

MONTEREY COUNTY BOARD OF SUPERVISORS

MEETING: April 13, 2010 - Consent	AGENDA NO.: 36
SUBJECT: <ul style="list-style-type: none">a. Approve and authorize the transfer of funds in the amount of \$4,500 from Fund 020 Restricted Revenue Designations to Fund 001 Budget Unit 8004 Clerk-Recorder's Fund to compensate RMA to assist Contracts/Purchasing to generate and advertise an RFP for the purpose of selecting a qualified security system design professional for the Assessor-County Clerk/Recorder Security Camera Project;b. Increase revenue and appropriations in the amount of \$4,500 in Fund 001 Budget Unit 8004 (4/5th vote required); andc. Direct the Auditor-Controller to transfer funds and increase appropriations as detailed in the attached Board Order.	
DEPARTMENT: Assessor-County Clerk/Recorder	

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the transfer of funds in the amount of \$4,500 from Fund 020 Restricted Revenue Designations to Fund 001 Budget Unit 8004, Clerk-Recorder Fund to compensate RMA to assist Contracts/Purchasing to generate and advertise an RFP for the purpose of selecting a qualified security system design professional for the Assessor-County Clerk/Recorder Security Camera Project;
- b. Increase revenue and appropriations in the amount of \$4,500 in Fund 001, Budget Unit 8004 (4/5th vote required); and
- c. Direct the Auditor-Controller to transfer funds and increase appropriations as detailed in the attached Board Order.

SUMMARY/DISCUSSION:

The Assessor-County Clerk/Recorder's Office is proceeding with the installation of security cameras in the Assessor-County Clerk/Recorder's Office as the final phase of the security project approved by the Board on April 10, 2007. The funds requested must be transferred to be able to utilize the services of the County's Resource Management Agency (RMA) so that they can assist Contracts/Purchasing to generate and advertise an RFP for the purpose of selecting a qualified security system design professional for the Assessor-County Clerk/Recorder Security Camera Project. The security cameras will be placed over the front counter customer service area, in the vital records room, in the scanning room, and in the public access area where old record books and maps are located. The security cameras are being installed to provide a more appropriate level of security for the vital records and bank bonded paper contained in the office, the Official Record books and Official Record Microfilm contained in the Public Access area, and to provide another measure to reconcile revenue funds when and if necessary.

This request initiates the beginning of the RFP process for the final phase of the Assessor-County Clerk/Recorder Security Project, and is necessary to facilitate the use of RMA staff to assist in the preparation of that RFP. After this RFP is completed, the remainder of the project and contract for installation of the actual Security Camera system will be brought back to your Board for approval.

OTHER AGENCY INVOLVEMENT:

Capital Projects has requested that the Reimbursable Service Agreement be used so that it can insure reimbursement for their involvement in this restricted revenue sourced project. County Counsel and Contracts/Purchasing have reviewed and approved the recommendation.

FINANCING:

Government Code 27361(c) provides that a specified portion of recording fees, retained in Fund 020-Restricted Revenue, shall be available solely to "support, maintain, improve, and provide for the full operation for modernized creation, retention and retrieval of information in each county's system of recorded documents." Capital Projects, a division of RMA, has estimated a cost of \$4,500 to obtain a Security Consultant to design specifications and plans to start the Request for Proposal (RFP) process; if additional funds are required, they will be submitted for approval by your Board. Sufficient funds for this request and the ultimate recommended project are available in the Fund 020 Restricted Revenue. Pending Board approval and related transfer, there will be sufficient appropriations in Fund 001 Budge Unit 8004 to finance the entire project. Approval of recommended actions will have no impact on the General Fund.

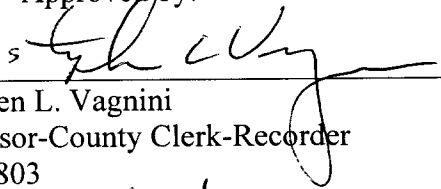
Prepared by:



Leslie L. Rostron
Management Analyst II
755-5821

Date: 4/1/10

Approved by:



Stephen L. Vagnini
Assessor-County Clerk-Recorder
755-5803

Date: 4/1/2010

Enclosures: Proposed Board Order
Proposed Reimbursable Service Agreement