

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: MAR - 7 1995
AGENDA ITEM NO.: 7-8

DEPARTMENT: TAX COLLECTOR BY: Don Z. Phillips PHONE: 906-2621

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: () Yes (x) No)

Recommend allowing purchase of software to be used on existing computer system for data imaging. We currently have software that is not practical and is inadequate for the volume of imaging we do. The new software is proven, and has been demonstrated using our documents and files. The original objective was to image Treasurer's records, as well as some Tax Collector's records, and share the system with the Assessor for some document storage as well. The current software does not perform those functions easily, and retrieval of the scanned image is very time consuming. We are not using the current software at this time, and have not been putting the checks and files on any type of permanent record. The new software proposed, has been demonstrated, and is from a company that is in the business of imaging. This company has also done many microfilming jobs for different departments within the county, and has proven to be a reputable company.

There is a need to replace the existing 286 monochrome computer system. We have many applications that are now on the computer used for document imaging. When we can use this computer for imaging on a daily basis, we will need a system that can run windows programs. I have also talked to Jim Eustler about his department taking the 286 system, which he said will work well for what he needs. I have obtained a quote from one of our local vendors.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

We purchased the existing imaging system about five years ago. The local vendor we used at that time put together some software that both the Assessor and I thought would work well, but upon retrieval of the information, we found many problems. Therefore, the Assessor has not been able to use the system, and we quit using it because of the retrieval time it takes to get your information back. The new software can be used on our existing computer, and the only additional hardware needed will be to replace the scanner itself, and add a tape drive for back-ups. This will provide a permanent record, other than paper, and cut down on storage problems of this department.

The 286 monochrome computer was purchased about 8 years ago, and has been very reliable. However, the programs we need to run, and the applications we use, need a windows compatible system, which it is not. We have been sharing the one computer for these applications, and this has been very cumbersome to all of us. The new 486 system would allow us to run the needed programs, and free up the one system that will be doing data imaging. This is a more efficient use of the equipment, and of employee time.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Approve both requests, which will improve utilization of equipment and efficiency of staff time.
2. Approve request for image software and keep old 286 computer, which is not sufficient use of equipment or time.
3. Deny both requests, which puts a burden on office efficiency, as well as not having proper permanent records.

COSTS: () Not Applicable

- A. Budgeted Current FY.....\$ _____
- B. Total Anticipated Costs.....\$ _____
- C. Required additional funding.....\$ _____
- D. Internal Transfer.....\$ 17,100.00

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively.

1. page 1 -3 = proposal on image system software
2. page 4 = proposal on 486 pc system
3. page 5 = brief letter of explanation

SOURCE: () 4/5ths Vote Required

- A. Unanticipated Revenues.....\$ _____
 - B. Reserve for Contingencies.....\$ _____
 - C. Source Description: Tax Collector's Cost Fund
- Balance left in Reserve for Contingencies, if approved:
\$ _____

CLERK'S USE ONLY:

Res. No.: 95-109 Ord. No. _____
 Vote: Ayes: 5 Noes: _____
 Absent: _____ Abstained: _____
 Approved () Denied
 () Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Returned for Further Action

Comments: _____

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
ATTEST:

Margie Williams, Clerk of the Board
By: _____
Deputy

C.A.O. Initials: 

COUNTY OF
MARIPOSA

BUDGET ACTION FORM

Dept./Div.: TAX COLLECTOR

Contact: Don Z. Phillips

Date: MAR - 7 1995

Phone: 966-2621

ACTION REQUESTED: (Check all that apply)

- (X) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the budget or in any one fund of the budget, or appropriating Reserve for Contingencies;
- () Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;
- () Transfer by Administrator: Moving existing appropriations within a single budget category between line items;
- () Transfer by Auditor: Moving salaries between line items to accommodate variances internal to salaries; OR transfers within the County budget under \$50.00 to accommodate minor variations from the budget.

FUND/DEPT./ACCT. NO.	LINE ITEM DESCRIPTION	AMOUNT <FROM>/<TO>
172-1100-880-0787	Tax Collector's Cost	<14,300.00>
172-1100-880-0787	Tax Collector's Cost	<2,800.00>
001-0000-309-1600	General Transfer In	17,100.00
001-0000-309-1600	General Transfer Out	<17,100.00>
001-0108-422-0670	Budget/Fixed Asset/Software	14,300.00
001-0108-422-0671	Budget/Fixed Asset/486PC	2,800.00

Justification: To purchase software necessary to data imaging for Treasurer's checks and receipts, for Tax Collector's correspondence, forms and receipts, and for County Clerk's voter registration cards. Also will be shared with County Assessor for any data imaging he may wish, as originally planned.

Also to purchase a 486PC system to replace the out-dated 286PC system currently used, and transfer the 286 to the Community Services/VA department inventory.

Department Head Signature: _____

Date: MAR - 7 1995

Approved by: _____

95-109

Clerk: _____

mws

Date: _____

3-21-95

Administrator: _____

Date: _____

Auditor: _____

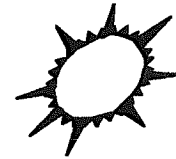
Date: _____

AUDITOR'S USE ONLY:

Description: _____

Transfer No.: _____

B.R. No.: _____



County of Mariposa

Don Z. Phillips
County Tax Collector

Telephone (209) 966-2621
Fax (209) 966-6496

4982 10th Street
Post Office Box 36
Mariposa, California 95338

TO: Honorable Board of Supervisors

FROM: Don Z. Phillips, Tax Collector

SUBJECT: Request for purchase of computer software for data imaging

Background: We recognized the need for data imaging a few years back, and were able to purchase hardware and software for that purpose. Hours of research was put into this, and both the Assessor and I worked very closely with two local vendors trying to get a system that met our needs. We chose to go with the local vendors, since both of them stated that they could provide the equipment at a much lower cost, then that from vendors who sold their software only if you purchased the hardware from them also.

After the hardware and software were installed, it became apparent that this was not the best solution to what we were trying to obtain. By not using imaging software, made for government applications, caused greater work load on the user, and to retrieve something that has already been imaged, can take as long as one hour per document. We also experienced difficulty in getting the information stored on optical disk, finding out some months later that the information was not really there at all.

The purchase of this proposal, will in fact be somewhat less expensive, than had we purchased the entire hardware and software package from this same vendor a few years back, and they are willing to now put their software on our existing equipment. We do have to purchase a better scanner, and need to purchase the tape back up drive, which will hold more information than on disk, and will assure proper back ups.

We plan on using this software for making duplicate copies to optical disk, in the Treasurer's Department, the Tax Collector's Department, and the County Clerk's Department. As originally planned, we are still willing to share this with the County Assessor-Recorder, for any imaging he may want to put on it also.

The need to replace the existing 286 PC, is necessary since more use on the Imaging Computer will be realized (if we get the new software) and the fact that the 286 is not windows compatible, for which most of our applications are run on, and which seems to be the standard.



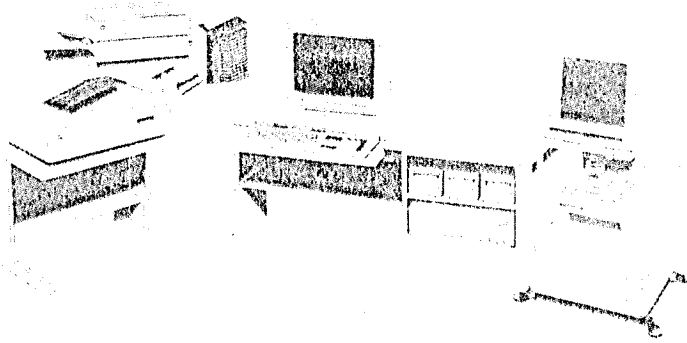
DATA-IMAGE SYSTEMS CORPORATION

Data-Image Systems Corporation (DISC) is a veteran *data-processing* and *imaging* company, originally founded in 1958 in Sacramento, California.

The company is dedicated to providing automated *document storage*, *workflow* and *retrieval* systems. DISC maintains offices in Concord, Santa Ana, Fresno and Sacramento. DISC has designed, implemented, and installed numerous Microfilm and Optical Disk systems to improve *document processing*, *storage* and *retrieval*.

DISC provides *data-processing* services such as *processing*, *data-entry* and *custom software* development. DISC provides the State of California all of the *data processing* and *claims adjudication* activities for the control and administration of the California Beverage Container Recycling Program.

DISC provides *scanning* and *indexing* services to convert existing files to a medium compatible with the *automated records management* system selected by its customers.



