DEPARTMENT: BUILDING

BY: John E. Davis, Building Director
PHONE: 966-3934

RECOMMENDED ACTION AND JUSTIFICATION:

Approve a Document Imaging System in the amount of ($54,521), fee for interface to HTE of ($5,000) with an annual maintenance fee of ($1,000). This system will provide an important link between existing data in the HTE system and existing historical documents. This will present a complete picture of both current activity and the permanent preservation of all historical information for each parcel. The added capability of linking Microsoft programs will enable data to be imported for expired permit letters and reports. A future benefit will be in providing a direct link to the GIS system when it is implemented.

Approve an Office Assistant Position ($18,829) to implement the process of scanning, filing, retrieval research requests and all record keeping functions for the department. This would be a custodial position dedicated to keep archival functions current for the Building Department.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Researching parcel history has been difficult and often incomplete due to various storage and processing methods over the past 25 years. Ability to link the historical data history of each parcel with the ownership, supervisory district changes, APN changes, address changes and human error in filing has been time consuming and challenging. The research turnaround time is based upon the availability of staff and the difficulty of the request. A new position is required for the scanning and archival work due to the increase in permit activity and the unavailability of time for the current Development Services Technicians to provide this function.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Research will continue to be by hand which could lead to error and failure to bring the Building Department in the 21st century.

Financial Impact? (X) Yes ( ) No Current FY Cost: $0 Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded
Amount in Budget: $0 Additional Funding Needed: $75,546 Source:
Internal Transfer
Unanticipated Revenue
Transfer Between Funds
Contingency (X)
( ) General ( X) Other

List Attachments, number pages consecutively

Decision Management Company, Inc. Quote
Memo to Jeff Green dated 9/24/03

CLERK’S USE ONLY:
Res. No.: 09-3521 Ord. No. ______
Vote = Ayes: ____ Noes: ____
Absent: _____
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: __________

COUNTY ADMINISTRATIVE OFFICER:
Requested Action Recommended
No Opinion
Comments:

Office Asst. II Position
Effective Jan 1, 2004
Building Fund Contingency
Approved $157,236

CAO: __________

Revised Dec. 2002
# BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
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<tr>
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<td>0</td>
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**TOTALS**

**DEPARTMENT**

**APPROVED BY RES NO.**

**CLERK**

**DATE**

**AUDITOR'S USE ONLY**

**BA #**

**BUILDING**

---

**ACTION REQUESTED:** (Check all that apply)

(X) 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 transferring appropriation from 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.

**JUSTIFICATION:**

To approve Contingency transfer within the Building Fund to pay for document imaging system. The addition of an Office Assistant II is requested in order to provide the needed staff for this additional work load.

**DEPT HEAD SIGNATURE**

**DATE**

**10-14-03**

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*Budget Revision Form Revised 12/18*
September 26, 2003

TO: Jeff Green, County Counsel

FROM: John E. Davis, Building Director

SUBJECT: Document Imaging System Agenda Item

In response to your request regarding the investigation process we used to justify a Document Imaging System, I have enclosed the following.

A memo dated May 27, 2003, Storage of Building Department Records, outlining the problems we are dealing with in regards to storage and retrieval of historical documents and a proposal as to a reasonable solution.

A memo dated June 30, 2003, Document Imaging System presented three bids for the basic system including a duplex scanner which can accommodate paper up to 11” X 17”. We were careful to work the bids to reflect comparable hardware, software, training and maintenance.

The proposal we have submitted with our agenda has been increased from the initial comparison package price to include the following items.

1. Larger Application Server to accommodate Administration using the same server.
2. Optical Storage Device and all peripherals, which provides for permanent archive back up. This is done automatically.
3. A second larger scanner and stand to accommodate the largest building plans that we receive. I felt it was preferable to purchase this scanner with the original package rather than to include it in next year’s budget.
4. The upgraded service contract for the first year only. This support includes 12 months of software upgrades, access to Questys Knowledge Base and e-mail technical support with 24 hour guaranteed response time.

Hopefully this answers any questions you may have. Please contact me if you should need any additional information.
September 15, 2003

Eileen Collins  
County of Mariposa Building Department

Dear Eileen,

I have included the items that you requested into one document that should easily identify the total cost to the County:

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Cost</th>
<th>Total Cost</th>
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<td>1</td>
<td>Larger Application Server</td>
<td>1</td>
<td>Each</td>
<td>$7,100.00</td>
<td>$7,100.00</td>
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<td>2</td>
<td>Scanning Workstations</td>
<td>1</td>
<td>Each</td>
<td>By Client</td>
<td>By Client</td>
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<tr>
<td>3</td>
<td>Fujitsu M4097D scanner, Adaptec Board &amp; cable</td>
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<td>Each</td>
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<td>4</td>
<td>Contex Scanner, Model Select MP36 Plus w/Stand</td>
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<td>Each</td>
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<td>$11,000.00</td>
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<td>5</td>
<td>Optical disk drive</td>
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<td>Each</td>
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<td>$2,750.00</td>
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<td>6</td>
<td>Optical media</td>
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<td>Each</td>
<td>$100.00</td>
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<td>7</td>
<td>Uninterruptable power supply</td>
<td>1</td>
<td>Each</td>
<td>By Client</td>
<td>By Client</td>
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</table>

