



# PROFESSIONAL SERVICES AGREEMENT - BUSINESS TAX ADMINISTRATION SERVICES

City Council Meeting  
October 2, 2018

Chuck McBride  
Chief Financial Officer

# CURRENT

- City uses a consultant to provide Business Tax administration services
- The current contract was approved in 2013 and expires in 2018
- Fees paid for the service are based on a cost per Business Tax Certificate
- The City issued RFP 18-35 for Business Tax Administrative Services on March 29, 2018
- Two proposals were received

# PROPOSED

- The proposals received were from the current consultant, MuniServices, and from HdL Software
- Staff reviewed proposals and took part in consultant presentations
- Cost proposals were the same
- HdL proposed a better Certificate issuance process and online platform
- No additional General Fund impacts
- Generates \$4.5M in revenue

# BENEFIT

- HdL will provide a better online experience for businesses and contractors
- Quicker issuance of Tax Certificates
- Will provide staff better business research and real-time data
- City will receive these enhancements at no extra cost over current contract

# RECOMMENDATION

- It is recommended by the Finance Department that the City Council, by resolution, approve a five-year professional services agreement with HdL Software, LLC, for Business Tax administration services in an amount not to exceed \$1,250,000.

# QUESTIONS?