



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 18-01015      **Version:** 1      **Name:**  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 3/12/2018      **In control:** City Council Meeting Agenda  
**On agenda:** 3/26/2018      **Final action:**  
**Title:** CC - Approval of a Five-Year Professional Services Agreement with NBS, Inc. for Special Tax Administration Services Related to West Washington Assessment Districts Nos. 1 and 2 in an Aggregate Amount Not-to-Exceed \$43,000.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**CC - Approval of a Five-Year Professional Services Agreement with NBS, Inc. for Special Tax Administration Services Related to West Washington Assessment Districts Nos. 1 and 2 in an Aggregate Amount Not-to-Exceed \$43,000.**

**Meeting Date:** March 26, 2018

**Contact Person/Dept:** Elaine Warner  
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**Fiscal Impact:** Yes ☒ No ☐      **General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐      **Action Item:** ☐      **Attachments:** Yes ☐ No ☒

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

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (03/22/18)

**Department Approval:** Sol Blumenfeld, Community Development Director (03/21/18)

### RECOMMENDATION

Staff recommends the City Council approve a five-year professional services agreement with NBS Inc. ("NBS") for special tax administration services related to West Washington

Assessment Districts No. 1 and 2 (Districts) in an aggregate amount not to exceed \$43,000.

## **BACKGROUND**

In December 2007, the former Culver City Redevelopment Agency approved an Area Improvement Plan (AIP) Program that included a phased installation of streetscape medians along West Washington Blvd. Phase I is between Wade Street and Beethoven Street and Phase II is between Boise Avenue and Centinela Avenue. The improvements were funded by the former Culver City Redevelopment Agency with on-going maintenance funded by adjacent property owners via the collection of an annual assessment (Assessment).

NBS assisted the City in forming the Districts and has since provided special tax administrative services, which ensure compliance with City and County regulations. These services include developing project schedules relative to the annual levy assessment, assuring completion of necessary actions/compliance with all associated statutes, monitoring and updating information and data relevant to the District parcel database of assessor parcels per the County assessor's parcel maps and latest Secured Roll, preparing the annual Engineer's Report and submitting the levy to the County Auditor-Controller in the required format. These services are funded by the Assessment.

Pursuant to Culver City Municipal Code Section 3.07.050, where the same consultant has been utilized for a period of five years, competitive bidding procedures shall apply. On February 8, 2018, a Request for Proposals (RFP) was issued for the administration of special tax services for the Districts (Attachment 1). Four firms responded to the RFP including David Taussig and Associates, Psomas, Willdan and NBS.

## **DISCUSSION**

The Community Development Department, Economic Development Division, evaluated the RFP responses with regard to experience/background, approach/deliverables and pricing. Based upon consultant experience with Culver City, client focused approach, knowledge of financing opportunities and proprietary software that improves data access and analysis, staff believes that a new contract with NBS is justified. A five-year term is recommended in order to maintain a consistent administration for the Districts and to reduce disruption in services and control administrative costs.

## **FISCAL ANALYSIS**

NBS's annual cost for District special tax services is approximately \$8,000 including expenses. After the first year, the annual cost may be increase in accordance with the Consumer Price Index (CPI). NBS's services will be funded by the Assessment.

Funds for these services have been appropriated for Fiscal Year 2017/18 in the West Washington Assessment District No. 1 and 2 accounts 42516510.619800 and 42516520, respectively. The total not-to-exceed amount for the five-year term is \$43,000.

## **ATTACHMENTS**

None.

## **MOTIONS**

That the City Council:

1. Approve a five-year professional services agreement with NBS, Inc. for special tax administrative services related to West Washington Assessment Districts No. 1 and 2 for a five year term in an aggregate amount not-to-exceed \$43,000; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.