**Hardware**  
$25,737.00  $0.00

| 8   | Windows 2000 Server w/9 access licenses               | 1        | Each  | $1,004.80      | By Client        |
| 9   | MS SQL Server w/9 access licenses                    | 1        | Each  | $1,848.00      | By Client        |
| 10  | Optical disk manager for disk drive                  | 1        | Each  | $1,299.00      | $1,299.00        |
| 11  | Tape backup software/Antivirus                        | 1        | Each  | $970.00        | $970.00          |

**Third-party software**  
$2,269.00  $0.00

| 12  | Questys Promotional Package*                          | 1        | Each  | $9,995.00      | $9,995.00        |

| 13  | Questys Authoring Licenses                           |          |       |                |                  |
|     | 1 User                                                | 0        | Each  | $1,495.00      | $0.00            |
|     | 5 Users                                               | 1        | Each  | $4,975.00      | $4,975.00        |
|     | 10 Users                                              | 0        | Each  | $8,950.00      | $0.00            |
|     | 25 Users                                              | 0        | Each  | $19,875.00     | $0.00            |
|     | 50 Users                                              | 0        | Each  | $34,750.00     | $0.00            |

**Onetime Government Discount on line item #12**  
$1,741.25  $0.00

**DMC software**  
$13,228.75  $0.00
Continued....

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<th>Description</th>
<th>Quantity</th>
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<td>18</td>
<td>Bronze Plan: Software Upgrades included with Promo</td>
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<td>Sales tax (if any)</td>
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<td>7.75%</td>
<td>$3,195.69</td>
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<td>Expenses and taxes</td>
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<td>$4,445.69</td>
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<td>Total project cost</td>
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<td></td>
<td>$54,520.84</td>
<td>$0.00</td>
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</tbody>
</table>

Notes:

* **Questys Promotional Package includes:** Questys Server license, one scanning/authoring station license, five retrieval station licenses, including, web-based installation, 8 hours of training and 12 months of bronze level support. (please note changes in Cost Estimate for on-site installation and training)

** **Additional charges over Promotional Package for on-site installation and training.

******We feel that Dell servers are the best and least expensive servers for the County. However, Dell only sells to the end-users. Therefore, we can substitute a different brand or the County may purchase it from their own suppliers.

Hardware Description:

**Dell Server** (Larger server to include Administration Department)

- **PowerEdge 2600:** Intel® Xeon™ Processor, 2.4GHz, 512K Cache, 533MHz Front Side Bus
- **Additional Processors:** Single Processor Only
- **Memory:** 1GB DDR SDRAM (2X512MB)
- **Keyboard:** Standard Windows Keyboard, Gray
- **Monitors:** 15in(13.8in VIS) Monitor, Gray
- **1st Hard Drive:** 73GB 10K RPM Ultra 320 SCSI Hard Drive
- **Primary Controller:** PERC4/Di 128MB (2 Internal Channels) - Embedded RAID
- **Floppy:** 3.5 in, 1.44MB, Floppy Drive
- **Operating System:** Windows 2000 Server w/5 cal
- **Mouse:** Microsoft Mouse, Gray
- **Tape Backup:** PowerVault 100T, DDS4 Tape Backup, 20/40GB Capacity, w/Controllerl, Internal
- **CD-ROM:** 24X IDE CD-ROM
- **BackPlanes:** 1X6 Hot-Pluggable Backplane, PE2600
- **Documentation:** Electronic Documentation, P2600
County of Mariposa County Building Department  September 15, 2003

2nd Hard Drive: 73GB 10K RPM Ultra 320 SCSI Hard Drive  
Tape Backup Software: CA Arcserve Server  
Factory Configurations: Drives attached to embedded PERC4/Di, RAID 5, Min of 3 drives required  
Chassis Style: Tower Chassis Orientation,PE2600  
Hardware Support Services: 3Yr Parts + Onsite Labor (Next Business Day)  
Installation Support Services: No Installation  
Power Supplies: Redundant Power Supply,PE2600  
4th Hard Drive: 73GB 10K RPM Ultra 320 SCSI Hard Drive  
5th Hard Drive: 73GB 10K RPM Ultra 320 SCSI Hard Drive  
3rd Hard Drive: 73GB 10K RPM Ultra 320 SCSI Hard Drive  
Tape Backup Media: Tape, Media for DDS4, 20/40GB, 5 Pack  
Uninterrupted Power Supplies: Stand Alone 700VA UPS 120V

Dell Scanning Workstation – Running on XP or Window 2000 (Minimum specs) Provided by County

