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

Approve the copier lease which offsets out-sourced color printing costs.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

See attachments

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

<table>
<thead>
<tr>
<th>COSTS:</th>
<th>SPECIAL INSTRUCTIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Budgeted current FY</td>
<td>List the attachments and number the pages consecutively:</td>
</tr>
<tr>
<td></td>
<td>$_____________</td>
</tr>
<tr>
<td>B. Total anticipated costs</td>
<td>(x) 4/5th Vote Required</td>
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<td></td>
<td>$500.00</td>
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<tr>
<td>C. Required additional funding</td>
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<td></td>
<td>$500.00</td>
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<tr>
<td>D. Internal transfers</td>
<td></td>
</tr>
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<td></td>
<td>$_____________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SOURCE:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>A. Unanticipated revenues</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(x) 4/5th Vote Required</td>
</tr>
<tr>
<td></td>
<td>$_____________</td>
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<tr>
<td>B. Reserve for contingencies</td>
<td></td>
</tr>
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<td>$500.00</td>
</tr>
<tr>
<td>C. Source description:</td>
<td></td>
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<td></td>
<td>Balance in Reserve for Contingencies, if approved:</td>
</tr>
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<td></td>
<td>$_____________</td>
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</tbody>
</table>

CLERK'S USE ONLY:

Res. No.: 9-21-02 Ord. No. ____________

Vote - Ayes: ____________ Noes: ____________ Absent: ____________

( ) Approved ( ) Denied ( ) Not Recommended
( ) 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

_______ For Policy Determination

_______ Submitted with Comment

_______ Returned for Further Action

Comment: ____________

_______

A.O. Initials: ____________

Action Form Revised 11/00

12-15DSA
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

__________________________
TO: ERIC TOLL, Planning Director

FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: Lease of Color Copier from Spriggs Business Machines
Resolution No. 02-169

__________________________
THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on May 21, 2002

ACTION AND VOTE:

Eric Toll, Planning Director;

A) Approve the Lease of a Color Copier from Spriggs Business Machines and Approve the Budget Action Reducing the Contingency Fund by $500 (4/5ths Vote Required)

BOARD ACTION: Discussion was held with Eric Toll concerning the request. (M)Pickard, (S)Parker, Res. 02-169 was adopted approving the request, with direction for the funding to come from the Planning budget versus General Fund Contingency, and with further direction that approval is contingent upon County Counsel’s review of the agreement/Ayes: Balmain, Stewart, Parker, Pickard; Excused: Reilly.

cc: Jeff Green, County Counsel
Ken Hawkins, Auditor
Rick Peresan, Technical Services Director
Mary Hodson, Staff Analyst
File
**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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<td>575.04-30</td>
<td>RENTS/LEASES- EQUIPMENT</td>
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<tr>
<td>001</td>
<td>0104</td>
<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
<td></td>
<td>500</td>
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</table>

**TOTALS**

<table>
<thead>
<tr>
<th>TRANSFER BETWEEN FUNDS</th>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

**TOTALS**

**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 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**  
See Memo

**DEPT HEAD SIGNATURE**

**DATE** 5/10/02

**APPROVED BY RES NO.**

**CLERK**

**DATE**

**DEPARTMENT** Planning

**AUDITOR'S USE ONLY**

**BA #**

Budget Revision Form Revised 07/2000
MEMORANDUM

Date: May 21, 2002
To: Board of Supervisors
From: Eric Jay Toll, Director

Topic: Request for approval to enter into a lease agreement with Spriggs Copiers to lease a Minolta Color copier for five years

With the nearing completion of the General Plan, Mariposa Planning is running significant numbers of copies. For legibility, clarity, and conveyance of information, our Department and others have started increasing the use of color copies.

Currently, County departments have two options. One is to make multiple prints on our color printers. The approximate cost of printing an 8½ x 11 color page on a printer is about 65¢ per page; an 11 x 17 is about 95¢ per page. However, each copy has to be run from the printer, then manually inserted into the document. The printers are very slow, running perhaps 4 to 6 copies per minute.

When production runs are needed, such as publishing the County 1981 General Plan, the color copies are out-sourced. While we are receiving a very fair and competitive price from local printers, we are still paying 95¢ to $1.50 per page. The last production run by the Mariposa Planning cost over $400. To publish the General Plan update, the County will be spending more than $500 a month on out-sourced color copies over the next three months.

