



Agenda Date: 4/26/2005
Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Cathy Gruenhagen for Hillary Gitelman - Director of Conservation, Development, & Planning Building Inspection
REPORT BY: Cathy Gruenhagen, Staff Service Analyst II, 253-4425
SUBJECT: Director of Conservation, Development and Planning requests approval of and authorization for Chair to sign agreement with BMI Imaging Systems for scanning/imaging.

RECOMMENDATION

Director of Conservation, Development and Planning requests approval of and authorization for the Chair to sign an agreement with BMI Imaging Systems for a maximum of \$21,460 for the term April 26, 2005 through June 30, 2005 to scan/image all documents and maps for nonresidential permits.

EXECUTIVE SUMMARY

The Building Inspection Division has since the early 1970's retained the required information in the "micro fiche" format. While this format served the needs of the department, storage space requirements and the aging of the equipment used to review the micro fiche, have necessitated the change to digital imaging.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Building Inspection
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	None
Consequences if not approved:	It is mandated in The Health and Safety Code Section 19850-19853.
Additional Information:	All cost are paid by the applicant in the permit

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: General Rule. It can be seen with certainty that there is no possibility the proposed action may have a significant effect on the environment and therefore CEQA is not applicable [See Guidelines For the Implementation of the California Environmental Quality Act, 14 CCR 15061(b)(3)].

BACKGROUND AND DISCUSSION

The Health & Safety Code under Section 19850 requires that local building departments "maintain an official copy... of the plans of every building during the life of the building..." This section also excepts residential and other appurtenant buildings from the requirement.

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The digitization of large format blue prints requires, as did the microfiche process, a firm that possesses the equipment, personnel and expertise to properly carry out the process. The department sent "request for quotes" to five (5) firms and following interviews and site visits, BMI of Sacramento was chosen to provide the imaging services.

The digital data generated through this service contract will be "hosted" by the County's Information Services Department and will be available as required by the Health & Safety Code.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Michael Stoltz