



STAFF REPORT

Date: January 6, 2013
To: Bryan H. Montgomery, City Manager
From: Libby Vreonis, City Clerk
Subject: Work Session-Online Information System for Public Documents (ImageSilo)

Approved and Forwarded to City Council:


Bryan Montgomery, City Manager

Background and Analysis

The City Clerk's Office maintains the records of the City and responds to requests for public records as needed. Staff's process to respond to such requests upon the receipt of a records request includes:

- Responding to the requestor informing him or her that the request is being processed;
- Gathering the information requested (including coordinating with other staff members for the information as needed);
- Contacting the requestor to arrange for copying or scanning (as applicable) the information requested;
- Copying or scanning the information requested (as applicable);
- Creating and distributing an invoice for copying charges.

The City's Records Management Clerk currently scans City documents into a data archive system called Papervision. This system allows for City staff to search electronically for documents such as executed agreements, staff reports, ordinances, resolutions, agendas, meeting minutes, reports, permits, etc. A search can be performed by entering key words, dates or resolution and ordinance numbers. Papervision is provided and maintained by MuniMetriX Systems Corp.

MuniMetrix offers a program called ImageSilo that can be linked to our current Papervision system to allow the public documents stored in Papervision to be made available on our website. Anytime staff scans a public document into Papervision, the document would automatically be made available to the public through ImageSilo. As some documents contained in Papervision are privileged, only categories containing public information would be made available on the City's website. The categories containing public information include:

- Planning Commission Minutes
- Planning Commission Resolutions
- Public Financing Authority Resolutions
- City Council Ordinances
- Agreements
- City Council, Redevelopment Agency and Public Finance Authority Agendas
- Redevelopment Agency Resolutions



- Recorded Documents
- City Council Resolutions
- City Council, Redevelopment Agency, Public Finance Authority Meeting Packets
- City Council, Redevelopment Agency, Public Finance Authority Minutes
- Planning Commission Meeting Packets
- Successor Agency Minutes
- Successor Agency Resolutions
- Oversight Board

Record requests have increased over the past twelve years (11 requests were made in 2001 and 69 requests were made in 2013). Making documents available on our website would assist in allowing information to be accessed immediately by the requestor 24/7, it would reduce staff time spent on processing requests, provide the requestor with an electronic method to obtain and store the data, and eliminate the need for paper copies and the associated waste of natural resources and costs of such paper copies. Beyond time, cost and resource savings, making these documents available online promotes government transparency. Additional benefits are further described in the attached ImageSilo brochure (Attachment 1).

Agencies currently using ImageSilo include the City of Hercules, California; City of Oro Valley, Arizona; and Town of Gillette, Wyoming. Snapshots and information of ImageSilo on their websites are included (Attachment 2).

Fiscal Impact

The one-time install and training cost is \$675.00. The monthly charge for storage is \$44.99 per GB. At the time of this report, the categories mentioned above contain approximately 14 GB of data which equates to approximately \$640.00 per month. A report is attached showing the categories of public data and current amount of data stored per category (Attachment 3). The cost proposal is provided as well (Attachment 4). As more information is scanned into Papervision, the monthly cost would increase. An option to help avoid cost increase would be to limit the amount of data archived to a certain number of years (e.g., the past 5-10 years) and indicate that any documents older than that the requestor must contact staff. Funding for the program would be appropriated from the General Fund.

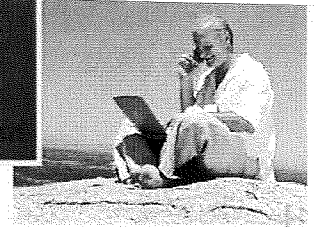
Recommendation

Staff requests the City Council consider the ImageSilo system to make public documents available on the City's website and provide direction to staff.



Attachments

- 1) ImageSilo brochure
- 2) Snapshots and information of websites of agencies which use ImageSilo
- 3) Report showing categories of public data and the amount of data per category currently in Papervision
- 4) Cost Proposal

Conveniently Store and Access Data Online without Capital Costs

Enjoy 24/7 online data access without additional investment in hardware, software or IT personnel. Outsource Enterprise Content Management (ECM) with this massive, ultra-secure, proven service.

Reduce Records Management Costs

- Improve business processes and customer service with instant, online access to information.
- Free IT departments from managing growing amounts of data with scalable and maintenance-free storage.
- Convert capital expenditures into tax-deductible operating expenses.

Enhance Security and Compliance

- Implement information policies with multiple layers of security.
- Ensure proper procedures are carried out by automating and tracking compliance processes.
- Gain regulatory confidence with evidence of audit trails, security controls, user activity, document history and records retention policies.



“Productivity has increased 100-fold. We’re able to access information in almost real time. The reporting structure is excellent. I like the audit trail—especially in healthcare—that’s extremely important. The ability to follow the document allows us to maintain control.”

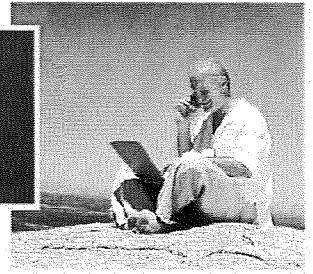
*- John Herndon, Manager of IT, Patient Accounts
University of Illinois Medical Center at Chicago*

Simplify Disaster Recovery

- Protect data physically and electronically with controlled access and 24/7 system monitoring.
- Automate data backups by sending encrypted copies of live information to any secure location.
- Recover quickly after a disaster—our centralized location allows you to retrieve critical data from any internet connection.

For a complete product listing and technical information, please visit www.digitechsystems.com or call toll free 866.374.3569.

ImageSilo®



Conveniently Store and Access Data Online without Capital Costs

ImageSilo is an ultra-secure, on-demand, Enterprise Content Management (ECM) system, offering all the same features and functionality of an on-premise ECM system. Outsource your data storage with ImageSilo, and get secure online access to information anywhere in the world, at any time, instantly—without capital expense or increased administrative burden.

The Freedom of On-Demand

ImageSilo changes the economics of ECM by reducing overall costs and eliminating IT headaches. No capital expenditure for system implementation means a tax-deductible operating expense for your company. Plus, IT departments are spared the burden of maintaining growing data storage. Unlimited users and data storage allow companies to organize all information across multiple projects, departments and locations.



THE Industry Leader

Unlike most so-called on-demand solutions offered today, ImageSilo was developed for the on-demand market, meaning customers never compromise features and functionality when choosing the convenience of a hosted ECM. In fact, it was the first on-demand system on the ECM market in 1999 and is recognized as an industry-leading service today. Our core competencies of software development and system and network management make Digitech Systems the best choice for long-term reliability and stability.

Uncompromised Security

Your stored content remains invisible—even to Digitech Systems' employees. Five layers of security, including transmission security, system security, data security, application security and physical security, guard information at every stage. Data can be encrypted both during transmission and when stored. Records retention and destruction policies, evidence of security controls and extensive audit trails enable companies to comply with government and industry regulations.

