



## 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):

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety               | <input type="checkbox"/> Infrastructure   | <input type="checkbox"/> Not applicable                 |
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Disaster Recovery           | <input type="checkbox"/> County Workforce | <input checked="" type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake       | <input checked="" type="checkbox"/> Revenue Generation  |
|  |  |   | <input type="checkbox"/> 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.