



Date: January 14, 2025

Honorable Mayor and Council Members:

Author and title: Kelly Carpenter, Town Clerk

Title: **Ratification of Resolution 2024-79**

Jen Callaway, Town Manager

Recommended Action: That Council ratify the previously adopted Resolution 2024-79 to approve the administrative edits required by the California Department of Tax and Fee Administration (“CDTFA”) for the collection of voter-approved Measure E sales tax.

Discussion: At the December 10, 2024 Town Council meeting, the Town Council approved Resolution 2024-79, among other resolutions and agreements as required by CDTFA, to begin collecting the voter-approved Measure E sales tax to protect essential services such as keeping public areas, facilities, and parkways safe, clean and well maintained; protecting creeks and waterways from pollution; preparing for wildfires and natural disasters; expanding transit services like TART Connect; and for general government use.

On December 17, 2024, staff submitted all council-approved, executed documents to CDTFA. On December 18, 2024, CDTFA requested administrative edits to Resolution 2024-79 which authorizes representatives of the Town to examine confidential sales tax records as part of CDTFA’s administration of the tax. The redline edits requested by CDTFA are attached to this staff report as Attachment A. Upon consultation with the Town Attorney, who determined the requested administrative edits were in line with the intent of the Town Council when it adopted Resolution 2024-79, staff made the requested edits, obtained Mayor Polivy’s signature and, on December 27, 2024, resubmitted Resolution 2024-79 to CDTFA. Later that day, CDTFA confirmed the edited resolution satisfies the requirements for it to implement Measure E. Attached to this staff report as Attachment B is the final version of Resolution 2024-79 submitted to CDTFA.

Priority:

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| <input type="checkbox"/> Enhanced Communication | <input type="checkbox"/> Climate and Greenhouse Gas Reduction | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Infrastructure Investment | <input type="checkbox"/> Emergency and Wildfire Preparedness | <input checked="" type="checkbox"/> Core Service |

Fiscal Impact: None.

Public Communication: This staff report.

Attachments:

Attachment A: Redline version of Resolution 2024-79 Authorizing Examination of Sales or Transactions and Use Taxes Records; and

Attachment B: Final and submitted version of Resolution 2024-79 Authorizing Examination of Sales or Transactions and Use Taxes Records.