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# CITY OF POMONA COUNCIL REPORT

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November 16, 2020

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Rene Guerrero, Public Works Director

**SUBJECT: AUTHORIZE EXECUTION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF POMONA AND SECURE GOVERNMENT TO GOVERNMENT (G2G) FOR ELECTRONIC DOCUMENT RECORDINGS**

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**RECOMMENDATION:** It is recommended that the City Council authorize the City Manager to execute the proposed Memorandum of Understanding (MOU) between the City of Pomona and the Statewide Electronic Courier Universal Recording Environment (SECURE) to record documents electronically through the SECURE Government (G2G) Portal.

**EXECUTIVE SUMMARY:** The purpose of the MOU is to define the requirements, rules, and policies necessary for the City to share in the use of the SECURE Government G2G Portal to electronically record documents in a secure electronic recording environment.

**FISCAL IMPACT:** The first two assigned login users are free. Each additional assigned login user will cost \$150. Approval of this agreement will give staff the ability to electronically record documents using SECURE G2G Portal resulting in some City Staff time savings by eliminating travel time to and from the Los Angeles County Recorder's Office on a bi-weekly to monthly schedule.

**PREVIOUS RELATED ACTION:** There is no previous related action.

**DISCUSSION:** California Government Code Section 27279(b) authorizes county recorders to accept digitized and digital images of recordable documents in lieu of written paper documents. SECURE was established by Los Angeles, Orange, Riverside and San Diego Counties as a collaborated effort to establish a new multi-county electronic recording system. The SECURE G2G portal functions as a separate portal but utilizes the security framework of the SECURE system.

Approval of this MOU will eliminate the need for City Staff to travel in-person to the Los Angeles County Recorder's Office for the recordation of many various documents. Staff would typically spend an average of 2.5 hours each trip to the Recorder's Office. The execution of the MOU will save time and resources by allowing the City to electronically file and record Notices of

Completion (NOC)'s, easement documents, and other title-related documents. The term of this agreement is for five (5) years.

**COUNCIL PRIORITIES & GOALS:** *This item supports the 2019-2020 City Council Priority 1: Fiscal and Operational Responsibility – Goal B: Improve efficiency and effectiveness of City Services to businesses and residents.*

Prepared by:

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