In assessing opportunities to manage costs, Mariposa Planning found that we can lease a color copier for $497.81 per month including tax. With our volume alone, the amortized cost per color copy drops to 24¢ for 8½x11, and 46¢ for 11x17. Our volume alone makes the copier worthwhile. It is proposed for acquisition in our 2002-2003 budget.

With the General Plan Sneak Preview coming in June, the release of the General Plan at the end of July, and all the copies we need to make during the next two months, Staff is seeking a budget augmentation to acquire the copier right now. This is, however, a five year commitment.
There are a number of advantages to this proposal:

1. The copier connects to the County’s Novell computer network. This means the copier is also a color printer. Connecting to the network means that Departments occasionally making color prints do not have to purchase a color printer.

2. The copier is also a scanner. It provides full scanning capability of documents, including 11x17. With the document feeder and network connection it allows old documents to be converted to editable computer files and stored digitally.

3. The copier has faxing capability. When our network and phone systems are upgraded for digital fax, the copier effectively allows anyone with a computer hooked to the network to send a fax from their desk without making a paper copy.

Mariposa Planning believes many Departments will benefit from this copier. We recognize that the color copier is a technological jump and appears to be a “luxury.” However, we have found in recent hearings with both the Board of Supervisors and Planning Commission the use of color photos and maps makes a significant difference in legibility, clarity, and usability.

The public at large has greatly appreciated the change of 1981 General Plan Maps from black and white to color.

Staff recognizes this request is “out-of-sequence,” but we believe that once the unit is in place, the Board will receive appreciative remarks from the public on the readability of County documents.

Mariposa Planning can absorb the supplies in its regular office supplies budget. Since this is a General Fund operation, we will not nickel and dime other departments using the copier. Basically, we would charge enterprise funds or grants with printing funds for the use of the copier, but not other General Fund departments for casual use. If a Department were to produce a major production, such as a booklet, we would ask for a budget transfer to cover supplies for that project.

Staff asks the Board to support this request.

This does pre-commit the Board to a copier lease running through FY 2007-08 at approximately $6,000 per year, and an associated increase in the Mariposa Planning budget for the next four years. The total lease would be around $30,000. The price includes the annual maintenance and service agreement.
MARIPOSA COUNTY
COLOR COPIER QUOTE
March 26, 2002

One Minolta CF-2001 color copier including print interface
With standard duplexing and upgraded memory $364.03
One Automatic document feed 31.20
One Finisher with stapler and 3 hole punch 46.80
TOTAL $442.03
Sales tax 55.78
Total 497.81

Above prices are monthlies based on 60 month lease and are plus applicable taxes.
Service and supplies for 8 ½ X 11 are .11 for full color and .05 for black and white.
These prices do not include paper or staples.

In order to scan to file for either of the above, they must be equipped with the automatic
document feed.

Sincerely,

John Spriggs
- FAST, ACCURATE COLOR
  Tandem processing applies all four colors in one pass, so you can output up to 20 color copies or prints per minute

- SUPERIOR COLOR QUALITY
  Fine edge enhancement technology for clear text, sharp edges, and consistent colors

- HIGH-SPEED DUPLEXING
  Stackless duplexing at full rated speed

- COLOR TEST PRINTS
  Saves time and wasted copies by printing seven different color versions on a single test sheet

- POWERFUL CONTROLLERS
  Minolta's optional Fiery controllers provide full-color networkable computer printing

- SIMPLE OPERATION
  User-friendly touch-screen interface, direct paper path to minimize jams, easy and clean toner refills

- COMPACT MODULAR DESIGN
  Scanner and print engine can be positioned separately - and low paper drawers and paper output allow wheelchair access

- FULL-BLEED 11" x 17" OUTPUT
  Prints full-bleed 11" x 17" originals on 12" x 18" paper

---

**MINOLTA DIGITAL DOCUMENT DELIVERY SYSTEM**

**TYPE:** FULL-COLOR COPIER/PRINTER

**IMAGING:** MULTIPLE EXPOSURE TONE SYSTEM

**ORIGINAL SIZE:** Up to 11" x 17"

**PRINT SIZE:** Up to 12" x 18"

**COPY/PRINT RESOLUTION:** 600 dpi

**4-COLOR SPEED:** 20 ppm

**B/W SPEED:** 20 ppm

**WHEELCHAIR ACCESS**

---

**CF2001 FULL COLOR COPIER/PRINTER**

Quick, accurate, cost-efficient color — that's the productivity advantage of Minolta's CF2001. Its high-speed tandem processing system produces copies in color just as quickly as in black-and-white: up to 20 pages per minute, so producing a large number of color documents doesn't have to slow you down.

