

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

June 23, 2020

FROM

BOB DUTTON, Assessor-Recorder-County Clerk

SUBJECT

Template Memorandum of Understanding with Statewide Electronic Courier Universal Recording Environment Owning Counties of Orange, Los Angeles, Riverside, and San Diego to Allow San Bernardino County Departments to Record Documents Electronically

RECOMMENDATION(S)

1. Approve a template Memorandum of Understanding (MOU) with the counties of Los Angeles, Orange, Riverside, and San Diego for use of the Statewide Electronic Courier Universal Recording Environment (SECURE) Government to Government portal for the electronic submission of documents by County Departments to be recorded with the San Bernardino County Recorder, for the period of June 24, 2020 to August 18, 2023.
 2. Authorize the Directors of County Departments, or their designee, to execute the template MOU on behalf of their Department when needed for access to SECURE.
- (Presenter: Bob Dutton, Assessor-Recorder-County Clerk, 382-3207)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

There is no initial cost for the County Departments to participate using the SECURE Government to Government (G2G) portal. Each Department is allowed two tokens initially which are necessary to be allowed access onto the portal for free. Each additional user is required to have their own token, and each additional token in excess of the first two is \$150.00. Departments that require the use of SECURE are responsible for ensuring there is adequate funding in their approved budgets. The impact on each Department budget is dependent upon the need for additional tokens.

BACKGROUND INFORMATION

Approval of the first recommendation will allow County Departments to utilize SECURE for the electronic submission of documents with the San Bernardino County Assessor-Recorder-County Clerk (ARC). The Counties of Orange, Los Angeles, Riverside, and San Diego (Owner Counties) entered into an agreement to share the ownership and ongoing maintenance of a multi-county electronic recording delivery system, called SECURE. On April 7, 2020 (Item No. 13) the Board approved an MOU between the Owner Counties and ARC for the use of the SECURE Electronic Recording Delivery System beginning April 7, 2020 through August 18, 2023.

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One of the requirements to utilize the new system is any Department submitting documents in SECURE must have a signed SECURE G2G MOU with the Owner Counties. Multiple Departments, including the Department of Public Works – Solid Waste Management Division, the Auditor-Controller/Treasurer/Tax Collector, and the Real Estate Services Department, submit documents electronically for recording, and thus require a signed MOU.

Approval of the second recommendation will allow user Departments to execute the template MOU on behalf of their individual Department.

Approval of this recommended MOU will allow County Departments to improve County government operations and operate in a fiscally-responsible and business-like manner by partnering with a group of locally-based Southern California like-sized counties to facilitate electronic recording of documents.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Kristina Robb, Deputy County Counsel, 387-5455) on June 10, 2020; Finance (Carl Lofton, Finance Analyst, 387-5404) on June 15, 2020; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-4342) on June 15, 2020.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Josie Gonzales Seconded: Robert A. Lovingood
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 23, 2020



cc: File- Assessors/Recorder/County Clerk w/attach
la 06/25/2020