



City Council Staff Report

Subject: First Amendment to the Special Tax and Assessment District Administration Services Contract

Date: August 11, 2026

Submitted By: Megan Bressem, Management Analyst
Daniel Choe, Administrative Services Deputy Director

Department: Administrative Services - Finance

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Approving and Authorizing the City Manager to Execute the First Amendment to the Agreement for Special Tax and Assessment District Administration Services with Willdan Financial Services.

Background:

On January 24, 2023, the City Council adopted Resolution No. 2023-9, approving a five-year agreement with Willdan Financial Services for special tax and assessment district administration services (Attachment 3). The administration services provided under this agreement include assessments, detailed administration, and delinquency management for the collection of special taxes and fees through the property tax roll, as well as extensive annual reports required to maintain federal and state compliance for the City's bonded and services special districts.

Community Facilities District (CFD) No. 6 for Sunset West Drainage Facilities was comprised of both a bonded and services component. The annual administration fee for CFD No. 6 covered both portions of the CFD. The bonded CFD No. 6 was fully paid in the fall of Fiscal Year (FY) 2025/26 and administration services are no longer needed.

To clarify this distinction of services, a separate fee for the administration of the Services Only portion of the district is recommended. The fee amount of the CFD No. 6 (Services Only) administration is \$2,262. This amount is available within the not-to-exceed amount of the Original Agreement and no change to the not-to-exceed amount is needed. Staff is bringing the item to amend the agreement for the remaining contract periods to set the fee of \$2,262 for the CFD No. 6 (Services Only) annual administration services. The proposed First Amendment to the Agreement is included as Exhibit A to the Resolution (Attachment 2).

Staff recommends the City Council adopt a resolution approving the First Amendment to the Agreement and granting the City Manager authority to execute any further amendments within the not-to-exceed amount of this agreement.

Fiscal Impact:

There is no fiscal impact to the General Fund (Fund 100), as these costs are accounted for within each CFD and are fully offset by corresponding special tax levy.

ATTACHMENTS:

1. Resolution
2. Resolution Exhibit A - First Amendment
3. Original Agreement - Resolution No. 2023-9