



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

Cover Memo

File #: CONS 21-327, **Version:** 1

DATE: June 22, 2021

TO: Mayor and City Council

FROM: Director of Finance

SUBJECT

Adopt Resolutions Authorizing the City Manager to Execute Amendment #2 with MuniServices, LLC to Extend Sales Tax Analysis and Information Services and Execute a Novation Agreement Required by Sales and Use Tax Law

RECOMMENDATION

That Council adopts the attached resolutions (Attachments II and III) authorizing the City Manager to execute a contract amendment with MuniServices, LLC for sales tax analysis and information services and execute a novation agreement required by the California Department Tax and Fee Administration, validating the consultant's name of MuniServices, LLC, and California's Sales and Use Tax Law, Section 7056.

SUMMARY

The City engages with MuniServices, LLC to provide Sales and Use Tax Allocation Audits and Information Services (STARS), Utility Users' Tax/Franchise Compliance and Revenue Protection (also known as UUT), Transient Occupancy Tax (TOT) Audits and Compliance, and Local Tax Compliance (LTC). Quarterly sales and use tax analysis reports are reviewed by the City and the Consultant to inform and provide analysis to the City of its top revenue producers, as well as shifts in the local, state, and national economy and legislation related to sales and use tax.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution Executing Agreement Extension
Attachment III	Resolution Executing Novation Agreement