



Agenda Date: 11/20/2007
Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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

RECOMMENDATION

Assessor-Recorder-County Clerk requests approval of Budget Transfer No. 11 appropriating \$9,233 in the Assessor and Recorder-Clerk Divisions with offsetting revenues from the Recorder Modernization Trust Fund and Assessor Property Tax Administration Trust Fund for electronic recording contract, maintenance of equipment, electronic viewing of scanned images and professional assistance. (4/5 vote required)

EXECUTIVE SUMMARY

Assessor-Recorder-County Clerk requests approval of a Budget Transfer appropriating \$9,233 in the Assessor and Recorder-Clerk Divisions with offsetting revenues from the Recorder Modernization Trust Fund and Assessor Property Tax Administration Trust Fund for electronic recording contract, maintenance of equipment, electronic viewing of scanned images and professional assistance.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Recorder Modernization Trust and Assessor Property Tax Administration Trust.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Recorder-Clerk - Electronic Recording improves customer service and will be mandated in the future.

Assessor - Maintenance of automated mapping computers and electronic drawing programs eliminates down time and increases staff efficiency. The

	ability to retrieve images electronically improves productivity and eliminates the handling and maintenance of paper files.
Is the general fund affected?	No
Future fiscal impact:	Electronic recording when implemented should increase staff productivity and reduce staff costs over long term.
	Maintenance of automated mapping computers eliminates down time and provides for software upgrades which should improve staff efficiency.
	The storage and retrieval of electronic images will enable us to move toward a paperless environment which will increase staff productivity.
Consequences if not approved:	Manual processes take more staff time and increases the potential for errors.
	The Assessor must identify and locate taxable property. If our maps are not continually kept up-to-date it will result in incomplete information for the Assessor or anyone using Assessor data.
	By not taking advantage of the electronic storage of data we are faced with the maintenance and storage of paper files.
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

Assessor-Recorder-County Clerk requests approval of a Budget Transfer appropriating \$9,233 in the Assessor and Recorder-Clerk Divisions with offsetting revenues from the Recorder Modernization Trust Fund and Assessors Property Tax Administration Trust Fund for electronic recording contract, maintenance of equipment, electronic viewing of scanned images and professional assistance.

This request includes \$2,883 from the Recorder's Modernization Trust Fund. The transfer funds the \$2,883 cost of participation with the California Attorney General in creating the regulatory environment for electronic recording.

For the Assessor division this request includes a transfer of \$6,350 from the Assessor's Property Tax Administration Trust Fund. The transfer funds an automated mapping software subscription service at a cost of \$4,150 through the end of the 2007-08 fiscal year. An additional \$600 is for professional services of a technician to customize automated mapping functions. There is a one-time cost of \$1,600 for retrieval of electronic preliminary change of ownership (pcor) images .

Funds for all of these expenditures are from various Trust Funds and do not impact the General Fund.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Maiko Klieman