



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
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## Cover Memo

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

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**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   |