



City of Culver City

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Staff Report

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Item #: C-9.

CC - CONSENT ITEM - Approval of a 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 \$190,051 for a Five-Year Term Through Fiscal Year 2026-2027 .

Meeting Date: June 27, 2022

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

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☐ No ☒

Attachments: Yes ☐ No ☒

Commission Action Required: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas (06/22/2022)

Department Approval: Yanni Demitri, Public Works Director/City Engineer (06/06/2022)

RECOMMENDATION

Staff recommends the City Council approve a 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 \$190,051 for a five-year term through FY 2026-2027.

BACKGROUND/DISCUSSION

The City levies a number of taxes and fees on residents, including the Measure CW parcel tax and Refuse Collection Services fees. These taxes and fees are collected via parcel tax rolls by the County of Los Angeles, and the City has utilized consultant services since 1997 to facilitate and coordinate these collections.

Measure CW (Culver City Safe/Clean Water Protection Measure) was approved by Culver City voters in 2016, approving an ordinance enacting a parcel tax on all improved property within the City of Culver City beginning in Fiscal Year 2017-2018, for the purpose of funding implementation of the City's Enhanced Watershed Management Program (EWMP) Plan. The parcel tax is \$99 per parcel for single-family residential parcels; \$69 per dwelling unit for multi-family residential parcels; and \$1,096 per acre of land, or portion thereof, for non-residential parcels.

The City operates an exclusive residential and commercial refuse collection and disposal service as a municipal enterprise. The Environmental Programs and Operations Division (EPO) of the Public Works Department operates solely on revenues generated from the provision of solid waste transfer and collection services to businesses and residences, grants, and the sale of recyclable material. These revenues cover the costs for refuse collection,

disposal, recycling programs, and public outreach. Sanitation operations are 100% supported by enterprise fund revenues.

The City advertised a Request for Proposals (RFP) on Planet Bids for Tax Roll Billing Services on May 12, 2022 requesting an experienced consultant and service provider to ensure that the City's parcel taxes and Refuse Collection Services fees are appropriately managed and billed. Upon the close of the RFP on June 2, 2022, one submittal had been received from NBS Government Finance Group.

NBS provides financial consulting services to several City departments including Community Development, Public Works and Finance for various matters.

FISCAL ANALYSIS

City Council is requested to approve a five-year agreement with NBS Government Finance Group for enhanced tax roll billing services in an amount not to exceed \$190,051 as follows:

FY 2022-2023: \$31,130

FY 2023-2024: \$34,243

FY 2024-2025: \$37,667

FY 2025-2026: \$41,434

FY 2026-2027: \$45,577

Funds for these services are available in account 20260400.610400 (Refuse Fund - Consulting Services) and account 43480000.730100 (Measure CW fund).

ATTACHMENTS

None

MOTION

That the City Council:

1. Approve a 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 \$190,051 for a five-year term through FY 2026-2027; 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.