



Monterey County

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Board Report

Legistar File Number: 15-0821

July 28, 2015

Introduced: 7/15/2015

Version: 1

Current Status: Agenda Ready

Matter Type: General Agenda Item

- A. Approve and Authorize the Contracts/Purchasing Officer to sign the Service Agreement for the Fictitious Business Name Application with ACS Enterprise Solutions, LLC (ACS); and
- B. Approve an increase in FY 2015-16 estimated revenue and appropriations of \$98,350.00 in the County Clerk/Recorder's Budget unit (1180-ACR002-8004) (4/5th vote required); and
- C. Authorize the Auditor-Controller to amend the adopted FY 2015-16 Budget to reflect these actions and transfer funds from the County Clerk/Recorder's Modernization Account 020-2751 to the County Clerk/Recorder's Budget unit (1180-ACR002-8004).

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- A. Approve and Authorize the Contracts/Purchasing Officer to sign the Service Agreement for the Fictitious Business Name Application with ACS Enterprise Solutions, LLC (ACS); and
- B. Approve an increase in FY 2015-16 estimated revenue and appropriations of \$98,350.00 in the County Clerk/Recorder's Budget unit (1180-ACR002-8004) (4/5th vote required); and
- C. Authorize the Auditor-Controller to amend the adopted FY 2015-16 Budget to reflect these actions and transfer funds from the County Clerk/Recorder's Modernization Account 020-2751 to the County Clerk/Recorder's Budget unit (1180-ACR002-8004).

SUMMARY/DISCUSSION:

ACS has been the Monterey County Clerk/Recorder's software vendor since 1996. ACS will be implementing upgrades to our Fictitious Business Name Statement (FBNS) cashiering/scanning system and adding a new feature that would allow the public to have the ability to enter the filing/request information online, which would eliminate the need for County staff to manually enter the information into the system. The Recorder's Office is trying to create efficiency in the services offered as well as eliminate wait times for the public.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved the contract.

FINANCING:

There is no additional cost to the County General Funds, as the funds are available in the County Clerk/Recorder's Modernization Fund 020-2751 for the recommended action. The Recorder's Office software maintenance agreements currently total approximately \$88,000.00 annually. In the interest of full disclosure and transparency, this agreement is being brought forward for Board approval at this time because the addition of the requested Fictitious Business Name Application Agreement will result in service agreements with ACS exceeding the existing \$100,000 execution authority of the Purchasing Agent.

Prepared by: Corina Morgan, Finance Manager, x5821

Authorized by: Stephen L. Vagnini, Assessor-County Clerk/Recorder, x5803

Attachments:

Service Agreement