Steve O'Malley
District Manager - Fresno

DATA-IMAGE
SYSTEMS CORPORATION

4221 Sierra Madre Avenue, Suite 107, Fresno, CA 93722
(209) 222-4119 Fax (209) 275-0598



Don Phillips
Treasurer/Tax Collector/Clerk
Hall of Records
P.O. Box 36
Mariposa, Ca. 95338

1/27/95

Dear Mr. Phillips,

I have compiled a pricing revision to my previous proposal dated 7/5/94 to reflect a discount for the Mariposa County Tax Collector.

The changes in the configuration of your stand-alone DISC/image optical disk system is the result of my research in a less expensive solution without sacrificing performance. The system will provide you with the ability to scan, index and retrieve documents. The system can be expanded in the future within your department and/or within the county to include other applications if you so desire. Additional applications would be charged at \$900.00/ea if for index and retrieving. If the additional applications require complex system design requiring custom code to be developed a quote will be required.

Per the original proposal dated 4/7/94 I mentioned image migration would cost \$1,000.00 to convert your existing images to a format compatible with DISC/image software. I apologize in advance for misleading you. In order for Data Image Systems to properly quote an image migration fee we would first need to do a test on your data to ensure that we could in fact retrieve the images. Then I could give you an accurate quote.

In an effort to utilize as much of your existing equipment as possible I have listed below to components which are compatible with the DISC/image software product.

- * Your existing PC (486/33) and Monitor
Note: RAM must be upgraded to 16Mb. Hard Disc space available is O.K. at 600Mb+. Video memory O.K. at 1Mb.
- * Your Panasonic Printer model KX-P4455
- * Your Panasonic Optical Drive.

SOFTWARE:

- * DISC/image (Single user)..... \$4,795.00 ✓
Includes: One application (Index and Retrieve), Software Installation, One day training, User manuals, O.D. drive interface software
- * Carbon Copy for Windows (for modem support)..... \$199.00 ✓
- * Kofax 920 print engine (for single user only) \$495.00 ✓
- * Windows 3.1 and DOS 3.3 or higher to be provided by Mariposa County.

HARDWARE:

- * Fujitsu 3096E+ scanner with cable \$5,395.00 ✓
Note: Scans up to Legal Size documents

* Kofax KF-7300 Compression Board \$1,795.00 ✓

* Multi-Tech Modem ZDX \$295.00 ✓

Sub Total..... \$12,974.00 ✓

Tax @ 7.25%..... \$940.62

TOTAL..... \$13,914.62

Support - Telephone and Annual Product Updates..... \$85.00/month

OPTIONAL SOFTWARE:

DISC/COLD..... \$7,500.00

OPTIONAL HARDWARE:

Tape Drive (Suggested for back-up)..... \$199.00 ✓

tax 14.43

If you have any questions or concerns please do not hesitate to call 209-222-4119.

Regards,

Data Image Systems Corporation

St. O'Malley

Steven O'Malley
District Manager, Fresno Division

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Total*

Iron Mtn Systems

February 16, 1995

Don Z. Phillips
Treasurer-Tax Collector
P.O. Box 36
Mariposa, CA 95338
209/966-2830

RE: Computer Quote

486SX33 256K Cache (VLB)	235.50
420 MB Hard Drive	253.50
IOISSPG (VLB)	39.60
1.2 Floppy	57.00
1.44 Floppy	42.00
Video Card 1 MB (VLB) Trident	85.50
SVGA 1024x768 .28 DP 14" Monitor	307.50
SIMM 4 MB RAM Memory	200.00
Baby Case	70.40
101 Extended Keyboard	22.40
Mouse	12.78
MS DOS 6.2	53.20
Windows 3.1	68.80
Assembly	50.00
Subtotal	1498.18
Discount	-217.23
Subtotal	1280.95
TAX CA	99.27
TOTAL	1380.22

OPTIONS (Tax Not Included)

HP Laser Jet IVL Printer	756.00
HP Laser Jet IVP Printer	1098.00 <i>tax 79.61</i>
HP Laser Jet IVPLUS	1626.00
HP Laser Jet IVM PLUS	2226.00

Thank you for allowing us the opportunity to serve you. If you have any further questions, please feel free to contact me.

Michael W. Parsons
Michael W. Parsons
40108 Hwy 49
Enterprise Center
Oakhurst, CA 93644
(209) 658-8100

\$ 2,800.00