



AGENDA MEMORANDUM

Future Item for the City Council Meeting of July 22, 2014

Action Item for the City Council Meeting of July 29, 2014

DATE: July 22, 2014

TO: Ronald L. Olson, City Manager

FROM: Rebecca Huerta, City Secretary
rebeccah@cctexas.com
(361) 826-3105

Christela Morales, Procurement Manager
christelam@cctexas.com
(361) 826-3169

Preservation of Historical Documents

CAPTION:

Motion approving the purchase of historical document preservation services from Kofile Preservation, Inc., Dallas, Texas, in accordance with the State of Texas Cooperative Purchasing Program for a total expenditure of \$147,545.73, of which approximately \$41,724.64 is required for the remainder of FY 2013-2014. Funds have been budgeted by the Office of the City Secretary in FY 2014-2015 and will be requested in future fiscal years.

PURPOSE:

Preservation services will provide for the conservation, treatment, stabilization, preventative care, microfilming and digitization of the City's original records. Each original volume will then be fitted into a Disaster Safe Binder™.

BACKGROUND AND FINDINGS:

As part of its duties, the Office of the City Secretary is responsible for maintaining and safeguarding the official permanent records of the City of Corpus Christi. A recent assessment of the City's original records, dating back to its founding in 1852, has revealed their condition requires the preservation measures recommended herein.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

Office of the City Secretary

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year: 2013-2014	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$384,281.17	\$105,821.09	\$490,102.26
Encumbered / Expended Amount		\$272,933.18	\$0	\$272,933.18
This item		\$41,724.64	\$105,821.09	\$147,545.73
BALANCE		\$69,623.35	\$0	\$69,623.35

Fund(s): General, Office of the City Secretary

Comments: The \$41,724.64 financial impact shown above represents expenditures that will be encumbered through the end of FY2013-2014. The remaining \$105,821.09 required for the remainder of this multi-year project will be requested during the normal budget approval process in future fiscal years.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Price Sheet