Efficient Collaboration

By providing powerful check-in/check-out and versioning controls, ImageSilo ensures that users are working on the latest, most accurate version without the fear of overwriting each other. Email, fax and print capabilities are supported, as are migration tools for data portability. ImageSilo supports virtually any type of information, including more than 250 electronic file types, paper records, images, print streams and even email messages. Easy-to-use, powerful search capabilities allow users to locate any information in minutes.

Suite Options

Implement a comprehensive, automated ECM system with these additional on-demand services.

Live information backup - DATA DELIVERY

Email management - PAPERVISION® MESSAGE MANAGER

Automated business processes - PAPERVISION® ENTERPRISE WORKFLOW

Print stream processing - PAPERVISION® ENTERPRISE REPORT MANAGEMENT

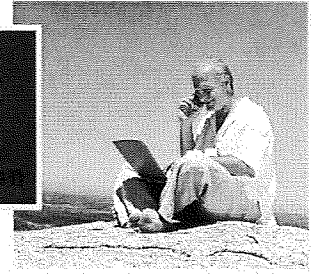
Seamless Integration

ImageSilo works effortlessly with Microsoft® Office. Utilizing PaperVision® Enterprise Tools for ImageSilo, users can upload files directly and control document versions using Microsoft Office toolbars and menus. A point-and-click integration module and API capabilities enable seamless integration with virtually any application. Users won't have to leave their line-of-business software to store and retrieve critical corporate data. Plus, you'll enjoy the peace of mind that comes from knowing all your important information is securely managed in the ECM system.

Uninterrupted Information Access with 99.9% Uptime Guarantee
Digitech Systems engineers, maintains, monitors and manages all of our software, servers and storage. Elaborate backup strategies maintain data integrity, and multiple redundant systems mitigate the potential for failures affecting information availability.

For a complete product listing and technical information, please visit www.digitechsystems.com or call toll free 866.374.3569.

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Technical Specifications

ImageSilo is an ultra-secure, on-demand Enterprise Content Management (ECM) system. As the largest on-demand installation of PaperVision® Enterprise, it offers all the same features and functionality. ImageSilo was the first on-demand ECM system to market in 1999 and is recognized as the industry-leading service today.

System Overview

- 99.9% uptime guarantee ensures data is always available
- System complies with European Union Safe Harbor policies
- Digitech Systems and all data centers are SAS 70 compliant
- Dedicated import servers are available to facilitate massive data uploads
- An on-demand system means no capital expenditure for system implementation and a tax-deductible operating expense for organizations
- Users can organize, upload, scan and add new documents or view search results in either a project view or folder view
- Native viewing of more than 250 file types allows you access to any document
- Extensive full-text search capabilities that support synonym, stemming, fuzzy logic, phonic, proximity, Boolean, natural language and variable term weighting search options with results displayed in statistically ranked order
- Document associations link related documents across multiple projects and allow users to easily locate them from a single document
- Search results screen displays duplicate documents as a single item or as an expandable list, showing all duplicates on the same screen
- Extensive audit trails and disclosure data gathering assist in complying with industry and government regulations, including HIPAA for the healthcare industry, 21CFR Part 11 for FDA regulations and more
- Searchable security logs allow administrators to target specific actions, users, dates or search values to monitor activity
- Directory Manager automates the importing and indexing of documents from any source media including multi-function devices, network-attached scanners and/or photocopiers
- Scan2ImageSilo allows users to scan and upload documents directly from a scanning device into ImageSilo, making any installation an ad hoc scan station for distributed scanning
- Scan2ImageSilo enables users to add, move or delete pages within a document as well as maintain version control on those documents
- Configure retention policies to protect records from destruction during specified time periods
- Set destruction policies to purge expired records
- Send an email notification or require review prior to destruction of any document
- A single-sign on via windows-integrated authentication simplifies the login process
- FREE PaperVision® Message Manager component imports, captures and organizes email messages
- Optional PaperVision® Enterprise WorkFlow service, with easy-to-use graphical interface, automates the flow of information through routine business processes
- PaperVision Enterprise WorkFlow and Scan2ImageSilo work together to allow users to capture documents and upload them into a new or existing workflow process
- Optional PaperVision® Enterprise Report Management processes COLD/ERM print stream data into electronic reports and imports and indexes them into the ECM system
- Optional Data Delivery enables companies to package a duplicate copy of data into a single, encrypted, compressed file and transfer it (through FTP or secure FTP) on a user-defined schedule to a separate site for disaster recovery
- Instant upgrades are performed by Digitech Systems, freeing IT resources from system maintenance
- Complete, detailed online help includes step-by-step instructions to get you started quickly
- Toll free, legendary technical support is eager to assist with any questions you may have

Security

- All Digitech Systems administrators and engineers are thoroughly screened and are subject to background checks
- All administrators use dedicated, secure machines
- All administrators follow strict password security guidelines, including password complexity, password expiration and RSA two-level user authentication technology
- Data segregation separates database and document file data to ensure one company or department cannot access another's data

System/Network Security

- All systems are maintained on a closed network that allows no outbound connectivity
- All systems are monitored 24 hours per day, seven days per week, 365 days per year
- Redundant firewall clusters are managed and constantly monitored by our firewall experts
- Intrusion-detection technology monitors all system access and third-party penetration tests are routinely performed

ImageSilo Technical Specifications

Physical Security

- Physical access is limited to required personnel who have proper clearance and photo identification
- Live monitoring of all physical facilities, including videotape recording of all activities and all external utility entry points
- Numerous provisions protect servers from environmental dangers (see Scalability and Reliability)

Transmission Security

- Patent-pending caching routines ensure stored data is never exposed to the public network
- SSL (Secure Sockets Layer) encryption of all network communications
- Optional secure FTP/FTPS to encrypt data while in transit

Application Security

- Company administrators can configure their own security policies, including encryption and records retention policies
- Function-level security verification is performed for every API call made to ImageSilo
- 256-bit AES encryption occurs during import, during transmission, optionally when data is stored and in communication with other ImageSilo services
- Session ID encryption ensures that a session ID cannot be guessed to hijack a session
- Session-source validation and IP address limiting guarantees access only from authorized locations
- Automatic session termination closes a user's session when it sits idle for a defined period of time
- Security-policy administration tools include account lockouts, password complexity requirements and password expiration
- System automatically monitors user activity as it is occurring
- Entity-level security defines company-wide security settings
- Group-level security assigns a common set of access rights to all users within a group
- User-level security defines individual user permissions
- Project-level security assigns functionality-based security at the project level and restricts access to create retention locks and set destruction dates
- Document-level security allows for more specific security settings—down to the individual document
- Function security controls user rights, such as printing, emailing, exporting and deleting
- Index-level security controls user ability to view and/or edit document index fields

Scalability and Reliability

- Geographically diverse, redundant data centers (located on separate continental power grids) store mirrored data for protection from major disaster

- Elaborate backup systems ensure data integrity and reliability
- Load-balanced, fully redundant web server clusters ensure fast response times, even under heavy loads
- System architecture with no single point of failure ensures data availability
- Optional access using the PaperVision® Enterprise desktop client requires neither a web browser nor a license fee
- Optional desktop client provides secure private network connection, eliminating the need for a VPN to view documents
- Centralized web-based administration console provides access to all administrative functions
- Unlimited users allow access for every employee or customer
- Unlimited access to documents anywhere, anytime
- Unlimited projects allow you to group documents to meet increasing information management needs
- Live OC48, OC12 and OC3 connections to multiple tier-1 internet service providers
- Dual entry points for all fiber cabling ensure physical reliability of data lines
- On-site diesel generators provide emergency power
- State-of-the-art battery backups clean and back up external power sources
- Advanced HVAC system ensures constant data center temperature
- HVAC is tied directly to a fire detection and suppression system and is constantly monitoring air for smoke
- Early smoke detection system detects microscopic changes in the data center environment
- Global DNS network provides unprecedented DNS reliability and response times
- Redundant storage clusters ensure full availability of data

Integration

- Extensive use of web services support integration and cross-platform compatibility
- COM-based APIs support both local and remote communications without requiring modification to code
- ActiveX® (OCX) controls can be embedded into third-party applications
- Customizable source code is included for both browser-based and desktop client applications
- Integration Manager enables point-and-click integration with third-party applications
- PaperVision® Enterprise Tools for ImageSilo provide out-of-the-box integration with Microsoft® Office applications, including Word, Excel, PowerPoint, Outlook and Windows Explorer
- Black and white as well as color print drivers print directly to ImageSilo from most applications

For a complete product listing and technical information, please visit www.digitechsystems.com or call toll free 866.374.3569.

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ImageSilo Technical Specifications

- Scan2ImageSilo is compatible with any TWAIN-enabled scanning device to input single or multi-page documents directly into ImageSilo
- Integration with Microsoft® Office SharePoint® Server 2007 enables companies to leverage the ImageSilo® document management and workflow functionality directly within their SharePoint portal
- Custom, private-label sites are available

System Requirements

- Internet Explorer® 6.0 or higher, Mozilla® Firefox® 1.5 or higher

Additional Requirements for Optional Desktop Installation

- Microsoft® Windows® XP or higher
- 256 MB RAM

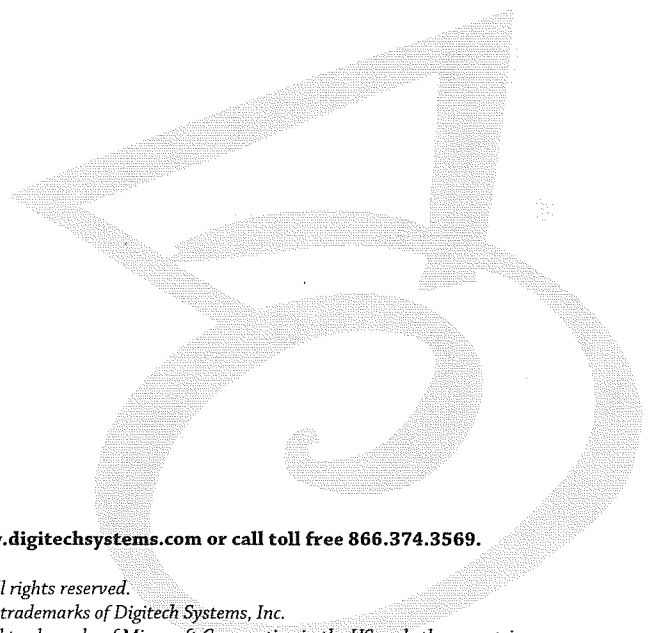
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http://www.ci.hercules.ca.us/index.aspx?page=590 City of Hercules : Documen... x

Principles of California Re... Suggested Sites Get more Add-ons Free Hotmail

The Dynamic City on the Bay "Most Livable Metro-Area Suburb"

HOME ABOUT HERCULES DEPARTMENTS & SERVICES WHAT'S NEW RESIDENTS BUSINESSES I WANT TO...

Departments & Services » City Clerk

Document Archive

E-mail Print

Instructions

Welcome to the new [ImageSilo](#) document archival system for the City of Hercules. This system lets you search for ordinances, City Council resolutions, and Redevelopment Agency resolutions, from 1983 to present. Please allow 1-2 weeks from the time an item is approved by the City Council to be posted. To view items not yet approved by the City Council, please visit the [agendas and meeting minutes](#) page.

If you need official copies of specific documents for legal purposes, please contact the City Clerk's Office at (510) 799-8215.

Getting Started:

To view documents in ImageSilo, simply login with our public account. If it is not already there, type 6615 into the Entity ID field. Type *public* into the User Name field and click on the Login button. There is no need to enter a password.

For First-time users:

If you are using **Internet Explorer**, please download and install the [ImageSilo Viewer](#) (Note: Requires Internet Explorer 6 or higher).

1. Click on the [ImageSilo Viewer](#) link.
2. Click *Run*, and the InstallShield Wizard window appears.
3. Click *Next*, and the License Agreement windows appears.
4. Click *Yes* to accept the terms of the license agreement.
5. Click *Finish* when the wizard notifies you that the installation is complete.

If you are using a browser other than **Internet Explorer** (i.e. Firefox, Safari), you may use your own default viewer.

Search Basics:

On the left-hand side of the page, expand *Available Projects*. Click on the project that you would like to search through. At this time, you may search for Ordinances, City Council resolutions, and Redevelopment Agency resolutions.

The Search screen displays the index fields available for searching, as well as a Full Text Search Criteria field. You are able to search by any combination of these fields.

Click the Search button at the bottom of the screen after entering your search criteria. The database will then return a list of documents. You may highlight and double-click on any document to view and print.

Last updated: 5/25/2010 2:30:39 PM

Building

City Clerk

Agendas & Meeting Videos

Subcommittees

Document Archive

Municipal Code

Elections

HCTV

Press Releases

Related Websites

Contact Us

City Manager

Engineering

Finance

Fire

Hercules Municipal Utility

Human Resources

Municipal Services

Parks & Recreation

Planning

Projects and Property

Public Works

Redevelopment

Police

Contact Us

ImageSilo®

System Folders

- + Available Projects
- Global Searches
- + Destruction Lists
- + System Settings
- Downloads
- Administration

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Welcome to ImageSilo®

Login Information

Entity ID:

User Name:

Password:

Source IP: 71.6.33.3

Language: ▼

Mobile Device:

Login

By selecting the Login button, you are indicating that you agree to the terms of ImageSilo's [Acceptable Use Policy](#)

Increase your savings with additional services for ImageSilo®, such as workflow, free email management and data backup!