Dell Dimension 4600 Series: Pentium® 4 Processor at 2.80GHz w/800MHz front side bus/ HT Technology  
Memory: 512MB Dual Channel DDR SDRAM at 400MHz (2x256M)  
Keyboard: Dell® Quietkey® Keyboard  
Monitor: 17 in (16.0 in viewable,.27dp) E772 CRT Monitor  
Video Card: 64MB DDR NVIDIA GeForce4 MX™ Graphics Card with TV-Out  
Hard Drive: 120GB Ultra ATA/100 Hard Drive (7200 RPM)  
Floppy Drive and Additional Storage Devices: 3.5 in Floppy Drive  
Operating System: Microsoft® Windows® XP Professional¹²  
Mouse: Logitech® Optical USB Mouse  
Network Card: New Dell Gigabit Ethernet  
Modem: No Modern Requested  
CD or DVD Drive: 48x CD-ROM Drive  
Sound: SoundBlaster Live! 5.1 Digital Sound Card with Dolby Digital 5.1 capability  
Speakers: Harman Kardon® HK-395 Speakers with Subwoofer  
Bundled Software: Upgrade to Microsoft® Office Professional w/EducateU  
Security Software: Dell SecurityCenter by McAfee, 90-day introductory offer  
Digital Music: Dell Jukebox powered by MUSICMATCH  
Digital Photography: Dell Picture Studio, Image Expert Standard  
Limited Warranty, Services and Support Options: 3 Year Limited Warranty plus 3 Year On-site Service  
Installation Services: No Installation  
Internet Access Services: No ISP requested  
Multi-Media Players: RealOne™ Player, with 14 day SuperPass trial

Optical Storage Device: Hewlett Packard Surestore #9100mx 9.1 Gb Optical Disk drive  
for permanent archive back-up (writes to WORM disk simultaneously when it writes to the server). This eliminates manual intervention, yet
provides for legal/permanent archive back up.  
Optical Disk Manager Software for optical disk drive w/1 yr maint.  
One (1) 9.1 GB WORM media

**Engineering Drawing Scanner:** Vidar/Contex Model Select 36 Plus

- Speed (ips) @ 200 dpi: .20” color, 8.0 “ mono  
- Optical dpi: 424  
- Max dpi: 2400  
- Scan width: 36”  
- Max width: 4”  
- Media thickness: .60”  
- Includes Stand

Eileen, when making your final decision, please keep the following in mind:

- **DMC is the actual software developer specializing in government jurisdictions since 1980.**
- **DMC is the sole source for the complete project including technical support and integration with any in-house software applications.**
- **Questys is completely integrated with HTE since 1994.**
- **The County will need to purchase the imaging interface from HTE.**
- **DMC holds an Annual Users Group Meeting for all of our clients.**
- **Clients have direct input for all of our products.**
- **We guarantee our speed of search within seconds for a database of any size.**

Again, thank you for the opportunity and we look forward to working with you. This quote is valid for forty-five days. Please let me know if the County will purchase the Dell Server and have it drop-shipped to DMC for integration or whether you would prefer that we substitute a different brand (as Dell will only sell to the end user).

Sincerely,

Charlene K. Webber  
Vice President, Sales & Marketing  
charlene@dmc-inc.com  
(949) 855-6885 Ext: 110
COUNTY of MARIPOSA
P.O. Box 784, Mariposa, CA 95338 (209) 966-3222
BOB PICKARD, CHAIR
GARRY R. PARKER, VICE-CHAIR
LEE STETSON
DOUG BALMAIN
JANET BIBBY

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO:    JOHN DAVIS, Building Director
FROM:  MARGIE WILLIAMS, Clerk of the Board
SUBJECT: APPROVAL OF A DOCUMENT IMAGING SYSTEM, AN OFFICE ASSISTANT POSITION, AND BUDGET ACTION TRANSFERRING FUNDS
Resolution No. 03-362

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on October 14, 2003

ACTION AND VOTE:

10:52 a.m. John Davis, Building Director;
   A) Presentation Relative to the Questys Document Imaging System; Approve a Document Imaging System that will Provide an Important Link Between Existing Data in the HTE System and Existing Historical Documents; Authorize an Office Assistant II Position to Implement the Process of Scanning, Filing, and Retrieval Research Requests for the Department; and Approve Budget Action Reducing the Building Fund Contingency to Fund the Imaging System and a New Position ($75,546) (4/5ths Vote Required)

BOARD ACTION: John Davis reviewed their need for a document imaging system; and he introduced Charlene Webber/Vice-President of Sales and Marketing for Decision Management Company (DMC), Inc.-Questys; and he advised that Eileen Collins of the Building Department was present. Charlene Webber gave information on the background of their company and reviewed the Questys Document Imaging System. Discussion was held with John Davis relative to the request, relative to the request to fund a position, and whether the position would be necessary to maintain the system once all of the old records are entered. Supervisor Parker stated he would like to see the position used for implementing the system in other departments. (M)Stetson, (S)Bibby, Res. 03-362 was adopted approving the recommended actions for a position and document imaging system and related budget actions. Supervisor Bibby clarified that the action does not include designating the position at this time to assist other departments, which will be revisited in the future. Charlene noted that there is a local vendor that could provide document imaging service. Ayes: Unanimous.

cc:  Ken Hawkins, Auditor
     Rick Peresan, Technical Services Director
     Mary Hodson, Administrative Analyst
     Sandi Laird, Personnel/Risk Management Technician
     File