



COUNTY OF HUMBOLDT

For the meeting of: 3/12/2024

File #: 24-269

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Agreement with Kofile Technologies, Inc. for Archive Restoration, Preservation and Data Conversion Services and Supplemental Budget Request for Recorder - Record Conversion (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the county Clerk/Recorder to execute a Professional Services Agreement by and between Kofile Technologies, Inc. and the county Clerk/Recorder;
2. Authorize the county Clerk/Recorder or their designee to execute contract amendments and minor modifications not to exceed \$25,000 (in aggregate) and/or modify the contract term and /or services within the current or revised fiscal provisions after approval from County Counsel, County Administrative Office and Risk Management; and
3. Approve the Supplemental Budget request in the amount of \$1,334,414.00 for the Recorder-Record Conversion budget, 1310267 (4/5/ Vote Required).

SOURCE OF FUNDING:

Vital & Health Statistic Trust (3666000)

Recorders Modernization Trust (3662000)

DISCUSSION:

By statute, the county is tasked with the recordation, indexing, secure custody and preservation in perpetuity of official records (documents evidencing title to real property and other matters) and vital records (birth, death, and marriage). As part of that task, the Recorder must make determinations about what records should be preserved in original or electronic format to maintain an accurate historical record of the county. To ensure perpetual preservation of these records, we have previously created back-up copies of these records formatted as microfilms stored off-site and as in-house digital image files.

This agreement will allow for the preservation of birth, death and marriage records that are in various paper formats. Also included for preservation are Board of Supervisor records and Election records. Services will include conservation of the paper records, as well as digitizing to allow for more efficient access and immediate retrieval. Furthermore, digitizing the records will also help maintain the integrity of the original records and protect them from the wear that comes from handling. Some of these records go back to the beginning of Humboldt County's history. The preservation of these records ensures they are available to future generations for hundreds of years.

FINANCIAL IMPACT:

Expenditures (1310,267)	FY23-24
Budgeted Expenses	
Additional Appropriation Requested	1,334,414
Total Expenditures	1,334,414
Funding Sources	FY23-24 Adopted
Use of Fund Balance (3666)	250,000
Use of Fund Balance (3662)	1,084,414
Total Funding Sources	1,334,414

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The total cost of the project is estimated at \$1,334,414, a supplemental budget is needed from Vital & Health Statistic Trust (3666) in the amount of \$250,000 and from Recorders Modernization Trust (3662) a transfer in the amount of \$1,084,414. No future cost for operation or maintenance shall be required.

STAFFING IMPACT:

The recommended actions will not have an impact on county staff. Kofile Technologies, Inc. will provide all services for the project.

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board’s Strategic Framework.

Core Roles: Provide for and maintain infrastructure

New Initiatives: Manage our resources to ensure sustainability of services

Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to not authorize the Clerk/Recorder to execute a Professional Services Agreement with Kofile Technologies, Inc. or not approve the supplemental budget request. However, this is not recommended as denial would prevent the preservation of Vital Records and could cause dis-service to the public.

ATTACHMENTS:

Kofile Technologies, Inc. Proposal
1310267 Supplemental Budget

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File #: 24-269

File No.: N/A