



## **DOWNTOWN DEVELOPMENT AUTHORITY**

### **WORK SESSION**

**November 2, 2011 4:00 p.m.**

**Brownstown Township Hall – Board Room  
21313 Telegraph Road  
Brownstown, Michigan 48183**

- 1.) DDA Subcommittees & Liaisons
- 2.) Electronic Retention & Retrieval System for DDA Files
- 3.) Joint Meeting(s) Among Boards & Commissions



# CHARTER TOWNSHIP OF BROWNSTOWN

Community Services Department

21313 Telegraph Road

Brownstown, MI 48183-1399

734-675-0166/ FAX 734-675-7459

October 27, 2011

Downtown Development Authority  
21313 Telegraph Road  
Brownstown Township, Michigan 48183

**Re: DDA Subcommittees & Liaisons**

**Agenda Item: 1**

Honorable Chair and Members,

As requested, please find attached a chart of DDA subcommittees with corresponding member commitments.

Should you have any questions, please kindly contact the undersigned.

Respectfully Submitted,

Kaitlyn Campbell  
DDA Assistant Director  
Brownstown Township

Subcommittee Purpose	Liaisons
Business Support Programs	Teri, L.B. & Ralph
Business to Business Expo Event	Ralph, Nick & Mike
DDA Budget	Teri, Craig, L.B. & Jeff (alternate)
DDA Plan/Bylaws	Jeff, Mike, Teri, Nick & Rob (attending)
Hiring	L.B., Ralph & Teri
Newsletter	Craig & Ralph
Recreation Campus	Teri & Asif
Town Center	Teri, Jeff and L.B. (Typically included Executive Board members)



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**Re: Electronic Retention & Retrieval System for DDA Files**

**Agenda Item: 2**

Honorable Chair and Members,

Over the past few months we, in conjunction with the Clerk's Department, have been researching a more technologically advanced method for retaining and retrieving files. We have visited both Taylor and Van Buren for a first hand experience of how they have implemented the system.

As you may be aware, our current filing system consists of several drawers and file folders. Albeit these files are organized, oftentimes a file can be related to several topics, and thus difficult to quickly locate.

Ricoh, provider of the current copy/printer machine in the Building Department has presented a quote for their Autostore and Document Mall system. This system would allow for all paper files to be scanned, indexed and ultimately searchable. This is especially beneficial in those instances like contracts, requiring signatures. Currently contracts, when scanned back into our current system, are only images versus being searchable files by a variety of indexes, including signature name, project type, date, address, etc.

This electronic driven solution would eliminate much space and time. Any authorized user could log into the system and easily retrieve a file, as opposed to having to go to several people looking for a folder or a binder. It also allows for multiple layers of organization, eliminating redundancy in hard copy files, among other benefits.

Should the Board be interested, the Autostore software would be loaded onto a copy/printer machine, then providing an "workflow" for ongoing scanning. The files then have the option of being stored in Document Mall, which is hosted in three offsite locations, or to be stored on our own server. A couple of options for the machine itself would be to use the current Building Department's machine or to purchase/lease one specifically for the DDA.

Another option to consider including within the system is a wide format machine. This machine would allow us to scan and duplicate construction documents (especially useful for the bike paths and recreation campus projects). Although not critical, it may prove advantageous.

For your review, please find attached three quotes from Ricoh:

1. Document Mall/Autostore system ("add on" refers to adding on additional space and users to the already approved Clerk's purchase of Document Mall)
2. New printer/scanner machine
3. Wide format scanner

Should you have any questions, please kindly contact the undersigned.

