# NAPA COUNTY BOARD OF SUPERVISORS
## Board Agenda Letter

**TO:**           Board of Supervisors

**FROM:**         John Tuteur - Recorder-County Clerk
                  Recorder - County Clerk

**REPORT BY:**    John Tuteur, Assessor-Recorder-County Clerk, 253-4459

**SUBJECT:**      Assessor-Recorder-County Clerk and Chief Information Officer request approval of budget
                  transfer for computer equipment

## RECOMMENDATION

Assessor-Recorder-County Clerk and Chief Information Officer requests approval of Budget Transfer No. 18 increasing appropriations in the Information Technology Services fixed asset account in the amount of $51,295 with offsetting revenues from the Recorder's Modernization Trust Fund and establishment of fixed assets aggregating $51,295 for the purchase of a terminal server to provide for an upgrade version of RiiMS for the Recorders indexing and imaging system and for enhanced equipment to capture and store images for security and disaster recovery purposes.  (4/5 vote required)

## EXECUTIVE SUMMARY

Napa County has been on the DFM RiiMS indexing and imaging system since March 1, 1999. An upgrade version of RiiiMS is now available and is already installed in three other counties.

## FISCAL IMPACT

| | |
|---|---|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | No |
| What is the revenue source? | Recorder's Modernization Trust Fund |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | Computer equipment is needed for upgrade of Recorder indexing and imaging system to latest version and better capture and storage of images with secure backup.  Latest version will allow electronic recording of documents, smooth interface between Recorder and Assessor divisions for |

|  | image and data transfer saving staff time and keystrokes and better accounting processes.  With increased number of images, new hardware is needed to connect servers that capture images to the central storage server and new tape drives are needed to backup the images and other data on a regular basis for security and disaster recovery. |
|---|---|
| Is the general fund affected? | No |
| Future fiscal impact: | One-time expenditure on hardware. |
| Consequences if not approved: | Recorder system will fall behind technology curve and prevent obstacles to future processes such as electronic recording and digital line transfer from outside agencies and tax collector and child support services.<br>Image retention will be less secure and more prone to loss in case of natural or other disaster. |
| Additional Information: | None |

## ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

## BACKGROUND AND DISCUSSION

Computer equipment is needed for upgrade of Recorder indexing and imaging system to latest version and better capture and storage of images with secure backup.   To install this upgraded version a "terminal" server is required to provide a "thin client" connection between desktop and the central server that holds our databases. The "terminal" server costs approximately $7,000 and is one of the fixed asset items to be purchased.

In addition, as the number of our retained images grow (approximately 1,000,000 images per year), additional connections from the database and image capture servers are needed to the central storage network.  Those additional connections require a "switch" and other ancillary components which costs approximately $25,295.

Finally, for security and disaster recovery purposes the entire database, including all images, are backed up onto tape on a nightly basis.  To accommodate the increased volume of data that requires back up ITS needs to purchase two additional tape drives which cost approximately $9,500 each.

There are sufficient funds available in the Recorder Modernization Trust Fund for these purchases.  Each of these four items exceeds the $5,000 level for fixed assets, thus requiring Board action to establish the fixed asset account.

## SUPPORTING DOCUMENTS

None

CEO Recommendation:  Approve

Reviewed By: Lynn Perez