



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: August 6, 2019	ITEM TIME: 10:30 a.m.

FROM:	Kim Bonner
TODAY'S DATE:	
AGENDA TITLE:	CONSIDERATION FOR APPROVAL AND AUAUTHORIZATION FOR THE CHAIR TO SIGN A PROPOSAL WITH ARCASEARCH FOR A GRANT AWARDED BY THE ELECTRONIC RECORDING AND TECHNOLOGY BOARD.
CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	
I. DESCRIBE THE REQUEST OR ISSUE:	
Request the Board of County Commissioners Chair to approve and sign the proposal with ArcaSearch for a grant awarded by the ERTB with a total project price not to exceed \$168,164.	
II. RECOMMENDED ACTION (<i>motion</i>):	
Motion to approve and sign the Proposal from ArcaSearch for archiving the Clerks' old documents, including Commissioner Resolutions and Minutes..	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE (<i>if applicable</i>): \$124,412 Grant awarded by ERTB	
CURRENT BUDGETED AMOUNT: \$40,661	
PROPOSED EXPENDITURE: \$43,752	
FUNDING SOURCE: E-recording surcharge fee.	
SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
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IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	
None	



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V. BACKGROUND INFORMATION:

We currently collect \$3.00 per document for every document that is recorded. \$1.00 of that is the County-retained e-recording surcharge fee which is to be used for recording-related expenditures. The other \$2.00 is remitted to the State and the Electronic Recording Technology Board awards grants out of that fund. Routt County Clerk & Recorder has received a grant in the amount of \$124,412 from the ERTB and will be responsible for paying the balance due once the archival project is complete. Currently there is a balance in the county fund of \$40,661. Once the project is done later in the fall of this year and ArcaSearch has completed the work and tracked the number of pages that were imaged, there will be an exact invoice amount, not to exceed \$168,164. By that time, the county-retained fund will have increased by almost \$5,000 each month, which will provide enough fund balance to pay the difference between the grant amount and the invoice amount.

VI. LEGAL ISSUES:

None

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

VIII. SUMMARY AND OTHER OPTIONS:

We can continue with the processed that are in place.

IX. LIST OF ATTACHMENTS:

ArcaSearch Proposal #03182019P1V2