



TO: Linda Gorton, Mayor
Urban County Council

FROM: Doug Burton
Division of Engineering

DATE: February 10, 2020

SUBJECT: Konica Minolta – Archive Scanning and OnBase Implementation for New Development Section

Request:

Mayor and Council to approve contract with Konica Minolta, a sole source provider, to scan hardcopy files, implement OnBase/GIS integration, and provide training to users for the New Development Section.

Purpose of Request:

Allow hardcopy files to be archived electronically in order to improve efficiency and free up physical storage space.

What is the cost in this budget year and future budget years?

The cost for this FY is: \$55,225
The cost for future FY is: \$2,000 per year for software maintenance

Are the funds budgeted?

The funds are budgeted.

Account number:	1101-303201-0001-71299	\$18,175
	4002-303202-3223-71299	\$18,525
	4201-303202-3231-71299	\$18,525

File Number:

Director: W. Douglas Burton **Commissioner:** Nancy Albright

