



# Napa County

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## 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:**

**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
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**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.