



COUNCIL ITEM AGENDA REQUEST FORM

Department: Planning & Zoning Records

Meeting Date: February 16, 2023

Staff Contact: Phillip Trocquet & Dee Baker

Agenda Section: New Business

Staff Report:

Item Description: Scanning project for building plans and planning records

Background/History:

This item was discussed during the 2022 Planning Workshop.

Findings/Current Activity:

We have received four quotes and MCCI was the lowest price *prior to the addendums*.

Is this a budgeted item? Yes **If so, include budget line number:** 100-70-52.1300

Actions/Options/Recommendations:

Approve the scanning agreement for building and planning documents with MCCI upon approval from legal.