



City of Culver City

Mike Balkman
Council Chambers
9770 Culver Blvd.
Culver City, CA 90232
(310) 253-5851

Staff Report

File #: 21-953, **Version:** 3

Item #: C-5

CC-(1) Approval of a Fifth Amendment to the 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 \$31,020 .

Meeting Date: May 24, 2021

Contact Person/Dept: Sean Singletary/Public Works - EPO
Phone Number: 310-253-6457

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 (05/20/2021)

Department Approval: Charles D. Herbertson, Public Works Director/City Engineer (05/13/2021)

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 FY 2021/22 for the Safe/Clean Water Protection Measure (Measure CW) and enhanced tax roll billing for refuse collection services in an amount not-to-exceed \$31,200.

BACKGROUND/DISCUSSION

NBS Government Finance Group has been responsible for gathering and reviewing data pertinent to the calculation and billing of the City's Measure CW and Refuse Collection levies. Data is obtained from various sources such as the County Assessor's Secured Roll, assessor's parcel maps and other databases to submit to the County Auditor Controller in the required electronic format.

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. On August 24, 2020, a fourth amendment to the agreement was issued to modify and amend the term and schedule of compensation. Staff is requesting that a fifth amendment to the professional services agreement be approved for FY 2021/22 enhanced tax roll consulting services.

FISCAL ANALYSIS

NBS provides financial consulting services to several City departments including Community Development, Public Works and Finance for various matters. 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 \$31,020 as follows:

Refuse Fund \$14,500 + \$450 in expenses + \$1,495 contingency

Measure CW Fund \$12,800 + \$450 in expenses + \$1,325 contingency

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

ATTACHMENTS

None

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement with NBS for FY 2021/22 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 \$31,020;
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.