



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: CONS 23-334, **Version:** 1

DATE: June 6, 2023

TO: Mayor and City Council

FROM: Director of Finance

SUBJECT

Adopt a Resolution Authorizing the City Manager to Execute a Contract with MuniServices for Municipal Sales Use Tax Management and Auditing Services

RECOMMENDATION

That Council adopts a resolution (Attachment II) authorizing the City Manager to execute a contract with MuniServices, LLC for sales use tax management and auditing services, for three years with the option to extend for two additional one-year periods.

SUMMARY

In July 2022, the City conducted a competitive Request for Proposals (RFP) process for municipal sales use tax and auditing services. These services include 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). One of the responsive vendors was MuniServices, LLC (MuniServices). The City has had contracts with MuniServices for the above-referenced services. Staff recommends that the Council authorizes execution of a contract for said services with MuniServices.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution