



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

TO: Honorable Board of Supervisors
FROM: Jim McCauley, County Clerk-Recorder-Registrar of Voters
DATE: April 3, 2007
SUBJECT: Request for Purchase of Trust Reimbursed Fixed Assets

Summary Action(s) Requested

Approve purchase of unbudgeted, fully trust reimbursed fixed assets needed to replace aging microfilm printing equipment and improve security over Clerk-Recorder and Elections counter, facility use and access, and server transactions.

Background

The Clerk-Recorder makes daily certified copies of public-requested documents such as birth certificates, marriage licenses, etc. The current equipment used was surplus equipment acquired years ago. Purchase of an additional digital reader-printer would provide better public services, as described below, and would be fully reimbursed from available trust funds.

The current Clerk-Recorder-Elections fixed asset camera surveillance system was updated earlier this fiscal year, but there are still areas within the department used for election and clerk-recorder operations that are not fully covered and need augmentation. Additionally, the existing tape backup system is too slow (taking almost eight hours to back up) and requires attendance to assure completion. Adding one camera and repositioning/relocating one existing camera should complete the department's facility and operational security needs in the current FAB location; upgrade of the software and automation of the backup system would allow for faster and extended backups of security tapes. Since the surveillance and backup systems serve both the Clerk-Recorder and Elections, the needed purchases and upgrades can also be fully reimbursed from available trust funds.

Discussion / Issue Statement

Purchase or upgrades of fixed assets require approval of your Board, even if fully reimbursed. These purchases would improve services and security, would be fully reimbursed, and would best meet the needs of the department by being acquired in the current fiscal year rather than later in the upcoming budget year.

Benefits

A new digital reader-printer would provide improved copy quality, allow for copying in two locations in the department, thereby enabling faster turnaround times and reduced crowding in the Clerk's area, and would enable the department to continue making copies in the event the older printer would become inoperable or need repairs. Acquiring a second and more modern

printer now, in advance of the upcoming budget year, would also allow the Clerk-Recorder to be well positioned to provide services for the high workload summer season, in addition to providing higher quality scanned copies of historical vital records.

The recommended upgrades to the existing Clerk-Recorder and Elections security system would provide additional camera surveillance of facility areas within the department and automated, extended tape backup of camera footage.

Costs / Fiscal Impacts

A replacement reader-printer would cost an estimated \$17,500 including taxes, shipping and warranty. The purchase cost would be fully reimbursable from the Clerk's Micrographics/Vital Health Trust funds accrued for this purpose.

Acquisition of an additional camera and relocation of one existing camera would cost an estimated \$1,800. Upgrade of the system software would cost an estimated \$2,500 and a new, automated and extended tape backup system would cost an estimated \$5,150 plus \$1,425 for 20 extended tape cartridges (a total of \$9,450 for the fixed asset security system enhancements and \$1,425 for related supplies). The system and supply costs would be fully reimbursable from the Recorder's Automation Trust funds accrued for such purposes.

Recommendation(s)

Approve purchase of recommended trust reimbursed fixed assets to replace aging equipment and improve Clerk-Recorder and Elections security, approve addition of the requested items to the master fixed asset list, and approve a budget revision appropriating \$17,500 for a digital reader-printer, \$9,450 for security system upgrades, and \$1,425 for security tapes - with all recommended expenditures offset by reimbursement from department trust funds.