delivery of services, completion of capital projects, and to maintain confidence and trust in the Commerce City government.

Staff Responsible (Department Head): Sheryl Carstens

Staff Member Presenting : Sheryl Carstens

Financial Impact : \$174,200

Funding Source : IT unrestricted earnings

