

Ordinance and Resolution Project

1. Project Goal:

This project will produce the compilation of the Ordinances and Resolutions of the District in an electronic format that is accessible to the Public and District Staff, and will ensure that documents are still available in the event of damage or destruction of originals.

2. Project Scope:

This project will involve the scanning of Staff will purchase high speed scanner, and process newer documents. Older/fragile documents will be scanned by hand and processed. District Clerk is doing all phases of project, and will complete this project by March 2022.

3. Scheduling: Major Project Phases

Phase 1: Identification, Purchasing and Sorting (February)

Purchase equipment

Analyze various high speed scanners and purchase.

(If required) analyze and purchase word recognition software.

Identify documents for scanning

Identify documents that are current (not rescinded) District Ordinances and Resolutions that have not been scanned.

Sort Documents

Compile list of documents that must be processed by hand and sort.

Compile list of documents that can be processed via high-speed scanner and sort.

Phase 2: Scanning and Processing (March 2020 – March 2022)

Scan documents that must be processed by hand

Process documents using word recognition software, name, and store

Scan documents that can be processed via high-speed scanner

Process documents using word recognition software, name, and store

Relocate original documents to District Clerk office.

Compile documents

Compile electronic District Ordinances and post on Website

Compile electronic District Resolution and post on Website

Upload individual Ordinances and Resolutions to District Server.

4. Project Components

Verbal and/or written updates via email will be given monthly on both cumulative and monthly progress. A good quality high-speed scanner will be necessary. Depending on which printer is purchased, the Business Office printer may also be required for fragile documents. Computer access will also be required to process files and store documents. This project assumes regular staffing hours, and does not include potential for vacation/sick leave. This also includes the assumption that only one staff member will be working on this project, and that no other staff members will be assisting during periods of absence. This project also does not take into account other projects that may be assigned that may impact the ability to work on this project. Project will cost approximately \$650 for a high-speed scanner of high enough quality to be used by other members of Staff for future projects. Software may need to be purchased for document processing if that software does not come with the scanner, and could cost around (\$350). Support from Adept Solutions may also be required. No additional costs other than already-budgeted hourly wage of Staff member and overhead.