



County of Monterey

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

Board Report

File #: 18-1072, Version: 1

- 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 \$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) (4/5th vote required).

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- 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 \$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) (4/5th 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. On December 9, 2014, the Board approved the County Clerk/Recorder to embark on the restoration of the department record books 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 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.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This report correlates to the Administration Strategic Initiatives adopted by the Board of Supervisors by allowing the County Clerk/Recorder to preserve records for current and future residents of Monterey County.

☐ Economic Development
☒ Administration
☐ Health & Human Services
☐ Infrastructure
☐ Public Safety

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

Attachments:

Service Agreement