



Legislation Details (With Text)

**File #:** O-358-24      **Version:** 1      **Name:**  
**Type:** Ordinance      **Status:** Agenda Ready  
**File created:** 7/1/2024      **In control:** Information & Technology Department  
**On agenda:** 7/17/2024      **Final action:**  
**Title:** Authorizing the Mayor to enter into a one-year software-as-a-service agreement for public record requests (PRR) software with the option to renew for four additional one-year terms; authorizing the expenditure of an amount not to exceed \$25,000 annually from the Information and Communications Technology Fund; and declaring an emergency.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Public Records Request Justification

Date	Ver.	Action By	Action	Result
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Public Record Requests (PRR) software  
Department of Information Technology  
Anne Bennett (x1493)  
Revised

**Authorizing the Mayor to enter into a one-year software-as-a-service agreement for public record requests (PRR) software with the option to renew for four additional one-year terms; authorizing the expenditure of an amount not to exceed \$25,000 annually from the Information and Communications Technology Fund; and declaring an emergency.**

**SUMMARY & BACKGROUND:**

Under applicable public records laws, the City is required to satisfy public record requests. This Ordinance authorizes utilizing software to improve the efficiency in timely satisfying these requests.

Through the results of a competitive bidding process, the lowest and best software vendor has been selected for an annual amount of \$25,000.

NOW, THEREFORE, Be it ordained by the Council of the City of Toledo:

SECTION 1. That the Mayor is authorized to enter into a one-year software-as-a-service agreement for public record requests (PRR) software with the option to renew for four additional one-year terms, upon terms and conditions acceptable to the Director of Information Technology and the Director of Law.

SECTION 2. That, subject to annual appropriation, the annual expenditure of an amount not to exceed \$25,000 is authorized from the Information and Communications Technology Fund, Account Code 7084-17500

-1144007ITSAAS, for the purpose listed in Section 1.

SECTION 3. That the Finance Director is authorized to draw their warrant or warrants against the above-mentioned Account Code in an amount not to exceed \$25,000 annually in payment of the obligations authorized above upon presentation of the proper voucher or vouchers.

SECTION 4. That this Ordinance is declared an emergency measure and shall take effect and be in force from and after its passage. The reason for the emergency lies in the fact that this Ordinance is necessary for the immediate preservation of the public peace, health, safety and property, and for the further reason that this Ordinance must be immediately effective in order for the City to maintain and improve current public records request processes.

Vote on emergency clause: yeas \_\_\_\_\_, nays \_\_\_\_\_.

Passed: \_\_\_\_\_, as an emergency measure: yeas \_\_\_\_\_, nays \_\_\_\_\_.

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
President of Council

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor

I hereby certify that the above is a true and correct copy of an Ordinance passed by Council

\_\_\_\_\_.

Attest: \_\_\_\_\_  
Clerk of Council