



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JANUARY 28, 2025

FROM: INNOVATION & TECHNOLOGY DEPARTMENT WARDS: ALL

SUBJECT: APPROVE THE PURCHASE OF POSSE SOFTWARE UPGRADES AND EPLANS FROM COMPUTRONIX (U.S.A.), INC., OF LAKEWOOD, COLORADO, FOR A TERM ENDING JANUARY 31, 2026, IN THE AMOUNT OF \$126,900

ISSUE:

Approve the purchase of POSSE software upgrades and ePlans from Computronix (U.S.A.), Inc., of Lakewood, Colorado, for a term ending January 31, 2026, in the amount of \$126,900.

RECOMMENDATIONS:

That the City Council:

1. Approve the purchase of POSSE software upgrades and ePlans from Computronix (U.S.A.), Inc., of Lakewood, Colorado, for a term ending January 31, 2026, in the amount of \$126,900; and
2. Authorize the City Manager, or designee, to execute all documents necessary to effectuate this agreement and make any minor and non-substantive changes.

BACKGROUND:

On October 6, 2015, City Council approved the Professional Consultant Services Agreement from Request for Proposals (RFP) No. 1470 with Computronix (U.S.A.), Inc. ("Computronix") for a permitting system software replacement project. The Professional Office Software for Standards and Enforcements (POSSE) software is a robust platform designed for land management, licensing, permitting, inspections, and code enforcement that allows staff to streamline and manage workflows related to regulatory, permitting, and inspection processes. The POSSE installation was a multi-phase project involving multiple City departments that went live in 2019.

Historically, the Innovation and Technology Department has been managing the annual renewal for POSSE. This is approved by City Council via the Annual Innovation and Technology Department's Annual Procurement Memo (most recently approved on May 21, 2024). However, this item is for the purchase is a deferred maintenance package and is separate from the annual renewal fees.

DISCUSSION:

Upgrading the POSSE software to the most recent version will offer several benefits, particularly in terms of security, functionality, user experience, and integration capabilities.

Purchasing Resolution No. 24101, Article Seven: Acquisition of Services, Section 702 Exceptions states, “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ...(u) When the Procurement is for the renewal of maintenance, license(s), support, or a similar need for existing technology systems, including hardware, and the items are procured from a vendor/reseller that was originally selected based on the City’s procurement standards, provided that 1) the vendor has been used consecutively since then and 2) if there are any non-substantive changes to the procurement, the Manager is satisfied that the best price, terms and conditions have been negotiated.”

The Purchasing Manager concurs that the recommendation is in compliance with Purchasing Resolution 24101, Section 702.

STRATEGIC PLAN ALIGNMENT:

This item contributes to the following strategic priorities and goals from the Envision Riverside 2025 Strategic Plan:

Strategic Priority 5, High Performing Government

- Goal 5.2. Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making, and ensure services are accessible and distributed equitably throughout all geographic areas of the City.

The item aligns with each of the five cross-cutting threads as follows:

1. **Community Trust** – The City followed a transparent and fair procurement process for this purchase and agreement.
2. **Equity** – The upgrade benefits multiple departments within the City and ensures the security of electronic data of our customers.
3. **Fiscal Responsibility** – Upgrading software is fiscally responsible when it contributes to cost savings, efficiency, and long-term value especially when considering reduced maintenance and support costs, enhanced security, and improved efficiency and productivity.
4. **Innovation** – The upgrade will ensure continual connectivity to the City’s permitting system and encourage collaboration between multiple departments and staff members.
5. **Sustainability & Resiliency** – The upgrade will allow for future growth of Riverside’s built environment.

FISCAL IMPACT:

The total fiscal impact of this action is \$126,900. Funds for the upgrade are budgeted and available in the Grants & Restricted Programs Fund, Building & Safety, Professional Services account number 2825001-421000.

Prepared by:	Jessica Gordon, Deputy General Services Director
Approved by:	George Khalil, Chief Innovation Officer
Certified as to	
Availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/ Chief Financial Officer/ Treasurer
Approved as to form:	Jack Liu, Interim City Attorney

Attachment: Agreement