



Agenda Date: 5/17/2005  
Agenda Placement: 6L

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** John Tuteur - Recorder-County Clerk  
Recorder - County Clerk  
**REPORT BY:** John Tuteur, Assessor-Recorder-County Clerk, 253-4459  
**SUBJECT:** Approval of budget transfer from Recorder's Modernization Trust Fund

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### **RECOMMENDATION**

Assessor-Recorder-County Clerk requests approval of Budget Transfer No. 81 transferring \$12,000 from the Recorder's Modernization Trust Fund for the purchase of office equipment. (4/5 vote required)

### **EXECUTIVE SUMMARY**

Assessor-Recorder-Clerk requests approval of budget transfer of \$12,000 from Recorder Modernization Trust Fund for purchase of upgraded computers and touchscreen monitors for use by the public and for purchase of ergonomic workstation to replace outdated equipment.

### **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:	The upgrade of the public access computers will enhance the public's ability to retrieve recorded information. The purchase of the ergonomic equipment is in line with County policy and provides employees a positive work environment.
Is the general fund affected?	No
Future fiscal impact:	Future replacement of this equipment can also be funded from Recorder Modernization Fund which does not sunset.

Consequences if not approved: The opportunity to enhance public access service will not be realized. Staff productivity will not be improved if handwritten ledgers must be maintained. County runs significant liability of worker compensation claims if equipment does not meet ergonomic standards.

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**

A primary function of the Recorder-County Clerk division is to provide access to the public to recorded documents; vital statistics such as births, deaths and marriages; fictitious name statements and filed maps. Much of this information became available in electronic format with the installation of a new recorder-county clerk system following consolidation of the offices in January 1998. Images of all documents recorded since March 1, 1999 are now available to the public on our touchscreen computers in the public area. Vital statistic indices and fictitious name lists are also available.

With the cooperation of Napa County's Information Technology team, we have now automated our filed map index and removed the need to handwrite map information into three different books. In order to make the new, automated index available to the public, we have to upgrade our original, 1999 vintage, touchscreen computers to accommodate a new operating system. \$10,000 of the budget transfer funds are for this purpose.

One of our employee workstations does not meet current County ergonomic standards. \$2,000 of the funds is to replace this workstation with an ergonomic-conforming version.

Funds for these expenditures are from the Recorder's Modernization Trust Fund and do not impact the General Fund now or in the future.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zíalcita