

M E M O R A N D U M

TO: Chief Administrative Officer
FROM: City Comptroller
RE: City Documents Archives Program
DATE: February 20, 2003

In 1979, the City and the Library started the Urbana Municipal Documents Center, which has used a combination of microfilm and computer indexing to preserve city documents in compact form and to provide access to their contents. In 1979, the program was a prototype for governments nationally, and as a result federal grants were obtained to begin the Center and to publish information on organizing, filming, and indexing municipal records. Over the years, the Center has filmed about 700,000 pages of documents and developed an index with about 500,000 entries.

Documents are filmed in an office in the Winkelmann Building. This involves transporting the documents from the City Building to the Winkelmann Building, filming them sheet by sheet and converting each sheet to microfiche. The Center produces copies of the fiche as needed.

The budget of this program is currently \$62,700. This is broken down as follows:

\$ 6,580	12%	Library Dept. Head overall program administration and supervision
22,158	50%	Librarian, indexing and document storage supervision
24,933	100%	Library Assistant, performs the document filming and conversion to microfiche
734		Hourly librarian assistance
2,945		Employee Benefits
\$57,350		Total Personnel Costs
\$ 5,350		Supplies and Equipment Maintenance
\$62,700		Total Budget

The technology of document storage and retrieval has changed a lot in the past few years. It is now possible to scan documents through a digital process and then convert these documents to micro-fiche or other media storage that is both more economical, more efficient in personnel time, and provides a quicker and more responsive ability to search and retrieve documents.

Unlike 1979, I believe the City is now in a position to assume responsibilities of supervision and administration of this program, under the Finance Department, Information Services Division. I am making this recommendation because of the following reasons:

- I believe we are now in a position to provide more direct and efficient supervision. Sometimes, in the past, different departments presented conflicting priorities.
- The equipment is approximately 24 years old and beginning to need more frequent repairs. Some of the equipment is no longer working properly. It seems that this is a good time to replace it with new technology. The new technology will allow for much faster conversion.
- This digital format will allow easy and fast search and retrieval for the public through the city's web site and for city staff on their individual personal computers. It will also allow for more efficient filming in that the scanning process will be much quicker and documents will not have to be transported to the Library and back.
- The persons at the Library have been performing this task for many years. Recently, the person that has been performing the filming has retired. This seems like an opportune time to involve additional persons in the administration of the program.
- The Information Services Department has been operating a document data base for the past 2 years, storing all the City's important ordinances, resolutions and related packet materials. The new scanning system will be more efficient and will not duplicate efforts.
- This switch will free up badly needed space at the Library.

The attached budget ordinance will authorize the change. The new budget is the same as current and includes paying the Library for continuing the same participation of the current documents project supervisor and librarian with the plan of reducing their required time over the next three years to ¼ time for the librarian. For this payment, we will expect this person to participate in any and all decisions on prioritizing, storage and retrieval, and indexing questions and to facilitate the migration between old storage records and the new system.

The proposed annual budget is:

Personnel and Benefits (1 full-time))	\$31,160
Supplies and Maintenance	2,800
Payment to Library	28,740
Total	\$62,700

In the future, costs will be reduced as the payment to the Library is phased down. The attached budget amendment reflects these amounts for 4 months of this fiscal year (March through June).

ORDINANCE NO. 2003-03-032

**AN ORDINANCE
REVISING THE ANNUAL BUDGET ORDINANCE
(Documents Project)**

WHEREAS, the Annual Budget Ordinance of and for the City of Urbana, Champaign County, Illinois, for the fiscal year beginning July 1, 2002, and ending June 30, 2003, (the "Annual Budget Ordinance") has been duly adopted according to sections 8-2-9.1 et seq. of the Illinois Municipal Code (the "Municipal Code") and Division 2, entitled "Budget", of Article VI, entitled "Finances and Purchases", of Chapter 2, entitled "Administration", of the Code of Ordinances, City of Urbana, Illinois (the "City Code"); and

WHEREAS, the City Council of the said City of Urbana finds it necessary to revise said Annual Budget Ordinance by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves; and

WHEREAS, funds are available to effectuate the purpose of such revision; and

WHEREAS, such revision is not one that may be made by the Budget Director under the authority so delegated to the Budget Director pursuant to section 8-2-9.6 of the Municipal Code and section 2-133 of the City Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Annual Budget be and the same is hereby revised to provide as follows:

FUND:	General Fund
AMOUNT:	\$20, 900
REDUCE EXPENSE:	Payment to Library for Documents Project
ADD EXPENSE:	Information Services, Documents Project Personnel \$10,386, Supplies and Maintenance \$933, Payment to Library \$9,581

Section 2. This Ordinance shall be effective immediately upon passage and approval and shall not be published.

Section 3. This Ordinance is hereby passed by the affirmative vote of two-thirds of the members of the corporate authorities then holding office, the "ayes" and "nays" being called at a regular meeting of said Council.

PASSED by the City Council this _____ day of _____,

_____.

AYES:

NAYS:

ABSTAINED:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____,

_____.

Tod Satterthwaite, Mayor