

## PLANNING DEPARTMENT



## COUNTY OF SANTA CRUZ

GOVERNMENTAL CENTER  
95060

454-2131

701 Ocean Street, Santa Cruz, California  
Telephone: 408-454-3 143 FAX: 408-

April 17, 1998

AGENDA: May 5, 1998

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, California 95060

## AB 818 PROJECT

## Members of the Board:

As your Board is aware, the Assessor's office is in the process of implementing several projects funded through Assembly Bill 8 18. The focus of this program is improvement of the State-County Property Tax Administration Program, through funding of staff and technology. One aspect of tax administration is reappraisal of property due to building activity. The project being proposed in this letter will use scanning technology to improve this aspect of property appraisal in the Assessor's office.

The project now being proposed is a joint effort of the Assessor's Office and the Planning Department, with the concurrence of the Information Services Director. It is the result of several months of joint work sessions, mainly between Assessor and Planning staff, but also including Information Services staff at crucial junctures in the planning. Equipment capable of scanning and indexing blueprints would be placed in Planning and the resulting electronic files made available on the County network. As outlined below, this project provides an excellent match of goals between the two offices.

Planning has been working to implement its "plans on disc" project (funded through the same Regional Air Quality Control Board grant that created the **Felton** Permit Center). This project provides for submittal of building plans electronically by those designers using computer aided drafting software. With implementation of this project, Planning expects to not only realize efficiencies in processing of applications, and storage and retrieval of plans; but also, to provide some blueprints to the Assessor in electronic format.

The Assessor's office has, for some time, been electronically redrawing the floor plans of new structures from the blueprints submitted for building permits. These become a part of the Assessor parcel file and are superior to the hand drawn plans of the past. They are also the first step in the eventual plan to convert the parcel files to electronic format, with all the attendant advantages of reduced storage space requirements and reduced paper usage.

With the use of AB 8 18 funds, and Planning scanning the blueprints at the time of building permit issuance, both departments will benefit. The scanning process reproduces a blueprint sheet in less than a minute, a

fraction of the time required to redraw them. Assessor staff will be freed up for other essential functions, and Planning, by reducing paper volume, will be able to begin to reduce records room volume and off-site storage costs while improving record retrieval ability.

This project will be funded mainly through AB 818 money. The attached AUD 60 Resolution Accepting and Appropriating Unanticipated Revenue provides \$25,000 of the cost. The remainder of the cost is being funded from existing appropriations within the Planning budget. The funds will be used to purchase a turnkey scanning system, including installation and configuration of the system and training of staff.

The vendor selected is **InterScan of Rancho Cordova**, the firm that has been selected by the State Computer Store to provide imaging services to State and local governments. The advantage to the County of using this vendor is that the State has already gone through a competitive vendor selection and qualification process. Use of the State contract means that this acquisition does not constitute a sole source procurement. The State Computer Store has quoted the system at \$37,603.01.

It is, therefore, RECOMMENDED that your Board:

1. Approve the purchase of a turn-key scanning system, including hardware, software, and other services necessary to implement the system.
2. Approve the attached AUD 60 Resolution Accepting and Appropriating Unanticipated Revenue in the amount of \$25,000 from the AB 8 18 State-County Property Tax Administration Loan Program Funds; and
3. Approve the attached AUD 74 Transfer of Appropriations and/or Funds which will re-align appropriations within the Planning Budget to complete this transaction.

Very truly yours,

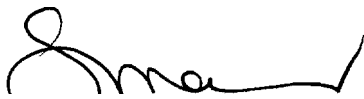


ROBERT C. PETERSEN  
COUNTY ASSESSOR



ALVIN D. JAMES  
PLANNING DIRECTOR

RECOMMENDED:



Susan A. Mauriello  
County Administrative Officer

cc: Ken Wedderburn, Information Services Director  
Auditor-Controller

Attachments

1. AUD 60 Resolution Accepting and Appropriating Unanticipated Revenue
2. AUD 74 Request for Transfer of Appropriations and/or Funds

BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO. \_\_\_\_\_

On the motion of Supervisor \_\_\_\_\_  
duly seconded by Supervisor \_\_\_\_\_  
the following Resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, the County of Santa Cruz is a recipient of funds from the State of California for the AB 818 Tax Administration Loan Program; and

WHEREAS, the County is a recipient of funds in the amount of \$25,000 which are either in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c)/29064(b), such funds may be made available for specific appropriation by a four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of \$25,000 into

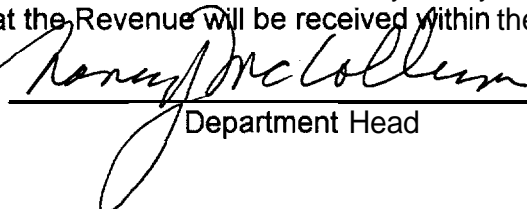
Department: Planning

<u>T/C</u>	<u>index Number</u>	<u>Revenue Sub-Object Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
001	541300	0850	XAB818	AB 818-Spec Needs	25,000

and that such funds be and are hereby appropriated as follows:

<u>T/C</u>	<u>Index Number</u>	<u>Expenditure Sub-Object Number</u>	<u>Usercode</u>	<u>Account Name</u>	<u>Amount</u>
021	541300	8404	XAB818	Equipment	25,000

\*\*\*\*\*  
DEPARTMENT HEAD -- I hereby certify that the fiscal provisions have been researched and that the Revenue will be received within the current fiscal year.

