City of Hudson, Ohio

Staff Report With Text

File #:	17-68	**Version:** 1	**Name:**
Type:	Resolution	**Status:**	Passed
File created:	4/12/2017	**In control:**	City Council
On agenda:	5/23/2017	**Final action:**	5/23/2017

Title: A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH SECURITY MICROIMAGING CORPORATION (DBA KIRIWORKS) TO PURCHASE ONBASE ENTERPRISE CONTENT MANAGEMENT SOFTWARE AND ASSOCIATED PROFESSIONAL SERVICES.
Executive Summary: OnBase is a content management software suite created by Hyland Software out of Westlake, Ohio. As part of the City's continuous improvement initiative, OnBase will ultimately allow the City to eliminate paper and drive efficiencies throughout the organization. Professional services provided by Kiriworks will include implementation and on-going assistance.

Sponsors: David A. Basil

Indexes: Innovation & Technology

Code sections:

Attachments: 1. OnBase Implementation Plan, 2. Resolution No. 17-68

Date	Ver.	Action By	Action	Result
5/23/2017	1	City Council	approved on the consent agenda	Pass
5/9/2017	1	City Council Workshop	item forwarded	
4/18/2017	1	City Council	first reading	
4/18/2017	1	City Council	tabled	Pass

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Legislative History

None.

Purpose & Explanation

We have started the scanning process of existing paper documents, but this process has historically been fragmented and has usually been administered by individual departments, resulting in the creation of different silos of scanned documents. OnBase will allow us to consolidate these scans and store them in a central

location.

Acquiring the OnBase suite will improve efficiencies throughout the organization by the consolidation of documents and the elimination of paper. During the implementation process, each city department will learn to understand their current content/document management needs. This exercise will provide opportunities to streamline their processes during implementation. The attached OnBase Implementation Plan provides a more detailed description of what this solution can do for the City and how it can help drive efficiencies.

Timing Considerations

With passage of this Resolution, staff will begin implementation after 30 days.

Fiscal Impact

X   Currently Budgeted
         Supplemental Appropriation Required
         Appropriation Not Required.

Suggested Action
Staff recommends to move forward with the purchase of the OnBase software and obtain the professional services of Kiriworks to assist in the installation and configuration of the software, as well as to provide ongoing assistance.

Submitted by,

Jane Howington, City Manager

Paul Leedham, Chief Innovation Officer