



City of Rialto

Legislation Text

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For City Council Meeting November 9, 2021

TO: Honorable Mayor and City Council

APPROVAL: Marcus Fuller, City Manager

FROM: Barbara A. McGee, City Clerk

Request City Council to: (1) Adopt **Resolution No. 7799** Amending its 2021-2022 Fiscal Budget; (2) Approve a Services Agreement with Konica Minolta Business Solutions U.S.A., Inc., in the amount of \$514,627 for Scanning and Preservation of City Documents; and (3) Authorize the City Manager to Execute All Documents.

(ACTION)

BACKGROUND

In September 2019 a discussion was started with the City Clerk's Office, IT and Konica Minolta regarding Citywide records digitization for the preservation of records deteriorating due to weather and location elements. Due to COVID-19 this project was put on hold and during that time OnBase (Records Management System) was upgraded in preparation of the records digitization.

The recent fire at the Public Works Administration building in August 2021 amplified the urgency to reassess and restart the Records Scanning Project. Staff has reviewed the inventory of City documents requiring scanning, digitizing and preservation that includes the following:

Rolled Large-Format Historical Plans are located in the City's warehouse:

- Plans are located on approximately 50 bookshelf towers, each tower with 6 rows of shelving.
- Each row contains approximately 38 rolled sets of plans, with the estimated average number of sheets per rolled plan at 22 sheets per roll.
- The estimated approximate number of rolled plans is 11 ,400.
- The estimated total number of large-format sheets located in the warehouse is **250,800 sheets**.

Flat Large-Format Plans and Drawings are located at the City's Public Works office:

- Plans are currently stored in 1 55 drawers, with an approximate estimated average of 255 sheets per drawer.
- The estimated total number of flat large-format sheets currently located in the Public Works office is **39,525 sheets**.

Industrial Permits and Liens located at the City's Public Works office:

- File folders are stored in four lateral cabinet drawers, measuring 27.5" each.
- The total estimated number of pages for Industrial Permit and Liens is **20,570 pages**.

Center Live Tie Index Cards located at the City's Public Works office:

- Index cards are stored in three drawers, measuring 12" in length per drawer.
- The total estimated is **3,960 cards**

ANALYSIS/DISCUSSION

The City Clerk's Office currently utilizes the services of Konica Minolta Business Solutions U.S.A., Inc., ("Konica"), for its records management. Konica provides scanning and digitization services through a National Cooperative Purchasing Agreement (Sourcewell Awarded Contract #090320-KON), and in accordance with Section 2.48.210 of the Rialto Municipal Code, the City may utilize the services of a vendor and "piggyback" off of a cooperative purchasing contract. In this case, given the City Clerk's experience and current agreements with Konica, Staff requested a proposal from Konica for this project.

Konica Minolta estimates the scanning and preservation of all of these documents will extend over 18 months. Konica Minolta provided a proposal for City Records Scanning Project that outlines the findings and recommendations to improve document management and document retrieval through OnBase. Konica Minolta representatives and staff assessed records at Public Works, Community Development and City Clerk's Office Warehouse. Documents that need to be scanned:

- Rolled large-format historical plans
- Flat large-format plans and drawings
- Industrial permits and liens
- Other documents 11x17 or smaller

Konica Minolta will scan standard-size documents at 300 dpi and large format documents at 600 dpi to be indexed and searchable in OnBase. Once scanning is completed, records will be returned to the City Clerk's Office Records Warehouse for storage. Or if the documents are deteriorated to a point of not saving, Konica will set for destruction.

The scope of this project will extend over 18 months and is anticipated to be completed by June 30, 2023.

A copy of the Service Agreement with Konica is included as **Attachment 1**.

ENVIRONMENTAL IMPACT

The request is not a Project as defined by Section 15378 of the California Environmental Quality Act (CEQA). A "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Pursuant to Section 15378 (b) (5) a project does not include organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY

This action is consistent with Guiding Principle 3A in the General Plan: Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW

The City Attorney has reviewed and supports this staff report

FINANCIAL IMPACT

Operating Budget Impact

The total cost to scan and digitize, index and preserve all of these documents is estimated at \$514,627 over two fiscal years, with the cost for the current Fiscal Year 2021-22 estimated at \$205,302 and the remaining cost of \$309,325 estimated for the next Fiscal Year 2022-23. Staff recommends the City Council adopt a resolution amending the Fiscal Year 2021-22 budget to appropriate \$514,627 in Account #010-500-1148-2012 for this project.

RECOMMENDATION

Staff recommends that the City Council:

- (1) Adopt the resolution amending its 2021-2022 Fiscal Budget;
- (2) Approve a Services Agreement with Konica Minolta Business Solutions U.S.A., Inc., in the amount of \$514,627 for Scanning and Preservation of City Documents; and
- (3) Authorize the City Manager to Execute All Documents