



Agenda Date: 10/2/2007  
Agenda Placement: 6G

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Gjestvang, Jon - Acting Chief Information Officer  
Information Technology Services  
**REPORT BY:** Serena Pearson, STAFF SERVICES ANALYST I , 707-259-8666  
**SUBJECT:** Amendment No. 4 to Agreement No. 6137 with Neko Industries

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### **RECOMMENDATION**

Acting Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 6137 with Neko Industries increasing the amount by \$13,500 for a new annual maximum of \$66,060 for maintenance and support of the County's document and image management system.

### **EXECUTIVE SUMMARY**

Amendment No. 4 to Agreement No. 6137 with Neko Industries provides for the recurring maintenance and support of the County's electronic document and image management system. The increase of maintenance costs are associated with the purchase of additional user licenses and software components needed for expanded usage in the County and additional system functionality.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Information Technology Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This amendment will allow for continued maintenance of the document imaging system used in the Auditor-Controller, CEO, Conservation, Planning and Development, Environmental Management, Health and Human Services, Human Resources, and Sheriff departments.
Is the general fund affected?	No

Future fiscal impact: Future year maintenance costs will be budgeted in Information Technology Services and built into the Technology Cost Allocation Plan.

Consequences if not approved: The County would not receive vendor support, enhancements and upgrades for the document management system.

Additional Information:

### **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**

On October 1, 2003 the Board approved Professional Services Agreement # 6137 with Neko Industries to provide maintenance and support for the County's electronic document and image management system currently used by the Auditor-Controller, CEO, Conservation, Planning and Development, Environmental Management, Health and Human Services, Human Resources, and Sheriff departments. Approved costs for maintenance for FY 05-06 was not to exceed \$52,560. Subsequent years' maintenance costs were not to exceed \$55,141.92.

The electronic document management (EDM) system catalogues, archives, retrieves, version controls and secures Napa County's electronic documents and images. Electronically stored documents and images can be accessed via the Internet and Intranet and reduces the need for physical storage space. Approval of this amendment will provide for annual maintenance and support of this system as well as minor enhancements and upgrades.

Annual maintenance costs are now being incorporated into this amendment #4 to cover the increased support costs associated with the purchase of additional user licenses and software components, which exceeds the approved \$55,141.92. The purchase of additional user licenses and software components is needed for expanded usage in the County and additional system functionality.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton