



Napa County

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Legislation Text

File #: 24-966, **Version:** 1

TO: Board of Supervisors
FROM: Jon Gjestvang, Chief Information Officer - Information Technology Services
REPORT BY: Elena Guzmán, Staff Services Analyst II
SUBJECT: Amendment No. 3 to Agreement No. 170687B with Megabyte Systems, Inc.

RECOMMENDATION

Approve and authorize Amendment No. 3 to Agreement No. 170687B with Megabyte Systems, Inc. and its corresponding Budget Amendment, for scanning records for Napa County Assessor-Recorder-County Clerk, increasing agreement amount by \$48,785 for a new maximum of \$477,259. (Fiscal Impact \$48,785; Information Technology Services (ITS); Not budgeted; Discretionary)

[4/5 vote required]

BACKGROUND

Megabyte is the developer of Megabyte Property Tax Systems (MPTS), a fully integrated, California property tax system used by Napa County's Assessor, Tax Collector and Auditor-Controller offices.

On July 1, 2016, Napa County and Megabyte entered into Agreement No. 170687B to provide maintenance for the shared property tax system. On July 9, 2019, the Board approved Amendment No. 1 to Agreement No. 170687B to add \$24,064 for a new contract maximum of \$367,547 to include scanning services as an additional service.

On September 26, 2023, the Board approved Amendment No. 2 to Agreement No. 170687B to include a new Clerk of the Board/Assessment Appeals module with annual license and support fees costing \$17,815 subject to annual increases in accordance with the consumer price index (CPI) for San Francisco-Oakland-San Jose area.

The Napa County Assessor department has a need to scan 55,000 building records to facilitate the move to new quarters, which Megabyte can provide as an additional service for a fixed rate of \$48,785. Megabyte estimates

the scanning project will take four to six months including the handling of the documents, scanning and indexing. The cost of \$48,785 was not originally included in the Information Technology Services (ITS) budget as this request is an unanticipated need by the Assessor department for additional scanning services.

Requested Actions:

1. Approval and authorization of Amendment No. 3 to Agreement No. 170687B with Megabyte, Inc., to include building record scanning services in the amount of \$48,785 for Napa County’s Assessor department increasing the contract maximum to \$477,259.

2. Approval of Budget Amendment for the following:

(a) Increase appropriations by \$48,785 in Information Technology Services, Applications and Development (Subdivision 4200001-46800), offset by charges for services from the Assessor (Subdivision 1140000-52130);

(b) Increase appropriations by \$48,785 in Assessor (Subdivision 1140000-48200) for ITS services, offset by a transfer in from the Non-Operating Special Revenue Fund, Assessor Modernization (Subdivision 1140056-56100);

(c) Increase appropriations by \$48,785 in the Non-Operating Special Revenue Fund, Assessor Modernization (Subdivision 11400-6-56100) to transfer out to the Assessors (Subdivision 1140000-48200) offset by use of Available Fund Balance.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Napa County has previously used Megabyte for scanning services and this amendment will save time, labor, and the cost of storing and moving the hard copy files to new, expensive space.
Is the general fund affected?	No
Future fiscal impact:	No additional future fiscal impacts, the one-time cost of \$48,785 to be paid from Special Revenue Fund 2420 Modernization.
Consequences if not approved:	If amendment is not approved 55,000 County hard copy files will be moved to new, expensive space.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State of CEQA Guidelines) and therefore CEQA is not applicable.

