



City of Arts & Innovation

City Council Memorandum

.....

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: AUGUST 3, 2021**

FROM: FINANCE DEPARTMENT **WARDS: ALL**

**SUBJECT: DESIGNATION OF PARTIES AUTHORIZED TO EXAMINE MEASURE Z
TRANSACTIONS AND USE TAX RECORDS**

ISSUE:

Adopt a Resolution designating the list of City officials authorized to examine Measure Z transactions and use tax records.

RECOMMENDATION:

That the City Council:

1. Adopt the attached Resolution designating City consultant Hinderliter, De Llamas and Associates and certain City Officials and employees as the authorized City representatives to examine Measure Z transactions and use tax records; and
2. Authorize the City Manager or Chief Financial Officer/City Treasurer to execute any documents required to effectuate the resolution.

BACKGROUND:

State law requires a resolution to be adopted designating parties having access to transactions and use tax records. The City periodically updates the California Department of Tax and Fee Administration (CDTFA) with a list of consultants, City officers, and City employees who are authorized to view tax records.

DISCUSSION:

The City will authorize, through the attached resolution, the City's current tax consultant and certain City officials and employees to view transactions and use tax records. The Resolution authorizes the City Manager or the Chief Financial Officer to grant access to City staff as necessary to perform their job responsibilities.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Kristie Thomas, Assistant Chief Financial Officer
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Kris Martinez, Interim Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachment: Resolution