



Agenda Date: 10/24/2006
Agenda Placement: 6G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: John Tuteur - Recorder-County Clerk
Recorder - County Clerk
REPORT BY: Judith M Perry, Chief Deputy Assessor-Recorder-Co Clerk, 253-4455
SUBJECT: Approval of Budget Transfer

RECOMMENDATION

Assessor-Recorder-County Clerk requests approval of Budget Transfer No. 17 appropriating \$25,342 in the Recorder-County Clerk Department budget with offsetting revenues from Contingencies to replace the Recorder's Micrographic Trust Fund monies which reverted to the General Fund for an approved Professional Services Agreement with PFA Inc. (4/5 vote required)

EXECUTIVE SUMMARY

Assessor-Recorder-County Clerk requests approval of a Budget Transfer appropriating \$25,342 in the Recorder-County Clerk Department budget with offsetting revenues from Contingencies for funding of an approved Professional Services Agreement with PFA. This contract was funded in the Recorder-County Clerk 2005-06 fiscal year budget with revenue from the Recorder's Micrographic Trust Fund. Because of insufficient documentation supplied to the Auditor's Office, the contract balance of \$25,342 was not re-encumbered for this fiscal year but instead became part of the general fund balance. This action corrects the transfer of restricted Trust Fund money to the General Fund.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Recorder Micrographic Trust Fund monies reverted to the General Fund in 2005-2006 fiscal year because of an incorrectly prepared contract face sheet. This action pays the obligations that the Trust Fund monies had been appropriated for in the 2005-2006 fiscal year budget. Funds will come from the Contingencies.

Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Recorder Micrographic Trust Funds are restricted by State statute to certain uses. Trust fund monies budgeted in the 2005-2006 fiscal year reverted to the General Fund because of an incorrectly prepared contract face sheet. This action uses General Fund monies equal to those that reverted from the Trust Fund to pay the original obligation in the 2006-2007 fiscal year.
Is the general fund affected?	Yes
Future fiscal impact:	This is a one-time action to recapture funds that reverted from a restricted Trust Fund to the General Fund in the prior fiscal year.
Consequences if not approved:	We have an approved Professional Services Agreement with PFA that promises compensation for fulfillment of their specialized services as outlined in the Napa County Agreement No. 6608. Napa County could be subject to a future audit exception if restricted Trust Fund monies are not made whole which reverted to the General Fund.
Additional Information:	None

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 Assessor-Recorder-County Clerk entered into a Professional Services Agreement with PFA, with offsetting revenue from the Recorder Micrographic Trust Fund, for conversion from film to image and indexing of recorded documents. The term of this Agreement was April 18, 2006 and will expire on June 30, 2007. The contract was fully funded in the Recorder-County Clerk fiscal year 2005-06 budget with restricted Trust Fund monies. As of June 30, 2006, only one-third of the conversion was completed. The remaining \$25,342 due on the original contract should have been re-encumbered for the 2006-2007 fiscal year. A contract face sheet was prepared with incorrect data which resulted in this remaining contract balance going into the general fund balance. We are now asking to fund this Professional Services Agreement in the 2006-07 fiscal year budget from the Contingencies so as to offset the reversion of restricted Trust Fund monies to the General Fund in the prior fiscal year. Napa County could be subject to a future audit exception if restricted Trust Fund monies are not made whole which reverted to the General Fund.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Maiko Klieman