

# COUNTY OF NEVADA

**SUSAN M. HORNE**

**ASSESSOR**

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## NEVADA COUNTY BOARD OF SUPERVISORS Board Agenda Memo

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**MEETING DATE:** February 25, 2020  
**TO:** Board of Supervisors  
**FROM:** Sue Horne – Assessor

**SUBJECT:** Resolution accepting the revenue allocations of the awarded State Supplementation For County Assessors Program (SSCAP) in the amount of \$156,948 for fiscal year 2019-20 and \$193,787 for fiscal year 2020-21 and amending the fiscal year 2019-20 Assessor's budget (4/5 Affirmative Vote Required); and Resolution authorizing execution of a Personal Services Contract between the County of Nevada and Hines Enterprise Document Management (EDM), Inc. for document scanning services for the Assessor in the amount of \$127,000 for the period February 25, 2020 through June 30, 2022.

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**RECOMMENDATION:** Adopt the Resolutions and authorize FY 2019-20 budget amendment.

**FUNDING:** Funding for these services will be the state SSCAP grant and the General Fund to cover the County share of the SSCAP grant which provides a 2:1 state to county funding match cost share. A budget amendment is included. There is a General Fund impact for the County cost share of \$85,952 for FY 2019-20 and \$129,313 for FY 2020-21.

**BACKGROUND:** Per Board Resolution No. 19-447, the Board approved the submittal of the State Supplementation for County Assessors Program grant application by the Assessor to fund certain technology improvements in the Assessor's Office. The Assessor was notified on September 6, 2019 by the State Department of Finance that Nevada County was selected to participate in the SSCAP program and was awarded \$156,948 for 2019-20 FY and \$193,787 for FY 2020-2021. An Invitation for Bid process was conducted and Hines EDM, Inc. was determined to be the lowest responsive bidder. The vendor will scan approximately 3.2 million Assessor property tax documents resulting in significant progress toward the goal of a paperless work environment. The Assessor requests the Board accept the awarded revenue allocations of the SSCAP grant, authorize the related FY 2019-20 budget amendment and approve the contract for the scanning services.

**Item Initiated and Approved by:** Sue Horne