



# CITY OF SACRAMENTO

**DIVISION OF BUILDING INSPECTIONS**  
927 - 10TH STREET SACRAMENTO, CALIFORNIA 95814  
ROOM 100 449-5716

CITY MANAGER'S OFFICE  
**RECEIVED**  
MAR 18 1981

March 18, 1981

City Council  
Sacramento, CA 95814

Honorable Members in Session:

SUBJECT: Purchase of Automated Paperless Filing System

SUMMARY:

At the March 17, 1981, Budget and Finance Committee meeting, the subject purchase was approved to be heard by the City Council. It entails the purchase of an automated filing system for the Building Inspections Division. All pertinent information is contained in the attached report. It is recommended that purchase of the paperless filing system be approved.

RECOMMENDATION:

It is recommended that the members of the City Council approve the purchase of a 3M Micrapoint I system and support services at a cost of \$55,600 for use in the Building Inspections Division. It has been determined that the 3M Micrapoint I system is the sole source of equipment that would perform the specified functions in the Building Inspections Division Office.

Respectfully submitted,

D. T. Sullivan  
Director, Building Inspections Div.

RECOMMENDATION APPROVED:

  
City Manager

**APPROVED**  
BY THE CITY COUNCIL

MAR 24 1981

OFFICE OF THE  
CITY CLERK



# CITY OF SACRAMENTO

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**DIVISION OF BUILDING INSPECTIONS**  
927-10TH STREET SACRAMENTO, CALIFORNIA 95814  
ROOM 100 449-5716

March 11, 1981

Budget & Finance Committee  
City Council  
Sacramento, CA 95814

Honorable Members in Session:

**SUBJECT:** Purchase of Automated Paperless Filing System

**SUMMARY:**

At the October 19, 1980, meeting, the committee was requested to approve the purchase of an automated filing system for the Building Inspections Division. At that time, the committee requested additional information on cost savings and the source of funding. This information is contained herein. It is recommended that purchase of the paperless filing system be approved.

**BACKGROUND:**

**A. Existing System**

State laws require the Building Inspections Division to keep records of building permits, plans, inspection records, and other related documents. The plans, applications, and inspection records are required to be microfilmed. We are presently complying with the law. Index cards for all building permits are kept in 12 five-drawer files in the Building Inspections Division Office at 927-10th Street. The present method of creating the file for a building permit is as follows: Each day an average of 60 new applications are received. The applicant also submits necessary supporting documents such as plans, specifications, etc. A clerk then goes to the Permanent Record File to determine if a permanent record card (PRC) has been created. If so, the record is pulled and pertinent information from the new application is typed on the old card. If no record is found, a new "permanent record" is needed. The permanent record cards are filed alphabetically by street name, and then numerically by street address. The following day, the new applications, all supporting documents plus the permanent record cards are microfilmed on the existing 35mm camera. Each frame is sequentially numbered by a counter on the copy board and each permanent record card is hand stamped with the reel and frame number. When the PRC is refiled, it becomes the manual card index to the microfilm files for that particular street address.

After the documents, not plans, are filmed they are placed in the job envelope. The package is filed until completion of the final inspection. The application is placed in a binder and remains permanently.

Following the final inspection, records of inspection activity and PRC are refilled. After the processed film is edited, the job envelope is destroyed and the PRC is refilled.

Maintaining the PRC file is a major problem. Creating the PRC is time-consuming and costly. Information from a new application is duplicated by manually typing it on the PRC. A clerk may or may not be able to find the PRC when a new application is received if it has been misfiled or has been removed from the file by someone else. This could result in the need to create a new PRC which is more duplicated effort. If, in fact, a PRC is permanently lost, the microfilm index is also lost.

Locating information on present microfilm also is time consuming. First, the PRC must be located. If it is found, the reel and frame number is noted and the individual walks back to the microfilm storage room, finds the cannister of open spool, loads it into the reader and scans the film until the desired numbered frame is located.