The CF2001 also gives you Minolta's Fine Edge Enhancement Technology for beautiful, high-resolution color quality with legible text, detailed graphics, and sharply defined edges. Add an optional print controller, and you'll have everything you need for digital document productivity in one compact, modular unit: color printing, scanning, and copying with superior results, powerful networking, and simple color control.
CF2001 SPECIFICATIONS

TYPE:
Full-Color Copier/Printer/Scanner with Stationary Plate

COPY/PRINT PROCESS:
Tandem process

IMAGING SYSTEM:
Fine Edge Enhancement Technology
Multiple Exposure Tone System

COPY/PRINT SPEED:
Full Color: 29-ppm (letter, P)
B&W: 20-ppm (letter, P)

COPY/PRINT RESOLUTION:
True 600 dpi (scanning, printing)

GRADATION:
256 color shades per pixel

ORIGINAL SIZE:
Up to 11" x 17" (scanning)
Up to 12" x 17" full-sleeve on 12" x 18" paper (printing)

COPY SIZE:
Paper Drucker: 5-1/2" x 8-1/2" to 11" x 17"
Multiple Bypass: 4" x 6" to 12" x 18"
Multi-purpose Cassette can support up to 12" x 18" paper

WARM-UP TIME:
Less than 5 minutes

FIRST COPY:
Full color: 15 seconds (letter)
B&W: 12 seconds (letter)

MAGNIFICATION:
Zoom range: 50% - 400%, .01% increments

EXPOSURE MODES:
Text Mode
Text/Photo Mode (clear text and halftones)
Photo Print Mode (optimized for gradations)
Printed Photo Mode (smoothed edges)
Map Mode (fine edges and legible text)

PAPER SUPPLY:
250-sheet front-loading paper drawer
500-sheet front-loading paper drawer
Single-sheet manual bypass

PAPER WEIGHT:
Drawers: 20 lb bond to 90 lb index, OHP bypass: 90 lb index to 110 lb index

MAXIMUM PAPER CAPACITY:
3,250 sheets (total, with options)

POWER REQUIREMENTS:
120 V, 60 Hz

POWER CONSUMPTION:
1.5 Kw (max.)

DIMENSIONS:
24-1/2" x 33" x 40-1/2" (WDH)

WEIGHT:
Scanner: 50-3/4 lbs.

OPTIONS:
Duplexing Document Feeder (AFR-16)
PAPER FEED UNIT (PF-118)
Large Capacity Cassette (2,500 sheets) (PF-117)
10-Mailbin Finisher (JS-1002)
Finisher (FN-108)
Finisher (FN-107)
Duplex Unit (AD-14)
Copy Table (CT-2)
Copy Desk (CD-2M)

AVAILABLE FUNCTIONS:
Auto Sleep Mode
Auto Power Off
Auto Original Detection (color, B&W)
Color AE
Color Test Mode
Copy Track Function (100 accounts)
Department Control Counter (ID number)
Duplexing (high-speed stackless)
Energy Star Compliant
Mirror Image Copying
Text/Photo/Map Modes
Zoom

COLOR ADJUSTMENTS:
Available in Color Test Mode
Density
Brightness
Color Balance
Sharpness
Hue
Saturation
Contrast

PC CONNECTIVITY:
Connectivity to PCs via optional interface, compatible with most leading graphic design, desktop publishing, and presentation software capable of printing to Post Script laser printers

WHEELCHAIR ACCESSIBILITY:
With modular design, you can custom-equip your CF2001 for any need — even wheelchair accessibility.

MINOLTA Do something important.

MINOLTA CORPORATION • OFFICE SYSTEMS DIVISION
101 Williams Drive, Ramsey, NJ 07446
WWW.MINOLTAUSA.COM

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Item #: 7650035