



## Takoma Park City Council Meeting – October 3, 2018 Agenda Item 6

### **Voting Session (Consent Agenda)**

Single Reading Ordinance Authorizing the Purchase of Information Systems Software

### **Recommended Council Action**

Approve single reading ordinance authorizing the purchase of Adobe Creative Cloud Applications

### **Context with Key Issues**

City staff uses Adobe Creative Cloud applications for graphic design, video editing, and photography, to create, edit, and e-sign documents, and for electronic storage and web posting of archival records. Adobe Creative Cloud licenses have been purchased annually through the City's Cable Grant fund. After reviewing past purchases and reassessing the usage of each application, our purchasing plan is as follows: 17 Creative Suite (all applications), 14 Adobe Acrobat Professional, and 5 Photoshop. The purchase, which totals \$34,182.90, will be made through a cooperative purchase contract (CDW-G GSA, GS-35F-0195J).

### **Council Priority**

Fiscally Sustainable Government

### **Environmental Considerations**

The use of Adobe Creative Cloud applications enables the City to e-sign documents and to create read only versions of documents for archiving purposes, reducing the need for printing and physical storage space.

### **Fiscal Considerations**

This item authorizes total spending in the amount of \$34,182.90 from the Cable Grant fund. Due to an oversight, these funds were not included in the FY19 Adopted Budget. However, we believe we can absorb much of the expense due to savings on other items budgeted in the fund. The balance will be included in the next budget amendment.

### **Racial Equity Considerations**

We are unable to determine whether any group would be disproportionately impacted in a positive or negative way by this action.

### **Attachments and Links**

- Single Reading Ordinance

Introduced by:

Single Reading Ordinance

**CITY OF TAKOMA PARK, MARYLAND**

**ORDINANCE NO. 2018-**

**AUTHORIZING PURCHASES OF INFORMATION SYSTEMS  
SOFTWARE APPLICATION LICENSES**

WHEREAS, Adobe Creative Cloud licenses have been purchased annually through the City's Cable TV Grant; and

WHEREAS, Adobe Creative Cloud application licenses can be purchased through a cooperative purchase contract via CDW-G for \$34,182.90; and

WHEREAS, the purchase of Adobe Creative Cloud applications is a recurring/annual purchase.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager or her designee is authorized to enter into an agreement with CDW-G for the purchase of 17 Adobe Creative Cloud (all applications), 14 Adobe Acrobat Professional, and 5 Photoshop licenses for \$34,182.90.

SECTION 2. This Ordinance shall become effective immediately.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2018 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: