



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 22-955      **Version:** 1      **Name:**  
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**Title:** CC - CONSENT ITEM: Approval of an Agreement with NBS Inc. for Special Tax Administration Services Related to West Washington Assessment Districts Nos. 1, 2 and 3 for a Term up to Five Years in an Aggregate Amount Not-to-Exceed \$78,000

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Date	Ver.	Action By	Action	Result
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**CC - CONSENT ITEM: Approval of an Agreement with NBS Inc. for Special Tax Administration Services Related to West Washington Assessment Districts Nos. 1, 2 and 3 for a Term up to Five Years in an Aggregate Amount Not-to-Exceed \$78,000**

**Meeting Date:** May 9, 2022

**Contact Person/Dept.:** Elaine Warner/CDD/Economic Development  
Todd Tipton/CDD/Economic Development

**Phone Number:** (310) 253-5777  
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**Fiscal Impact:** Yes ☒ No ☐      **General Fund:** Yes ☐ No ☒

**Attachments:** Yes ☒ No ☐

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

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (05/04/2022)

**Department Approval:** Sol Blumenfeld, Community Development Director (04/18/2022)

### RECOMMENDATION:

Staff recommends the City of Culver City approve an agreement with NBS Inc. ("NBS") for special tax

administration services related to West Washington Assessment Districts Nos. 1, 2 and 3 for a term up to five years in an aggregate amount not to exceed \$78,000.

## **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, Phase II is between Boise Avenue and Centinela Avenue, Phase III is comprised of existing medians at Zanja Street and Washington Boulevard (only replanting and lighting enhancements) and Phase IV, slated for construction in the fall 2022, is between Beethoven Street and Glencoe Avenue. The improvements were (and will be) constructed by the City with on-going maintenance for the new improvements funded by adjacent property owners via the collection of an annual assessment (Assessment).

NBS assisted the City in forming the Districts (No. 1, 2, and 3) and was approved for a five-year agreement in April 2018 to ensure compliance with City and County special tax and district administrative 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 District parcel databases 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 districts.

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 24, 2022, a Request for Proposals (RFP) was issued for the administration of special tax services for the Districts. Four firms were sent targeted notice of the RFP, and the bid was placed on PlanetBids where an additional 190 vendors were notified. NBS was the only respondent.

## **DISCUSSION**

Staff evaluated the NBS response to the RFP regarding experience/background, approach/deliverables, and pricing, among other things. Based upon consultant experience with Culver City, client-focused approach, knowledge of financing opportunities, and proprietary software that improves data access and analysis, staff recommends a new agreement with NBS be executed. A five-year term is recommended to maintain consistent administration for the Districts, reduce disruption in services, and control administrative costs.

If the City Council approves entering into an agreement with NBS, staff will begin the process to negotiate a final agreement (Agreement) Staff requests authority to make minor and insubstantial modifications to the Agreement as deemed appropriate during the negotiation process provided that any additional contract amount does not increase more than the City Manager's contract authority.

## **FISCAL ANALYSIS**

NBS's proposed annual cost for special tax and district administrative services and expenses is

approximately \$4,000 per district. After the first year, the annual cost increases in accordance with the Consumer Price Index (CPI). The agreement will provide for professional services for three years with two options to renew for additional one-year terms each. An annual five-percent CPI has been included in the proposed agreement amount with an estimated per district allocation of \$26,000 over the full five-year period. The cost of NBS's services will be funded by the assessment districts.

Funds for these services will be appropriated for Fiscal Year 2022/23 in the West Washington Assessment District No. 1, 2 and 3 accounts 42516510.619800, 42516520.619800, and 42516530.619800 respectively. The total not-to-exceed amount for the five-year term is \$78,000.

## **ATTACHMENTS**

None.

## **MOTIONS**

That the City Council:

1. Approve a five-year agreement with NBS, Inc. for special tax administrative services related to West Washington Assessment Districts Nos. 1, 2 and 3 for a five-year term in an aggregate amount not-to-exceed \$78,000;
2. If City Council approves the agreement with NBS, authorize staff to negotiate the final terms of the agreement, provided the final contract price does not increase more than the City Manager's contract authority;
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.