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System Folders

- Available Projects (3)
 - Ordinances
 - RDA Resos
 - Resolutions
- Global Searches
- System Settings
- Downloads

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Search: Resolutions

Document Index Field Search Criteria

Resolution Number:

Year: to

Project Search Options

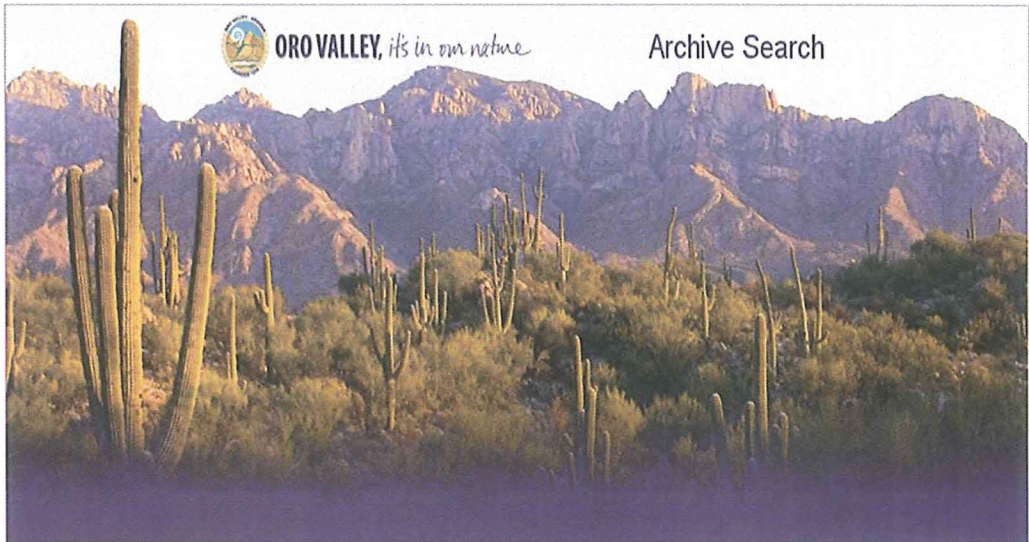
Search Type:

Sort By:

Full-Text Search Criteria

Criteria:

Search Type: Boolean Search (and, or, not, ...)
 Natural Language



If you need official copies of specific documents for legal purposes
Please contact the Town Clerk's Office (520) 229-4700

OPTION 1

DO NOT use Option 1 if you are a MAC user, do NOT have Internet Explorer, or if you do NOT wish to install the plug-in

Required

- Use of Microsoft Internet Explorer web browser
- One-time installation of the Image Silo Plug-In

Note: Please install the plug-in prior to logging in to ImageSilo To install the Plug-In [Click Here](#)

To Search & View documents using the Plug-In [Click HERE](#)

If using the plug-in, we suggest you review the [Tutorial](#)

OPTION 2

Requires NO installation; allows users to view documents using their own default image viewer

To search & view documents using your default image viewer [Click HERE](#)

Projects

Search

Global Search

Results

Available Projects

- Action Summary
- Agendas
- Campaign Finance Reports
- Minutes
- Ordinances
- Resolutions

Search

Global Search

Global Search

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Clear Criteria

Search: Resolutions

Resolution No.:

date: to

Title:

Search Type: Or ▾

Sort By: Resolution No. ▾

Full Text Criteria:

Search Type: Boolean Search (and, or, not, ...)

Natural Language

Options: Stemming

Phonic

Fuzzy Searching

Synonym Searching

WordNet Synonyms

WordNet Related Words

User Synonyms

Search

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*Caring for our heritage,
our community, our future.*

Document Search Tutorial

**To search the Town of Oro Valley's Archived Documents
you must choose one of the options below*.**

*Both AlternaTiff™ or ImageSilo™ do not support Macintosh Operation Systems

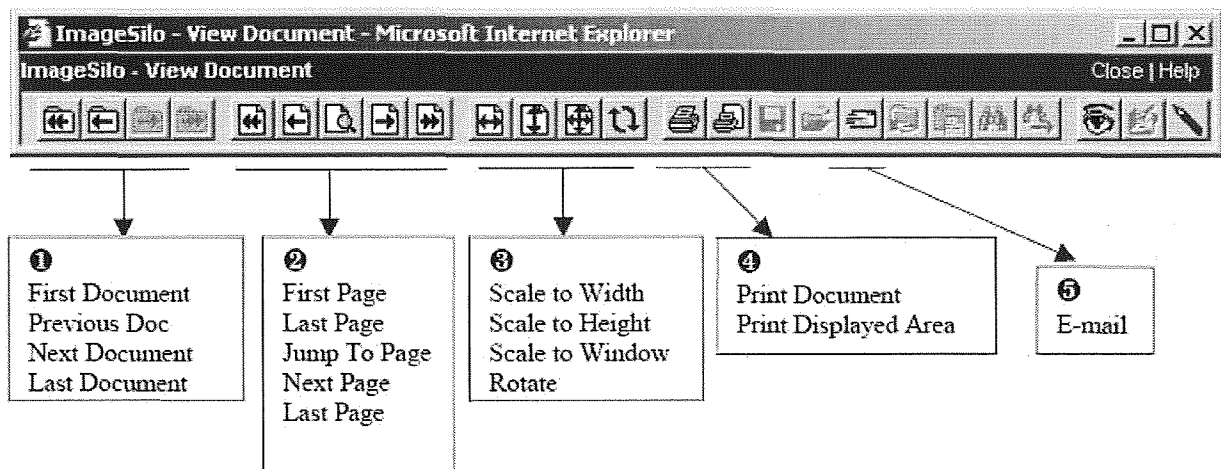
How to use ImageSilo™ viewer (*recommended*)

On the first visit, you will be prompted to install the ImageSilo™ Viewer.
This will take a few minutes depending on your Internet connectivity.

[Examples](#) using Document Search

[Frequently Asked Questions](#) about using Document Search

Quick Summary of ImageSilo Image Viewer Navigation:



Using the toolbar, it is possible to

- 1** Move directly between selected documents.
- 2** Move from page to page, first page to last page, or jump directly to a specified page #.
- 3** Size the window to fit your browser screen.
- 4** Send the document to your printer or send only the displayed area to the printer.
- 5** E-mail this document to yourself or someone else. It arrives as an e-mail attachment in .tif format.

Viewing Documents and Images Using Image Silo:

You can manipulate your view of the document by scaling, zooming, and rotating. To zoom in on a region of an image, simply use your left mouse button to click and draw a region around the area that you wish to zoom in on (from top-left

corner to bottom-right corner). You can right-mouse click on the image and select *Reset Image* to zoom the image to the size of the window and set the rotation back to zero. While viewing a zoomed portion of an image, you can hold down your <Ctrl> key and left mouse button and pan the image. You can also right-mouse click on the image and select *View Full Text* to view the full-text contents of the image (if it has been OCR'ed). Other display manipulation functions are available through the toolbar buttons.

