



# COUNTY OF HUMBOLDT

## Legislation Text

---

File #: 23-974, Version: 1

---

**To:** Board of Supervisors

**From:** Assessor

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Software License and Service Agreement with Just Appraised and Software Interface Agreement with Megabyte Systems Incorporated Regarding Purchase, Implementation, and Maintenance of Change of Ownership Processing Software in the Assessor's Office

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the purchase of Just Appraised software to streamline the change of ownership process between Clerk-Recorder and Assessor; and
2. Authorize the Assessor to execute the attached software agreements with Just Appraised and Megabyte Systems Incorporated.

**SOURCE OF FUNDING:**

General Fund (1100-113)

**DISCUSSION:**

The Assessor branch of the Assessor's Department is requesting funds to streamline the data flow and process between the Clerk-Recorder and Assessor Departments. The current practice is a labor-intensive process of document analysis and data entry. The process of transmitting data from the Clerk-Recorder to the Assessor has been in place for well over 15 years, with very little room for modernization and innovation.

Just Appraised is a software platform that offers a workflow management product that completely transforms the space that resides between the Clerk-Recorder and Assessor. The software utilizes cloud computing and machine learning to scan recorded documents, identify key Assessor-related documents, and then transmits the data into the Megabyte Property Tax Administration database. The Application Programming Interface (API) will allow the branch to extract specific property parcel information and enable data flow between the Megabyte Property Tax Software (MPTS) and Just

Appraised. The key areas that were once a task for data entry by staff would be shifted to quality control by staff. This product creates an innovative solution that would allow for greater flexibility in the Assessor Office with Proposition 19 (The Home Protection for Seniors, Severely Disabled, Families, and Victims of Wildfire or Natural Disasters Act). The time that was once attributed to processing deeds and data entry will be greatly reduced. Furthermore, the Assessor’s office will be able to process ownership changes more efficiently, which will accelerate timely supplemental bill processing, assessor map maintenance work, and provide accurate property tax assessments to fund public services. This will create a great benefit to the county and the public with up-to-date ownership information and increase county tax revenue with ability to receive property tax revenue timelier.

**FINANCIAL IMPACT:**

<b>Expenditures (1100,113)</b>	<b>FY22-23</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses	32,500	45,150	45,150
<b>Total Expenditures</b>	<b>32,500</b>	<b>45,150</b>	<b>45,150</b>
<b>Funding Sources (1100,113)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
General Fund	32,500	45,150	45,150
<b>Total Funding Sources</b>	<b>32,500</b>	<b>45,150</b>	<b>45,150</b>

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The Assessor’s Office had a staff person retire as of June 30, 2023. This retirement was not anticipated in the fiscal year (FY) 2023-24 budget. Due to the efficiencies created by the implementation of this software, the Assessor would not need to hire a Property Transfer Assistant to replace the retiring staff member, should this agreement be approved. There are sufficient funds budgeted in salaries in FY 2023-24 to fund the purchase of this software due to this retirement and not additional funds are requested. Salary and benefits for this position total \$83,679 and the software will cost \$45,150 annually, which is savings of \$38,529 annually. The ongoing cost of the software will be included in future annual budget cycles.

**STAFFING IMPACT:**

The Assessor’s Office would like to use a portion of the budgeted salary to purchase the software as described in the financial impact. The current position, Property Transfer Assistant, will be held unfilled through the implementation of Just Appraised. This position will be deallocated once full implementation is completed.

**STRATEGIC FRAMEWORK:**

The recommended action support the following areas of the Board of Supervisors’ Strategic Framework.

- Core Roles: Provide for and maintain infrastructure
- New Initiatives: Provide community-appropriate levels of service

Strategic Plan: 3.1 - Improve the economy of Humboldt County

OTHER AGENCY INVOLVEMENT:

County IT, County Clerk Recorder

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the funding of the software Just Appraise; however, this is not recommended as it would create a negative impact on the Assessor's Office ability to meet its obligation to the public and create a large backlog in processing recorded documents.

ATTACHMENTS:

1. Just Appraised Contract and Service Agreement
2. Megabyte Systems Interface Contract Agreement
3. Just Appraised software description

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A