



**MEMORANDUM  
OFFICE OF THE  
PLACER COUNTY CLERK – RECORDER –  
REGISTRAR OF VOTERS**

**TO:** Honorable Board of Supervisors  
**FROM:** Jim McCauley, Placer County Clerk–Recorder–Registrar of Voters  
**DATE:** March 7, 2006  
**SUBJECT:** Recorder Remodel and Additions to Fixed Asset List

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**RECOMMENDATION:**

Approve the purchase of a high-density file system and bookshelf to hold restored historical records in the Co. Clerk-Recorder lobby. Approve the attached Budget Revision and the addition to the Fixed Asset list.

**BACKGROUND:**

Over the past few years, the Recorder's office has been having historical records, books and maps restored. The restoration process results in larger books and increased shelving requirements. The Recorder's office is working with the Facility Services Department to remodel the public lobby area where the restored books are housed for public use. The remodel includes a large high-density file system and a fixed shelving unit to hold restored books and to use as a viewing area.

**FISCAL IMPACT:**

The entire lobby remodel project is estimated to cost less than \$53,000 and is included in the 2005-06 budget, along with 100% reimbursement from the Recorder's trust funds. The high-density file system, included in the total project estimate, is quoted not to exceed \$17,500 and the fixed shelving is quoted at \$7,000. There is no fiscal impact to the General Fund. The attached budget revision moves the budgeted funds from an expenditure account (2840 – Special Dept. Expense) to the fixed asset account (4451).

PAS DOCUMENT NO.

**BUDGET REVISION**

**POST DATE:**

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
07	BR	49,000.00	2

- Cash Transfer Required
- Reserve Cancellation Required
- Establish Reserve Required

- Auditor-Controller
- County Executive
- Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT										APPROPRIATION ADJUSTMENT																			
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT								
											07	014				000710	00100	4451				24,500.00							
											07	015				000710	00100	2840				24,500.00							
<b>TOTAL</b>										<b>TOTAL</b>																			
										<b>0.00</b>										<b>49,000.00</b>									

REASON FOR REVISION: To move funds from 2840 - Special Dept Expense to 4451 - Fixed Assets, pending Board approval March 07, 2006.

Prepared by Laura Vizenor Ext 5692

Department Head *[Signature]*

Board of Supervisors *[Signature]*

Date: 2/14/06

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