

**DEPARTMENT:** Public Works/Engineering

**BY:** James Petropulos

**PHONE:** 966-5356

**RECOMMENDED ACTION AND JUSTIFICATION:**

**Resolution Authorizing the Replacement of a Microfiche Reader for the Public Works, Engineering/Roads Division and to Transfer \$3,500 from Software to Fixed Assets for the Purchase of Said Item**

Staff is requesting authorization to the transfer of \$3,500 from Software to Fixed Assets to purchase a used replacement microfiche reader. The existing equipment is inoperable, beyond repair and Public Works is in need of a replacement. The proposed replacement unit should perform adequately until such time the GIS and Electronic Document Project is completed at which time most of the document review will be accomplished electronically. In the meantime, without an operable machine, staff has had to rely heavily on the Assessor's machine requiring unnecessary travel time and other inconveniences.

The microfiche reader is used primarily to review and print recorded documents such as legal descriptions, deeds, quitclaims and other items staff routinely researches in relation to map checks, lot line adjustments, subdivision applications, right-of-way issues. etc.

At the end of September there was a refurbished Cannon MP50 unit available for purchase from BMI Imaging Systems for \$3,033 (quote attached) which indicates the price range for a used machine (approx. \$500). Since this unit is subject to prior sale, we are requesting to transfer \$3,500 to the fixed asset line item as this is the most we would want to spend on a used unit. Staff is obtaining bids from other sources and will purchase the least expensive machine under \$3,500.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The microfiche replacement was not approved as part of the previous two budget requests. At that time the machine was still functioning but staff indicated that it would need to be replaced soon.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not replace. The lack of a microfiche reader will hamper the research of documents. A new reader could be purchased for \$4,425 but the electronic document project would eliminate or reduce the need for that device. Staff recommends purchasing a used machine to save money.

Financial Impact? ( x ) Yes ( ) No	Current FY Cost: \$ 4,425	Annual Recurring Cost: \$ 0
Budgeted In Current FY? ( ) Yes ( x ) No ( ) Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively
Additional Funding Needed: \$ _____		1. Budget Action Form
Source:		2. 9/30/03 memo from Assessor
Internal Transfer _____		3. Microfiche Specifications
Unanticipated Revenue _____ 4/5's vote		4. Quote from BMI Imaging Systems
Transfer Between Funds _____ 4/5's vote		
Contingency _____ 4/5's vote		
( ) General ( ) Other		

**CLERK'S USE ONLY:**

Res. No.: 03-411

Ord. \_\_\_\_\_

Vote - Ayes: 5

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

*AMW* ) Approved

( ) 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

**COUNTY ADMINISTRATIVE OFFICER:**

\_\_\_\_ Recommended Action Recommended

No Opinion

Comments:

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CAO: *[Signature]*

