



Legislation Text

File #: 16-0295, **Version:** 1

Conversion of Council Audio Tapes

SUMMARY:

To complete the conversion of all the audio tapes of City Council to CD's, approval is requested for the contract with Curtis Media Transfer. There are 789 cassette tapes remaining to be converted. Curtis Media charges \$25 per tape, but gives a 20% discount because of the volume. With shipping, the estimated cost is \$12,871.90. We budgeted \$10,000. We can hold back 125 tapes for the 2017-18 fiscal year to stay under the budget, if that is the will of the Council. There was money left if the budget line item last year so that a budget amendment might not be necessary. If Council approves the full amount, we can hold back the 125 tapes until later in the fiscal year to see if there is extra money without a budget amendment being required.

BUDGET ACCOUNT: 110-41990-290

NECESSARY COUNCIL ACTION: Approve contract for digital transfer of audio tapes.