



**Contra
Costa
County**

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: March 31, 2015

Subject: AMEND Service Contract with ECS Imaging, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Conservation and Development, or designee, to execute a contract amendment with ECS Imaging, Inc., to extend the term through June 30, 2016, with no change to the existing payment limit, to provide indexing of the electronic land use project and building permit files to enable Internet access for the public.

FISCAL IMPACT:

No impact to the County General Fund. Land use and building permit fees will cover the costs for these specialized electronic file indexing services.

BACKGROUND:

The Department of Conservation and Development (DCD) contracted with ECS Imaging, Inc., to reorganize and index data, documents, and images of recent building permit files that had been scanned into electronic format. These efforts enabled DCD to expedite the launching of our ePermits Center website and allow customers and the public to research land use and building permit files over the Internet. DCD continues to have several years of older land use and building permit files that must be both scanned and then indexed correctly to assure that searching the electronic files results in accurate retrieval of data,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/31/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

ABSENT: John Gioia, District I
Supervisor
Federal D. Glover, District V
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 31, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Victoria Mejia
925-674-7726

cc:

documents and images by both staff and the public. ECS Imaging, Inc., additionally verifies data and images returned from scanning and performs a regular quality control review to maintain the accuracy of indexing. DCD has consulted with AFSCME, Local 2700 regarding the use of ECS Imaging, Inc., for these indexing services and has concurrence to extend these services through June 30, 2016.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board elect not to approve the contract extension, then land use project and building permit information will not be available via Internet thus requiring customers to come into our offices for background information they may need. Additional staff time and costs will have to be devoted researching information.

CHILDREN'S IMPACT STATEMENT:

None.