



Agenda Date: 6/6/2006  
Agenda Placement: 6W

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Ben Wilson - Chief Information Officer  
Information Technology Services  
**REPORT BY:** Gail Vandeburgt, Staff Services Analyst I, 707-259-8666  
**SUBJECT:** Amend agreement with Megabyte Systems, Inc.

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### **RECOMMENDATION**

Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 8 to Agreement No. 4334 with Megabyte Systems, Inc., increasing the annual amount by \$6,578 for a new annual maximum of \$185,229 for maintenance of the property tax system and amending the scope of work to include online business property filing software maintenance and support.

### **EXECUTIVE SUMMARY**

Megabyte Systems, Inc. provides basic software support services required to support the maintenance of the Megabyte MPTS 2000+ Property Tax System. This system was originally established in 1987 and upgraded in 1999 for Napa County's Assessor, Tax Collector, and Auditor's offices, allowing those departments to perform their daily property tax functions electronically. It also provides a taxes Web Page, which allows entities such as title companies to electronically access property tax information by subscription, thereby reducing the need for over-the-counter requests. This amendment will provide an Online Business Property Filing Software upgrade which enables certain Napa County business property owners to file their annual personal property statements via the web increasing the level of customer service the County provides its constituents, increasing staff productivity and reducing hardcopy paper usage.

### **FISCAL IMPACT**

|                                   |                                 |
|-----------------------------------|---------------------------------|
| Is there a Fiscal Impact?         | Yes                             |
| Is it currently budgeted?         | Yes                             |
| Where is it budgeted?             | Information Technology Services |
| Is it Mandatory or Discretionary? | Discretionary                   |

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|-------------------------------|--|
| Discretionary Justification:  | This amendment will add maintenance of online business property filing to ongoing support of the automated property tax system by our vendor.  |
| Is the general fund affected? | Yes  |
| Future fiscal impact:         | Future year maintenance costs will be budgeted in Information Technology Services and built into the Technology Cost Allocation Plan.  |
| Consequences if not approved: | Improved customer service to business property owners, increased staff productivity and reduced costs of handling hardcopy paper files would be lost if this upgrade is not included in maintenance. |
| 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 Systems, Inc. provides basic software support services required to support the maintenance of the Megabyte MPTS 2000+ Property Tax System. This system was originally established in 1987 and upgraded in 1999 for Napa County's Assessor, Tax Collector, and Auditor's offices, allowing those departments to perform their daily property tax functions electronically. It also provides a taxes Web Page, which allows entities such as title companies to electronically access property tax information by subscription, thereby reducing the need for over-the-counter requests. This amendment will provide an Online Business Property Filing Software upgrade which enables certain Napa County business property owners to file their annual personal property statements via the web increasing the level of customer service the County provides its constituents, increasing staff productivity and reducing hardcopy paper usage.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton