

**EAST BAY REGIONAL PARK DISTRICT  
FINANCE COMMITTEE  
AGENDA STAFF REPORT**

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<b>DATE</b>	February 28, 2024
<b>TITLE</b>	Update on Selection of Firm to Provide Assessment District Engineering and Community Facilities District Administrative Services
<b>DIVISION</b>	Finance and Management Services
<b>FROM</b>	Michelle Strawson O'Hara, Interim Assistant Finance Officer Deborah Spaulding, Assistant General Manager of Finance and Management Services and CFO
<b>APPROVED</b>	Sabrina Landreth, General Manager

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**RECOMMENDATION**

Staff requests that the Finance Committee review the information in this report and recommend to the full Board of Directors a three-year contract totaling \$145,800 with NBS Government Finance Group for assessment district engineering and administration services.

**BACKGROUND**

The 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.

These various parcel taxes and assessments districts generate over \$8.3 million annually for the Park District, 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 ZOBs, 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, including: 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.

**ANALYSIS**

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

Based on the review of the proposals submitted and the information gathered in the interview process, staff recommends that NBS again be selected to serve as the Park District's assessment district engineer for the next three-year period. NBS's proposal reflected the firm's expertise in the area of special assessments and NBS has a demonstrated history of serving the Park District as well as many other agencies across California.

**FISCAL IMPACT**

The cost of the contract with NBS is \$48,600 per year. Budgeted funds are available in the Finance Department's base budget for services: 101-4140-000-6191.