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## MEMORANDUM

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TO: Mayor Walker and Councilors  
FROM: M McPherson, City Administrator  
SUBJECT: **Approve CIP Purchase – Plan File**  
DATE: February 20, 2024

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**Background:**

The 2024 CIP includes the purchase of a vertical plan file. This plan file will replace the racks of plats/construction plan hanging on the wall and the grey flat file on the floor. The file holds 1600 sheets in a vertical manner, eliminating the need to be on the floor or to have racks fall off the wall (one already has). Plans are hung from carriers that can be labeled which will make finding plans more efficient.

The budget included \$8500, two quotes were obtained and are attached for less than half the amount budgeted. Five boxes of carrier material will be purchased in addition to the file itself.

**Recommendation:**

Staff recommends that the City Council authorize purchase of a Safco Planfile from Engineer Supply plus five boxes of carrier material.