



Legislation Details (With Text)

File #: 22-1738 **Version:** 1
Type: Report **Status:** Agenda Ready
File created: 9/8/2022 **In control:** Board of Supervisors
On agenda: 9/27/2022 **Final action:** 12/31/2023

Title: Assessor-Recorder-County Clerk requests the following actions (4/5 vote required):
1. Approval of a Budget Adjustment in the Recorder-County Clerk budget (Fund 1000, Org 1142000) increasing appropriations by \$18,000 in Equipment (55400) offset by decreasing appropriations in Rents and Leases (52600) by \$6,000 and increasing Revenues (48200) by \$12,000;
2. Increase appropriations to increase transfers-out in the Non-Operating Special Revenue Fund - Micrographics (56100) by \$12,000, and
3. Establish a capital asset in the amount of \$18,000 for the purchase of a large format plotter-scanner.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

TO: Board of Supervisors
FROM: John Tuteur - Assessor-Recorder-County Clerk
REPORT BY: John Tuteur - Assessor-Recorder-County Clerk
SUBJECT: Approval of a Budget Transfer and Capital Asset Purchase of a Large Format Plotter-Scanner

RECOMMENDATION

Assessor-Recorder-County Clerk requests the following actions (4/5 vote required):
1. Approval of a Budget Adjustment in the Recorder-County Clerk budget (Fund 1000, Org 1142000) increasing appropriations by \$18,000 in Equipment (55400) offset by decreasing appropriations in Rents and Leases (52600) by \$6,000 and increasing Revenues (48200) by \$12,000;
2. Increase appropriations to increase transfers-out in the Non-Operating Special Revenue Fund - Micrographics (56100) by \$12,000, and
3. Establish a capital asset in the amount of \$18,000 for the purchase of a large format plotter-scanner.

EXECUTIVE SUMMARY

The County Recorder is required to file assessment, parcel and subdivision maps as well as records of survey. These maps are large-format (18x24 inches) and are presented as hard copy mylar sheets. Recorder staff have scanned those maps for permanent retention using a large format plotter-scanner in Public Works. Paper copies have been produced on a large format plotter in the Recorder-County Clerk Division which is nearing the end of its useful life. To reduce recorder staff time and the impact on the Public Works Department, the Recorder-County Clerk is purchasing a large format plotter-scanner which scans the filed maps and produces paper copies as needed. The \$18,000 cost of the equipment and the ongoing monthly maintenance fee is being offset by Recorder-County Clerk Special Revenue Micrographic and Modernization Funds. The Board is asked to approve Budget Adjustments increasing appropriations in Equipment with offsetting reduction in leases and increases in revenues.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Elections 1142000
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Large format plotter-scanner will improve staff efficiency, reduce impact on Public Works Department and modernize existing map printing capabilities.
Is the general fund affected?	No
Future fiscal impact:	This is a one-time capital expenditure upgrading an existing machine.
Consequences if not approved:	Continued inefficient use of staff time, impact on Public Works Department and inability to print paper copies
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The County Recorder is required to file assessment, parcel and subdivision maps as well as records of survey. These maps are large-format (18x24 inches) and are presented as hard copy mylar sheets. Recorder staff have been scanning these maps using a large format plotter-scanner in the Public Works Department. The recorder must also produce paper copies of these maps if requested by the public. Those paper copies have been produced on a large format plotter in the Recorder-County Clerk Division which is nearing the end of its useful life. To reduce Recorder staff time and the impact on the Public Works Department, the Recorder-County Clerk is purchasing a large format plotter-scanner which will be used to scan the filed maps and produce paper copies as needed. The \$18,000 cost of the equipment and the ongoing monthly maintenance fee is being offset by Recorder-County Clerk Special Revenue Micrographic and Modernization Funds. The Board is asked to approve Budget Adjustments increasing appropriations in Equipment with offsetting reduction in leases and increases in revenues.