



CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 11/24/98
AGENDA ITEM 3
WORK SESSION ITEM _____

TO: Mayor and City Council

FROM: Director of Finance and Internal Services

SUBJECT: Designation of City Employees and others who are authorized to review Confidential Sales and Use Tax Information provided by the State Board of Equalization

RECOMMENDATION:

It is recommended that the City Council adopt a resolution designating officers, employees, and others authorized to examine sales and use tax records of the Board of Equalization.

BACKGROUND:

The State Board of Equalization requires that cities officially designate certain officers, employees, and others that are authorized to review confidential sales and use tax information.

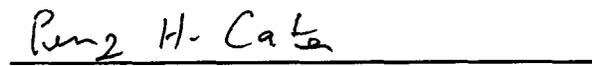
The Board has recently recommended the City prepare a resolution which includes designees by title rather than by name to minimize the need for future updates or changes.

Accordingly, a new resolution has been drafted which includes designees by title. The resolution also updates the information regarding the firm, Municipal Resource Consultants, that is now contracted to examine the sales and use tax records and prepare audits and reports for the City.

Prepared by:


Denese Rohrer, Budget Administrator

Recommended by:


Perry H. Carter, Director of Finance and Internal Services

Approved by:


Jesús Armas, City Manager

HAYWARD CITY COUNCIL 

RESOLUTION NO. _____

Introduced by Council Member _____

**RESOLUTION DESIGNATING OFFICER, EMPLOYEES,
AND OTHERS AUTHORIZED TO EXAMINE SALES AND
USE TAX RECORDS OF THE BOARD OF EQUALIZATION**

WHEREAS, the State Board of Equalization requires cities to officially designate certain officers, employees and others to examine sales and use tax records of the Board of Equalization; and

WHEREAS, the State Board of Equalization has recommended a new resolution designating employees by title rather than name to elude future revisions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the City officers authorized to review said sales and use tax records are as follows:

City Manager
Assistant City Manager
City Attorney
Director of Finance and Internal Services
Internal Auditor
Revenue Manager
Purchasing Services Manager
Director of Community and Economic Development
Community and Economic Development Administrator
Economic Development Specialist

BE IT FURTHER RESOLVED that Municipal Resource Consultants is authorized to review said sales and use tax records and that the City Council hereby certifies that Municipal Resource Consultants:

1. Has an existing contract with the City to examine those sales and use tax records; and
2. Is required by that contract to disclose information contained in, or derived from, those sales and use tax records only to an officer or employee of the City of Hayward; and

3. Is prohibited by the contract form performing consulting services for a retailer during the term of that contract; and
4. Is prohibited by that contract from retaining the information contained in, or derived from those sales and use tax records, after the contract has expired.

BE IT FURTHER RESOLVED that Resolution No. 8-089 is hereby rescinded.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 1998

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward