



Board Agenda Item 25

DATE: March 1, 2016

TO: Board of Supervisors

SUBMITTED BY: Paul Dictos, CPA, Assessor-Recorder

SUBJECT: Budget Resolution increasing FY 2015-16 appropriations and estimated revenue for Assessor-Recorder Org 0420 for the digital imaging of documents.

RECOMMENDED ACTIONS:

- 1. Adopt a resolution increasing the FY 2015-16 appropriations and estimated revenues for the Assessor-Recorder Org 0420 in the amount of \$758,909 (4/5 vote).**
- 2. Adopt a resolution increasing the FY 2015-16 appropriations for Assessor AB-818 Org 1040 in the amount of \$758,909 (4/5 vote).**

Approval of both recommended actions will increase the FY 2015-16 appropriations and estimated revenues for Assessor-Recorder Org 0420 in the amount of \$758,909 and the appropriations for Assessor AB 818 Org 1040 in the amount of \$758,909. The Property Tax Administration Program grants are held in the Assessor Recorder Special Revenue Fund 0035, Assessor AB-818 Org 1040. These funds will be used to offset the cost of imaging Assessor documents under Agreement #14-020 with ViaTRON Systems, Inc.

ALTERNATIVE ACTION(S):

Your Board could choose not to approve the recommended actions, which would result in the Assessor being unable to continue the scanned imaging of Assessor documents.

FISCAL IMPACT:

There is no increase in net County cost associated with the recommended actions. Approval of the second recommended action will increase the FY 2015-16 appropriations in the Assessor AB-818 Org 1040 in the amount of \$758,909 using the available fund balance of the Assessor-Recorder Special Revenue Fund 0035, Assessor AB-818 Org 1040, to fund an Operating Transfer Out to the Assessor-Recorder Org 0420. Approval of the first recommended action will increase the FY 2015-16 appropriations and estimated revenues in the Assessor-Recorder Org 0420 in the amount of \$758,909 through an Operating Transfer In from the Assessor AB 818 Org 1040 to offset the entire cost of the imaging project. As of February 4, 2016 the balance of the Assessor-Recorder Special Revenue Fund 0035, Assessor AB-818 Org 1040 was \$5,508,132.19.

DISCUSSION:

The Assessor has paper records on over 280,000 parcels within the County and tens of thousands of additional supporting documents. On January 14, 2014, your Board approved an Agreement with ViaTRON Systems, Inc. to provide document scanning and conversion services that would enable the Assessor to convert these documents into searchable electronic images. The imaging project has been ongoing since that date.

Under the agreement, the cost for the project is \$1,660,000. For FY 2015-16, the Assessor anticipated

expenditures of \$550,000. However, the project is ahead of schedule and these appropriations have been exhausted. Since the inception of the agreement, the Assessor has made payments totaling \$901,091. The Assessor is requesting additional appropriations of \$758,909, which is the remaining balance under the agreement.

ATTACHMENTS:

On file with Clerk - Resolution (Org 0420)

On file with Clerk - Resolution (Org 1040)

REFERENCES:

BAI #13, January 14, 2014

CAO ANALYST:

Ronald Alexander