



NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: October 25, 2022

TO: Board of Supervisors

FROM: Nevada County Clerk-Recorder/Registrar of Voters

SUBJECT: Resolution Approving a Contract Between the County of Nevada and Kofile Technologies, in an amount not to exceed \$115,000, for Services for Imaging Field Notes; Preservation, Imaging, and Microfilming of Historical Records; and Indexing Historical Records for the Nevada County Clerk-Recorder's Office, From October 11, 2022 Through June 30, 2025, and directing the Auditor-Controller to release fund balance in the Micrographics Fund (1154) and to amend the Fiscal Year 2022/23 Clerk-Recorder budget (4/5 affirmative vote required).

RECOMMENDATION: Approve the Resolution

FUNDING: Funded by the Clerk-Recorder's Micrographics and Automation Special Revenue Funds. This project was included in the FY 2022/23 adopted budget, though in slightly different amounts for each Fund, which is why the budget amendment is required. There is no impact to General Fund.

BACKGROUND:

The Nevada County Clerk-Recorder is responsible for processing, securing, and maintaining official records, including the preservation of historical documents. The County Clerk-Recorder has identified three separate projects that are uniquely suited to Kofile Technologies: imaging field notes, preserving historical records, and indexing historical records. Kofile Technologies is a current Nevada County vendor that has worked with recording offices across the state on similar projects. The work is estimated to start on October 11, 2022 and run through June 30, 2025.

Funds for this project will be drawn from the Micrographics and Automation Special Revenue Funds. No funds will be drawn from the County General Fund.

Item Initiated by: Natalie Adona

Approved by: Gregory J. Diaz

Submittal Date: October 11, 2022
Revision Date: