



# County of Monterey

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

## Board Report

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**File #:** BC 18-123, **Version:** 1

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- a. Support authorizing the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to sign a Service Agreement with Kofile Preservation, Inc. in an amount not exceeding \$141,458 for the term of November 1, 2018 to June 30, 2019 for the preservation and conservation of the County Clerk/Recorder's maps; and
- b. Authorize the Auditor- Controller to amend the FY 2018-19 Adopted Budget increasing appropriations by \$141,458 in the County Clerk/Recorder's Budget unit (001-1180-ACR002-8004), funded by a transfer from the County Clerk/Recorder's Modernization Account (001-3041-MODN).

### RECOMMENDATION:

It is recommended that the Budget Committee support the request to:

- a. Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to sign a Service Agreement with Kofile Preservation, Inc. in an amount not exceeding \$141,458 for the term of November 1, 2018 to June 30, 2019 for the preservation and conservation of the County Clerk/Recorder's maps; and
- b. Authorize the Auditor- Controller to amend the FY 2018-19 Adopted Budget increasing appropriations by \$141,458 in the County Clerk/Recorder's Budget unit (001-1180-ACR002-8004), funded by a transfer from the County Clerk/Recorder's Modernization Account (001-3041-MODN).

### 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. On December 9, 2014, the Board approved the County Clerk/Recorder to embark on the restoration of the department record books with Kofile Preservation, 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 Budget Committee to approve continuing with the preservation project with the restoration of approximately 2,100 maps.

### OTHER AGENCY INVOLVEMENT:

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

### FINANCING:

There is no additional cost to the County General Funds, as the funds are available in the County Clerk/Recorder's Modernization Fund (001-3041-MODN) for the recommended action. Government Code section 27361 (c) provides that a specified portion of recording fees, retained in Restricted Revenue Fund (001-3041-MODN) 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." Sufficient funds are available in Modernization Account (001-3041-MODN) to fully cover the requested increase in appropriations. The transfer would leave a balance of \$997,233 in the Modernization Account.

Prepared by: Corina Morgan, Finance Manager, x5821

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

Attachments: Service Agreement