



AGENDA ITEM
NO. **C10**

COUNTY OF HUMBOLDT

For the meeting of: January 9, 2018

Date: December 19, 2017

To: Board of Supervisors

From: Kelly E. Sanders, Clerk/Recorder/Registrar of Voters *KS*

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 \$28,000 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 2017/2018 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 *[Signature]*

REVIEW:

Auditor *MSM* County Counsel *BA* Human Resources _____ Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Bass* Seconded by Supervisor *Fennell*

- Ayes *Bass, Fennell, Sundberg, Bohn, Wilson*
- Nays _____
- Abstain _____
- Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

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

Dated: *1/9/18*

By: *[Signature]*
 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 \$28,000 requested will be used to reproduce images on film. Two sets of film 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. The current balance of fund 1310 is \$623,949. There is sufficient funding available for this project, and the general fund will not be impacted.

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	28,000.00
Total		28,000.00

Expenditures	Object	Increase Amt.
Recorder-Record Conversion	2131	28,000.00
Total		28,000.00