RECOMMENDED ACTION AND JUSTIFICATION:

Authorize Chairman to execute a Contract in the amount $30,000 to outsource the scanning of all existing closed permits from 1977 through 2003 and commercial plans into a format compatible with our new Questys Document Imaging software program. Execution of Contract is contingent upon review of County Administrative Officer and County Counsel that it is consistent with proposal presented to Board. This request is necessitated by the high volume of closed permits (approximately 20,000) in addition to permits completed on a daily basis.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Based upon the complexity of the scanner capabilities, the scope of the scanning process is labor intensive but once the information is processed, it will provide a wealth of research information. Preparation of the documents is time consuming, the scanning process has several steps which are mandatory and re-boxing the permits for final disposition is tedious. Presently, permits are accessible by manual research based upon availability of staff. The turnaround time for this method is 2-3 days. It would take the imaging center 60 days to process the backlog and still provide staff research capabilities on-line including copies of the files as required by the public. Once scanning has been completed, the files could be stored at Public Works waiting disposition allowing for much needed file space. There is only one imaging center we have found to be compatible with Questys and they possess a $1,000,000 liability policy with Hartford on their truck while transporting the documents. If we choose to have all the documents transported at once, a larger truck would be rented by Penski Rentals and they would provide their own insurance and the imaging center would add their own $1,000,000 insurance policy during the project.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

It would take one person 1 ½ years to process the closed permits to date. At this rate, it would be virtually impossible to keep up with the current closed permits. There would not be research capabilities to the public for the current closed permits other than filing them alphabetically which is time consuming and we have no file space left. Our only alternative would be to store files off site at an expense, retrieval would be labor intensive and we do not have staff available for this purpose.

COSTS:

| A. Budgeted current FY | $30,000 |
| B. Total anticipated Costs | $30,000 |
| C. Required additional funding | $0 |
| D. Internal transfers | $0 |

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

1. California Imaging Center Scanning Quote
2. Budget Action Form
CLERK’S USE ONLY
Res. No.: 04-59  Ord. No.: ________
Vote - Ayes:  Absent:  Noes:  Abstained: ________
☑ Approved  ☐ Denied  ☐ Minute Order Attached  ☐ No Action Necessary
The foregoing instrument is a correct copy of the original on file in this office.
Date: __________________________

MARGIE WILLIAMS, Clerk of the Board
By: _____________________________
Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:

☑ Recommended
☐ Not Recommended
☐ For Policy Determination
☐ Returned for Further Action

Comment: Building Contracry Bldg. #31150

ATTEST: ____________________________

A.O. Initials: _______________________

Action Form Revised 10/95
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**TOTAL** $30,000  $30,000

**TRANSFER BETWEEN FUNDS**

**TOTALS** $0  $0

**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 appropriating Reserve for 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:** The outsource scanning of all existing closed permits from 1977 through 2003 and commercial plans into a format compatible with our new Questys Document Imaging software program will save staff 1 1/2 years of scanning.

**DEPT HEAD SIGNATURE** John J. Jan DATE 2-10-04

**APPROVED BY RES NO.** 5457 CLERK DATE 2-17-04

**BUILDING**

Budget Revision Form Revised 11/95

C:\EXCELBUDGET98\BUDCHGS\Scanning Request for $30,000