



Legislation Details (With Text)

File #: 20-524 **Version:** 1 **Name:**

Type: Agreement **Status:** Agenda Ready

File created: 5/28/2020 **In control:** BOARD OF SUPERVISORS

On agenda: 6/2/2020 **Final action:**

Title: Approve Addendum to Agreement by and between the County of Lake and Megabyte Systems Inc. to purchase the Transient Occupancy Tax (TOT) module for the amount of \$25,000 and authorize the Chair to sign.

Sponsors: Treasurer-Tax Collector

Indexes:

Code sections:

Attachments: 1. MB Agreement 19-20 Addendum, 2. MB Agreement 19-20

Date	Ver.	Action By	Action	Result
6/2/2020	1	BOARD OF SUPERVISORS	approved	Pass

Memorandum

Date: June 2, 2020

To: The Honorable Moke Simon, Chair, Lake County Board of Supervisors

From: Barbara C. Ringen, Treasurer-Tax Collector

Subject: Approve Addendum to Agreement by and between the County of Lake and Megabyte Systems Inc. for the purchase of the Transient Occupancy Tax (TOT) module, in the amount of \$25,000 and authorize the Chair to sign.

Executive Summary: (include fiscal and staffing impact narrative): Our department is responsible for the billing and collection of the County Transient Occupancy Tax. At this time, we are using an Access database to generate the quarterly billing and track the payments through an Excel spreadsheet. The current County property tax system we use, Megabyte, has developed a TOT module which can be linked to the current assessment data in this system. The purchase of the TOT module will increase the efficiency of the process and will allow us to track and create a variety of reports such as non-payment, delinquency letters and financial reports. The TOT return processing can also be automated and filed on-line.

If not budgeted, fill in the blanks below only:
 Estimated Cost: \$25,000 Amount Budgeted: \$25,000 Additional Requested: 0 Future Annual Cost: \$3,100 annual licensing/support

- Consistency with Vision 2028 and/or Fiscal Crisis Management Plan** (check all that apply):
- Well-being of Residents
 - Economic Development
 - Community Collaboration
 - Public Safety
 - Disaster Recovery
 - Business Process Efficiency
 - Infrastructure
 - County Workforce
 - Clear Lake
 - Not applicable
 - Technology Upgrades
 - Revenue Generation
 - Cost Savings

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?

How long has Agreement been in place?

When was purchase last rebid?

Reason for request to waive bid?

Recommended Action: Approve and authorize the Chair to sign the addendum between the County of Lake and Megabyte Systems Inc. for the purchase of the Transient Occupancy Tax (TOT) module in the amount of \$25,000.