#### B. Proposed System

Building permit applications will be completed as at present. No permanent record cards will be searched for or created. The application form, plans, specifications, etc., will be forwarded to the camera operator to be filmed using our present camera. These documents will be filed as at present. The film will be developed and returned to the Building Division. The film will be placed into a reader printer to be indexed into paperless filing system. The index operation is basically one of reading the street address, building permit number, and other key information off the film reader and typing it on the keyboard of the paperless filing system. The film is then advanced until all applications on the film are "keyed" into the system.

Retrieval of information will be accomplished by keying in the street address or the building permit number. The paperless filing system will display all permit activity undertaken at the particular address. A microfilm location can be obtained from this display, the appropriate film placed in the reader printer and viewed without moving to a different location in the office. If a copy of the filmed material is desired, it may be obtained by pressing a button on the reader printer and obtained within seconds. The public presently must now go through a private reproduction company which has a minimum \$35 fee to reproduce plans and documents from our film. We would charge a fee for reproducing documents. Existing records can be placed on film and keyed into this system which will provide the complete construction history of the building. The city attorneys office has verified that building plans, inspection records, and building permit applications are public records and may be reproduced for the public.

It should be noted that if the building inspectors records are incorporated into the City EDP system, this system will significantly reduce the cost of this operation. It has been estimated that this incorporation would take 9-person months.

Inspection activity can also be keyed into the system which will eliminate another time consuming "hand operation".

FINANCIAL DATA:

1. The following cost summary is for 100% conversion of both old 35mm film files and complete merging of Permanent Record Card addresses into the Micropoint automated filing and retrieval system:

|               |                              |
|---------------|------------------------------|
| \$32,800.00   | Micropoint equipment         |
| 2,000.00      | Software                     |
| 8,500.00      | Optical Reduction (old film) |
| 11,730.00     | Filming Service (old cards)  |
| 250.00        | Diskettes (30)               |
| <u>320.00</u> | Carousel File                |
| \$55,600.00   |                              |

2. The following is a cost per month summary based on 120 month amortication schedule:

|               |                               |
|---------------|-------------------------------|
| \$ 464.00     | Initial Cost (monthly amort.) |
| <u>207.00</u> | Service Contract              |
| \$ 671.00     | Total Monthly Cost            |

3. The following cost savings/revenue creation is forecast:

|               |                              |
|---------------|------------------------------|
| \$ 836.00     | Labor (6 hours/day)          |
| <u>130.00</u> | Net From Print Sales         |
| \$ 966.00     | Total Monthly Savings/Income |

4. The following savings would be generated during the period that initial expenses are amortized:

|               |                              |
|---------------|------------------------------|
| \$ 966.00     | Monthly Savings/Income       |
| <u>671.00</u> | Monthly Cost                 |
| \$ 295.00     | Monthly Savings After Amort. |

5. The following is total savings during the period that initial expenses are amortized.

\$ 295.00 / month  
x 120 months  
\$ 35,400.00 Savings (120 months)

6. Annual savings following the period of amortization will be as follows:

\$ .966.00 Monthly Savings/Income  
- 207.00 Monthly Cost (service).  
\$ 759.00 / Month x 12 = \$9,108.00/yr.

There are a number of benefits to the system that are difficult to put a cost figure upon. Some of these are as follows:

1. Time spent looking for lost documents would be practically eliminated.
2. Documents would not be removed from the file.
3. Eliminate need for printing permanent record cards.
4. Additional office space available due to eliminating file cabinets.
5. Records would be safe from fire and other disaster. (The recreating of the permanent record cards from the existing microfilm has been estimated at in excess of \$50,000.00.)
6. A secure source of filing for possible future programs such as energy audits and resale inspection.
7. Better service to the public.

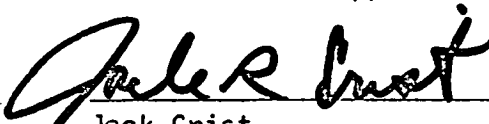
The method of financing this project could be shared by salary savings within the Building Inspection Division and the remainder by Administrative Contingency. It is proposed to utilize \$11,500 in salary savings for the project and that the remaining \$44,100 be allocated from the General Fund Administrative Contingency. It should be noted that all building permit fees collected go into the General Fund.

