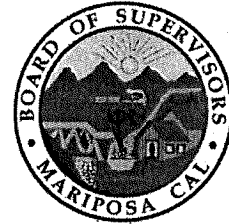




MARIPOSA COUNTY

Administration • 209-966-3222



RESOLUTION - ACTION REQUESTED 2015-191

MEETING: April 28, 2015

TO: The Board of Supervisors

FROM: Mary Hodson, CAO

RE: Approve Budget Action and Purchase of Plat Cabinet for Assessor/Recorder Maps

RECOMMENDATION AND JUSTIFICATION:

Approve Budget Action to Reducing General Fund Contingency and Increasing Funding in the Assessor/Recorder Budget for the Purchase of One Plat Cabinet for Assessor/Recorder Maps (\$3,215).

The Assessor/Recorder Department has a need for a cabinet of this type to allow for the proper storage and ease of access to historical maps. The maps have been placed in protective sleeves and are currently being laid flat in the Department's vault. To preserve and further protect these maps they should be hanging vertically in a plat cabinet. This map storage solution provides a quick-assist indexing system to locate maps quickly and allows staff to take out the individual document needed instead of an entire book. The historical nature and lack of an appropriate cabinet for the preservation of these maps has made this purchase urgent in nature. Departments that use the Government Center Vault are in the process of reorganizing the documents that are stored here and purchasing the plat cabinet now is an opportune time to coincide with this reorganization and allow it to continue in a timely fashion. Staff has identified space in the Government Center Vault for the plat cabinet that is in close proximity to other Assessor/Recorder historical and recorded documents.

This budget action will decrease the General Fund Contingency balance to \$548,819.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Budget actions reducing the General Fund Contingency are reviewed and approved by the Board of Supervisors.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the budget action. The Assessor/Recorder will continue to store maps in the

Department's vault which doesn't provide adequate protection and preservation of historical documents.

FINANCIAL IMPACT:

The budget action will decrease the General Fund Contingency and increase Assessor/Recorder Equipment by \$3,215 bringing the contingency balance to \$548,819.

ATTACHMENTS:

Budget Action GF Contingency for Assessor Cabinet (XLS)

CAO RECOMMENDATION

Requested Action Recommended

Mary Hodson

Mary Hodson, CAO

4/21/2015

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Kevin Cann, District IV Supervisor

SECONDER: Marshall Long, District III Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0109-423	0480	Equipment		\$3,215	
001	0104-414	1090	GENERAL CONTINGENCY			\$3,215
				TOTAL	\$3,215	\$3,215

TRANSFER BETWEEN FUNDS						
				TOTALS	\$0	\$0

ACTION REQUESTED: (Check all that apply)

Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget , or appropriating Reserve for Contingencies;

Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION: Purchase of Plat Cabinet for Assessor/Recorder.

DEPT HEAD SIGNATURE Mary Hagan DATE 4-28-15
 APPROVED BY RES NO. 15-191 CLERK Rene LaRoche DATE 4-28-15

AUDITOR'S USE ONLY BA #
