



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 requests approval of budget transfer and contract for conversion of film to images

RECOMMENDATION

Assessor-Recorder-County Clerk requests the following:

1. Approval of Budget Transfer No. 64 (4/5 vote required):
 - a. Appropriating \$38,013 in the Recorder-County Clerk budget with offsetting revenues from the Recorder Micrographics Trust Fund for conversion from film to image and indexing of recorded documents;
 - b. Appropriating \$10,000 in the Recorder-County Clerk budget with offsetting revenues from the Recorder Modernization Trust Fund for an interface between Recorder and Assessor systems; and
 - c. Appropriating \$3,000 in the Assessor budget with offsetting revenues from the Property Tax Administration Trust Fund for upgrading assessor map images.
2. Approval of and authorization for the Chair to sign an agreement with PFA Inc. for a maximum of \$38,013 for the term April 18, 2006 through June 30, 2007 for conversion from film to image and indexing of recorded documents.

EXECUTIVE SUMMARY

Today's action will increase staff productivity at the Assessor and Recorder/County Clerk departments and increase customer satisfaction by reducing delays in obtaining copies.

FISCAL IMPACT

Is there a Fiscal Impact? Yes
Is it currently budgeted? No

What is the revenue source?	Recorder Micrographics Trust Fund (\$38,010), Recorder Modernization Trust Fund (\$10,000) and Property Tax Administration Trust Fund (\$3,000).
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	<ul style="list-style-type: none"> Conversion of approximately one million recorded document pages from film to image will increase customer satisfaction by reducing delays in obtaining copies and increase staff productivity with ability to create copies of these pages from their workstations rather than going to film storage room. Interface between recorder and assessor will reduce assessor staff time key entering and copying documents. Upgrading mapping software will reduce staff time and produce better quality images.
Is the general fund affected?	No
Future fiscal impact:	None
Consequences if not approved:	Customers and staff will continue to be burdened by outmoded technology for making copies of recorded documents, for creating and maintaining assessor maps and for processing documents evidencing a change of ownership.
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

The first budget transfer appropriating \$38,013 in the Recorder-County Clerk budget from the Micrographics Trust Fund is for the contract with PFA INC. to replace current system of making copies from film for over 1,000,000 documents recorded from May 26, 1986 through February 28, 1999. Napa County began using electronic index effective May 26, 1986. However, documents associated with that index were stored on film until February 28, 1999. Since then, Napa County has been storing recorded documents as images. Those images are available for viewing on public screens and by subscription online. This contract will convert those documents stored on film to images and connect them to the electronic index so that the images can be searched and displayed on public computers and by online subscribers. Staff will be able to copy those images directly from their workstations without having to retrieve film and make copies on a microfilm reader-printer. Adequate computer storage capacity for these new images was previously purchased using Recorder Modernization Trust Fund.

The second budget transfer appropriating \$10,000 in the Recorder-County Clerk budget from the Recorder Modernization Trust Fund is for an interface between Recorder and Assessor systems. The interface will be between the Recorder-Clerk's Riims system and the Assessor's Megabyte system. This is a workflow process that will electronically bring the document images over to the Megabyte System where the staff can view and process online. This feature will also automatically bring data from the recorded documents directly into the Megabyte System. This interface will allow assessor staff to use data entered by recorder staff and do change of ownership analysis directly from document images and will save assessor staff keyentry time and substantial time

now spent copying and circulating hard copies of recorded documents.

The last budget transfer appropriating \$3,000 in the Assessor budget from the Property Tax Administration Trust Fund for upgrading Auto Cad assessor map pages. The new version will be faster and have additional functionality that will increase productivity as the upgraded software will eliminate many of the additional steps that must be performed in the current version. Many of the problems staff is experiencing with the older version has been corrected in Auto Cad 2006.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Maiko Klieman