



# City of Culver City

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## Staff Report

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**File #:** 21-144, **Version:** 1

**Item #:** C-5.

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**CC - Approval of Amendment to Existing Professional Services Agreement with NBS Government Finance Group for Enhanced Tax Roll Billing Services for the Safe/Clean Water Protection Measure ( Measure CW) and Enhanced Tax Roll Billing for Refuse Collection Services in an Amount Not-to-Exceed \$28,200 for FY 2020/2021**

**Meeting Date:** August 24, 2020

**Contact Person/Dept:** Kim Braun/PW  
**Phone Number:** 310-253-6421

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐ **Action Item:** ☐ **Attachments:** ☐

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

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (08/19/2020);

**Department Approval:** Charles D. Herbertson, PW Director/City Engineer (08/05/2020)

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### **RECOMMENDATION**

Staff recommends the City Council approve an amendment to the existing professional services agreement with NBS Government Finance Group ( NBS) for Enhanced Tax Roll Billing Services for the Safe/Clean Water Protection Measure ( Measure CW) and Enhanced Tax Roll Billing for Refuse Collection Services in an amount not-to-exceed \$ 28,200 for FY 20/21.

### **BACKGROUND/DISCUSSION**

On May 30,2017 the City entered into an agreement with NBS for enhanced tax roll billing consulting services. The agreement was amended on June 12, 2017 to revise the scope of services of the agreement and increase the amount of compensation. On July 26, 2018, a second amendment to the agreement was entered into between the City and NBS. On July 3, 2019, a third amendment to the agreement was issued to modify and amend the term and schedule of compensation. Staff is requesting that a fourth amendment to the professional services agreement be approved for enhanced tax roll consulting services for FY 2020/2021.

## **FISCAL ANALYSIS**

NBS provides financial consulting services to several City departments including Community Development, Public Works and Finance for various matters. The aggregate of these agreements total approximately \$75,000. As a result, the administrative purchasing authority has been exhausted for this fiscal year and it is necessary to request City Council approval to amend the NBS agreement for enhanced tax roll billing services in an amount not to exceed \$28,200 as follows:

Refuse Fund	\$ 14,500 + \$ 450 in expenses
Measure CW Fund	\$ 12,800 + \$ 450 in expenses

Funds for these services are available in account 20260400.610400 ( Refuse Fund); and in account 43480000.730100 PZ497 ( Measure CW fund)

## **ATTACHMENTS**

None

## **MOTION**

That the City Council:

1. Approve an amendment to the existing professional services agreement with NBS for enhanced tax roll billing services for the Safe/Clean Water Protection Measure ( Measure CW) and Enhanced Tax Roll Billing for Refuse Collection Services in an amount not to exceed \$28,200 for FY 20/21;
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.