



AGENDA ITEM
NO. **C-21**

COUNTY OF HUMBOLDT

For the meeting of: December 15, 2015

Date: December 1, 2015

To: Board of Supervisors

From: Kelly E. Sanders, Clerk/Recorder/Registrar of Voters *KS.*

Subject: Temporary Closure of the Humboldt County Clerk/Recorder's Office due to preparations for go-live of new Eagle Clerk/Recorder System on February 22, 2016

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the temporary closure of the Humboldt County Clerk/Recorder's Office on Friday, February 19th, 2016, from the hours of 9:30 a.m. to 5:00 p.m. in order for Tyler Technologies to complete preparations for the Eagle Clerk/Recorder System go-live scheduled for February 22, 2016.

SOURCE OF FUNDING:

Recorder's Modernization Trust Fund 3662.

DISCUSSION:

The Humboldt County Clerk/Recorder contracted with Tyler Technology's for implementation of their Eagle Clerk/Recorder system in April 2015. The system is scheduled to go-live on Monday, February 22, 2016. Data entry into the Clerk/Recorder's current system must cease the Friday prior to go-live in order for Tyler Technologies to convert all data and run the required processes for implementation. Therefore the Clerk/Recorder is requesting temporary closure of its offices on Friday, February 19, 2016, from 9:30 a.m.

Prepared by K. Sanders CAO Approval *Amy Olsen*

REVIEW: Auditor _____ County Counsel *JSA* Human Resources _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor *Lovelace* Seconded by Supervisor *Bass*
 Ayes *Sundberg, Lovelace, Fennell, Bohn, Bass*
 Nays _____
 Abstain _____
 Absent _____

PREVIOUS ACTION/REFERRAL:
 Board Order No. _____
 Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Dec. 15, 2015*
 By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

to 5:00 p.m.

FINANCIAL IMPACT:

Minimal loss of revenue which should be recovered when normal business hours resume on Monday, February 22, 2016. This request meets the Boards strategic framework by ensuring sustainability of services, and investing in the future.

OTHER AGENCY INVOLVEMENT:

County IT Department.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

None.