RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes____ No_X__) Request to solicit bids on purchase of an electronic storage & image-based document storage system. Tax Collector's microfilm needs replaced. The Assessor needs to replace existing paper filing system with an automated microfilming or image document storage.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Tax Collector currently has microfilm equipment from Co. Clerks Office which is approximately 10 years old. Assessor has no further available filing space, nor security of confidential files and safety of fire damage.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: Deny request and continue with existing methods.

Approve replacement of current filming equipment and add Assessor to it.

COSTS: ( ) Not Applicable
A. Budgeted current FY  $  
B. Total anticipated cost $ 17,000.00
C. Required Add'l funding 
D. Source: Tax Collector's Cost Fund

SOURCE: ( ) 4ths Vote Required
A. Internal transfers $ 
B. Unanticipated revenues $ 
C. Reserve for contingency $ 
D. Description: TC Cost Fund currently has $39,000.00

Balance in Reserve for Contingencies, if approved: $ 

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

1. Memo from Tax Collector & Assessor

__________________________________________
CLERK'S USE ONLY:
Res. No.:  91-480
Ord. No.:  
Vote - Ayes:  Noes:  Absent:  
Without record: 
Approved ( ) Denied  ( ) Minute Order Attached

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

Date: ____________________________

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

Deputy Clerk of the Board

__________________________________________
Administrative Officer's
Recommendation:
This item on agenda as:

Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comments: __________________________________________________________

C.A.O's Initials: ____________________________

FormWorx (Action Revised 12-89)