



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Legislation Details (With Board Report)

**File #:** 22-253 **Name:** HdL Contract Amendment #4  
**Type:** General Agenda Item **Status:** Passed  
**File created:** 3/14/2022 **In control:** Board of Supervisors  
**On agenda:** 4/19/2022 **Final action:** 4/19/2022

**Title:** a. Approve Amendment No. 4 between the County of Monterey, by and through the Monterey County Treasurer-Tax Collector, and HdL Software, LLC, to extend the term of the existing HdL Prime-Business License Software System and Web Modules facilitating the business licenses and transient occupancy and cannabis tax collection process, for an additional three (3) years for a revised term of June 1, 2016 to June 30, 2025, and adding an additional \$31,262 for a revised agreement not to exceed amount of \$150,620; and  
b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign and execute Amendment No. 4.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. Board Report, 2. HdL\_Agreement\_6.1.16-5.31.18\_Executed, 3. HdL\_Amendment 1\_6.1.16-5.31.18\_Executed, 4. HDL\_Amendment 2\_6.1.16-5.31.19\_Executed\_2018 07 03, 5. HDL\_Amendment 3\_6.1.19-6.30.22\_Executed, 6. HdL\_Amendment 4\_6.1.16-6.30.25\_partially executed, 7. Completed Board Order Item No. 75

Date	Ver.	Action By	Action	Result
4/19/2022	2	Board of Supervisors	approved	Pass

a. Approve Amendment No. 4 between the County of Monterey, by and through the Monterey County Treasurer-Tax Collector, and HdL Software, LLC, to extend the term of the existing HdL Prime-Business License Software System and Web Modules facilitating the business licenses and transient occupancy and cannabis tax collection process, for an additional three (3) years for a revised term of June 1, 2016 to June 30, 2025, and adding an additional \$31,262 for a revised agreement not to exceed amount of \$150,620; and

b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign and execute Amendment No. 4.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 4 between the County of Monterey, by and through the Monterey County Treasurer-Tax Collector, and HdL Software, LLC, to extend the term of the existing HdL Prime-Business License Software System and Web Modules facilitating the business licenses and transient occupancy and cannabis tax collection process, for an additional three (3) years for a revised term of June 1, 2016 to June 30, 2025, and adding an additional \$31,262 for a revised agreement not to exceed amount of \$150,620; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign and execute Amendment No. 4.

### SUMMARY AND DISCUSSION:

On June 1, 2016, the County of Monterey, by and through the Treasurer-Tax Collector, entered into an agreement with

HdL Software, LLC, a prime web application module that allows customers to conduct business with the County 24 hrs/day, seven days/week for business license registration and on-line payment of Transient Occupancy Tax (TOT) and Cannabis Business Tax, for a term of two (2) years for the period of June 1, 2016 to May 31, 2018. The parties amended the original participating agreement on May 12, 2017 due to the need for additional services, with a revised total sum not to exceed \$78,500. A second amendment extended the terms an additional year, to May 31, 2019 with a price increase and a revised contract total not to exceed \$92,600. On May 14, 2019, the Board of Supervisors approved amendment #3 which extended the term an additional three years and increased the agreement not to exceed \$119,359.

The Treasurer-Tax Collector wishes to continue to retain the services of HdL Software, LLC. The Treasurer-Tax Collector is recommending Board approval to Amendment No. 4 to extend the Agreement between HdL Software, LLC, for the continuation of existing HdL Prime-Business License Software System and Web Modules that support business licenses and transient occupancy and cannabis tax collections.

OTHER AGENCY INVOLVEMENT:

Amendment No. 4 has been reviewed and approved by County Counsel as to form.

FINANCING:

The first year cost of \$9,630 is included in the fiscal year 22-23 requested budget. Annual costs for each of the next two years will be included in budget requests for those respective fiscal years. This agreement facilitates a cost-effective and convenient collection of TOT and cannabis business taxes, two significant sources of discretionary revenue to the General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Increase County Resources through a collaborative effort with HdL Software, LLC for business license registration and on-line payments of Transient Occupancy and Cannabis Taxes.

X Administration

Prepared by: Lynnette Charlesworth, Management Analyst III, x5486

Approved by: Mary A. Zeeb, Treasurer-Tax Collector, x5015

All attachments are on file with the Clerk of the Board:

HdL Software LLC Amendment #4  
HdL Software LLC Amendment #3  
HdL Software LLC Amendment #2  
HdL Software LLC Amendment #1  
HdL Software LLC Original agreement