RECOMMENDATION:

It is recommended that the Budget and Finance Committee approve the purchase of a 3M Micropoint I system and support services at a cost of \$55,600 for use in the Building Inspections Division. It has been determined that the 3M Micropoint I system is the sole source of equipment that would perform the specified functions in the Inspection office. It is also recommended that staff be directed to forward the attached resolution appropriating funds for this purchase to the City Council for adoption.

Recommendation Approved:

Respectfully submitted,

  
\_\_\_\_\_  
Jack Crist  
Director of Finance Dept.

  
\_\_\_\_\_  
D. T. Sullivan  
Director, Building Inspections Div.

**RESOLUTION No. 81-224**

**Adopted by The Sacramento City Council on date of**

**RESOLUTION SUSPENDING FORMAL COMPETITIVE BIDDING  
FOR A 3M MICRAPOINT I PAPERLESS FILING SYSTEM AND  
AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY  
CONTRACT**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO, TWO-THIRDS (2/3) OF ALL MEMBERS VOTING IN FAVOR THEREOF:

That pursuant to Section 57.401(c) of the Sacramento City Code, it has been determined to be in the best interests of the City to suspend formal competitive bidding for the purchase of a 3M Micrapoint I Paperless Filing System and that the City Manager is hereby authorized to execute the necessary contract with Sacramento Graphic Systems in an estimated amount of \$35,370.00.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**APPROVED**  
BY THE CITY COUNCIL  
MAR 24 1981  
OFFICE OF THE  
CITY CLERK

**RESOLUTION No. 81-225**

**Adopted by The Sacramento City Council on date of**

**MAR 24 1981**

**RESOLUTION AMENDING THE CITY BUDGET FOR F.Y.  
1980/81 FOR THE BUILDING INSPECTION DIVISION'S  
BUDGET FOR THE PURCHASE OF A 3M MICROPOINT I  
PAPERLESS FILING SYSTEM**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:**

1. It is recommended that a 3M Micropoint I paperless filing system be purchased at a cost of \$35,370 and that the cost of \$20,230 to film permanent record cards and to optically reduce existing microfilm to adapt to the paperless filing system be approved.
2. The City Budget for Fiscal Year 1980/81 is hereby amended by:
  - a. The transfer of \$11,500 from the Building Inspection Division's Budget - Salary Savings (4101) to the Building Inspection Division's Budget - Machinery and Equipment (1-01-3300-9521-4630) for the purpose stated in Paragraph 1 above.
  - b. The transfer of \$23,870 from the Administrative Contingency to the Building Inspection Division's Budget - Machinery and Equipment (1-01-3300-9521-4630) for the purpose stated in Paragraph 1 above.
  - c. The transfer of \$20,230 from the Administrative Contingency to the Building Inspection Division's Budget - Blueprint and Photo Processes (1-01-3300-9521-4214) for the purpose stated in Paragraph 1 above.

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MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**APPROVED**  
BY THE CITY COUNCIL

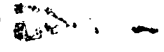
MAR 24 1981

OFFICE OF THE  
CITY CLERK

**RESOLUTION No. 81-225**

MAR 24 1981

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# CITY OF SACRAMENTO

DEPARTMENT OF DATA PROCESSING  
819 TENTH STREET SACRAMENTO, CALIF. 95814  
TELEPHONE (916) 449-5763

JAMES L. PUTHUFF  
D.P. MANAGER

March 10, 1981

## MEMORANDUM

TO: Tim Sullivan, Building Inspections  
Director

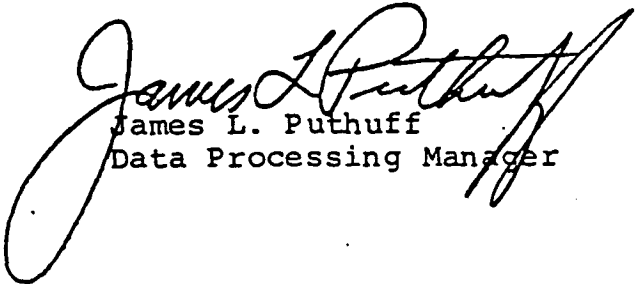
FROM: Jim Puthuff, Data Processing Manager

SUBJECT: Paperless Filing System

Two weeks ago you asked if the 3M paperless filing system was still the only machine on the market that has the full range of capabilities as described in your report to the Budget and Finance Committee. We both know that the electronics industry is moving ahead rapidly and since we've worked on this project for over a year, the possibility of another manufacturer developing a machine with the same or similar capabilities is conceivable.

During the past two weeks I have contacted the consultants with DataPro, who are the industries source for the latest information on electronics and automation products. They sent a list of ten companies along with specifications on individual filing systems. After a careful review of the equipment specifications, to include a number of telephone calls to clarify specific points, I have concluded that there is currently no other manufacturer with equipment that has all the capabilities of the 3M paperless filing system.

If I can be of any additional assistance on this matter, please let me know.

  
James L. Puthuff  
Data Processing Manager

JLP:ab

Micrapoint I

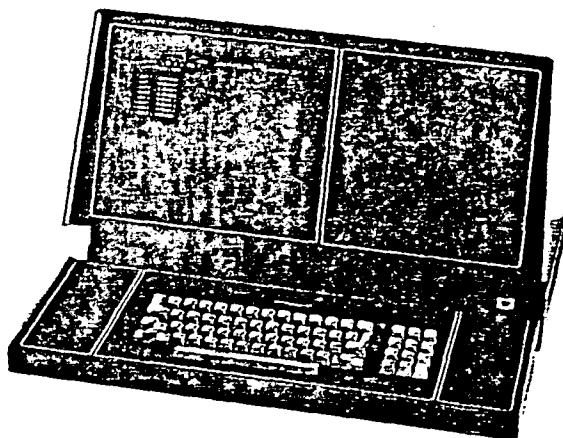


3M

# The 3M Micrapoint I Paperless Filing System

## 3M MICRAPOINT I

Indexes and retrieves images on 16mm film. Stores index information of diskettes. Finds film image location in split seconds. Permits random filming; eliminates paper sorting. Diskettes quickly changed to handle large files. Fingertip keyboard control of film movement. Large video display, with prompting messages to operator, making it easy for anyone to use. 3M double density diskettes store up to 80,000 index references for filing and retrieval of your records. Fixed logic; no programming required.



Interfaces with 3M 600 Page Search reader-printer. Uses 3M PST Systems Interface. Permits index entry directly from film, advancing film automatically while generating image addresses. Searches and finds specific images in seconds. Menu of functions includes changing and deleting index entries, listing all index entries on the system, etc. 600 Page Search reader-printer provides inexpensive high quality dry prints; 14" x 18" viewing screen. Custom-designed work station provides convenience, lo-profile styling for every office. This filing and finding system stands alone and does all the tasks associated with excellent information management.

### 3M MICRAPOINT I TYPICAL CHARACTERISTICS

#### Display:

Approx. Size: 12" Diagonal  
Capacity: 25 Lines; 80 Character/Line  
Character Size: .16" high

#### Dimensions:

Unit Less Keyboard: 23½" w x 21½" d x 16¾" h  
(60 x 54.6 x 41.6 cm)

Keyboard: 23½" w x 7½" d x 3" h  
(60 x 19.2 x 7.6cm)

Weight; 117 lbs. (58kg)

Electrical Requirement: 115 volts,  
60 cycle, 3 amps (dedicated line).

#### Temperature For Operation:

60° to 90° F.  
20% to 80% Relative Humidity

78-1757-8633-0(29.5)CP

### MICROGRAPHIC EQUIPMENT OPTIONS:

#### 16mm Automated Retrieval Units:

3M "600" Page Search Reader-Printer  
3M "500" Page Search Reader-Printer  
3M "500" Page Search Reader

Systems Interface (used with above units)  
3M "PST" Systems Interface

#### Other 16mm Retrieval Units (not interfaced)

3M "600" EC; 3M "500CT"; 3M "500CR"

#### Cameras

3M "3400" Cartridge Camera  
3M "3401" Wide Document Cartridge Camera

Printed in U.S.A. with 3M BRAND Photo Offset Plates, Film and Chemicals.