



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**File #:** CONS 22-414, **Version:** 1

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**DATE:** June 28, 2022

**TO:** Mayor and City Council

**FROM:** Director of Finance

### **SUBJECT**

Adopt a Resolution Authorizing the City Manager to Execute Amendment No. 3 to the Professional Services Agreement with MuniServices, LLC for a One-Year Contract for FY 2023 Sales Tax Auditing Services

### **RECOMMENDATION**

That Council adopts a resolution (Attachment II) authorizing the City Manager to execute Amendment No. 3 to the Professional Services Agreement with MuniServices, LLC for a one-year contract for FY 2023 sales tax auditing services.

### **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.

The proposed amendment will bring the total term of services from MuniServices to eight years. The limited contract extension will allow staff appropriate time to complete the Request for Proposals (RFP) process. Staff issued a competitive RFP for sales tax auditing services in May 2022 for FY 2024 services. This RFP will close on July 22, 2022. Staff will then begin the review process of choosing a vendor to award these services to for FY 2024.

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution