



MEMORANDUM
ADMINISTRATIVE SERVICES DEPARTMENT
County of Placer

TO: Board of Supervisors
DATE: September 25, 2018

FROM: Jerry Gamez, Director of Administrative Services

SUBJECT: Authorize the Director of Administrative Services to Negotiate and Execute an Agreement between Placer County and the Squaw-Alpine Transit Company

ACTION REQUESTED

Authorize the Director of Administrative Services to negotiate and execute an agreement with Squaw-Alpine Transit Company (SATCo) for the collection and remittance of assessments imposed by the Squaw Valley Alpine Meadows Micro Mass Transit District pursuant to the District Management Plan, subject to review and approval by County Counsel and Risk Management.

BACKGROUND

The Administrative Services Department's Revenue Services Division administers the collections program for the Transient Occupancy Tax within unincorporated Placer County pursuant to Chapter 4 of the Placer County Code.

A resolution forming the Squaw Valley | Alpine Meadows Micro Mass Transportation District (District) for a five (5) year term along with the District's Management Plan was adopted by your Board on August 28, 2018. The District's Management Plan establishes SATCo as the District's Owners' Association and assigns the duties of collecting business assessments on lodging and ski resort businesses within the District to the Placer County Revenue Services Division.

In order for the Revenue Services Division to collect and forward this assessment to the District, as well as receive reimbursement for all costs associated with its collection and administrative activities, it must first enter into a written agreement with SATCo under the advisement of both County Counsel and Risk Management.

This agreement will be in full force and effect throughout the entire term of the District and will contain the following key provisions:

- The Revenue Services Division will collect the assessments at the same time and in the same manner as the Transient Occupancy Tax;
- SATCo will reimburse the County for all costs associated with collecting and distributing the District's assessment on each lodging and ski resort business within the District's boundaries;
- The agreement will have an indemnification clause to protect the County from any liability, claim, or damage that may result from the District's actions;
- The agreement will incorporate by reference the District's Management Plan, previously approved by your Board;

Upon your Board's authorization, the Director of Administrative Services will enter into negotiations with SATCo and, once an agreement is executed, a copy of the written agreement shall be filed with the Clerk of the Board.

FISCAL IMPACT

The written agreement between the Placer County and SATCo will allow the Revenue Services Division to recover all costs associated with the administration and collection of the assessment. There will be no General Fund impact from this action.

cc: Jennifer Merchant, Deputy County Executive Officer
Brian Wirtz, Deputy County Council
Melissa Spak, Administrative & Fiscal Operations Manager
Doug Jastrow, Revenue Services Manager