

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 North Capitol Street, NE
Washington, D.C. 20002-4239**

**RESOLUTION AUTHORIZING A CONTRACT
FOR INFORMATION CENTER RENOVATION**

WHEREAS, the Metropolitan Washington Council of Governments (COG) strategic plan and work program have long recognized COG's role supporting the region and its member local governments as an information resource; and

WHEREAS, COG's strategic plan also seeks to promote the use of technology to increase service delivery and information dissemination; and

WHEREAS, in 2003 COG completed a comprehensive upgrade of its web site to improve public access and functionality, and in early 2004 added features to promote online access and purchase of COG information and publications; and

WHEREAS, for several years COG provided 1.5 FTE staffing of its Information Center to manage and support information dissemination and publication sales; and

WHEREAS, a review of Information Center activity and publication dissemination and sales concluded that COG should promote public and member local governments access to information and publications using COG's enhanced web site and new online purchasing features; and

WHEREAS, a reduction in Information Center staffing through attrition and new web access to information and publications have reduced the space requirements for Information Center staff and associated activities and the reorganization of the Information Center facility and services will require the renovation of the existing space.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:**

The Executive Director or his designee is authorized to contract for the redesign and renovation of the Information Center in an amount not to exceed \$150,000. The renovation of the Information Center is a leasehold improvement in the FY 2004 approved budget and will be amortized over a five-year period.