



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 12/20/2016

Agenda Placement: 6X

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Jon Gjestvang - Chief Information Officer  
Information Technology Services  
**REPORT BY:** Wendi Agans, Staff Services Analyst I - (707) 253-6133  
**SUBJECT:** Agreement with Megabyte Systems, Inc. (previous A-4334 thru Amend. 15)

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### **RECOMMENDATION**

Chief Information Officer requests approval of and authorization for the Chairman to sign an agreement with Megabyte Systems, Inc., for a maximum of \$322,364 for the term July 1, 2016 through June 30, 2017, with an automatic renewal at the end of each fiscal year, for maintenance and support services of the MPTS 2010+ Property Tax System.

### **EXECUTIVE SUMMARY**

Megabyte Systems, Inc. provides software support services required for the maintenance of the MPTS 2010+ Property Tax System. The total maintenance cost for Fiscal Year 2016-2017 is \$322,364, a 2.3% increase based on the San Francisco-Oakland-San Jose Consumer Price Index as permitted in the agreement.

This system was originally established in 1987 for Napa County's Assessor, Tax Collector and Auditor-Controller offices. The prior agreement with Megabyte, No. 4334, had been amended 15 times to adjust rates and reflect added functionality. For FY 2016-17, the County is entering into a new agreement with Megabyte to include the most up-to-date contract language.

Megabyte is not a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes

Where is it budgeted?	Ongoing maintenance is budgeted in Information Technology Services (ITS) budget and is allocated to the three property tax departments: Assessor, Treasurer-Tax Collector and Auditor-Controller.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Napa County Assessor, Treasurer-Tax Collector and Auditor-Controller offices use this system to electronically perform their daily property tax functions.
Is the general fund affected?	Yes
Future fiscal impact:	Ongoing maintenance will continue to be budgeted in the ITS Cost Allocation. As permitted in the agreement, future rates may increase based on the San Francisco-Oakland-San Jose Consumer Price Index.
Consequences if not approved:	The property system would not be properly maintained. Napa County Assessor, Treasurer-Tax Collector and Auditor-Controller offices depend on the system to electronically perform their daily property tax functions.
Additional Information:	

### **ENVIRONMENTAL IMPACT**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Megabyte is the developer of Megabyte Property Tax System (MPTS), a fully integrated, California property tax system. This system was originally established in 1987 and upgraded to a client server platform in 2000 for Napa County's Assessor, Tax Collector and Auditor-Controller offices. MPTS provides each of the departments with a set of processes necessary to perform property tax functions. For the Assessor, appraisal and personal property are a few of the core functions provided on the system. For the Auditor-Controller, direct assessments, redemption roll adjustments and tax rates are a few functions provided. For the Tax Collector, remittance processing, pay plans and delinquencies are a few of the many processes included within the system.

The previous Agreement No. 4334 had been amended 15 times to adjust rates and add functionality; in 2001: maintenance for Intranet and Internet added, in 2004: support for SQL database added, in 2008: support for online business property filing software added, in 2011: support for an upgraded system environment added. For Fiscal Year 2016-2017, the County is entering into a new agreement with Megabyte to include the most up-to-date contract language. The total maintenance cost for FY 2016-17 is \$322,364, a 2.3% increase from the prior year, based on San Francisco-Oakland-San Jose Consumer Price Index as permitted in the agreement.

Megabyte is not a local vendor. Megabyte currently provides integrated property system support to 27 counties throughout California. The system is designed specifically to meet California property tax requirements and provides a comprehensive integrated system encompassing Assessor, Auditor and Tax Collector.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan