

TO: James L. App, City Manager
FROM: Doug Monn, Public Works Director
SUBJECT: Electronic Archiving of New Commercial & Industrial Construction Building Plans
DATE: August 6, 2013

NEEDS: For City Council to consider appropriating funds to archive building plans and documents.

FACTS:

1. The State Health & Safety Code requires jurisdictions to archive copies of building plans associated with commercial, industrial, and multi-family development.
2. The Building Division contracts conversion of building plans and documents to an outside vendor.
3. The cost for this service is collected from the developer by resolution and deposited in Electronic Archiving Fund Account No. 113-000-4739-000.

ANALYSIS & CONCLUSION: The cost of electronic archiving are collected from the developer. The City can comply with the need to archive plans without impacting the General Fund.

POLICY REFERENCE: City Council Resolution 02-229

FISCAL IMPACT: Electronic Archiving Fund for electronic archiving in an amount of \$20,000 for fiscal year 2014. The balance of the Electronic Archiving Fund is \$154,000.

OPTIONS: Subject to consideration of public comments, that the City Council:

- a. That the City Council approves the attached Resolution appropriating \$20,000 to cover the cost of electronic archiving for fiscal year 2014.
- b. Amend, modify, or reject the above option.

Prepared by: Barbara Naftel-Anderton

Attachment: Resolution

RESOLUTION NO. 13-xxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES
APPROVING A BUDGET APPROPRIATION FOR ELECTRONIC ARCHIVING OF
CONSTRUCTION DOCUMENTS FOR THE CITY OF EL PASO DE ROBLES

WHEREAS, the City Council of the City of El Paso Robles has determined the need for the electronic archiving of construction documents; and

WHEREAS, fees have been paid by the Development Community for the purpose of electronic archiving of construction documents.

THEREFORE BE IT HEREBY RESOLVED by the City Council of the City of El Paso de Robles to approve a one time budget appropriation from Electronic Archiving Funds in the amount of \$20,000 to Budget Account 113-310-5224-217 to cover electronic archiving costs for the fiscal year 2014.

PASSED AND ADOPTED by the City Council of the City of Paso Robles, this 6th day of August 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Duane Picanco, Mayor

ATTEST:

Caryn Jackson, Deputy City Clerk