



County of El Dorado

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Legislation Details (With Text)

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File created: 3/5/2021 **In control:** Board of Supervisors
On agenda: 3/23/2021 **Final action:** 3/23/2021
Title: Recorder-Clerk recommending the Board approve and authorize a cabinetry project to complete the Recorder-Clerk Office Reconfiguration for an amount not to exceed \$20,000.

FUNDING: Recording Revenue.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
3/23/2021	1	Board of Supervisors	Approved	Pass

Recorder-Clerk recommending the Board approve and authorize a cabinetry project to complete the Recorder-Clerk Office Reconfiguration for an amount not to exceed \$20,000.

FUNDING: Recording Revenue.

DISCUSSION / BACKGROUND

During the 2019-20 Budget, the Board approved the Reconfiguration of the Recorder- Clerk Office. This project took the office from two separate counter areas to one, brought all the employees into one area, created a marriage ceremony room and long-term research area. These changes have allowed us to better serve the public, increased the ease of cross training staff and provided a private area for ceremonies to be held.

During the past year with COVID-19 restrictions, there has been an increase in use of the office break room area. The break room area is directly outside the Department Head's office. The cabinetry project would include the installation of a couple walls to separate the break room and allow both staff and the Department Head to have private (in some cases confidential) conversations.

ALTERNATIVES

N/A

PRIOR BOARD ACTION

2019-20 Budget, 6/17/2019

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Facilities Division

CAO RECOMMENDATION / COMMENTS

Approved as recommended.

FINANCIAL IMPACT

There is no impact to Net County Cost or the General Fund. Costs for these improvements will be paid from salary savings in the Recorder-Clerks budget which is funded by fees established by the State and County.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

N/A

CONTACT

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