



Board Agenda Item 49

DATE: May 20, 2025

TO: Board of Supervisors

SUBMITTED BY: Steven E. White, Director
Department of Public Works and Planning

SUBJECT: Budget Transfer Fixed Asset

RECOMMENDED ACTION(S):

Approve and authorize the Clerk of the Board to execute Budget Transfer No. 40 transferring FY 2024-25 appropriations (\$27,205) from Org 43600200 Account 7385 (Small Tools & Instruments) to Org 43600200 Account 8300 (Equipment), Program 92041 (Auto Scanner - three units) to purchase unanticipated replacement equipment.

Approval of the recommended action will transfer existing FY 2024-25 appropriations from Org 43600200 Account 7385 (Small Tools & Instruments) to Org 43600200 Account 8300, Program 92041 to cover unanticipated costs associated with the purchase and replacement of microfiche readers. This item is countywide.

ALTERNATIVE ACTION(S):

There is no viable alternative action.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended action. Approval of the recommended action will transfer \$27,205 in budgeted appropriations from Department's Development Services Org 43600200 Account 7385 (Small Tools & Instruments) to Org 43600200 Account 8300, Program 92041.

DISCUSSION:

The Public Works and Planning Development Services Division budgeted \$74,006.00 for Account 7385 which includes small tools, digital cameras, software, instruments and computer software upgrades. During FY 2024-25 staff was informed that three existing microfiche readers used to view, scan and print documents would become inoperable due to software updates related to Microsoft Office products. The microfiche readers are a critical component of the Division's operation and allow staff to conduct permit research and continually scan documents to aid in the transition to digital file formats. On-site readers also ensure that historical records remain within the Department, allow records access to both the public and staff during normal work hours, and avoids potential reliance on proprietary software to view records should the Department retain bulk scanning of these records by a private firm.

This budget transfer would accommodate the purchase of three auto scanners at a unit price of \$9,068 each. The total estimated cost is \$27,205 including sales tax and shipping.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Budget Transfer No. 40

CAO ANALYST:

Maria Valencia