By  Date 4/21/98  
Department Head

COUNTY ADMINISTRATIVE OFFICER

☒ Recommended to Board☐ Not Recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz,  
State of California, this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

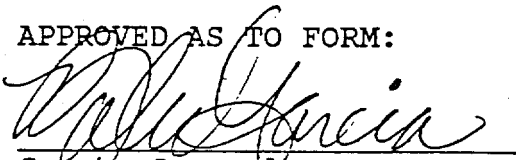
ABSENT: SUPERVISORS

\_\_\_\_\_  
Chairperson of the Board

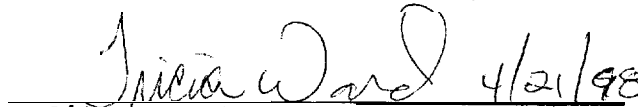
ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

  
\_\_\_\_\_  
County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

 4/21/98  
\_\_\_\_\_  
Auditor-Controller

Distribution:

Auditor-Controller  
County Council.  
County Administrative Officer  
Originating Department

**COUNTY OF SANTA CRUZ**  
REQUEST FOR TRANSFER OR REVISION  
OF BUDGET APPROPRIATIONS AND/OR FUNDS

**ATTACHMENT 2**

Department: Planning

Date: 4/21/98

TO: Board of Supervisors / County Administrative Officer / District Board

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending June 30, 1998

AUDITORS USE ONLY			
DOCUMENT #	AMOUNT	L/N	T/C HASH
JE 6			

BATCH #	
DATE	Keyed By:

		T/C	INDEX	SUBJECT	USER CODE	AMOUNT		ACCOUNT DESCRIPTION *		
T R A N S F E R	T O	0 2 1	5 4 1 3 0 0	8 4 0 4	X 40818	1 2	6 0 3 0 1	Equipment		
								.		
									.	
									.	
	F R O M	0 2 2	5 4 1 3 0 0	3 4 9 3		7	6 0 3 0 1	Supplies		
			5 4 1 3 0 0	3 3 5 5		5	0 0 0 0 0	Maint-Office Equipment		
								.		
								.		

Explanation: **To fund purchase of scanning equipment.**

Name Randy McCall Title Fiscal Officer

Auditor-Controller's Action: I hereby certify that unencumbered balance(s) is/are available in the appropriations/funds and in the amounts indicated above.

Auditor-Controller, by Janice Ward, Deputy Date 4/21/98

County Administrative Officer's Action: ☒ Recommended to Board || Approved || Not Recommended or Approved

County Administrative Officer Madelyn Norman-Juriance Date 4/28/98

State of California } ss. As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for  
County of Santa Cruz } transfer was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order  
duly entered in the minutes of said Board on

\_\_\_\_\_, 19\_\_\_\_, By \_\_\_\_\_, Deputy Clerk

(A-C) \* Desc: \_\_\_\_\_ # \_\_\_\_\_ - Budget Transfer

Distribution: BRD. NAME AGENDA DATE ITEM NO.  
White-Board of Supervisors Green-County Administrative Officer Goldenrod-Departmental Control Copy  
Yellow-Auditor-Controller Pink-Originating Department

A-C Review		

AUTHORIZATION TO RELEASE ADDITIONAL FUNDS FROM  
AB818 PROPERTY TAX ADMINISTRATION LOAN TRUST  
FUND 75-301

The following approval allows department to process budgetary increase by use of AUD 060 - Resolution Accepting Unanticipated Revenue.

**Request for Additional AB818 Property Tax Administration Loan Trust By:**

Department	Planning
Index Number	541300
Amount of Additional Funds Needed	\$25,000.00
Reason Additional Funds Needed	Scanning equipment is required to make improvements in the process of property reappraisals that are the result of building activity. Building plans will be scanned at the source in Planning and made available to the Assessor via computer network.
Signature	<i>Alvin D. Jones</i>
Date	April 21, 1998

**Request Approval**

Robert Petersen, Assessor  
Custodian of AB8 18 Property Tax Administration Loan Trust

Signature	<i>Robert Petersen</i>
Approval Date	<i>Apr. 21, 1998</i>

AB818FND.REQ