



City of Culver City

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Staff Report

File #: 19-820, **Version:** 1

Item #: C-1.

CC - (1) Adoption of a Resolution Authorizing Examination of Sales and Use Tax Information by Strategic Economics for the Purpose of Preparing the City's Economic Development Implementation Plan; (2) Authorization to the City's Chief Financial Officer to Release Confidential Transient Occupancy Tax Information to Strategic Economics for the Purpose of Preparing the City's Economic Development Implementation Plan; and (3) Direction to the City Manager to Enter Into a Related Confidentiality Agreement with Strategic Economics.

Meeting Date: February 4, 2019

Contact Person/Dept: Todd Tipton/Community Development

Phone Number: (310) 253-5783

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☒

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** ☐

Commission Action Required: Yes ☐ No ☒ **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (01/30/19).

Department Approval: Sol Blumenfeld, Community Development Director (01/23/19)

RECOMMENDATION

Staff recommends the City Council (1) adopt a resolution authorizing examination of sales and use tax information by Strategic Economics for the purpose of preparing the City's Economic Development Implementation Plan (Attachment 1); (2) authorization to the City's Chief Financial Officer to release confidential transient occupancy tax (TOT) information to Strategic Economics for the purpose of preparing the City's Economic Development Implementation Plan; and (3) direction to the City Manager to enter into related Confidentiality Agreement with Strategic Economics.

BACKGROUND/DISCUSSION

In November 2018, the City Council selected SE to prepare an Economic Development Implementation Plan (Plan). SE is proceeding according to the project scope of work and is requesting use of City Sales and Use Tax and TOT information in order to improve the quality,

applicability and accuracy of the Plan.

The sales and use tax information is collected by the California Department of Tax and Fee Administration is confidential and is only available if written authorization is given to the State Board of Equalization in the form of a City Council resolution prepared in accordance with Section 7056 of the Revenue and Taxation Code.

City staff also recommends the City Council authorize the City's Chief Financial Officer to release confidential TOT information as stated under CCMC 11.01.215 to SE for the purpose of preparing the Plan.

SE's professional services agreement will be amended to include the requirements for the examination of the sales and use tax information, as set forth in Section 7056 of the Revenue and Taxation Code. In addition, a separate confidentiality agreement will be executed with SE relating to use of the sales and use tax and TOT information.

FISCAL ANALYSIS

There is no fiscal impact associated with Strategic Economics use of City Sales and Use Tax and TOT information.

ATTACHMENTS

1. Proposed Resolution

MOTION

That the City Council:

1. Adopt a resolution authorizing examination of sales and use tax information by Strategic Economics for the purpose of preparing the City's Economic Development Implementation Plan;
2. Authorization to the City's Chief Financial Officer to release confidential transient occupancy tax (TOT) information to Strategic Economics for the purpose of preparing the City's Economic Development Implementation Plan; and
3. Direction to the City Manager to enter into a related Confidentiality Agreement with Strategic Economics; and
4. Authorize the City Attorney to review/prepare the necessary documents; and
5. Authorize the City Manager to execute such documents on behalf of the City.