



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 6/18/2019

Agenda Placement: 6LL

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: John Tuteur - Registrar of Voters
Elections

REPORT BY: John Tuteur, Assessor-Recorder-County Clerk - 253-4459

SUBJECT: Assessor-Recorder-County Clerk requests approval of renewed contracts with DFM Associates for recorder-county clerk and election management software

RECOMMENDATION

Assessor-Recorder-County Clerk requests approval of and authorization for the Chair to sign the following amendments with DFM Associates:

1. Amendment No. 5 to Agreement No. 170271B with no increase in annual lease fees for a seven year maximum of \$457,632 and extending the term through June 30, 2026 for the maintenance of Recorder and County Clerk operations software; and
2. Amendment No. 1 to Agreement No. 170458B with a monthly lease increase of \$1,400 to \$4,700 per month for a new, seven year maximum of \$394,800 and extending the term through June 30, 2026 for the maintenance of Election Information Management System software.

EXECUTIVE SUMMARY

DFM Associates (DFM) has provided Napa County with Recorder-County Clerk operations software since January 1998. DFM is not a local vendor of which there is none providing this support. The software has been upgraded several times including electronic recording. DFM Associates (DFM) has also provided Napa County an Election Management and Voter Registration system since January 2007. DFM's Election Information Management System software is used to gather and maintain data on registered voters; interface with the statewide voter registration system VOTECAL and the creation and management of elections including candidate and measure processing. DFM provided vital support during the roll out of conditional voter registration and our adoption of the Voters Choice Act in 2018. The vendor provides excellent support for both divisions which minimizes down time for both key systems.

These extensions will provide additional support for both divisions until June 30, 2026.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funds for maintenance of the County's recorder and county clerk operations software are included in FY 2019-2020 Recorder Clerk budget. Funds for maintenance of the County's election and voter registration management systems are budgeted in the FY 2019-2020 Election Division Budget
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	All Recorder-Clerk offices must have recording, fictitious name, marriage license, vital records operating software under California law. All Election Divisions must have election management and voter registration systems under Federal and State law. By locking in a fixed software lease rate, the County will avoid annual fee adjustments.
Is the general fund affected?	Yes
Future fiscal impact:	Maintenance fees for the County's recorder-county clerk operating software and election and voter registration management software will be included in future budgets.
Consequences if not approved:	Napa County will not be in compliance with California recording and clerk function requirements and will face severe legal and financial consequences. Napa County will not be in compliance with Federal and State election laws and will face severe legal and financial consequences.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: General Rule. It can be seen with certainty that there is no possibility the proposed action may have a significant effect on the environment and therefore CEQA is not applicable. [See Guidelines For the Implementation of the California Environmental Quality Act, 14 CCR 15061(b)(3)].

BACKGROUND AND DISCUSSION

DFM Associates (DFM) has provided Napa County with Recorder-County Clerk operations software since January 1998. The software has been upgraded several times including electronic recording. DFM Associates (DFM) has provided Napa County an Election Management and Voter Registration system since January 2007. DFM's Election Information Management System software is used to gather and maintain data on registered voters; interface with the statewide voter registration system VOTECAL and the creation and management of elections including candidate and measure processing. DFM provided vital support during the roll out of conditional voter registration and our adoption of the Voters Choice Act in 2018. The vendor provides excellent support for both

divisions minimizes down time for both key systems.

These extensions will provide additional support for both divisions until June 30, 2026. The Recorder-County Clerk agreement continues the existing annual lease rates for an additional 7 years without escalation. The total maximum compensation for the 7 year term of the contract is \$457,632. Portions of the contract cost are offset by ongoing special revenue funds.

The Election Division agreement has a revised monthly lease fee of \$4,700 without any future increases for a total maximum of \$394,800 for the additional 7 year term of the contract. The prior monthly fee for the past 5 years was \$3,300 per month which did not include interface with the statewide voter registration system nor support for our Voter's Choice Act model.

The County receives an advantage by signing these 84 month agreements as the monthly and annual lease fees for the use of the software remains fixed for the entire term of the contract without the usual annual cost of living increase in fees or adjustments for increased number of registered voters.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi