

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: BRAD HOFFMAN, SUPERVISING LAND SURVEYOR
SUBJECT: DELEGATION OF AUTHORITY TO EXECUTE
INTRAGOVERNMENTAL AGREEMENTS WITH THE COUNTY OF
SONOMA FOR REMOTE ACCESS TO RECORDER'S OFFICE
PUBLIC INFORMATION

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works Department that the Council, by resolution, authorize the City Manager to approve and execute agreements with the County of Sonoma to continue remote access to public information maintained by the Sonoma County Recorder's Office, as the City has used for the past three years, subject to approval as to form by the City Attorney.

EXECUTIVE SUMMARY

The service will be mutually beneficial for both City and County staff as it relates to increased productivity, effectiveness of staff and realized cost savings associated with a more efficient use of staff resources.

The significant reduction in the need for staff to travel to the County Complex directly reduces use of energy and greenhouse gas emissions.

BACKGROUND

1. City staff in Transportation and Public Works, and Planning and Economic Development Departments frequently require access to public records as they relate to right of way and property title information. This information helps determine existing rights, identifies the need for additional rights, and verifies information shown on development plans.
2. City staff has requested continued remote access to public records to research and verify right of way information that includes: property title information, easements, and property deeds as recorded. Remote access to this vital

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information system has been a valuable tool in expediting research and reducing staff time and expense to travel to the County Complex.

3. On July 1, 2013 the County of Sonoma and the City of Santa Rosa entered into an agreement that allowed City staff remote access to public records maintained by the Recorder's Office for a period of three years, with an expiration date of June 30, 2016.

PRIOR CITY COUNCIL REVIEW

On February 12, 2013, the City Council, by motion, authorized the City Manager to execute an Agreement with the County of Sonoma for online access to public information maintained by the Recorder's Office.

ANALYSIS

1. The City would be provided continued access to the County Recorder's intranet site, the document index, and PDF or TIF versions of the scanned documents (e.g., recorded deeds, etc.) in the Clerk Recorder-Assessor's System. The connections include two Virtual Private Network (VPN) user logins and passwords and two Recorder System user logins and passwords. Staff would have computer access at both the Municipal Services Center South and City Hall. The services would be mutually beneficial for both the City and County. The express purpose of this Agreement is to promote data sharing between the two government entities, reduce use of energy and greenhouse gas emissions, and realize cost savings associated with more efficient use of staff resources. The term of this Agreement is three years. Previous access fees were \$12.77 per month, but due to licensing changes and increased costs, fees will be \$36.39 per month for each login, effective July 1, 2016. The City may increase or decrease VPN logins as needed during the course of this Agreement.
2. The need for this remote access is ongoing as City staff frequently utilize this resource for researching public records pertaining to property rights.

FISCAL IMPACT

There would be minimal on-going fiscal impacts related to this item. Annual costs per line of service is \$436.68 for a total cost of \$873.36. This expenditure is included in the Transportation and Public Works and the Planning and Economic Development Departments' fiscal year 2016-17 adopted budgets within the Capital Improvement Program Funds and the General Fund. Ongoing maintenance costs are not associated with this item.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project, which has a potential for resulting in either a direct physical change in

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the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

CONTACT

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