***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** |  |  | **Time Requested:** | **5 Minutes** | **Meeting Date:** | **June 3, 2025** |
| ***OR*** |
| **Consent** | **X** |  |
| **Contact Person/Department:** | **Craig S Kay** | **Phone:** | **842-8036** |
| **Address:** | **311 Fourth Street Room 108 Yreka CA 96097** |
| **Person Appearing/Title:** | **Craig S Kay, Assessor-Recorder** |
| **Subject/Summary of Issue:** |
| Megabyte Property Tax System Annual Contract for period July 1, 2025 through June 30, 2026. Megabyte Property Tax System enables the collection of over $60 Million in property tax, where approximately $13.2 Million goes directly into the County General Fund. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:* Presentation and staff direction only |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | 207865.50 |  |  |  |  |
| Fund:  | 1001 |  | Description: | General Fund | Org.: | See Att. | Description: | Detail Att. |
| Account: | 723000 |  | Description: | Prof. & Spec. |  |
| Activity Code:  | N/A |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* Megabyte has been the vendor for our Property Tax System since 1998. |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| Approve the Megabyte Property Tax System Annual Maintenance Contract as submitted, with the Chair authorized to sign. |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021