



County of Santa Cruz

COUNTY CLERK-RECORDER

701 Ocean Street, Suite 230
Santa Cruz, CA 95060
County Recorder: (831) 454-2800
County Clerk: (831) 454-2470
FAX: (831) 454-2445 TDD: (831) 454-2123

Richard W. Bedal
County Clerk-Recorder
Diana L. Rodriguez
Assistant County Clerk-Recorder

September 10, 1999

AGENDA: SEPTEMBER 21, 1999

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

Re: PURCHASE OF MAP CABINET FOR TURN OF THE CENTURY MAPS

Dear Members of the Board,

At budget hearings your Board approved \$24,980 in Professional and Special Services for the restoration of permanent Recorder's maps from around the turn of the century. This project is financed with Recorder's Improvement Fees. There are over fifteen map books from around the turn of the century still in use today. These documents need to be restored before they become unreadable.

During the restoration process, the map books are disassembled and the documents go through a de-acidification process and are dry-cleaned. In the past, the maps would be re-bound in the large books, which have proven to be heavy and difficult to use. The vendor directing the restoration process has devised a better system for storage and retrieval of the maps. After restoration, the maps and documents will be placed in a protective Mylar envelope and stored in a hanging map cabinet, to allow for enhanced access. The map cabinet specified by the vendor can hold all of the maps involved in the restoration process, or the equivalent of about 16 map books. There are sufficient funds available to purchase the cabinet, but your Board's approval is required to transfer those funds to fixed assets, and to authorize the purchase. The cost of the cabinet is \$3,900. We concur that this new system will provide a superior product.

It is therefore RECOMMENDED that your Board approve the transfer of \$3,900 from Professional and Special Services to fixed assets, and authorize the County Clerk Recorder to purchase a map cabinet in the amount of \$3,900 for the storage of historical maps.

Sincerely,

Richard W. Bedal
Richard W. Bedal
County Clerk-Recorder

RECOMMENDED:

SUSAN A. MAURIELLO
County Administrative Officer

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

126

Department: COUNTY RECORDER

Date: Sep 1, 1999

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, ~~19~~2000

AUDITORS USE ONLY			
DOCUMENT #	AMOUNT	L/N	T/C HASH
JE 6	718,000.00	02	043

BATCH #	
DATE	Keyed By:

	T/C	INDEX	SUBJECT	USER CODE	AMOUNT	ACCOUNT DESCRIPTION *
T R A N S F E R	0 2 1	212000	8404		3 9 0 0 0 0	Equipment
					.	
F R O M	0 2 2	212000	3665		3 9 0 0 0 0	Professional & Special
					.	

Explanation:

Funds needed to purchase a cabinet to store recorded maps.

Name Ruth W. Bedal

Title County Clerk-Recorder

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 Ronald J. Silva, Deputy Date 9/9/99

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

County Administrative Officer [Signature] Date 9/10/99

State of California } 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 } ss. 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

A-C Review		

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