



COUNTY OF HUMBOLDT

For the meeting of: 1/28/2020

File #: 20-32

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

SUBJECT:

Supplemental Budget for the Purchase of Tyler Technologies Inc. Eagle Recorder Software Modules and Software as a Service - Web Hosting and Approval of a Service Agreement with Tyler Technologies, Inc. to Implement Services and Hosting for the Eagle Recorder System and Automated Merchant Systems, Inc. to Provide Credit Card Transaction Services (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the attached supplemental budget for \$15,831 to provide funding for Tyler Technologies Inc. Eagle Recorder self-service, eCommerce, eRecording software and implementation of Software as a Service web hosting (4/5 vote required);
2. Direct the Auditor's Office to implement the attached supplemental budget;
3. Authorize the Clerk Recorder to execute the Software as a Service Agreement with Tyler Technologies, Inc. to implement services and hosting for the Eagle Recorder System; and
4. Authorize the Clerk Recorder to execute an agreement with Automated Merchant Systems, Inc. to provide transaction gateway, merchant processing and settlement services for credit card transactions.

SOURCE OF FUNDING:

Recorders Fund 3662 - Recorder Modernization Trust

DISCUSSION:

In April 2015, the Clerk-Recorder purchased the Eagle Recording System from Tyler Technologies Inc. to use as their Recording, Vital Records, and Cashiering system. Since the purchase of the system Tyler Technologies has released software updates and developed new system enhancements, including options for self-service, eCommerce, eMarriage, and eRecording. Automated Merchant Systems, Inc. (AMS) partners with Tyler Technologies to provide the necessary credit card transaction processing services. The Clerk-Recorder would like to integrate these enhancements to modernize and update the Eagle Recording System.

In order to attain proper functionality and security for the Eagle Recorder Systems the Clerk Recorder

must transfer and consolidate both existing and new services and hosting, currently being performed in -county, to Tyler Technologies, to be provided through Service as a Software (SaaS) -web hosting.

In order to assist those with accessibility needs the Clerk-Recorder may be contacted directly for alternative format assistance to those services provided online. The following informational statements will be made part of the public-facing web page:

“This website is provided as a public service by the Humboldt County Clerk Recorder’s Office and provides access to the official records grantor/grantee index search and self-service application forms for marriage license and fictitious business name statements.”

“Some functions of this website may not be compatible with screen readers and/or keyboard navigation. If you are unable to access the information provided on this site, please contact the Humboldt Clerk Recorder’s Office at (707)445-7593 or toll free at (888)486-2732, or email the clerkrecordergeneral@co.humboldt.ca.us, or in person at 825 5th Street 5th Floor, Eureka CA 95501 to access this information alternatively.”

FINANCIAL IMPACT:

A supplemental budget of \$15,831 (which includes funding for any minor change orders) to increase the already-budgeted \$89,169, a transfer from the Recorder’s trust fund is required. The Recorder’s Modernization Trust (Fund 3662) currently has a balance of \$1,970,791. There will be a recurring annual fee of \$68,194, which will be included as an expense of the trust with all future maintenance calculated in the annual cost of the operation budget. There is no impact to the county General Fund.

The Recorder’s Modernization Fund is authorized under Government Code §27361 “...solely to support, maintain, improve, and provide for the full operation for modernized creation, retention and retrieval of information in each county’s system of recorded documents.”

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework by fostering transparent, accessible, welcoming and user friendly services .

OTHER AGENCY INVOLVEMENT:

Auditor, Treasurer-Tax Collector, County Counsel, CAO-Purchasing, CAO-IT, CAO-ADA

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to grant the supplemental budget, however this alternative is not recommended as additional funds are needed to provide this service, and there is sufficient funding in the Recorder’s Modernization Trust.

ATTACHMENTS:

Supplemental budget

Tyler Technologies Inc. Software as a Service Agreement

Automated Merchant Systems Inc. Merchant Processing Agreement

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Credit Card Reader Hardware Order

PREVIOUS ACTION/REFERRAL:

Board Order No.: n/a

Meeting of: n/a

File No.: n/a