Respectfully Submitted,

Kaitlyn Campbell  
DDA Assistant Director  
Brownstown Township

## Charter Township of Brownstown: Document Mall- /Kaitlyn Campbell/Joe Disanto

### Equipment

Qty	Description	Price	Ext Price
1	5 user/10 GB add on		
1	Autostore connect license		
2	Days of professional services (workflow customization)		

### Finance Options

	Option 1	Option 2
Term	36	0
Lease Type	\$Out	Cash
Lease Payment	\$205.50	\$6,880
Total Payment	\$205.50	\$6,880

#### Submitted by

Name: Michael Lane  
Phone Number: (734) 779-2548  
Email: [michael.lane@ricoh-usa.com](mailto:michael.lane@ricoh-usa.com)

Custom prices and order totals do not include required taxes. Taxes will be determined and added to the invoice. This proposal is valid for thirty days, unless issued in a shorter period. Quotes are non-binding and for planning purposes only. Orders are subject to credit approval and acceptance by Ricoh.

## Charter Township of Brownstown: MFP quote- /Kaitlyn Campbell/Joe Disanto

### Equipment

Qty	Description	Price	Ext Price
1	MP C2551		
1	FAC43 Cabinet		
1	Fax Option Type C2551		
1	ESP XG-PCS-15D		
1	BC Print Connectivity		
1	Labor, Parts, Black Toner, Color Toner Toner Included: Inclusive BLACK AND WHITE COPY CHARGE OF \$0.0094 IN EXCESS OF 15000.0 PER QUARTER COLOR COPY CHARGE OF \$0.065 IN EXCESS OF 0.0 PER QUARTER.		
1	Shipping/Handling		

### Finance Options

	Option 1	Option 2	Option 3
<b>Term</b>	60	60	60
<b>Lease Type</b>	FMV	\$Out	Cash
<b>Lease Payment</b>	\$116.48	\$131.75	\$6,157.58
<b>Service</b>	\$47.00	\$47.00	\$564.00
<b>Total Payment</b>	\$163.48	\$178.75	\$6,157.58

#### Submitted by

Name: Michael Lane  
Phone Number: (734) 779-2548  
Email: michael.lane@ricoh-usa.com

Custom prices and order totals do not include required taxes. Taxes will be determined and added to the invoice. This proposal is valid for thirty days, unless issued in a shorter period. Quotes are non-binding and for planning purposes only. Orders are subject to credit approval and acceptance by Ricoh.



## Equipment Pricing

### Ricoh Aficio MP W3601 Wide Format Printer/Copier/Scanner

- 1 GB Memory (Copy/Print applications)
- HDD for Document Server (Standard 160GB)
- 1 Roll Stand
- Universal Cassette
- Embedded Print Option
- Embedded Scan Option (incl. **color** scan)
- NSI AutoStore
- Case of (2) 36" Rolls of Bond Paper
- Network Filter
- Delivery & Network Installation
- Training

### Pricing Options

	<u>To Purchase</u>	<u>60 Month FMV Lease</u>
Ricoh Aficio MP W3601 (1 Roll Stand)	\$14,600	\$295.00
Ricoh Aficio MP W3601 (2 Roll Stand)	\$15,100	\$307.00

## Maintenance Pricing

The associated charges include:

- Toner (see below)
- Parts & Labor
- Drum
- Emergency Service
- Preventative Maintenance

<u>MP W3601 Digital Contract – Toner Excluded</u>	
Includes 4,950 Square Ft. per Quarter Quarterly Overages	\$47 Monthly \$0.0289 per Square Foot

<u>MP W3601 Digital Contract – Toner Included</u>	
Includes 4,950 Square Ft. per Quarter Quarterly Overages	\$69 Monthly \$0.0461 per Square Foot



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**Re: Joint Meeting(s) Among Boards & Commissions**

**Agenda Item: 3**

Honorable Chair and Members,

In light of the last regular DDA meeting held October 20<sup>th</sup>, the Board mentioned it may be beneficial to hold a joint meeting(s) among any board or commission wishing to attend. This informational meeting would provide a platform for members to further discuss DDA projects and gain insight from other members and commissioners.

If you wish to move forward and set a date, Township staff liaisons will be contacted to notify their respective Board and/or Commission.

Should you have any questions, please kindly contact the undersigned.

Respectfully Submitted,

Kaitlyn Campbell  
DDA Assistant Director  
Brownstown Township