



Contra
Costa
County

To: Board of Supervisors
From: Deborah R. Cooper, Clerk-Recorder
Date: April 12, 2022

Subject: Electronic Recording Delivery System - Contract Payment Limit Increase

RECOMMENDATION(S):

APPROVE increase to the annual payment limit by \$40,000 to a new annual payment limit of \$150,000, with no change to the term ending on August 18, 2023, to provide electronic recording of additional documents using the State-certified SECURE Electronic Recording Delivery System pursuant to a 2020 Memorandum of Understanding with the Counties of Orange, Los Angeles, Riverside, and San Diego.

FISCAL IMPACT:

There is no impact to the County General Fund for this program. The program is funded with the dedicated Electronic Report Deliverable Submission monies. The annual cost is determined by the number of real property documents recorded in the previous year for which an electronic recording delivery fee was collected.

BACKGROUND:

Annual electronic recording totals have fluctuated from ~240,000 documents in 2018 to ~415,000 documents in 2021. SECURE charges a flat \$0.30 per document maintenance fee. The proposed payment limit increase to \$150,000 will accommodate up to 500,000 electronic recordings per year. Actual costs are tied to annual document totals and there are

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **04/12/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor

Candace Andersen, District II Supervisor

Diane Burgis, District III Supervisor

Karen Mitchoff, District IV Supervisor

Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 12, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: 925-335-7997

cc:

no other associated costs. Electronically recorded documents generate greater revenue for the department than the maintenance costs they incur.

CONSEQUENCE OF NEGATIVE ACTION:

Should the payment limit not be increased, the department would be unable to pay its full maintenance fee and would violate the Memorandum of Understanding with SECURE, which would prevent the department from collecting revenue associated with electronically recorded documents.