

City Of Woodland
City Council Meeting Agenda Summary Sheet

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| Agenda Item: Authorize Mayor to sign Agreement with Gaylynn Brien for Sales Tax Consulting services | Agenda Item #: (F) Consent |
| | For Agenda of: 6/3/2013 |
| | Department: Clerk/Treasurer |
| | Date Submitted: 05/29/2013 |

Cost of Item: \$50/mo. + setup of \$100
Amount Budgeted: _____
Unexpended Balance: _____

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| BARS #: |
| Description: |

Department Supervisor Approval: Mari E. Ripp, Clerk-Treasurer / s /

Committee Recommendation: 5/28/2013 Finance Committee recommended approval

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| Agenda Item Supporting Narrative (list attachments, supporting documents): Data Management Services Agreement with Gaylynn Brien |
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| Summary Statement/Department Recommendation: <p>We were notified a few months ago that Tom Carlson, our Sales Tax Consultant who prepared Dept. of Revenue Sales Tax data and converted it for City use (into the Access Database file and Excel) was no longer going to be providing this service due to health reasons. We networked with the other various cities that used this service to find a replacement consultant. Gaylynn Brien (who is the Finance Manager at Ridgefield) is now offering this service as a private contractor. She will provide professional services regarding sales tax data conversion and the maintenance of the Access Sales Tax Data Base. This will allow us to continue to extrapolate information from the Dept. of Revenue reports that are useful in budgeting and analysis. The fee is \$50/mo. and \$100 for the first month that includes set up. This is the same fee that we have been paying since we started the service with Carlson in 2006.</p> <p>Recommend approval.</p> |
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