

ADMINISTRATIVE REPORT

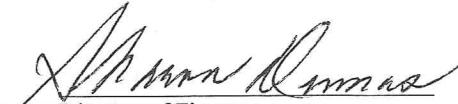
Ordinance No. 1286-17
Resolution No. _____
Estimated Cost \$ 270,000.00

CERTIFICATE OF FUNDS

The sum of 270,000 Dollars required for this contract was on October 25 2017, and is at this date in the City Treasury or in the process of collection to the credit of 217906/214970 Fund and not appropriated for any other purpose.

Date _____

Entered by _____
Appropriation Clerk


Director of Finance

Indexed by _____
Accountant


Commissioner of Accounts

LEGAL DESCRIPTION OF PREMISES APPROVED BY:

Commissioner of Engineering and Construction _____
Engineer of Plats and Surveys

APPROVED FOR PASSAGE OR ADOPTION BY REQUESTING DEPARTMENT BECAUSE:

Authorizing the Director of Building and Housing to employ one or more professional consultants, computer software developers, and/or vendors to implement the E-plan and Software Project; and authorizing the purchase by one or more contracts of materials, equipment, supplies and services needed to furnish and remodel the office of Building and Housing to implement the project.

Date: 10/25/17

(signed)


Director of Building and Housing

THIS LEGISLATION IS NOT APPROVED BECAUSE:

Date: _____

(signed)

Director of

**DEPARTMENT OF BUILDING AND HOUSING
EXECUTIVE SUMMARY**

Ordinance No. **1286-17**

Description: Authorizes the Director of Building and Housing to employ one or more professional consultants, computer software developers, and/or vendors to implement the E-Plan and Software Project; and authorizing the purchase by one or more contracts of materials, equipment, supplies and services needed to furnish and remodel the offices of the Building and Housing to implement the project.

Analysis: The Department of Building and Housing desires to upgrade their offices and technical systems from a paper-based submission of plan documents to electronically receive design documents, plans, and specifications to improve customer service and streamline the permit review process. This is an integral part of the E-Plan and Software Project, designed to implement this goal. The ordinance will result in an authorization to the Building and Housing Director to contract with computer software developers and consultants, and software vendors for the technical aspects of the process, including upgrades to existing software, new software, staff training and other services required to complete the process. The consultants, software developers, and vendors will be made by the Board of Control on the nomination of the Director of Building and Housing a list of qualified consultants. The ordinance also authorizes the Director of Building and Housing to contract with vendors for materials, equipment, supplies and services to upgrade and remodel the offices of the Building Department to accommodate the technical requirements and management of the workflow required for the new E-Plan and Software Project. This will include the purchase of furniture, computers, related equipment, and other services, purchased by the Commissioner of Purchases and Supplies.