

Saddle Creek Community Services District

Regular Meeting of May 16th, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- d. Adoption of a Resolution approving agreement with NBS Government Financial Solutions for administration, reporting and customer service related to the (Measure A) special tax

Recommended Action

Staff recommends the following motion:

I move to adopt the Resolution approving agreement with NBS Government Financial Solutions for administration, reporting and customer service related to the (Measure A) special tax.

Background

With apparent voter approval of Measure A, the District will have to work very quickly to apply the new tax rate to all parcels and to include the appropriate rate billed to Castle & Cooke, in accordance with the Measure A resolution and approved tax application methodology. In addition, it is very important that we have accurate records on property owners, and to ensure that we are appropriately setting up the records and documenting the tax application rate as required from year to year.

New state accountability laws also require that an annual special tax report be completed and filed with the state/distributed to property owners detailing the amount of tax received by the CSD, and where this funding was spent. The administration of this new tax will be much more important and involve more work in the first year or two, with less work required annually until additional lots are created requiring a significant new tax application; if this ever occurs.

We have the option of performing this work in-house between the manager, Bookkeeper and Clerk, contracting with NBS or seeking proposals from other financial firms to perform the work. To ensure that the special tax is accurately implemented into the future, regardless of changes in staffing, board members, management and county staff, we recommend that the Board contract with an outside firm to ensure continuity for such administration. NBS Government Financial Solutions has submitted a proposal for annual administration of the tax. We have reviewed the scope of work and cost, and feel that the proposal is reasonable, at least for the first few years.