



# County of Monterey

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

## Board Report

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**File #:** RES 22-152, **Version:** 1

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Adopt a resolution to:

- a. Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to sign a Service Agreement with Kofile Technologies, Inc. in an amount not exceeding \$308,819 for the term of September 15, 2022, to June 30, 2023, for the preservation and conservation of the County Clerk/Recorder's books and maps; and
- b. Authorize the Auditor-Controller to amend the County Clerk/Recorder's FY 2022-23 Adopted Budget, Fund 027, Appropriation Unit ACR003, to increase appropriations by \$308,819, financed by fund balance (027-2730-3101) (4/5<sup>th</sup> vote required).

**RECOMMENDATION:**

It is recommended that the Board of Supervisors adopt a resolution to:

- a. Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to sign a Service Agreement with Kofile Technologies, Inc. in an amount not exceeding \$308,819 for the term of September 15, 2022, to June 30, 2023, for the preservation and conservation of the County Clerk/Recorder's books and maps; and
- b. Authorize the Auditor-Controller to amend the County Clerk/Recorder's FY 2022-23 Adopted Budget, Fund 027, Appropriation Unit ACR003, to increase appropriations by \$308,819, financed by fund balance (027-2730-3101) (4/5<sup>th</sup> vote required).

**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 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. Since 2014, the Board has approved the County Clerk/Recorder to embark on the restoration of the department record books and maps with Kofile Technologies, Inc. In 2017, the Grand Jury recommended that the Recorder's office begin restoring maps. Therefore, at this time, the County Clerk/Recorder's office is asking the Board of Supervisors to approve continuing with the preservation project with the restoration of 68 books and 222 maps.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed and approved the contract as to form. This item was supported by the Budget Committee at the August 31, 2022 meeting.

**FINANCING:**

There is no additional cost to the County General Funds, as sufficient funds are available in the County Clerk/Recorder's Modernization Fund (027-2730-ACR003) for the recommended action. Government Code section 27361 (c) provides that a specified portion of recording fees, retained in Restricted Revenue Fund (027-2730-ACR003) 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."

Prepared by: Corina Morgan, Finance Manager, x5821

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

Attachments:

Service Agreement

Resolution