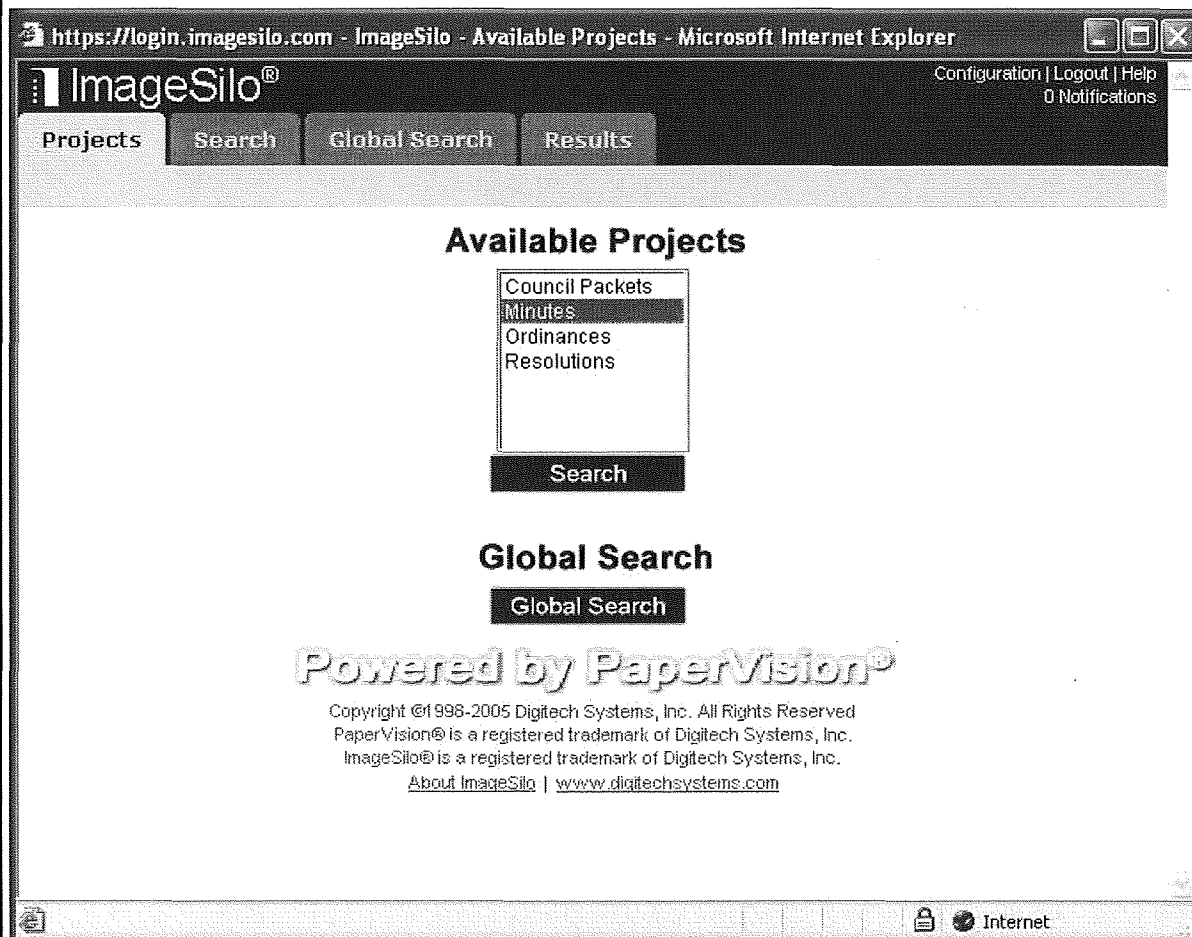
[Back to TOP](#)

Example Searches:

- [Date Search](#)
- [Narrow Search](#)
- [Global Search](#)
- [Full Text Search](#)

Date Search

1) Select Document Type from Project list and click on "Search"



2) Next select Search criteria from options available. For example, date range.

https://login.imagesilo.com - ImageSilo - Search Criteria - Micr...

ImageSilo® Configuration | Logout | Help
0 Notifications

Projects Search Global Search Results

Search: Minutes

Date: 1/2/2005 to 3/1/2005

Public Meeting:

Type:

Search Type: Or

Sort By: Date

Full Text Criteria:

Search Type: Boolean Search (and, or, not, ...)
 Natural Language

Search

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Internet

HINT:

Date ranges may be typed in many forms.

For example: Minutes between January 2nd, 2005 to March 1st, 2005, you can type the date in any of the following formats:

January 2, 2005	March 1, 2005
Jan 2 2005	March 1 2005
Jan 2 05	March 1 05
Jan 2 5	March 1 5
1/2/2005	3/1/2005
1/2/05	3/1/05
1-2-2005	3-1-2005
1-2-05	3-1-05
1 2 2005	3 1 2005
1 2 05	3 1 05
1 2 5	3 1 5

3) Once you have a result list, click on the document date, or Public Meeting, or Type name to open.

https://login.imagesilo.com - ImageSilo - Search Results - Microsoft Internet Explorer

ImageSilo® Configuration | Logout | Help
0 Notifications

Projects Search Global Search Results

Print | Email | Export

11 Documents Found

<input type="checkbox"/>	Date ↑	Public Meeting	Type	Status
<input type="checkbox"/>	01/05/2005	Town Council	Regular Session	
<input type="checkbox"/>	01/13/2005	Town Council	Joint Study Session	
<input type="checkbox"/>	01/19/2005	Town Council	Regular Session	
<input type="checkbox"/>	01/24/2005	Town Council	Joint Study Session	
<input type="checkbox"/>	01/28/2005	Town Council	Special Session	
<input type="checkbox"/>	02/02/2005	Town Council	Regular Session	
<input type="checkbox"/>	02/07/2005	Town Council	Study Session	
<input type="checkbox"/>	02/16/2005	Town Council	Regular Session	
<input type="checkbox"/>	02/19/2005	Town Council	Special Session	
<input type="checkbox"/>	02/23/2005	Town Council	Study Session	
<input type="checkbox"/>	02/28/2005	Town Council	Study Session	

11 Documents Found

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Internet

[BACK TO EXAMPLES](#)

Narrow Search Results

In addition, you can narrow your search by selecting search criteria on all options.

For example: Town Council regular sessions between January 2nd, 2005 and March 1st, 2005. Make sure you select "AND" instead of "OR" for search type.



RESULTS:

The screenshot shows a web browser window with the URL <https://login.imagesilo.com>. The page title is "ImageSilo - Search Results - Microsoft ...". The navigation menu includes "Projects", "Search", "Global Search", and "Results". There are links for "Print", "Email", and "Export".

4 Documents Found

<input type="checkbox"/>	Date ↑	Public Meeting	Type	Status
<input type="checkbox"/>	01/05/2005	Town Council	Regular Session	
<input type="checkbox"/>	01/19/2005	Town Council	Regular Session	
<input type="checkbox"/>	02/02/2005	Town Council	Regular Session	
<input type="checkbox"/>	02/16/2005	Town Council	Regular Session	

4 Documents Found

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Global Search:

You can perform a search across ALL documents by using a "Global Search"

- 1) Define a New Global Search by clicking on "Add New Global Search"
- 2) Give the Global Search a name: **EX:** "All Documents"

https://login.imagesilo.com - ImageSilo - Add ...

ImageSilo - Add New Global Search Close | Help

New Global Search

Name:

Council Packets:

date

Minutes:

Date

Public Meeting

Type

Ordinances:

Ordinance No.

date

Resolutions:

Resolution No.

date

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Internet

Choose search criteria that is common to desired projects.

