



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Clerk-Recorder-
Assessor
Department No.: 062
For Agenda Of: 06/16/09
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 3/5

TO: Board of Supervisors
FROM: Joseph E. Holland, Clerk-Recorder-Assessor
Contact Info: Rose Rodarte, Fiscal Manager x2687
**SUBJECT: Conversion of the Recorder's Information and Imaging Management System
service contract to a board contract.**

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

Approve the Board Contract and renew and extend the Master Agreement between Santa Barbara County and DFM Associates for the lease and maintenance of DFM Associate's Recorder's Information and Imaging Management System (RIIMS) for the term of twelve (12) months beginning July 1, 2009.

Summary Text: RIIMS is the sole or primary software system used to manage official and vital record information and is essential to the successful operation of the Clerk-Recorder Division. The software is used for various processes including cashiering, archiving and management. Official Records documents are recorded, indexed, scanned and stored in RIIMS so that the staff and public may search, view and copy these records. In addition to Official Records, RIIMS is the sole database to support Fictitious Business Filings, Marriage License Applications, and Birth and Death Recordings. Additionally, RIIMS provides system interfaces for integration of other software systems that allow auto-indexing of information which uses character recognition to capture information; redaction of information from official records to comply with the requirements of AB1167; and electronic recording pursuant to the Electronic Recording Delivery Act of 2004 established by the County.

RIIMS is used in ten counties throughout California, and the Clerk-Recorder Division has maintained a good working relationship with DFM Associates with respect to customer support, the innovation of new functions, and the improvement of existing functions.

The ongoing base cost of the system licensing and maintenance is \$128,943.64, although there are a few one time project costs included in the contract. DFM will be providing some one-time capital costs (\$10,000) to build an interface with the Secure Electronic Recording System which is expected to be deployed in the spring of 2010. In addition, there will be one-time costs associated with redacting social security numbers in our archives back to 1980, per the implementation requirements of AB 1168 (\$60,000).

Background:

The Clerk-Recorder established the first service agreement with DFM Associates defining the terms and conditions for implementation and maintenance of RIIMS software in 1999. This lease has been renewed since its inception by the County purchasing agent. The addition of several new system interfaces will make the annual licensing and maintenance costs in excess of \$100,000 requiring a board contract.

Performance Measure:

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

The Fiscal Year 2009-10 annual lease costs will be \$128,943.64, plus \$70,000 in one-time project costs. \$42,000 of the lease cost and the \$70,000 one-time costs for redaction and the Secure System Interface will be funded with categorical funds from fees collected for the support of these systems. The remaining annual lease costs will be funded with general fund monies from the department's general fund contribution.

Staffing Impacts:

Legal Positions:

FTEs:

Special Instructions:

Send copy of minute order to Rose Rodarte in the Clerk-Recorder-Assessor and a copy of the fully executed contract with one original signature page (2 included for signature.)

Attachments:

Authored by:

Melinda Greene and Rose Rodarte

cc: