



Honorable Mayor and Members of the Hermosa Beach City Council

APPROVAL OF A RESOLUTION AUTHORIZING EXAMINATION OF SALES AND USE TAX RECORDS

(Administrative Services Director Brandon Walker)

Recommended Action:

Staff recommends City Council adopt a resolution of the City Council of the City of Hermosa Beach, California authorizing examination of sales and use tax records (**Attachment 1**).

Executive Summary:

Due to recent staffing changes, the City needs to update its designated officials list with the California Department of Tax and Fee Administration. Staff recommends adoption of the proposed resolution to update its list of designated officials authorized to examine the City’s sales and use tax records to include the newly created title of Administrative Services Director.

Background:

Section 7056 of the State of California Revenue and Taxation code specifically limits the disclosure of confidential taxpayer information contained in the records of the State Board of Equalization. The California Department of Tax and Fee Administration (CDTFA), the agency charged with assessing and collecting sales and use tax in the state of California, requires governing bodies to establish a resolution authorizing examination of sales and use tax records to designated officials. At its March 28, 1989 meeting, City Council adopted Resolution No. 89-5248 (**Attachment 2**) authorizing access to sales and use tax records.

Past Board, Commission, and Council Actions

Meeting Date	Description
March 28, 1989	Adopted Resolution 89-5248 authorizing access to sales and use tax records

Discussion:

In its ongoing efforts to improve efficiency and better serve its residents and visitors, the City created the Administrative Services Department through the Fiscal Year 2024–25 budget, by merging the former departments of Finance and Human Resources. Thus, the new director of this department—the Administrative Services Director—is now

responsible for, among other things, the duties and responsibilities of overseeing the finance, personnel, and risk management functions of the City.

The CDTFA requires City Council establish a resolution to authorize the new Administrative Services Director department title to examine the City of Hermosa Beach sales and use tax records.

General Plan Consistency:

This report and associated recommendation have been evaluated for their consistency with the City's General Plan.

Governance Element

Goal 1. A high degree of transparency and integrity in the decision-making process.

Policy:

- **1.1 Open Meetings.** Maintain the community's trust by holding meetings in which decisions are being made, that are open and available for all community members to attend, participate, or view remotely.

Fiscal Impact:

There is no fiscal impact associated with the recommended action.

Attachment:

1. Draft Resolution
2. Resolution 89-5248 Authorizing Access to Sales and Use Tax Records

Respectfully Submitted by: Brandon Walker, Administrative Services Director

Legal Review: Patrick Donegan, City Attorney

Reviewed by: Angela Crespi, Deputy City Manager

Approved: Suja Lowenthal, City Manager