



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** A 21-161, **Version:** 1

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- a. Approve and authorize the County Clerk/Recorder (CCR) or his designee to execute amendment to the agreement (A-14938) with Kofile Services, Inc. (Kofile), for the microfilming of recorded documents and maps, revising the amount by adding \$8,650 for a revised total agreement amount not to exceed \$25,000, for the current term of July 1, 2020 to June 30, 2021; and
- b. Authorize the County Clerk/Recorder (CCR) authority to sign four future annual renewals to the Agreement under same or similar terms that do not significantly alter the scope of work or increase the annual payments in excess of 10% per year over the amended FY 2020-21 amount.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Approve and authorize the County Clerk/Recorder (CCR) or his designee to execute amendment to the agreement (A-14938) with Kofile Services, Inc. (Kofile), for the microfilming of recorded documents and maps, revising the amount by adding \$8,650 for a revised total agreement amount not to exceed \$25,000, for the current term of July 1, 2020 to June 30, 2021; and
- b. Authorize the County Clerk/Recorder (CCR) authority to sign four future annual renewals to the Agreement under same or similar terms that do not significantly alter the scope of work or increase the annual payments in excess of 10% per year over the amended FY 2020-21 amount.

**SUMMARY/DISCUSSION:**

On August 18, 2020, the Board authorized the CCR to enter into an agreement with Kofile for microfilm services, not to exceed an amount of \$16,350 for July 1, 2020 to June 30, 2021. Kofile's rate of \$0.0375 is per image and guesstimated based on the historical average of recordings for Monterey County. However, due to the historically low interest rates and the passage of Proposition 19, which changed how real property is assessed in California, has caused the volume of recordings to significantly increase. Last year, the CCR paid a little less than \$11,000 for FY 2019-2020, currently charges for FY 2020-2021 are approximately \$2,000 monthly.

Per Government Code 12168.7(h), "the Secretary of State shall ensure that microfilming, electronic data imaging, and photographic reproduction are done in compliance with the minimum standards or guidelines, or both, as recommended by the American National Standards Institute for recording of public records or any other applicable and comparable industry standard." Therefore, the CCR requests that Board approve this amendment for services rendered from July 1, 2020 thru June 30, 2021, between Kofile and the Monterey CCR's office. Future amendments/extensions will permit seamless additional years of service, if appropriate, at a reasonable rate.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed the agreement and has approved as to form.

**FINANCING:**

There is no additional cost to the County General Fund, as the funds are available in the County Clerk/Recorder's Microfilm Fund (027-2740-ACR003). Per Government Code 27361.4 (a) the Recorder may collect one dollar (\$1.00) for every recorded document to defray the cost of microfilming recorded documents. Funds for payment of this amendment are available in the CCR (027-2740-ACR003) FY 2020/21 Adopted Budget. Transactions relating to future fiscal years will be included in each respective Recommended Budget.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

The services rendered in this agreement provide the CCR with the additional support it needs to provide reliable and high-quality services to the residents of Monterey County.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Corina Morgan, Finance Manager, x5821

Authorized by:

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

Attachments:

Amendment No. 1

FY 20/21 Service Agreement