

DEPARTMENT: Public Works

**By: Michael Edwards Phone: 966-5356
Public Works Director
Gary Estep, Assessor/Recorder**

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No X)

Approve purchase of E-size plotter, ancillary equipment and software and funds of \$7,000 from Assessor/Recorder's Modernization Fund for additional map scanning and waive formal bidding requirements.

This request was originally made during the FY 95/96 budget process for a separate General Fund appropriation within the County Engineer budget. At that time, staff withdrew the request and advised the Board of an option of funding the request from the Recorder's Modernization Fund. The Board concurred with staff's suggestion to put it on the Board Agenda after the budget process. The Board further directed that a separate \$3,000 request for additional scanning of Public Works maps be reconsidered at that time. A copy of the Minute Order is attached.

The Recorder's Modernization Fund can only contribute \$7,000 towards this purchase; therefore, the \$3,000 request for additional map scanning is not being made by staff at this time. The Board has the option of including it, if desired, as outlined in Alternative #1 below. If the Board chooses to not fund it now, staff will return with the request in next year's budget.

The Public Works Department has agreed to take over the function of printing full-size maps for the public, which were formerly printed by the Recorder's Office. This will be done on the E-size ink jet plotter, which, with roll feed, can print drawings 36" wide by any length. Along with the printer, this action would include ancillary equipment and software as shown in the attached table. Total equipment and software cost is \$7,000.

We have located the appropriate plotter, which is only manufactured by one company, at a substantial discount from the normal price and have secured one of the few remaining units available. There are no comparable plotters available at or below this price. Therefore, in this instance, waiver of formal bid procedures is justified.

The maps located at the Recorder's Office have been scanned using funds appropriated in the FY 94/95 budget (\$10,000). Those funds have been exhausted. The additional request for map scanning was for drawings located at the Department of Public Works. These are primarily as-built drawings of County and Special Districts construction projects and as-built drawings for subdivision improvement plans.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the remodel of the Hall of Records, the blueprint machine was moved. This is outdated technology which utilizes ammonia. It cannot be reinstalled without venting the ammonia fumes through the roof, an expensive installation.

Public Works has just completed the process of having County maps digitally scanned in "raster format". These can be converted to vector format for use with the Engineering Division AutoCAD technology. They must be converted to vector format before they can be printed on a pen plotter.

The vast majority of the scanned maps will never be converted to vector format. They can be printed directly using an ink jet plotter.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. In addition to the \$7,000 for the equipment and software, approve a contingency appropriation of \$3,000 for additional map scanning (4/5ths vote required). If the scanning of the as-built drawings is deferred, these drawings will continue to be at risk for damage and deterioration. Having scanned copies on CD ROM allows us to store duplicate copies off-site to protect from fire destruction.
2. Re-install blueprint machine and venting in the Hall of Records and have Recorder continue to reproduce large-size maps. However, there would be no way to directly reproduce the scanned maps.
3. Convert any requested scanned map to vector format and print on the pen plotter. This process is slow and not always reliable. It is not necessary to convert most maps and this is costly in man hours. We do not have the raster-to-vector conversion software (estimated cost is \$2,000 to \$3,000).
4. No action. The public would not have a convenient way to obtain large-scale maps. We would not be taking advantage of the scanned maps recently converted.

COSTS: Not Applicable

A. Budgeted current FY \$ -0-

B. Total anticipated costs \$ 7,000

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: 4/5th Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: \$7,000 from Recorder's Modernization Fund

Balance in Reserve Contingencies, _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1. Plotter Costs Table

2. Minute Order of 9/13/95

CLERK'S USE ONLY

Res. No.: 95-486 Ord. No. _____

Vote - Ayes: 5 Noes: _____

 Absent: _____ Abstained: _____

Approved Denied

Minute Order Attached No Action Necessary

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

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

A.O. Initials: *HW*

BUDGET ACTION FORM

DEPT/DIV: Public Works

CONTACT: Mike Edwards

DATE: November 14, 1995

PHONE: 966-5356

ACTION REQUESTED: (Check All That Apply)

- Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the County 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 (i.e. services and supplies, etc.)
- 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 |
|--------------------|--------------------------|---------------------|
| <u>TRANSFER</u> | | |
| 135-1100-880.0787 | Recorder's Modernization | (\$7,000) |
| 300-0301-309.1600 | Public Works | 7,000 |

INCREASE ESTIMATED REVENUE AND APPROPRIATIONS

| | | |
|-------------------|--------------------------------------------|---------|
| 300-0301-309.1600 | Public Works-Transfer-in | \$7,000 |
| 300-0301-581.0694 | Public Works- Fixed Asset(Scanner/plotter) | 7,000 |

Justification: This follows up on what was discussed in 95/96 budget hearings where the Assessor is transferring this money to the Public Works to purchase a scanner/plotter.

Department Head Signature: [Signature] Date: 11/1/95

Approved By: Res. No. 95-486 Clerk: [Signature] Date: 11-14-95

Auditor: [Signature] Date: 10/31/95

AUDITOR'S USE ONLY:

Description: _____ Transfer No.: _____

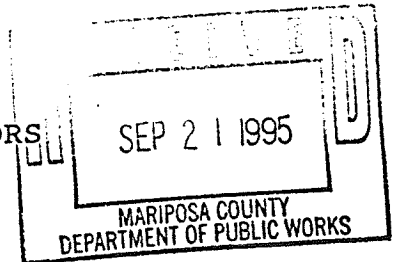
B.R. No.: _____

Plotter Costs Table

| | | |
|--------------------------|-------------------|-------------------|
| From CVIS: | | |
| HP 650-C | \$4,599.00 | |
| 3 yr warranty | \$600.00 | |
| Jetdirect (Print Server) | \$316.25 | |
| Sales Tax | \$399.86 | |
| CVIS Total | \$5,915.11 | \$5,915.11 |
| View Base (Software) | \$695.00 | |
| Network Hub | \$150.00 | |
| Sales Tax | \$61.26 | |
| Other Total | \$906.26 | \$906.26 |
| Grand Total | | \$6,821.37 |

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER



TO: MIKE COFFIELD, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: Continued Public Hearing on Final Budget
for Fiscal Year 1995/96

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,
ADOPTED THIS Order on September 13, 1995

ACTION AND VOTE:

PWD/Engineer-Surveyor: Mike Edwards withdrew request for dedicated print server and large drawing plotter; and advised of his coordination with the Assessor-Recorder to take over copying of maps and using Modernization Funds to purchase these items. They will present an agenda item on this request in the future. Discussion was held concerning the other requests: four computer monitors/\$2,000 and completion of scanning project of existing plans on CD/\$3,000. Board concurred with funding the computer monitors and directed that Public Works and the Assessor-Recorder come back to the Board with agenda item to cover the costs of the dedicated print server, large drawing plotter and scanning project of existing plans from the Recorder's Modernization Fund. Agenda item to include a transfer of a portion of the \$10,000 that was budgeted last year for the scanning project to the Recorder's Modernization Fund to offset the present requests.

cc: ~~Ken Hawkins, Auditor~~
~~Mike Edwards, Public Works Director~~
Gary Estep, Assessor
Dennis Patrick, Technical Services Director