



AGENDA MEMORANDUM

Future Item for the City Council Meeting of September 19, 2017
Action Item for the City Council Meeting of September 26, 2017

DATE: September 19, 2017

TO: Margie C. Rose, City Manager

FROM: William J. Green, P.E., Interim Director, Development Services
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Document Scanning Services for Development Services

CAPTION:

Motion authorizing City Manager, or designee, to execute a service agreement with MCCi, LLC of Tallahassee, Florida for document scanning services based on the Local Government Purchasing Cooperative dba Buyboard for a total amount not to exceed \$135,000. The term of this services agreement is for six months. Funds are budgeted in the Development Services Fund for FY 2016-2017.

PURPOSE:

The objective of digitizing commercial drawings and documents is to comply with the Texas State Library and Archives Commission (TSLAC) requirement to maintain such documents for the life of commercial buildings. This effort also facilitates document management when responding to public information requests or court-ordered subpoenas expediently. Moving to digitally archiving also protects valuable information from physical damage and degradation from long term storage.

BACKGROUND AND FINDINGS:

At present, Development Services archives approximately 150,000 large format up to 42” wide plans/drawings, at external storage facilities or in-house storage space. The TSLAC requires municipalities to maintain commercial construction drawings during the existence of a building. The storage, maintenance and retrieval of these documents are ineffective operationally, as well as financially. Designated staff must accommodate requests to travel to an off-site facilities to research for records, on occasion several times a week. Archiving digitally will ensure protection of records with regards to security, inclement weather, disaster recovery and help improve response time to customer or public information requests.

Upon approval of this agreement, MCCi has proposed to complete the scanning project in as little as three months. MCCi performs a thorough quality control process after the job has been completed. Each scanned image is inspected for quality, legibility, and accuracy. Steps are taken to ensure each document has been captured, the quality of the scanned image is comparable to the original, and all manual indexing errors have been corrected. After 90 days of project completion, MCCi will dispose of the records according to the terms defined by Development Services.

This project includes the following:

- Scanning approximately 150,000 large format images, based on an average of 100 pages per map/record.

MCCi has provided this type of service for other municipalities throughout the country and locally to Human Resources, City Secretary's Office, and Development Services.

ALTERNATIVES:

The alternative is to continue to operate utilizing external storage facilities and in-house office space for the storing of documents, keep hard copy construction plans, and continue to research for records through manual labor.

OTHER CONSIDERATIONS:

Not applicable.

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:

Municipal Information Technology Department
Budget Office

FINANCIAL IMPACT:

- Operating Revenue Capital Not applicable

Fiscal Year: 2016-2017	Current Year	Future Years	TOTALS
Line Item Budget	\$212,536.97	\$0	\$212,536.97
Encumbered / Expended Amount	\$26,373.14	\$0	\$26,373.14
This item	\$135,000.00	\$0	\$135,000.00
BALANCE	\$51,163.83	\$0	\$51,163.83

Fund(s): Development Services

Comments: The contract is for an amount not to exceed \$135,000. Funds are budgeted in the Development Services Fund for FY 2016-2017.

RECOMMENDATION:

Staff recommends approval of the motion as presented

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Price Sheet