



## City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	File No.:	Item Type:	1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading	
<b>5/6/2026</b>	<b>26-125</b>	<input checked="" type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Other</b>	Ordinance Reading	<b>N/A</b>	<b>N/A</b>
			Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
			Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
			Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):	Account Balance (\$):		Funding Source:	Project Number:	
<b>\$220,275</b>	<b>\$457,921</b>		<b>1910-534010</b>	<b>C1912</b>	
Contract Required:	P.O. Required:	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>N/A</b>	<b>Jenorgen Guillen, City Clerk</b>	<b>City Clerk's Office</b>	
Strategic Plan Focus Areas:					
<input type="checkbox"/> <b>Fiscal Stability</b>	<input checked="" type="checkbox"/> <b>Resident Services</b>	<input type="checkbox"/> <b>Public Safety</b>	<input type="checkbox"/> <b>Infrastructure &amp; Mobility</b>	<input type="checkbox"/> <b>Economic Development &amp; Affordable Housing</b>	
Implementation Timeline:					
Estimated Start Date: N/A			Estimated End Date: N/A		

**SHORT TITLE:**

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING AGREEMENT WITH KOFILE TECHNOLOGIES, INC TO DIGITIZE HISTORICAL RECORDS FOR A NOT TO EXCEED AMOUNT OF TWO HUNDRED, TWENTY THOUSAND, TWO HUNDRED AND SEVENTY-FIVE DOLLARS (\$220,275); AND PROVIDING AN EFFECTIVE DATE.**

**STAFF SUMMARY:**

The proposed project is part of the City Clerk's ongoing Records Modernization and Compliance Initiative, which focuses on ensuring long-term preservation, accessibility, and compliance with Florida Statutes Chapters 119, 257, and 286. This initiative is critical to safeguarding the City's historical records while enhancing operational efficiency and public access.

Kofile Technologies, Inc. is a nationally recognized provider specializing in the preservation and digitization of government records, serving over 3,000 government

clients across 33 states. Their services include archival imaging, book preservation, indexing, and secure chain-of-custody handling, all aligned with industry best practices.

The proposal includes comprehensive services, including archival imaging at 300 dpi, document restoration, deacidification, encapsulation, and rebinding of historic volumes with archival-grade materials to ensure long-term preservation and accessibility.

### **Background:**

The City Clerk's Office serves as the official custodian of the City's historical record books, many of which are irreplaceable and date back to the City's establishment in 1927. These records represent critical institutional knowledge and legal history; however, due to their age, frequent handling, and exposure to environmental conditions, they are increasingly vulnerable to deterioration, including fading, brittleness, and structural damage.

As part of the City's broader Records Modernization and Compliance Initiative, the City Clerk's Office has been actively assessing and implementing strategies to preserve, digitize, and provide public access to official records in accordance with statutory requirements and industry standards.

### **Current Situation:**

The City Clerk's Office currently maintains a significant volume of historic record books in physical format. Many of these records are vulnerable to deterioration, including fading ink, brittle paper, and structural damage to bindings.

Access to these records is primarily manual, which:

- Increases response time for public records requests
- Creates risk of damage through repeated handling
- Limits efficient internal operations and research capabilities

Additionally, the absence of a fully digitized system for these historic records poses challenges to long-term preservation and disaster recovery readiness.

Immediate action is necessary to:

- Prevent further deterioration of historically significant records
- Ensure compliance with Florida Public Records and Records Management laws
- Transition from manual to digital access systems
- Enhance operational efficiency and reduce long-term costs associated with records retrieval and storage

Kofile's specialized expertise, proprietary preservation methods, and secure chain-of-custody protocols provide a comprehensive solution tailored to the City's needs.

### **Why Action is Necessary:**

Pursuant to Code of Ordinances, in accordance with Procurement Code Section 23-10, Exception to competitive solicitation requirements, (2) Sole Source and Noncompetitive goods or services. Goods or services available only from one source, such as unique, patented or franchised supplies, or those for which only a single source is able to perform a contract due to documented reasons. Furthermore, Section 23-9, Award, (e) The City

Manager may award procurements within the delegated spending authority. All other procurements, except emergency procurements, require commission approval for award.

**Cost Benefit:**

The total estimated project cost is \$220,275, based on projected volumes and services, including archival imaging and book preservation.

While the upfront investment is significant, the long-term benefits include:

- Preservation of irreplaceable historical records for future generations
- Reduction in physical storage and deterioration risks
- Improved response times for public records requests
- Operational efficiencies through digital access and indexing
- Enhanced compliance with Florida Statutes Chapters 119, 257, and 286
- Disaster recovery readiness through digital backups

Additionally, digitization reduces staff time associated with manual retrieval and minimizes the risk of loss or damage, resulting in long-term cost savings and improved service delivery.

**PROPOSED ACTION:**

The City Commission considers the attached Resolution.

**ATTACHMENT(S):**

- Exhibit 1 – Proposed Resolution
- Exhibit 2 – Kofile Proposal for Preservation and Digitization of Historic Record Books

Prepared By: **Mike Grabow**  
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Jenorgen Guillen  
City Clerk