



COUNTY OF HUMBOLDT

For the meeting of: 6/8/2021

File #: 21-677

To: Board of Supervisors

From: Assessor

Agenda Section: Consent

SUBJECT:

Supplemental Budget for AutoCAD Map Conversion Services (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the attached supplemental budget (Attachment 1) in the amount of \$49,000 for fiscal year (FY) 2020-21 in the Assessor's Office budget unit 1100-113 (4/5 vote required).

SOURCE OF FUNDING:

General Fund (1100)

DISCUSSION:

The Assessor's Office has received unanticipated revenue in the amount of \$76,670 from property tax administration fees. The Assessor's Office requests to utilize a portion of this income (\$49,000) for FY 2020-21 year-end expenses.

The Professional & Special Services allocation is for the costs of converting existing Assessor map images to AutoCAD DWG files (\$49,000) using the lowest cost outside source. AutoCAD is a commercial computer-aided design and drafting software application for production of parcel maps for Humboldt County and for continuity of services. Having an outside source handle the conversion is a more economic approach to getting maps into the AutoCAD DWG files. The cost and time of converting maps to AutoCAD using this outside vendor verses the Assessor's cadastral drafting technician has considerable cost savings and time. Converting one map can take 1-2 days to complete and using an outside source at \$50 per map verses the Assessor's cadastral drafting technician with salary and benefits at \$31.03 per hour is the most cost-effective approach.

FINANCIAL IMPACT:

The Assessor's Office has received unanticipated revenue in the amount of \$76,670 from property tax administration fees. There are sufficient funds for this request.

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STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could elect to not approve the requested supplemental budget. That is not recommended as it is not the most cost-effective method. Using an outside vendor will save time and will save the County money and help provide services to the public.

ATTACHMENTS:

Attachment 1 - Supplemental Budget FY 2020-21

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A