



BOARD OF SUPERVISORS
AGENDA LETTER
Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:

Department Name: Public Works
Department No.: 054
For Agenda Of: May 5, 2020
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director: Scott D. McGolpin, Public Works Director, 568-3010
Contact Info: Aleksandar Jevremovic, County Surveyor, 568-3012
SUBJECT: Approval of Contract with Kofile Technologies Inc., to scan Surveyor's
Historical Maps and Field Notes

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the Agreement for Services of Independent Contractor with Kofile Technologies Inc., to scan Surveyor Historical Maps and Field Notes for a total contract amount not to exceed \$93,287.50;
- b) Authorize the Director of Public Works or designee to approve change orders for a contingency amount up to \$9,329; and
- c) Determine that the recommended actions do not constitute a project subject to environmental review and are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), finding that the actions are organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is on the agenda to approve the agreement for services to scan Surveyor Historical Maps and Field Notes. If approved by the Board, the scans will digitize the historical maps and field notes that are on file with the County Surveyor's Office and make them available for download from the County Surveyor's Website. This project is a part of Renew 22 Initiative for the Public Works Department.

Background:

The County Surveyor creates and makes copies of all surveys made by their Office, numbers them in order, and preserves notes and calculations of each survey and provides them to the public. The Surveyor also makes copies of each map recorded in the office of the County Recorder, and is *ex officio* Deputy Recorder for the County for such purposes. Since 1852, the County Surveyor's Office has created and filed a large library of several thousand various types of maps and filed books. The maps are typically old, they are deteriorating rapidly due to the aging of the paper media, and they are in danger of becoming illegible or disintegrated. Land surveyors and title researchers, as well as County staff, rely on this critical information in their work. By scanning and digitizing these records, the valuable information will be preserved in digital form and will be made available to the public through the County Surveyor's website.

Fiscal and Facilities Impacts:

Budgeted: Yes

Narrative:

The total cost of this project is \$102,616.50. This project will be funded from Insurance Proceeds in Dept. 054, Fund 0001, Program 5000, Account 7650 for FY 2019/2020. This project is not funded by the General Fund.

Special Instructions:

Please forward a certified, stamped Minute Order approving these Board actions to Public Works, Surveyor, Attention: Aleksandar Jevremovic, 568-3012

Attachments:

Agreement for Services – Kofile

Attachment A1 Price Quote

Authored by:

Aleksandar Jevremovic, Public Works Department, Surveyor, 568-3012