For example: To find Minutes and Ordinances documents with the same date, check the "Minutes" date field and "Ordinances" date field.

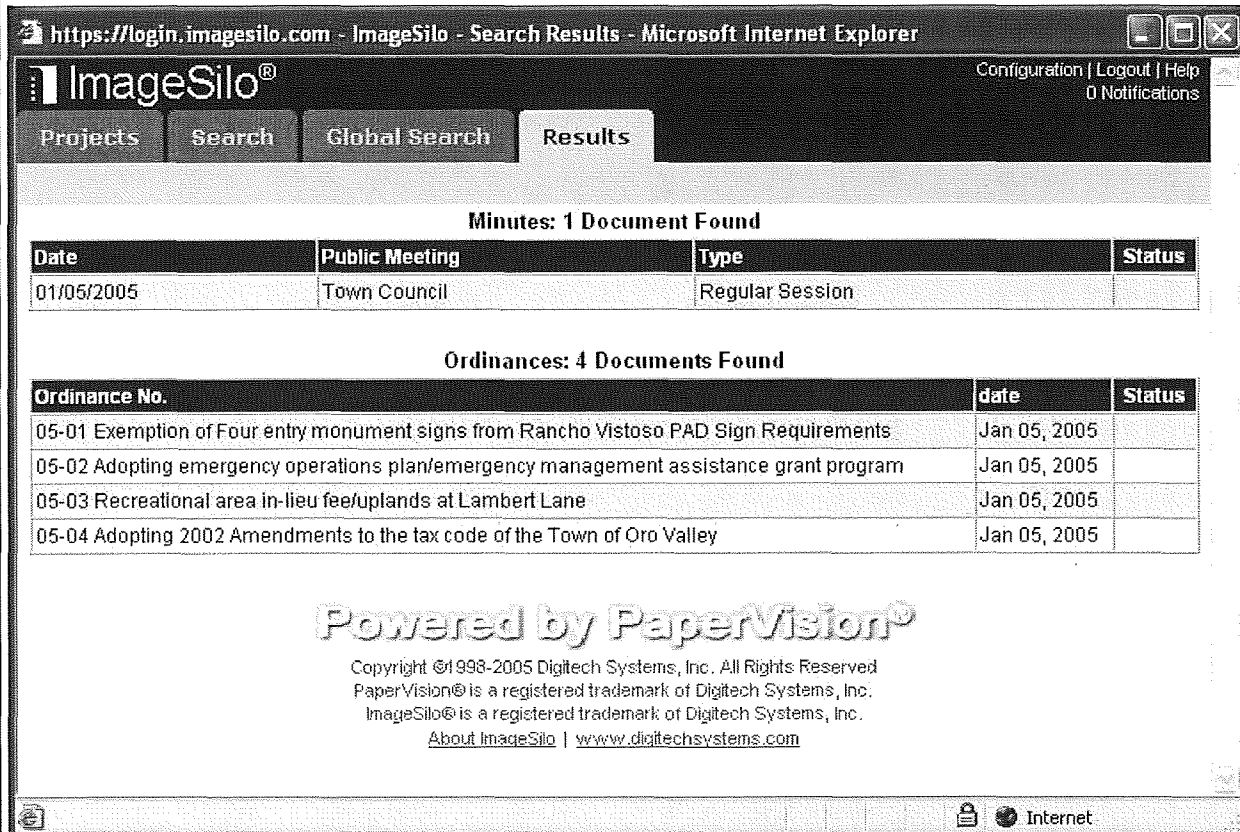
- 3) Next, Save the new Global Search entitled "All Documents"
- 4) Enter desired search criteria and click "Search"



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RESULTS:

You may now view documents from both Minutes and Ordinances with the same date result.



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Full Text Search:

You can search documents based specific words or phrases.

For Example: To view all minutes that have the word "Budget"

1) Type *Budget* in the Full Text Criteria text box, and click "Search"

The screenshot shows a web browser window with the URL <https://login.imagesilo.com>. The page title is "ImageSilo - Search Criteria - Microsoft Int...". The navigation menu includes "Projects", "Search", "Global Search", and "Results". The "Search" tab is active, displaying the "Search: Minutes" form. The form includes fields for "Date:" (with a "to" field), "Public Meeting:" (dropdown), "Type:" (dropdown), "Search Type:" (dropdown set to "Or"), and "Sort By:" (dropdown set to "Date"). The "Full Text Criteria:" field contains the text "Budget". Below this field, there are radio buttons for "Boolean Search (and, or, not, ...)" (selected) and "Natural Language". A "Search" button is located below the form. At the bottom of the page, it says "Powered by PaperVision®" and includes copyright information for Digitech Systems, Inc. (©1998-2005). The browser's address bar shows "Internet".

RESULT:

https://login.imagesilo.com - ImageSilo - Search Results - Microsoft Internet Explorer

