



# MuniServices Contract Extension

City Council Meeting  
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# MuniServices Contract Background

- Business Tax Program administered by City until November 2013
- Previous software platform was being decommissioned (ADMINS)
- New software platform and process was evaluated

# MuniServices Contract Background

- March 2013 – study session held to identify options for Business Tax Program
- Third party Business Tax Program administration was recommended
  - Cost analysis done indicated decrease in administration costs
  - 2 less staff members required in the Revenue Division

# Current Contract

- April 30, 2013 – Council approved contract with MuniServices to administer program
- Current Contract for 3 years
  - Two (2) one-year extensions allowed
  - First extension granted by letter

# Funding

- Funding is included in the fiscal year budgeting process
- No increase to Revenue Division budget
- Contract funding increase required for payment to MuniServices

# RECOMMENDATION

- One-year extension of current contract
- Ratification of extension letter for 2016-2017
- Increase contract funding
  - No budget increase required

QUESTIONS?