

**CITY OF SAN MATEO**  
**RESOLUTION NO. \_\_\_\_ (2024)**

**APPROVING AN ALTERNATIVE PURCHASING PROCEDURE TO AWARD A PROFESSIONAL SERVICE AGREEMENT  
TO NBS GOVERNMENT FINANCE GROUP FOR THE ADMINISTRATION OF THE SEWER SERVICE CHARGE IN THE  
AMOUNT OF \$100,050**

WHEREAS, the City Council is being asked to approve a professional service agreement for the administration of the sewer service charge in the amount of \$100,050; and

WHEREAS, City staff requires a specialized range of consultant services to administer the sewer service charge; and

WHEREAS, City staff directly negotiated with NBS Government Finance Group (NBS), which provides the requisite specialized range of consultant services; and

WHEREAS, NBS has in-depth knowledge of managing the administration of the sewer service charge and collection process, financial analysis for bond disclosures, and Proposition 218 noticing; and

WHEREAS, NBS assisted in the Proposition 218 noticing process for the current City Council-approved five-year sewer service charge rate structure;

WHEREAS, the cost of consultant services has remained competitive with an increase of eight percent from the previously negotiated agreement; and

WHEREAS, San Mateo Municipal Code Section 3.60.070(h)(3) authorizes the City Council to approve an alternative purchasing procedure when it is in the best interest of the City; and

WHEREAS, based on these circumstances, staff recommends approval of the professional services agreement with NBS because it is in the best interest of the City for the reasons set forth in this resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. The professional service agreement for the administration of the sewer service charge is not a project subject to CEQA, because retaining assistance to prepare sewer rate charges, collection, and related customer services is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)
2. In accordance with Municipal Code Section 3.60.070(h)(3), the professional service agreement for the administration of the sewer service charge from NBS Government Finance Group is in the City's best interest for these reasons:
  - a. City staff requires a specialized range of consultant services; and
  - b. NBS Government Finance Group has provided a wide range of services related to the City's sewer services charge and has in-depth knowledge of managing the City's administration of the sewer service charge and collection process, financial analysis for bond disclosures, and Proposition 218 noticing; and

- c. City staff negotiated with NBS to provide a specialized range of consultant services and the cost of NBS' services have remained competitive with an increase of eight percent from the previously negotiated agreement; and
  - d. City staff has been satisfied with NBS' performance and use of NBS' services allows for continuity of services.
- 3. The professional services agreement for the administration of the sewer service charge from NBS Government Finance Group in an amount not to exceed \$100,050 is approved.
- 4. The Public Works Director is authorized to execute the professional service agreement in substantially the form presented on behalf of the City.