ImageSilo® Configuration | Logout | Help 0 Notifications

Projects Search Global Search Results

Print | Email | Export

20 Documents Found

Date	Public Meeting	Type	Status
06/06/2005	Town Council	Budget Work Session	
<input type="checkbox"/> Score: 100%, Hits: 30, Title: 2005 ORO VALLEY TOWN COUNCIL CHAMBERS 11,000 N. LA CAADA DRIVE CALL TO ORDER: 5:34 p.m. ROLL CALL PRESENT: Paul Loomis, Mayor Barry Gillaspie, Vice Mayor Paul Abbott, Council Member K.C. Carter, Council Member Conny Culver, Council Member Helen Dankwerth, Council Member Excused: Terry Parish, Council Member BUDGET & BOND COMMITTEE ADMINISTRATION LIAISON: Lyra Done, Member STAFF PRESENT: Chuck Sweet, Town Manager D			
05/16/2005	Town Council	Budget Work Session	
<input type="checkbox"/> Score: 80%, Hits: 24, Title: 2005 ORO VALLEY COMMUNITY DEVELOPM ENT BUILDING - HOPI ROOM 11,000 N. LA CAADA DRIVE CALL TO ORDER : 5:32 P.M. ROLL CALL PRESENT : Paul Loomis, Mayor Barry Gillaspie, Vice Mayor Paula Abbott, Council Member K.C. Carter, Council Member Conny Culver, Council Member Helen Dankwerth, Council Member Terry Parish, Council member (Left meeting at 6:30 p.m.) BUDGET & BOND COMMITTEE ADMINISTRATION LIAISON: Lyra Done, Member Tony Eic			
05/10/2005	Town Council	Budget Work Session	
<input type="checkbox"/> Score: 66%, Hits: 20, Title: 2005 ORO VALLEY DEVELOPMENT SERVICES HOPI CONFERENCE ROOM 11,000 N. LA CAADA DRIVE CALL TO ORDER AT OR AFTER 5:30 P.M. CALL TO ORDER: 5:35 P.M. ROLL CALL PRESENT: Paul Loomis, Mayor Barry Gillaspie, Vice Mayor K.C. Carter, Council Member Conny Culver, Council Member Helen Dankwerth, Council Member Paula Abbott, Council Member Terry Parish, Council Member 1. REVIEW OF MAY 2, 2005 BUDGET SESSION - FOLLOW-UP MEMORANDUM Town			
05/02/2005	Town Council	Budget Work Session	
<input type="checkbox"/> Score: 56%, Hits: 17, Title: 2005 ORO VALLEY COUNCIL CHAMBERS 11,000 N. LA CAADA DRIVE STUDY SESSION: AT OR AFTER 5:30 p.m. CALL TO ORDER: 5:33 p.m. PRESENT: Paul Loomis, Mayor Barry Gillaspie, Vice Mayor Paula Abbott, Council Member K. C. Carter, Council Member Conny Culver, Council Member Helen Dankwerth, Council Member EXCUSED: Terry Parish, Council Member BUDGET & BOND COMMITTEE ADMINISTRATION LIAISONS: Lyra Done, Member STAFF PRESENT: Chuck			
06/15/2005	Town Council	Regular Session	
<input type="checkbox"/> Score: 46%, Hits: 14, Title: 2005 ORO VALLEY COUNCIL CHAMBERS 11000 N. LA CANADA DRIVE ** (Due to the volume of items to be cover ed by the Town Council, the Agenda was split between a 5:30 p.m. Special Meeting and the 6:00 p.m. Regular Meeting) ** REGULAR SESSION AT OR AFTER 6:00 P.M. CALL TO ORDER 6:58 P.M. ROLL CALL PRESENT : Paul Loomis, Mayor Barry Gillaspie, Vice Mayor Paula Abbott, Council Member K.C. Carter, Council Member Conny Culver, Council Membe			
03/16/2005	Town Council	Regular Session	
<input type="checkbox"/> Score: 40%, Hits: 12, Title: 2005 ORO VALLEY COUNCIL CHAMBERS 11000 N. LA CANADA DRIVE REGULAR SESSION AT OR AFTER 6:00 PM CALL TO ORDER 6:00 p.m. ROLL CALL PRESENT : Paul Loomis, Mayor K.C. Carter, Council Member Helen Dankwerth, Council Member Terry Parish, Council Member EXCUSED : Barry Gillaspie, Vice Mayor Paula Abbott, Council Member Conny Culver, Council Member EXECUTIVE SESSION AT OR AFTER 6:00 PM MOTION: A MOTION was made by Council Member Dankw			
04/20/2005	Town Council	Regular Session	
<input type="checkbox"/> Score: 26%, Hits: 8, Title: 2005 ORO VALLEY COUNCIL CHAMBERS 11000 N. LA CANADA DRIVE REGULAR SESSION AT OR AFTER 5:30 PM CALL TO ORDER 5:30 p.m. ROLL CALL PRESENT : Paul Loomis, Mayor Barry Gillaspie, Vice Mayor (Arrived at 5:35 p.m.) Paula Abbott, Council Member K.C. Carter, Council Member Conny Culver, Council Member Helen Dankwerth, Council Member Terry Parish, Council Member EXECUTIVE SESSION AT OR AFTER 5:30 PM			

Internet

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Frequently Asked Questions:

When using my default viewer, Quick Time runs and I get a small or partial image.

Unless you configure it not to, QuickTime registers itself as your TIFF file viewer. We recommend installing AlternaTiff or ImageSilo as your viewer.

When using ImageSilo and viewing the Minutes documents, they look different than the other

documents.

That is because they are Adobe Files (pdf). We recommend using Adobe Acrobat Reader. To do this, have Adobe Acrobat Reader installed and use the default login to search documents.

ImageSilo™ is a service provided to the Town of Oro Valley by MuniMetrix which is a Digitech Systems Product.



City Government

Archived Ordinances, Resolutions and Minutes

[Share & Bookmark](#) [Print](#)

- Mayor Tom Murphy
- City Council
- Archived Ordinances, Resolutions and Minutes**
- Avenues of Art
- City Boards & Committees
- Contact Us
- Current City Code
- Directory of Officials
- Request for Action

The City of Gillette has archived City ordinances, resolutions, and City Council minutes for public viewing. You must use Internet Explorer 6 or above, and you must have the Papervision Document Viewer in order to view these documents.

Note: If you do not have the viewer installed on your computer, please [download and install](#) it now.

Before you begin, please print these directions:

- [Installing](#) (138KB pdf) the viewer
- [Searching](#) (309KB pdf) the documents

After you have printed the instructions and have installed the document viewer, please return to this page to log in and begin viewing the archived documents. When you log in, you will be asked to accept a usage agreement.

[Log In](#)

Free viewers are required for some of the attached documents. They can be downloaded by clicking on the icons below.



Last updated: 7/8/2011 4:16:05 PM

PaperVision® Enterprise

User: t

System Folders

- Available Projects (3)
- Minutes
- Ordinances
- Resolutions
- Global Searches
- System Settings
- Downloads

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Search: Resolutions

Document Index Field Search Criteria
Resolution Number: [] to []

Full-Text Search Criteria
Criteria:
Search Type: Boolean Search (and, or, not, ...)
 Natural Language
Options: Stemming
 Phonic
 Fuzzy Searching [0]
 Synonym Searching
 WordNet Synonyms
 WordNet Related Words
 User Synonyms

