



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: November 16, 2021
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Joseph E. Holland, County Clerk, Recorder, and Assessor
Director(s)
Contact Info: Dylan Tekautz, Fiscal Manager, 568-2214

SUBJECT: Tyler Technologies, Inc. 5-Year Amendment

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve, ratify, and authorize the Chair to execute an Amendment with Tyler Technologies, Inc. for maintenance and support fees associated with the Eagle Recorder system through August 31, 2026 for an amount not to exceed \$450,000 (Attachment A);
- b) Authorize the County Clerk, Recorder, and Assessor or designee to execute amendments to provide for any necessary enhancements to the Eagle Recorder system as long as they do not increase the not-to-exceed amount, subject to the concurrence of County Counsel and Auditor-Controller; and
- c) Determine pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(5) that the above actions are not a project subject to CEQA review because the action consists of organizational and administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Summary Text:

The Clerk-Recorder Division within the Clerk-Recorder-Assessor utilizes the Eagle Recorder system provided by Tyler Technologies, Inc. Eagle Recorder enables the Clerk-Recorder to perform its key

duties to record, archive, and provide copies of official records (real estate) and vital records (birth, death, and marriage certificates), file fictitious business name statements and notary public oaths, file maps related to real property, issue marriage licenses, and file domestic partnerships. Ongoing support and maintenance for the Eagle Recorder system is necessary to ensure the Clerk-Recorder is able to provide the aforementioned services to the public without interruption. While five years of maintenance and support fees total \$408,445, the amendment is not to exceed \$450,000 to account for any project requests deemed necessary to enhance Eagle Recorder and improve the services provided to the public.

Background:

On August 20, 2019, the Board of Supervisors approved and authorized the Chair to execute a license and services agreement with Tyler Technologies, Inc. for the Eagle Recorder system. The agreement covered the acquisition of the system as well as maintenance and support fees through August 31, 2021.

Fiscal and Facilities Impacts:

Budgeted: Yes **Fiscal Analysis:**

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Service Fees	\$ 81,689.00	\$ 81,689.00	
Other:			
Total	\$ 81,689.00	\$ 81,689.00	\$ -

Narrative: There will be no new budgetary impacts stemming from the approval of the amendment as annual maintenance and support fees are already incorporated into the Clerk-Recorder’s budget. Maintenance and support fees will total \$81,689 each year covering September 1, 2021 through August 31, 2026. An additional \$41,555 is included in the amendment to cover any additional costs associated with project requests and other enhancements to Eagle Recorder. All costs associated with the amendment will be covered by the Clerk-Recorder’s service fees. No General Fund will be used.

Key Contract Risks:

Contract risk is low as the Clerk-Recorder Division only recently migrated to Eagle Recorder in 2020. The previous system was in place since 1989, and the Clerk-Recorder does not have any plans to move on from Eagle Recorder within the next five years.

Staffing Impacts:

Legal Positions:
N/A

FTEs:
N/A

Special Instructions:

Please forward a copy of the minute order and two original copies of the fully executed amendment to Dylan Tekautz in the Clerk-Recorder-Assessor.

Attachments:

Attachment A: Amendment to the original agreement with Tyler Technologies, Inc.

Attachment B: Original agreement with Tyler Technologies, Inc.

Authored by:

Dylan Tekautz