



STAFF REPORT

MEETING DATE: August 13, 2025

PRESENTER: Josefina Alvarez, Finance Director

SUBJECT: Amendment to Agreement with Muniservices, LLC (JA)

RECOMMENDATION: Council by motion adopt resolution approving Amendment No. 3 to Consultant Services Agreement with Muniservices, LLC and authorize the City Manager to sign.

EXECUTIVE SUMMARY:

The City of Kerman (the City) signed an agreement with Muniservices, LLC in 1996, for consultant services for sales tax information and audit services (STARS). On January 2, 2019, the City entered Amendment No. 1 which included Measure M Sales Tax.

On September 27, 2023, Council approved a resolution approving Amendment No. 2 to the agreement which modified the annual price to \$2,100 or \$525 per quarter. The amendment also extended the term of the agreement through October 1, 2024 and the agreement would expire unless extended by both parties via a written agreement.

The City and Muniservices, LLC would like to extend the agreement for an additional three years through October 1, 2027 and add price adjustment language. The amended Section 5 will read as follows:

Consultant shall provide the Sales Tax Analysis and Reporting Service for Five Hundred Fifty-One Dollars and Twenty-Five Cents (\$551.25) per quarter or for Two-Thousand Two Hundred and Five Dollars (\$2,205.00) for the full year.

All other terms of the agreement remain the same.

FISCAL IMPACT:

Increase of \$105 to Professional Services.

ATTACHMENTS:

A. Resolution w/Exhibit

RESOLUTION NO. 25-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN APPROVING AMENDMENT NO. 3 TO CONSULTANT SERVICES AGREEMENT BETWEEN CITY OF KERMAN AND MUNISERVICES, LLC

WHEREAS, the City of Kerman (the "City") and Muniservices, LLC entered into a Consultant Services Agreement ("Agreement") on October 2, 1996, to perform, among other things, Sales and Use Tax Audit Services; and

WHEREAS, on January 16, 2019, the City and Muniservices, LLC approved Amendment No. 1 to the Agreement which included Measure M Sales Tax; and

WHEREAS, on September 27, 2023, the City and Muniservices, LLC approved Amendment No. 2 to the Agreement which modified the annual price to \$2,100; and

WHEREAS, the parties wish to make further amendments to the Agreement.

NOW THEREFORE, the City Council of the City of Kerman resolves as follows:

1. The foregoing recitals are true and correct and are incorporated by reference.
2. The City Council approves Amendment No. 3 to Consultant Services Agreement with Muniservices, LLC as set forth in **Exhibit 'A'** which is incorporated by reference.
3. The City Manager is authorized to sign Amendment No. 3.
4. This resolution is effective upon adoption.

The foregoing resolution was adopted by the City Council of the City of Kerman at a regular meeting held on the 13th day of August 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby approved.

Maria Pacheco
Mayor

ATTEST:

Josie Camacho
City Clerk

Exhibit 'A'

**CONSULTANT SERVICES AGREEMENT
AMENDMENT NO. 3**

This Amendment to Consultant Services Agreement ("Amendment No. 3") is made by and between **Muniservices, LLC**, a Delaware limited liability company ("CONSULTANT"), and the **City of Kerman**, a municipal corporation ("CITY") collectively the Parties.

RECITALS

WHEREAS on or about October 1, 1996, CONSULTANT and CITY entered into a Consultant Services Agreement ("Agreement") for Sales Tax Information & Audit Services (STARS); and

WHEREAS, the Parties entered Amendment No. 1 to Agreement on January 2, 2019; and

WHEREAS, an amendment and Novation Agreement substituting the Assigning Party (Avenu Insights & Analytics LLC) for the Assuming Party (MuniServices LLC) was entered effective June 23, 2021; and

WHEREAS, the Parties entered Amendment No. 2 to Agreement on October 2, 2023 which expired on October 1, 2024; and

WHEREAS, the Parties now desire to extend the term of the Agreement for an additional three-year period through October 1, 2027; and

WHEREAS, Exhibit C, Section 5, Compensation, of the Agreement currently does not include annual Price Adjustment language to reflect the increased costs of goods and services; and

WHEREAS, the Parties now seek to amend the Terms and Conditions of the Agreement to add Price Adjustment language.

AGREEMENT

NOW, THEREFORE, CONSULTANT and CITY (each individually a "party" and collectively, the "parties") agree as follows:

SECTION 1. The foregoing recitals are true and correct and are incorporated by this reference.

SECTION 2. This Amendment No. 3 is effective on October 2, 2024 ("Amendment Effective Date").

SECTION 3. The Term of the Agreement is renewed for an additional three (3) years through October 1, 2027, and the Agreement will expire on that date unless extended by the parties by mutual written agreement.

SECTION 4. Exhibit C, Section 5, Compensation of the Agreement is amended to read as follows:

Consultant shall provide the Sales Tax Analysis and Reporting Service for Five Hundred Fifty-One Dollars and Twenty-Five Cents (\$551.25) per quarter or for Two-Thousand Two Hundred and Five Dollars (\$2,205.00) for the full year.

SECTION 5. All other terms and conditions of the Agreement, except as modified by this Amendment No. 3, shall remain in full force and effect.

CONSULTANT

MuniServices, LLC, a Delaware limited liability company

By: _____

CITY

CITY OF KERMAN,
a municipal corporation

By: _____
John Jansons, City Manager

Date: _____

Date: _____

ATTEST:

Josie Camacho, City Clerk

APPROVED AS TO FORM:

MONTOY LAW CORPORATION

By: _____
Hilda Cantu Montoy, City Attorney

Date: _____