



# Monterey County

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## Board Report

Legistar File Number: 14-1267

December 09, 2014

**Introduced:** 11/17/2014

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

- A. Direct the Contracts/Purchasing Officer to sign the Service Agreement with Kofile Preservation, Inc.; and
- B. Approve an increase in FY 2014-15 estimated revenue and appropriations of \$648,927.49 in the County Clerk/Recorder's Budget unit (1180-ACR002-8004) (4/5th vote required); and
- C. Authorize the Auditor-Controller to amend the FY 2014-15 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. Direct the Contracts/Purchasing Officer to sign the Service Agreement with Kofile Preservation, Inc.; and
- B. Approve an increase in FY 2014-15 estimated revenue and appropriations of \$648,927.49 in the County Clerk/Recorder's Budget unit (1180-ACR002-8004) (4/5th vote required); and
- C. Authorize the Auditor-Controller to amend the FY 2014-15 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:**

Per Government Code 27231, "the Recorder has the custody of, and shall keep all books, records, maps, and papers deposited in his office." The County Clerk/Recorder is requesting authorization from the Board to embark on the restoration of the department record books with Kofile Preservation, Inc. The department books date back to the 1800's and for over a hundred years, wood pulp paper was used for record keeping which is extremely acidic and unstable. On September 5, 2013, Kofile Preservation, Inc. established a California Multiple Award Schedule (CMAS) contract with the State of California for a six year term. Despite the CMAS contract, the Monterey County Clerk/Recorder's office negotiated an additional discount under an even better contract. The contract is dated 10/01/14 but work will not begin until the Board of Supervisors approves.

### **OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed and approved the contract and the recommended actions.

**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.

Prepared by: Corina Morgan, Finance Manager, x5821

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

Attachments:

Service Agreement