



AGENDA ITEM  
NO. **C-22**

## COUNTY OF HUMBOLDT

For the meeting of: December 15, 2015

Date: November 23, 2015  
To: Board of Supervisors  
From: Kelly E. Sanders, Clerk/Recorder/Registrar of Voters  
Subject: Supplemental Budget and Request for Transfer of Funds from Records Conversion (4/5 Vote Required)

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the attached supplemental budget for fund 1310 in the amount of \$32,000 to provide funding for record conversion.

### SOURCE OF FUNDING:

Recorder Record Conversion Fund 1310.

### DISCUSSION:

Pursuant to Government Code §27322.2 reproductions of recorded documents shall be made and a true copy of the document shall be stored in a safe and separate location. The amount budgeted for the conversion of images for the 2015/2016 fiscal year is insufficient. A transfer of funds from the Recorder's Record Conversion fund 1310 will allow us to bring our image conversion current. This request meets the Boards strategic framework by ensuring sustainability and investing in the future.

Prepared by K. Sanders

CAO Approval Amey Rosen

REVIEW:

Auditor MSH

County Counsel GS

Human Resources

Other

TYPE OF ITEM:

☒ Consent  
☐ Departmental  
☐ Public Hearing  
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**

Upon motion of Supervisor Lovelace Seconded by Supervisor Bass

Ayes Sundberg, Lovelace, Fennell, Bohn, Bass  
Nays  
Abstain  
Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: Dec. 15, 2015

By: Kathy Hayes

Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT:

The County Board of Supervisors approved an additional recording fee pursuant to Government Code §27361.4(a) in order to defray the cost of converting the County Recorder's documents. The \$32,000 requested will be used to reproduce images on film. Two sets of file will be produced, one copy to be held in the Recorder's office, and one copy will be stored off site in a secure location. There will be no impact to the general fund.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

Supplemental Budget – 1310267 Clerk/Recorder Record Conversion Fund

## Supplemental Budget

### 1310267-Recorder/Record Conversion

| Revenues              | Object | Increase Amt. |
|-----------------------|--------|---------------|
| Fund Balance Transfer | 710050 | 32,000.00     |

Total

32,000.00

| Expenditures               | Object | Increase Amt. |
|----------------------------|--------|---------------|
| Recorder-Record Conversion | 2131   | 32,000.00     |

Total

32,000.00