



APPROVED  
BY THE CITY COUNCIL

APR 6 1999

OFFICE OF THE  
CITY CLERK

1.6

DEPARTMENT OF  
ADMINISTRATIVE SERVICES  
BUDGET AND POLICY REVIEW

CITY OF SACRAMENTO  
CALIFORNIA

AG 99-068

CITY HALL  
ROOM 100  
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SACRAMENTO, CA  
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March 26, 1999

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: SPECIAL ASSESSMENT DISTRICTS ADMINISTRATION CONTRACT  
AWARD.**

**LOCATION AND COUNCIL DISTRICT:** Citywide

**RECOMMENDATION:**

Staff recommends that the City Council authorize the City Manager to execute a contract with NBS Public Resource Group, Inc., doing business as NBS Government Finance Group, to provide Special Assessment District administration, software and services for the five-year period through June 30, 2004.

**CONTACT PERSON:** Susan Mayer, Accounting Manager, 264-5058  
Sean Peters, Accountant/Auditor III, 264-7478

**FOR THE COUNCIL MEETING OF:** April 6, 1999

**BACKGROUND INFORMATION:**

The City administers approximately 65 Special Districts, including 1911 and 1915 Act Districts, Mello-Roos Community Facility Districts and Maintenance Districts. Annual parcel levies for these districts provide cash flow for various District programs and debt service payments. A competitive bid process has been conducted to select a vendor to continue to provide software and administration services for the five-year period through 2004. 18 parties requested the RFP for this contract. Two qualified proposers responded and NBS Government Finance Group was selected.

**FINANCIAL CONSIDERATIONS:**

The annual cost of the contract, which varies with the actual district and parcel count, is approximately \$51,000 per year. The costs are budgeted and funded by the assessment districts.

**ENVIRONMENTAL CONSIDERATIONS:**

Ongoing administrative and maintenance activities, such as purchases of administrative services, which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 15378(b)(3).

**POLICY CONSIDERATIONS:**

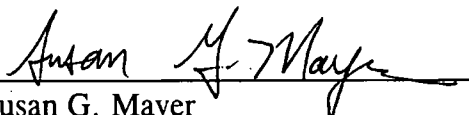
This recommendation is consistent with the requirements for competitive bidding as detailed in Title 57 of the Sacramento City Code.


**EMERGING & SMALL BUSINESS DEVELOPMENT (ESBD) PROGRAM**

This vendor qualifies as a Small Business Enterprise.

Respectfully submitted:

Approved:

  
Susan G. Mayer  
Accounting Division Manager

  
Ken Nishimoto  
Director of Administrative Services

RECOMMENDATION APPROVED:

*Robert P. Thomas*

*RT*

ROBERT P. THOMAS  
City Manager

Attachments

APPROVED  
BY THE CITY COUNCIL

**RESOLUTION NO. 99-160**

APR 6 1999

ADOPTED BY THE SACRAMENTO CITY COUNCIL

OFFICE OF THE  
CITY CLERK

ON DATE OF \_\_\_\_\_

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT  
WITH NBS PUBLIC RESOURCE GROUP, INC., DOING BUSINESS AS NBS  
GOVERNMENT FINANCE GROUP**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

1. The City Manager is hereby authorized to execute a contract with NBS Public Resource Group, Inc., doing business as NBS Government Finance Group, to provide Special District administration, software and services for the five-year period through June 30, 2004.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_