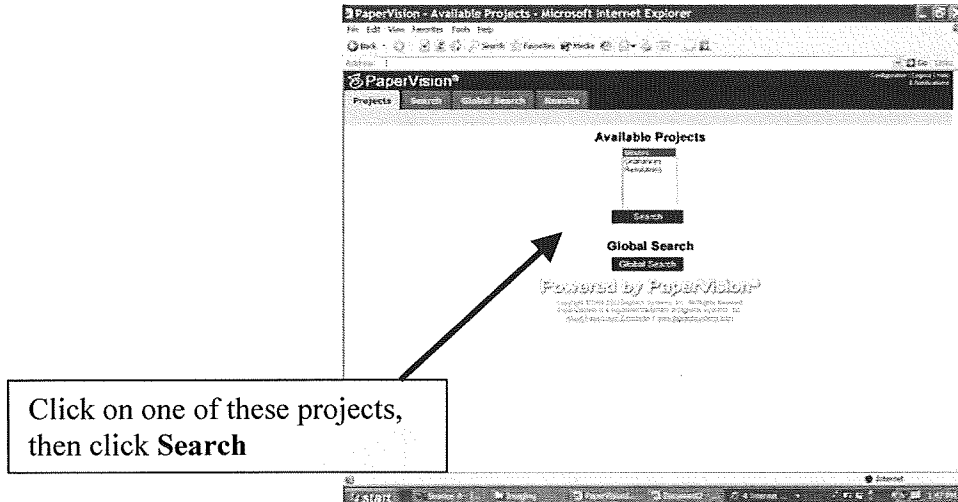
Search Clear Criteria



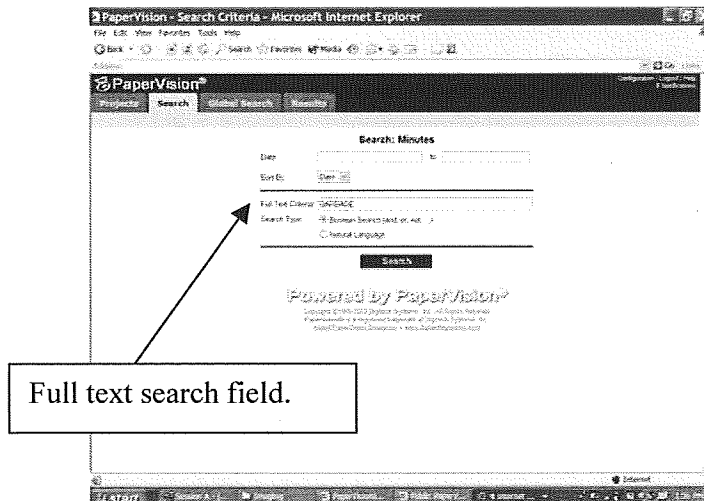
Tips to Help You Search

After you log in, you can choose to search Minutes, Ordinances, or Resolutions. When you search, you must give the search engine something specific to search for, but *more/extra* information is not always better.

Step 1: Select which type of documents to search:



Step 2: Enter your search criteria



To Search Minutes: You may search by date (you must enter 8-character format: 12/05/1994); if you are searching for a specific date, enter just that date. Or you may do a full-text search with a word or phrase, using Boolean or Natural Language.

To Search Ordinances and Resolutions: You may search by ordinance or resolution number, using wildcards (entering 82* will show all that begin with 82), or you may do a full text search with a word or phrase, using Boolean or Natural Language.

HOW TO SEARCH IN PAPERVISION

PaperVision offers the ability to easily perform either extremely detailed or very broad searches within a project. You can perform multiple searches across multiple index fields at the same time, as well as perform limiting searches (allowing you to specify ranges of values) on dates and numbers.

General Searching Rules

- All numeric and date fields allow you to perform "limiting searches" to limit the results to a specific range of values. If both range limits are not filled for a particular index field, PaperVision will search for the one specific value you have entered.
- Index field searches are NOT case sensitive. In other words, entering the name "smith" will find "Smith".
- PaperVision allows you to utilize the "*" wildcard to specify any number of unknown characters. For example, searching for T* in a name field would locate any document that had a name beginning with the letter T. Furthermore, searching for *T* would locate any document that included a letter T anywhere in the name. Finally, searching for *T would locate any document whose name ended with the letter T.
- You can perform multiple searches within a single index field by using the & (and) and ^ (or) operators. To perform a search on a name field for names that begin with an A or Z, you could simply enter A*^Z*. To perform a search on a name field for names that begin with an A and end with a P, you could enter either A*P or A*^*P.
- You can perform searches on multiple fields at once. Simply enter the search criteria into the desired fields and select a *Search Type* of "And" (to find documents where all criteria has been met) or "Or" (to find documents where any of the criteria has been met).

PaperVision Agreement

DISCLAIMER

These materials are provided as a public service for informational purposes only and are intended but not promised or guaranteed to be current, complete, or up-to-date. Neither the City of Gillette nor its officials, representatives, or employees are liable for any harm suffered as a result of reliance on information contained in these documents.

Changes are made periodically to many City documents, including municipal codes, ordinances, resolutions, statutes, regulations, guidelines and schedules, and these changes may or may not be reflected in these materials.

To receive a legal copy of any of these documents, please contact the City Clerk's Office by telephone at (307) 686-5210, or send an e-mail to clerk@gillettewy.gov requesting a copy.

INDEMNIFICATION

To the extent permitted by applicable law, the user agrees to defend, indemnify, and hold harmless the City of Gillette, its agencies, officials, employees, and representatives from and against all claims and expenses, including attorneys' fees, arising out of the user's use of these materials.

You must use Internet Explorer 6.0 or above.

I ACCEPT

I DO NOT AGREE

Oakey papervision report December 31, 2013

Report	size in MB	size in GB
>>036 Planning Commission-Minutes	42.99	0.041982422
>>037 Planning Commission-Resolutions	90.06	0.087949219
>>085 Public Financing Authority-Resolutions	1.54	0.001503906
>>103 City Council-Ordinances	229.89	0.224501953
>>173 City Clerk-Agreements	1284.26	1.254160156
>>174 City Council/RDA/PFA-Agendas	51.3	0.050097656
>>179 Redevelopment Agency-Resolutions	48.93	0.047783203
>>181 City Clerk-Recorded Documents	299.03	0.292021484
>>182 City Council-Resolutions	774.99	0.756826172
>>183 City Council/RDA/PFA-Meeting Packets	9594.24	9.369375
>>184 City Council/RDA/PFA-Minutes	121.16	0.118320313
>>197 Planning Commission-Meeting Packets	1753	1.711914063
>>201 Successor Agency Minutes	0.27	0.000263672
>>203 Successor Agency Resolutions	86.4	0.084375
>>212 Oversight Board	180.47	0.176240234
total	14558.53	14.21731445

Costs	price
the one-time Install/Training cost is \$675.00.	675 one time cost
the monthly charge for storage is \$44.99 per GB.	639.6369772 per month



April 4, 2013

City of Oakley
 Attn: Richard Miller
 3231 Main Street
 Oakley, CA 94561

Cloud-based Paperless Office Solution Proposal

<u>Item</u>	<u>Qty</u>	<u>List Each</u>	<u>Investment</u>
Document Retrieval Software - Cloud-based			
- ImageSilo (Unlimited User License)			
- Price per GB of data stored per month	1	\$49.99	
- Less Existing Customer Discount - 10%	10%	\$44.99	
Implementation/Install/Training (performed via Web)	1	\$750.00	\$750.00
Existing Customer discount - 10%	10%		-\$75.00
Total Investment			\$675.00

- Unlimited users, Unlimited access, Unlimited Public access
- Unlimited toll-free 800 Software Support, Unlimited training (Web based) - All software upgrades included.
- Training over the Web is included. On-site training available.
- Monthly billing fees are billed in arrears after your ImageSilo® account is setup and ready for use.
- If your storage increases beyond your current GB level, you will automatically be upgraded to the next GB level.
- One (1) GB stores approx. 20,000-25,000 pages (Estimate Only).
- Freight is not included and will be invoiced at actual cost.
- Customer is responsible for any applicable taxes.

**This proposal is valid for thirty (30) days from above date.
 To order, please authorize below, and fax or e-mail to MuniMetrix Systems.**

Payment Methods: <input type="checkbox"/> Credit Card (<i>circle one</i>) Visa MC AMEX Discover <input type="checkbox"/> Check/Cash <input type="checkbox"/> Purchase Order # _____	
Card Holder Name _____	Billing-Address 1 _____
Card Number _____	Billing-Address 2 _____
Card Expiration Date _____	Billing-City-State-ZIP _____
Signature _____	Date _____

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 Support: (800) 457-3733