

# **REPORT TO THE CITY COUNCIL**

## ***City of Salinas, California***

DATE: September 20, 2016

FROM: Megan Hunter, Community Development Director

BY: Kristy Parker, Building Permit Specialist

**SUBJECT: MICROFICHE CONVERSION PROJECT – BMI IMAGING**

### **RECOMMENDATION:**

It is recommended that the City Council approve a resolution authorizing the City Manager to enter into an agreement for services (Agreement) with BMI Imaging Systems, Inc. to host the Microfiche – Scanning Conversion Project for the Permit Services Division not to exceed \$100,000 and approve a supplemental appropriation of \$100,000 in account 1000.30.3350-63.6010.

### **DISCUSSION:**

#### Background

In the late 1980's, the building department, now known as the "Permit Center", began retaining construction plans on microfilm in accordance with the Building Code requirement. In order to locate old plans, one must search by hand through boxes of film and then transfer the film onto an old antiquated screen reader to view. There are approximately 52,000 sheets of microfilm currently in our office. The process is time consuming, difficult, and now obsolete, yet the Permit Center is still required to maintain these old and current records. The proposed project will convert all of our microfilm and currently scanned images to be retrieved from a cloud-hosted server and allow employees to access this information from their computer stations. The cloud-hosted server can be searched by multiple means including, but not limited to, addressing.

#### Selection Process

BMI Imaging System's Digital Reel process is proprietary and provides a high-quality and cost-effective way of capturing microfilm data in digital images that can be more easily accessed and enhanced. Individual documents digitized provides highly useful tools, such as indexing and search functions, but that level of functionality is not with older microfilmed records. The team at BMI Imaging is already familiar with accessing images on microfilm sheets so the Digital Reel process provides an enhanced but familiar interface. Digital Reel software is not available for purchase, it can only be obtained through subscription and user licenses. The Digital Reel system is proprietary so no other vendors can provide this service.

In addition to this unique service, BMI Imaging can provide a cooperative contract vehicle that precludes the necessity to receive multiple bids. After a competitive bid process, BMI was awarded a contract with the Merced County Superior Court. The contract contains a Cooperative Agreement “Piggybacking” clause that allows public funded organizations to utilize the provisions and pricing of this contract. BMI Clients utilizing the Cooperative Agreement clause include Alameda County Superior Court, the Oakland Police Department, Fresno County Board of Supervisors, and Tulare County Superior Court.

### Scope of Work

BMI has considerable unique imaging capabilities that will convert historical microfilmed plans into BMI’s unique Digital Reel format. BMI will provide a strict electronic replica of each microfilm sheet, maintaining the same order and image quality of the analog microfilm. By digitally capturing and displaying the entire film, Digital Reel maintains the archival fidelity of the original film record. Digital Reel uses PC technology to directly emulate typical film retrieval and enables users to access and print, send and/or save images from any digitized film. Staff time is saved by searching electronic images via the City network rather than searching manually through boxes of film and transferring film to a microfilm reader. Images are presented in bi-tonal gray-scale, which can be enhanced and adjusted for brightness and contrast to provide the most readable image.

### **ISSUE:**

Shall the City Council approve a resolution authorizing the City Manager to enter into an agreement for services (Agreement) with BMI Imaging Systems, Inc. to host the Microfiche – Scanning Conversion Project for the Permit Services Division not to exceed \$100,000 and approve a supplemental appropriation of \$100,000 in account 1000.30.3350-63.6010?

### **FISCAL IMPACT:**

The Agreement provides for the implementation of the microfiche conversion and current plan retention (\$100,000.00). The Permit Center has collected fees for this service for numerous years. Since fiscal year 10/11, the Permit Center has received \$134,062.90 for this service, not including the previous years of collection. The Permit Center is continuing to collect for this service with every permit issued requiring plans.

### **TIME CONSIDERATIONS:**

The approval of this Agreement will allow staff to proceed with the Microfilm Conversion project in phases to allow access to our entire historical plan preservation.

### **ALTERNATIVES/IMPLICATIONS:**

Council may choose to disapprove the proposed Contract Agreement and direct staff how to proceed differently.

**CITY COUNCIL GOALS:**

This project will help achieve the goal of economic diversity and prosperity by enhancing Permit Center operations and making important building records more easily accessible to staff and the public.

**CONCLUSIONS:**

Plan retention is required by Code and critical for the historical preservation of information for the future development of the City of Salinas. The microfilm conversion project will bring the Permit Center's historical information into an easier more efficient way of processing and retrieving information along with a secure source to back up historical required files.

Back Up Pages:

Resolution

Proposed Agreement