



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 5/9/2017

Agenda Placement: 6Y

## NAPA COUNTY BOARD OF SUPERVISORS

### Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Jon Gjestvang - Chief Information Officer  
Information Technology Services

**REPORT BY:** Shawn Smith, Supervising Staff Services Analyst - 707.259.8665

**SUBJECT:** Budget transfer and purchase of a fixed asset related to a server and increased storage capacity

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#### **RECOMMENDATION**

Chief Information Officer and Sheriff request approval of Budget Transfer No. ITS001 increasing appropriations in the Information Technology Services budget in the amount of \$5,970 with offsetting revenue from the Sheriff's Operations budget and establishment of a capital asset in the amount of \$5,970 for the purchase of a computer server necessary for the backup and storage of in-car camera evidence for the Yountville substation. (4/5 vote required)

#### **EXECUTIVE SUMMARY**

This action will move appropriations for the purchase of a server from the Sheriff's services and supplies account to the ITS equipment account and will establish a new fixed asset. The purchase of this server for the Yountville substation will allow deputies the ability to offload in-car camera video evidence necessary for Discovery Requests without having to use fuel and staff hours driving to the Sheriff's main office video storage server. The Sheriff's Department worked with the County's Information Technology Services Department to research the most cost effective solution providing for current and future needs of data storage.

#### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Sheriff. Approval of the budget adjustment will move appropriations from the Sheriff's Operations budget to the ITS Network Operations budget.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: These items were approved during the FY 2016-17 budget process in the Sheriff's budget. Due to the combined costs of each piece exceeding the Fixed Asset limit of \$5,000, this discretionary purchase is required to be established as an individual fixed asset in ITS's Network Operations sub division.

Is the general fund affected? No

Future fiscal impact: Continued maintenance costs will be included in the annual ITS cost allocation plan and included in the Sheriff's budget in future fiscal years.

Consequences if not approved: California Government Code 26202.6 requires one year storage of video monitoring. If the Sheriff's Department does not upgrade the server and backup equipment, the capacity to store evidence will be limited and the County would not be in compliance with the code section.

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**

In FY 2015-16, the Sheriff's Office purchased a server for the video upload of in-car and body camera video evidence located at the Sheriff's main Office. In order to upload in-car camera evidence into the server, deputies need to drive patrol units to the Napa Office where the information on the in-car camera is offloaded from the vehicle to the server. Currently, up-valley deputies spend several hours a week driving patrol units to the Sheriff's Office to transfer the footage. The Yountville substation server will host the in-car camera system and provide an offload point for all Sheriff vehicles and will then be transferred to the Sheriff's Office main server during non-peak hours.

The Department worked with the County's Information Technology Services Department in researching the most cost effective solution providing for current and future needs of data storage per Government Code 26202.6, which requires routine video monitoring be stored for one year before destroying recordings. Approval of the recommended action will enable the department to increase efficiencies of the system and will help alleviate issues with in-car camera data not being available for Discovery Requests.

The Sheriff's Department has budgeted Rural and Small County Law Enforcement Assistance Program (RASCLEAP) Funds for the purchase of this storage system.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan