



## Legislation Text

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**File #:** 20-0159, **Version:** 1

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Recorder-Clerk Office recommending the Board consider the following:

- 1) Approve the use of Modernization Special Revenue Funds for reconfiguration construction costs of the Recorder-Clerk Office; and
- 2) Approve and authorize the Chair to sign the attached budget amendment, increasing revenue and appropriations in the Recorder-Clerk Office by \$150,000, increasing revenue and appropriations in the Accumulated Capital Outlay budget in Facilities by \$250,000, and adding a Fixed Asset to the Fixed Asset list for Building and Improvements to the Recorder-Clerk Department. (4/5 vote required to approve budget amendment) (Est. Time: 10 Min.)

**FUNDING:** Modernization Special Revenue Trust Funds.

### **DISCUSSION / BACKGROUND**

The Recorder-Clerk has been reviewing departmental processes and procedures. It was identified early on that the workflow of the office needed to be addressed. When entering the office, it is difficult to determine where a public service line is, what services the first counter provides, where research can be done or where to get certified copies. We have tried various signage without success. Staffing two counters impacts staff resources and limits staff time to work on other important projects. With the new recording system, there will be self-service kiosks available to order vital and official records copies as well as our index to research property. Having one public counter will allow staff to serve individuals at our counter and kiosks more efficiently. Previous construction in Building B was primarily completed to address safety issues and for ADA compliance and did not take into consideration office efficiencies.

To meet these objectives the project scope shall include the demolition of the existing breakroom, the adjacent storage/utility room, and the reception area including counter tops and associated casework. Office and reception area to be reconstructed with updated modular furniture and/or built in casework. Work shall also include updated electrical, data, lighting and mechanical control systems. The remodel will better meet the needs of both staff and the general public.

During the 2019-20 Budget, the Recorder-Clerk requested \$100,000 for reconfiguration of the Recorder-Clerk's Office space to make more efficient use of the new Recorder-Clerk Management System and staffing, resulting in improved service to clients. The initial project was estimated to be \$100,000, \$90,000 for construction and \$10,000 for Project Management. As we moved forward with the project, additional impacts were identified and costs of the project were deemed to exceed the budgeted \$100,000. The new estimate for the project is \$250,000. The work will be performed under the County's Job Order Costing (JOC) contracts and the Sierra Office Supply Contract, which have been competitively bid. The department will continue to conduct regular business from a portion of the office, the remainder of staff will be relocated temporarily to an office space in Building B.

Government Code 27361(c) allows the Recorder to collect one dollar for recording the first page and one dollar for each additional page, and these funds shall be available solely to support, maintain, improve, and provide for the full operation of modernized creation, retention, and retrieval of

information in each county's system of recorded documents. County Counsel has reviewed the appropriate uses of this special trust account and has found this project to be an appropriate use of said funds.

Therefore, Recorder-Clerk respectfully requests the Board approve and authorize the Chair to sign the attached budget transfer, increasing revenue and appropriations in the Recorder-Clerk budget by \$150,000 and adding the project to the Facilities ACO fund for \$250,000, as well as adding the construction project to the Fixed Asset list.

### **ALTERNATIVES**

The Board could deny the project and use of Special Revenue Funds.

### **PRIOR BOARD ACTION**

19-0853, Budget Hearing - 6/17/2019

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Facilities, County Counsel, Chief Administrative Office

### **CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

This is a one-time allocation from the Modernization Special Revenue Fund and has no General Fund impact.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Obtain the Chair's signature on the budget transfer form and return the fully executed form to the CAO.

### **STRATEGIC PLAN COMPONENT**

Good Governance.

### **CONTACT**

Janelle Horne, Recorder-Clerk