



AGENDA MEMORANDUM

Future Item for the City Council Meeting of January 29, 2013
Action Item for the City Council Meeting of February 12, 2013

DATE: January 29, 2013

TO: Ronald L. Olson, City Manager

FROM: Michael Barrera, Assistant Director of Financial Services
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Electronic Archiving of Construction Blueprints

CAPTION:

Motion approving a contract for the electronic archiving of construction blueprints with MCCi, LLC of Tallahassee, Florida for a total expenditure of \$76,779.70. The award is based on the cooperative purchasing agreement with the Texas Department of Information Resources (DIR). Funds are budgeted in the Development Services Fund for FY 2012-2013.

PURPOSE:

To convert hard copy commercial blueprints to digital media.

BACKGROUND AND FINDINGS:

The objective of digitizing commercial blueprints is to comply with the Texas State Library and Archives Commission requirement to maintain such documents for the life of the buildings. Archiving digitally will ensure protection of records with regard to security, inclement weather, disaster recovery and help improve response time to customer or public information requests.

ALTERNATIVES:

Continue to utilize storage facilities for the storing of documents, keep hard copy construction plans, and search for records through manual labor.

OTHER CONSIDERATIONS:

None.

CONFORMITY TO CITY POLICY:

This purchase conforms to City purchasing policies and procedures and state statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Development Services

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year: 2012-2013	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$125,779.70	0	\$125,779.70
Encumbered / Expended Amount		\$49,000.00	0	\$49,000.00
This item		\$76,779.70	0	\$76,779.70
BALANCE		\$0		\$0

Fund(s): Development Services Fund

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Price sheet