



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: CONS 18-445, **Version:** 1

DATE: July 10, 2018

TO: Mayor and City Council

FROM: Director of Finance

SUBJECT

Authorization to Execute a Professional Services Agreement with HdL Companies for the Purchase of Business Tax and Licensing Software

RECOMMENDATION

That the City Council adopts a Resolution (Attachment II) authorizing the City Manager to execute a professional services agreement with HdL Companies for the purchase and licensing of a business tax and licensing software in an amount not to exceed \$80,040 for the first year and \$25,000 for each additional year.

SUMMARY

Currently, City business licenses are issued and maintained within the Citywide ERP system MUNIS. This system lacks online functionality, which prevents business owners and taxpayers from conducting tasks online. HdL Companies' Prime software offers a robust website with online features that will allow many tasks currently completed manually by either business owners or City staff to be completed online - saving both parties time and money. Also, HdL Prime has more powerful reporting capabilities than MUNIS, which will allow staff from multiple departments to easily gather information on City businesses and revenue trends.

ATTACHMENTS

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|---------------|--------------|
| Attachment I | Staff Report |
| Attachment II | Resolution |