



Capital Improvements

PROJECT DETAIL SHEET

Fiscal Year: 2021

Department: CDMI

Project Title: Large Format Scanner

Requested Amount: \$ 10,000



Description:

A large format scanner allows for the scanning of larger documents that are regularly received and processed in the CDMI Department.

Project Overview:

The CDMI Department is requesting a large format scanner. Essentially all divisions of the CDMI department are required to receive 36" x 48" engineered plans to process a variety of permits. Access to a large format scanner will be ideal for proper retention of plans moving forward and the ability to digitize historic files. Due to the high volume of plans received, physical filing space is a limited commodity. With a large format scanner, the department can expand file retention beyond State and local minimum requirements. We will have the ability to efficiently store supplemental information and, because of ease of access, can quickly send pertinent information to clients without the need to visit Town Hall.

Financial impact of this project on the department's operating budget:

Aside from minimal maintenance, a scanner will not require regular purchase of supplies.