



County of Monterey

Item No.

Board Report

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

Legistar File Number: RES 23-200

November 07, 2023

Introduced: 10/24/2023

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

Adopt a resolution to:

- a. Authorize the Contracts and Purchasing Officer or their designee to sign a Service Agreement with Kofile Technologies, Inc. in an amount not exceeding \$238,550 for the term of November 9, 2023, to June 30, 2024, for the preservation and conservation of the County Clerk-Recorder's index books; and
- b. Authorize the Auditor-Controller to amend the County Clerk-Recorder's FY 2023-24 Adopted Budget, Fund 027, Appropriation Unit ACR003, to increase appropriations by \$238,550, financed by fund balance (027-2730-3101).

RECOMMENDATION:

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

- a. Authorize the Contracts and Purchasing Officer or their designee to sign a Service Agreement with Kofile Technologies, Inc. in an amount not exceeding \$238,550 for the term of November 9, 2023, to June 30, 2024, for the preservation and conservation of the County Clerk-Recorder's index books; and
- b. Authorize the Auditor-Controller to amend the County Clerk-Recorder's FY 2023-24 Adopted Budget, Fund 027, Appropriation Unit ACR003, to increase appropriations by \$238,550, financed by fund balance (027-2730-3101).

SUMMARY/DISCUSSION:

Per Government Code section 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, the County Clerk-Recorder's office is asking the Board of Supervisors to approve continuing with the preservation project with the restoration of 55 index books.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved the contract as to form. This item was supported by the Budget Committee at the October 25, 2023 meeting.

FINANCING:

There is no cost to the County General Fund, as sufficient funds are available in the County Clerk-Recorder's Modernization Fund (027-2730-ACR003) for the recommended action.

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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: Chihiro Marie Tabata, Management Analyst, (831) 759-6607

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Approved by: Xochitl Marina Camacho, Assessor-County Clerk-Recorder, (831) 755-5874

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Attachments:

Attachment A - Service Agreement

Attachment B - Draft Resolution