



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

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| ITEM DATE: May 28, 2019 | ITEM TIME: Consent Agenda |
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| FROM: | Tom Sullivan |
| TODAY'S DATE: | May 23. 2-19 |
| AGENDA TITLE: | Approval of the Routt County Clerk & Recorder's Office submittal of a grant application to the Colorado Electronic Recording Technology Board |

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| CHECK ONE THAT APPLIES TO YOUR ITEM: |
| <input checked="" type="checkbox"/> X ACTION ITEM |
| <input type="checkbox"/> DIRECTION |
| <input type="checkbox"/> INFORMATION |

I. DESCRIBE THE REQUEST OR ISSUE:

The Routt County Clerk & Recorder's Office (Office) has plans to digitize key County historic index books and records for preservation and ease of digital research including online. The Office has collected recording fees that are held by the state for the purpose of funding grants to any Colorado County Clerk and Recorder for the purpose of purchasing electronic filing systems for storage and management of documents. The funding agency is Electronic Recording Technology Board (ERTB) and the grant request budget is \$162,244 with a local match of \$37,829.31. The local match funding comes from recording fee deposits made by the Office to the state funds that are dedicated to use by the Office for the purpose of purchasing electronic filing systems. The grant application has already been submitted and this item accompanies an action agenda item for the approval of the purchase of equipment, software and digitization of historic and future records. That purchase will be contingent on award of the grant funds. The submittal of the grant application has been recommended by the Grant Review Committee.

II. RECOMMENDED ACTION:

Motion authorizing the electronic submittal of a grant application to the Electronic Recording Technology Board for \$162,244 with a local match of \$37,829.31.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

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| PROPOSED REVENUE: | \$162,244 |
| PROPOSED EXPENDITURE: | \$162,244 |
| FUNDING SOURCE: | Colorado Electronic Recording Technology Board |

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IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

The grant application and project will be of benefit of Routt County citizens as well as any person or business that performs electronic record searches.

V. BACKGROUND INFORMATION:

In 2016 legislation was approved, from the ERTB mission statement, "to create, support and maintain a statewide land records environment that promotes accessibility and consistency for the public in an efficient and user-friendly manner." This grant application project includes contracting: 1) the digitization of historical books into high-resolution, color images, 2) establish a research site with search tools for staff and the public, and 3) to provide secure online access. The grant funding and local match project will provide onsite digital preservation of historic land index books, original document books and files, commissioner minutes, resolutions and development of a Routt County research site.

VI. LEGAL ISSUES:

The grant application has been reviewed by the County Grant Application Review Committee and all contracts will be reviewed by the county attorney prior to signing.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None.

VIII. SUMMARY AND OTHER OPTIONS:

The grant program provides funding that otherwise would compete with other projects for County funding.