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? (x) Yes  ( ) No  ( ) Partially Funded

Amount in Budget: $ ____________

Additional Funding Needed: $ ____________

Source:

Internal Transfer

Unanticipated Revenue  4/5’s vote

Transfer Between Funds  4/5’s vote

Contingency  4/5’s vote

( ) General  ( ) Other

List Attachments, number pages consecutively

1. Budget Action Form
2. 9/30/03 memo from Assessor
3. Microfiche Specifications
4. Quote from BMI Imaging Systems

Revised Dec. 2002
The foregoing instrument is a correct copy of the original on file in this office.

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

By: __________________________________________
    Deputy

CAO: ____________________________
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>0301</td>
<td>581-0644</td>
<td>Fixed Assets - Other Equipment</td>
<td></td>
<td>3,500</td>
<td></td>
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<tr>
<td>300</td>
<td>0301</td>
<td>581-0481</td>
<td>Software</td>
<td></td>
<td></td>
<td>3,500</td>
</tr>
</tbody>
</table>

**GENERAL CONTINGENCY**

**TRANSFER BETWEEN FUNDS**

**TOTAL**

3,500 3,500

**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

( X ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION:** To allow for the purchase of a used microfiche reader/printer.

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**DEPT HEAD SIGNATURE**

**DATE** 10/31/03

**APPROVED BY RES NO**

**CLERK**

**DATE** 11-18-03

**300 Roads**

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Budget Action Form Revised 11/95

**ATTACHMENT #1**