



AGENDA ITEM
NO. **C-22**

COUNTY OF HUMBOLDT

For the meeting of: December 15, 2015

Date: November 23, 2015

To: Board of Supervisors -45.

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 [Signature]

REVIEW: Auditor [Signature] 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: [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 \$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