




**EAST BAY REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA STAFF REPORT**

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<b>DATE</b>	March 19, 2024
<b>TITLE</b>	Authorization to Execute a Contract with NBS Government Finance Group for Assessment District Engineering, Community Facilities District Formation and Professional Administration Services
<b>DIVISION</b>	Finance and Management Services
<b>FROM</b>	Michelle Strawson O'Hara, Assistant Finance Officer Deborah Spaulding, AGM Finance and Management Services
<b>APPROVED</b>	Sabrina Landreth, General Manager 

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**RECOMMENDATION**

The General Manager recommends that the Board of Directors approve a three-year agreement for \$145,800 with NBS with an optional two-year extension for Landscaping and Lighting Assessment District (LLD) Engineering, and Professional Administration Services for Zones of Benefit (ZOB) and Community Facilities Districts (CFD), as well as new CFD formation.

**BACKGROUND**

The East Bay Regional Park District (Park District) uses Landscaping and Lighting Assessment Districts (LLDs), Community Facilities Districts (CFDs) and Zones of Benefit (ZOBs) to generate revenue for services in specific areas within the two counties. These revenue sources are complex enough to require oversight and administration by a consultant who specializes in assessment district engineering and administration. The current consultant's contract expires in March 2024. At its meeting on February 28, 2024, the Board Finance Committee reviewed and recommended to the Board of Directors the approval of the contract with NBS.

**ANALYSIS**

These various taxes and assessments generate over \$8.3 million annually and include the Alameda/Contra Costa Counties Landscaping and Lighting Assessment District (Two County LLD); the East Contra Costa County Landscaping and Lighting Assessment District (ECCC LLD), six Zones of Benefit, and four CFDs, including Measure FF, a voter-approved tax levy which began in 2020.

Certain services are required annually for administration of these assessments and special taxes: preparation of the statutorily required Engineer's Report, an annual examination of parcel information, and submission of levy information to the counties. These reports are brought forward on an annual basis for review and approval by the Board of Directors.

In December 2023, staff commenced a procurement process by issuing a Request of Proposal (RFP) for these consulting services. Three firms responded to the RFP, including the Park District's current firm, NBS. The proposals were reviewed, and interviews conducted by staff from Finance & Management Services and Acquisition, Stewardship and Development.

The Park District has selected NBS to serve as the consultant to manage these tasks for the next three years, with an optional two-year extension. NBS has a 28-year history of working with public agencies and has worked with the Park District since 2011.

### **FISCAL IMPACT**

The annual cost for NBS to service the Park District's existing special revenue sources will be \$43,850. Funding for the contract will come from the Finance Department's professional services budget. The costs for formation of new CFDs will not exceed \$14,250. Over the first three years of the contract, total costs will not exceed \$145,800.

### **ATTACHMENTS**

None.



**EAST BAY REGIONAL PARK DISTRICT  
RESOLUTION NO. 2024 – 03 -  
MARCH 19, 2024**

**AUTHORIZATION TO EXECUTE A CONTRACT WITH NBS GOVERNMENT  
FINANCE GROUP FOR ASSESSMENT DISTRICT ENGINEERING, COMMUNITY  
FACILITIES DISTRICT FORMATION AND PROFESSIONAL ADMINISTRATION  
SERVICES**

**WHEREAS**, the East Bay Regional Park District (Park District) annually administers the property assessment of the Alameda / Contra Costa Counties Regional Trails Landscaping and Lighting Assessment District, the East Contra Costa County Landscaping and Lighting Assessment District, six Zones of Benefit, and four Community Facilities Districts including Measure FF; and

**WHEREAS**, the Government Finance Officers Association recommends a competitive procurement process for these types of services; and

**WHEREAS**, the Park District's Board Operating Guidelines require contracts for services above \$50,000 utilize a formal request for proposal procurement process; and

**WHEREAS**, Park District staff initiated the formal request-for-proposal process in December 2023, reviewed three submitted proposals and conducted interviews; and

**WHEREAS**, the Park District has worked successfully and productively with the firm NBS since 2011, with the most recent contract expiring in March 2024, and has selected NBS to continue providing the Park District with services for another three year-period; and

**WHEREAS**, the Board Finance Committee reviewed this item at their meeting on February 28, 2024, and recommended favorable consideration of this item by the Board of Directors;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the East Bay Regional Park District hereby authorizes staff to enter into a three-year agreement with NBS with an optional two-year extension with total three-year costs not to exceed \$145,800, as presented to the Board on March 19, 2024; and

**BE IT FURTHER RESOLVED**, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director \_\_\_\_\_, and seconded by Director \_\_\_\_\_, and adopted March 19, 2024, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT:

