



TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

MEETING DATE: MAY 4, 2026

FROM: MASON PETERS, FINANCE SUPERVISOR

SUBJECT: ADOPT RESOLUTION NO. 25-26-XX, THEREBY RE-VERIFYING SALES & USE TAX DATA ACCESS AUTHORIZATIONS

TYPE: INFORMATION REPORT

RECOMMENDATION

Adopt **Resolution No. 25-26-xx**, thereby re-verify authorizations for management staff to view Sales & Use Tax data provided by the California Department of Tax and Fee Administration.

BACKGROUND

The City of Sutter Creek has had an agreement with Hinderliter de Llamas & Associates (HdL) to analyze our Sales & Use Tax data so we can better understand market trends so we can best position ourselves for long-term financial success. We renegotiated our agreement with them recently to include our new TUT revenue stream, and our last resolution on file with CDTFA will not satisfy the state's requirements to allow the data to be disclosed to all parties that we have previously included on past resolutions.

DISCUSSION

HdL advised the City to adopt the resolution included with this Staff Report to alleviate any potential disclosure issues to all parties who need access to this data. The previous versions of our resolutions are insufficient to allow all necessary parties access to our sales tax data.

Approval of this resolution does not change any existing viewership permissions among staff of this confidential information, we are only going through this process to prevent future access issues.

FISCAL CONSIDERATION / IMPACT

None.

CONCLUSION AND NEXT STEPS

If this resolution is approved, we will send the signed copy to HdL and CDTFA, and all parties listed on the resolution will continue to have access to the Bradley-Burns tax data as well as the new TUT sales tax data while abiding by our new agreement with HdL.

ATTACHMENT

1. Draft Resolution