Office of the City Manager

INFORMATION CALENDAR
December 19, 2017

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Savita Chaudhary, Director, Department of Information Technology

Subject: Referral Response: Feasibility of Acquiring a High-Capacity Scanner for
                Multiple City Departments

INTRODUCTION
This report is in response to a June 28, 2016 City Council referral to the City Manager to consider investing in a high capacity scanner to digitize City records for the Council and multiple City departments.

CURRENT SITUATION AND ITS EFFECTS
This report responds to referral number 2016-47 that originally appeared on the agenda of the June 28, 2016 Council meeting and was sponsored by Councilmember Kriss Worthington.

Although the City is increasingly doing business using electronic records, there are still a large number of services provided and supported using hard copy paper, and a large number of records stored in hard copy format. Hard copy documents can be difficult to file, retrieve, and maintain. Hard copy records also lack redundancy, and are at a larger risk of being lost or damaged in comparison to electronic records.

The first step in improving this process is to digitize these records by scanning them. The next step in this process is to index them and make them easily searchable through an Enterprise Content Management System (ECMS).

The Department of Information Technology (DoIT) has two projects in its Digital Strategic Plan (DSP) that will address the issue of hard copy versus electronic records. Project No. DSP4.5 will develop an enterprise taxonomy for the City's Enterprise Content Management System (ECMS), and Project No. DSP5.1 will implement tis taxonomy for use in importing and indexing documents into the ECMS. The taxonomy project is scheduled for FY2020, and the ECMS project is scheduled for FY2021.

For the short term, the existing Toshiba scanners available throughout the City will serve the immediate needs for scanning hard copy documents. We will revisit the use of high capacity scanners for use either in-house or with the use of a third party vendor, when we start the two ECMS-related projects in the IT Digital Strategic Plan.

BACKGROUND
The City leases Toshiba printer/scanners that can scan hard copy documents and save them to a network location. Though not high volume scanners, they do meet the short term scanning needs of the City staff.

ENVIRONMENTAL SUSTAINABILITY
The increased use of electronic records to conduct City business, as well as digitizing over time hard copy records, will reduce paper and ink use, as stated in the original referral. An Enterprise Content Management System that allows for easy lookup and retrieval of electronic records will also reduce the need to print or copy records.

POSSIBLE FUTURE ACTION
Revisit the use of high capacity scanners to scan hard copy documents in conjunction with two upcoming projects related to Enterprise Content Management System (ECMS).
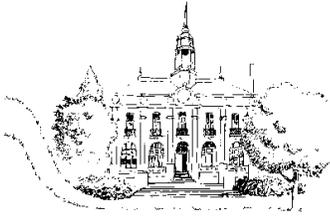
FISCAL IMPACTS OF POSSIBLE FUTURE ACTION
To be evaluated when we initiate the Digital Strategic Plan projects listed above.

CONTACT PERSON
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Attachments:
1: Original Referral Report from June 28, 2016

Kriss Worthington

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CONSENT CALENDAR
June 28, 2016

To: Honorable Mayor and Members of the City Council
From: Councilmember Kriss Worthington

Subject: City Manager Referral: Feasibility of Acquiring a High-Capacity Scanner
           for Multiple City Departments

RECOMMENDATION:
Refer to the City Manager to consider investing in a high-capacity scanner to digitize
City records for the Council and multiple City departments.

BACKGROUND:
Most departments in the City rely on paper records to archive and retrieve information.
This makes it difficult to find important paperwork, and keep old records in order. A high-
capacity digital scanner would allow for hard copies to be digitized at a faster rate,
saving numerous hours of staff time, reduce paper use, and allow freer access to all
documents.

The scanner on the fifth floor of the Civic Center is a Toshiba e-STUDIO 3040c, which
scans 30 pages per minute. This is inadequate, considering the average size of city
documents.

After some time, a digital scanner would free space in department offices as paper
records become less necessary.

FINANCIAL IMPLICATIONS:
Depending on the type of scanner, the cost could range from $1,000-$15,000.

Below are some examples of relevant scanners for reference:

Scanner Name	Pages Per Minute	Pages Per Day	Tray Capacity	Warranty Length	Price
Canon DR-G1100	100	25,000	500 Pages	3 months	$4,775
Canon DR-G1130	130	30,000	500 Pages	3 months	$6,595
Panasonic KV-S5076H	100	35,000	300 Pages	3 years	$4,079
Kodak i4650	100	75,000	500 Pages	3 Months	$13,195
Plustek SmartOffice SC8016U	80	8,000	N/A	1 year	$1,710

Link to a useful reference website: http://www.scanstore.com/Scanners

ENVIRONMENTAL SUSTAINABILITY:
Purchasing a scanner for City use will reduce paper and ink use. When records become available digitally, there will be less need to print or copy them.

CONTACT PERSON:
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