



## Legislation Text

File #: O-133-21, Version: 1

DPU031621SCANNINGSERVICES

Engineering Services  
Christy Soncrant (x2851)  
Revised

**Authorizing the expenditure of an amount not to exceed \$10,500 from the General Fund; authorizing the expenditure of an amount not to exceed \$20,250 from the Street Construction Maintenance and Repair Fund; authorizing the expenditure of an amount not to exceed \$51,750 from the Capital Improvement Fund; authorizing the expenditure of an amount not to exceed \$22,500 from the Water Operating Fund; authorizing the expenditure of an amount not to exceed \$34,500 from the Sewer Operating Fund; authorizing the expenditure of an amount not to exceed \$10,500 from the Storm Water Utility Operating Fund; authorizing the mayor to enter into a contract for the purpose of procuring document scanning services; and declaring an emergency.**

### SUMMARY & BACKGROUND:

The City of Toledo's Division of Engineering Services maintains a large number of documents such as roadway and waterline plans, street vacations, plat maps, storm and sanitary sewer records; and surveying field notes which are required to be maintained permanently per the City of Toledo Records Retention Schedule. These documents may be kept either in paper or electronic format. With the upcoming move to a smaller office space, it has become necessary to transfer these permanent records from paper format to an electronic format in order to conserve file space and maintain the integrity and preservation of the documents. The division is currently reviewing proposals from vendors authorized for these services under the State of Ohio state term contracts. This ordinance will authorize the expenditure and allow for the use of a state term contract for document scanning services. Funding for this expenditure is included in Engineering Services' 2021 operating budget.

The fiscal impact of this ordinance is as follows:

- The amount of funds requested: \$150,000
- The expenditure budget line item: 1001-35000-5651001STDSTD, 2014-35000-2442001STDSTD, 5040-35000-8C35000PROSUP, 6060-35000-4000512STDSTD, 6070-35000-4000508STDSTD, 607A-35000-4000552STDSTD
- New revenue generated (operational revenue, grants, if any): none
- Revenue budget line item (if any): none
- Are funds budgeted in the current fiscal year (yes/no) yes
- Is this a capital project (yes/no)? no
- If yes, is it new or existing (new/existing)?
- What section of the City's Strategic Plan does this support:
  - o Excellence in Basic Services (yes/no) no
  - o Quality Community Investment (Livable City, Development) (yes/no) yes
  - o Workplace Culture & Customer Service (yes/no) no

- o Environment (yes/no) no

NOW, THEREFORE, Be it ordained by the Council of the City of Toledo:

SECTION 1. That an amount not to exceed \$10,500 is authorized for expenditure from the General Fund Account Code 1001-35000-5651001STDSTD for the purpose of document scanning services.

SECTION 2. That an amount not to exceed \$20,250 is authorized for expenditure from the Street Construction Maintenance and Repair fund Account Code 2014-35000-2442001STDSTD for the purpose of document scanning services.

SECTION 3. That an amount not to exceed \$51,750 is authorized for expenditure from the Capital Improvement Program Fund Account Code 5040-35000-8C35000PROSUP for the purpose of document scanning services.

SECTION 4. That an amount not to exceed \$22,500 is authorized for expenditure from the Water Operating Fund Account Code 6060-35000-4000512STDSTD for the purpose of document scanning services.

SECTION 5. That an amount not to exceed \$34,500 is authorized for expenditure from the Sewer Operating Fund Account Code 6070-35000-4000508STDSTD for the purpose of document scanning services.

SECTION 6. That an amount not to exceed \$10,500 is authorized for expenditure from the Storm Water Utility Operating Fund Account Code 607A-35000-4000552STDSTD for the purpose of document scanning services.

SECTION 7. That the mayor is authorized to enter into a contract in order to procure document scanning services for the Division of Engineering Services, upon terms and conditions acceptable to the Director of Public Utilities and the Director of Law.

SECTION 8. That the Director of Finance is authorized to issue warrant or warrants against the above listed account codes in an amount not to exceed \$150,000 in payment of the obligations incurred pursuant to the contract authorized in Section 7 upon presentation of proper voucher or vouchers.

SECTION 9. That this Ordinance is declared to be an emergency measure and shall be in force and effect from and after its passage. The reason for the emergency lies in the fact that same is necessary for the immediate preservation of the public peace, health, safety, and property and for the further reason that this Ordinance must be immediately effective in order to expedite the preservation of historic files.

Vote on emergency clause: yeas \_\_\_\_\_, nays \_\_\_\_\_.

Passed: \_\_\_\_\_, as an emergency measure: yeas \_\_\_\_\_, nays \_\_\_\_\_.

Attest: \_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
President of Council

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor

I hereby certify that the above is a true and correct copy of an Ordinance passed by Council

\_\_\_\_\_.

Attest: \_\_\_\_\_  
Clerk of Council