



## Legislation Text

---

**File #:** 30043, **Version:** 1

---

### **Fiscal Note**

The 2012 adopted Capital Budget of the Department of Planning and Community and Economic Development (PCED) authorized \$140,000 in General Obligation borrowing to fund the conversion of paper documents to digital, electronic documents with efforts focused on various Building-Inspection and planning-related documents. All of the funds were borrowed in anticipation of expenditures for the project. Following an RFP process, the City received very favorable bids for the project, with costs in the \$40,000 range, which is significantly less than initially anticipated. It is estimated, therefore, that there remains approximately \$100,000 available in borrowed funds that could be applied toward reduction of City debt service expense, or "re-purposed" for other projects. In this case, other City agencies have identified the need for document digitization, and Information Technology has offered to coordinate further City agency document conversions, utilizing the available, remaining proceeds that were budgeted for BI/Planning documents, but now might be applied for similar Citywide purposes. No additional appropriation is required.

### **Title**

Authorizing the expenditure of unexpended funds associated with 2012 PCED Capital Budget project No. 10, "Microfiche Conversion," Account No. 810701, to allow remaining funds of approximately \$100,000 to be used for microfiche conversions for other City agencies.

### **Body**

This 2012 capital budget item was specified for conversion of microfiche records managed by the Building Inspection division and was budgeted at \$140,000 based on some preliminary vendor estimates. An RFP was issued and the project is costing less than \$40,000. Since then, microfiche records from the City Treasurer and City Assessor have been identified as needing digitizing. This Resolution provides for the use of the remaining project funds to be used for these and any other microfiche digitizing projects up to the original budgeted amount.

WHEREAS, in the 2012 Capital Budget of the Department of Planning and Community and Economic Development, Project 10 "Microfiche Conversion," Account No. 810701, authorized expenditures of \$140,000.00 based preliminary vendor estimates to digitize over 900,000 pages of microfiche documents; and

WHEREAS, upon conducting the RFP process, the selected vendor will be able to perform those services for less than \$40,000; and

WHEREAS, since then microfiche records from the City Treasurer and City Assessor have been identified as needing digitizing and the preliminary estimates from the vendors that submitted RFP responses for these two additional projects totals \$70,000; and

WHEREAS, these projects will require coordination with Information Technology to work with the vendors to determine the technical requirement to accept the digitized documents into the City's electronic content management system;

NOW, THEREFORE, BE IT RESOLVED, that Council approves the use of the remaining funds (approximately \$100,000) available and authorized via the 2012 adopted Capital Budget for Planning and Community and Economic Development, Project No. 10 "Microfiche Conversion," Account No. 810701, to allow remaining funds to be used for microfiche conversions for other City agencies. Any funds still unexpended after completion of document digitizing will be applied to the City's General Fund debt service expense.

