

RESOLUTION NO. 2017-036

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH MUNISERVICES, LLC TO PROVIDE AN ON-LINE BUSINESS LICENSE MODULE SYSTEM

WHEREAS, the City desires to improve the efficiency and processing of business licenses in order to reduce time spent by staff in administrative services department and provide better service to the public; and

WHEREAS, the Council's goals and objectives for Fiscal Year 16-17 include offering excellent professional service to all customers, and streamlining and simplifying processes; and

WHEREAS, MuniServices, LLC specializes in providing business license services to municipalities at a reasonable cost through its business license system; and

WHEREAS, the public would have access to applying for a business license 24/7 on a daily basis.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Calistoga as follows:

1. The City Manager is authorized to enter into a service agreement with MuniServices, LLC to provide the business license system, including setup, training, implementation and annual processing of business licenses.
2. Assesses a processing fee of \$12.00 per business license to partially defray the cost of the system.
3. A budget adjustment is approved to decrease the appropriation in the FY 2016/17 Computer System budget, Account #15-4975-4823, by \$3,500 to cover the business license system's initial setup, training and implementation.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held the **18th day of April 2017** by the following vote:

AYES: Vice Mayor Dunsford, Councilmembers Kraus, Lopez-Ortega and Barnes and Mayor Canning

NOES: None

ABSTAIN: None

ABSENT: None



CHRIS CANNING, Mayor

ATTEST:



KATHY FLAMSON, City Clerk