File #: 24-675, **Version:** 1

Memorandum

Date: June 18, 2024

To: The Honorable Lake County Board of Supervisors

From: Patrick Sullivan, Treasurer - Tax Collector

Subject: a) Waive the competitive bidding process, pursuant to Lake County Code Section 2-38.1, as an extension of an annual agreement; (b) Approve Agreement between the County of Lake and Megabyte Systems Inc., for FY 2024-25 MPTS property tax system maintenance, Online Business Property Filing License/Support and the Transient Occupancy Tax Licensing/Support in the amount of $232,613.70 and authorize the Chair to sign; (c) Approve Web Services Addendum to the Agreement between the County of Lake and Megabyte Systems Inc. for FY 2023-24 online tax bills and e-payment processing services, in the amount of $6,682.73 and authorize the Chair to sign.

Executive Summary:

The 2024-25 Megabyte Property Tax System maintenance contract and database support and web services addendums are presented herein for your consideration and approval.

The MPTS Property Tax System Maintenance Agreement includes software maintenance, database administration, user training, Online Business Property Filing Licensing/Support, Tax Sale Maintenance/Support and Transient Occupancy Tax Licensing/Support. The Maintenance Agreement for fiscal year 2023-24 is $232,613.70. The Web Services addendum provides online tax bills and e-payment processing for an additional $6,682.73.

These expenditures are offset by the Tax Cost fee of $20 for delinquent 2nd installments. Primary users of the system are the Tax Collector, Auditor and the Assessor. The county has more than 150 registered users on the system and provides online public access via the Tax Collector's website.

If not budgeted, fill in the blanks below only:
Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply): ☐ Not applicable
☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (*describe process undertaken in "Executive Summary"*)
☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee
<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf> (*"Yes," if checked*)
☐ Other (*Please describe in Executive Summary*)

Consistency with Vision 2028 <http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>

(check all that apply):

☐ Not applicable
☐ Well-being of Residents   ☐ Public Safety   ☐ Disaster Prevention, Preparedness, Recovery
☐ Economic Development   ☐ Infrastructure   ☐ County Workforce
☐ Community Collaboration   ☐ Business Process Efficiency   ☐ Clear Lake

Recommended Action:

a) Waive the competitive bidding process, pursuant to Lake County Code Section 2-38.1, as an extension of an annual agreement; (b) Approve Agreement between the County of Lake and Megabyte Systems Inc., for FY 2024-25 MPTS property tax system maintenance, Online Business Property Filing License/Support and the Transient Occupancy Tax Licensing/Support in the amount of $232,613.70 and authorize the Chair to sign; (c) Approve Web Services Addendum to the Agreement between the County of Lake and Megabyte Systems Inc. for FY 2023-24 online tax bills and e-payment processing services, in the amount of $6,682.73 and authorize the Chair to sign.