



COUNTY OF LAKE

255 North Forbes Street
Lakeport, CA 95453

Legislation Text

File #: 20-524, Version: 1

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.