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March 15, 2023

Angel Rodriguez
Deputy City Clerk
North County Library Authority
One North San Antonio Road
Los Altos, CA 94022

Subject: Addendum to Original Agreement Dated October 24, 2018 to Provide Measure L – Library Parcel Tax Senior Low-Income Exemption Application Processing Services

Dear Mr. Rodriguez,

NBS would like to thank you for the opportunity to provide Exemption Application Processing Services for the North County Library Authority (“NCLA”) as referenced above. We will add this service to our existing agreement with the NCLA. All other provisions of the existing contract between the NCLA and NBS remain in effect. We look forward to continuing our professional relationship.

Please review and upon signing, email one copy to contracts@nbsgov.com.

Scope of Services

Exemption Application Review and Processing

APPLICATION PROCESSING

NBS will process the applications received for North County Library Authority’s senior low-income exemption grant. Applicants will complete the application and provide documentation to prove senior low-income status (low income as defined by NCLA). Once information is submitted, NBS will review the provided information to determine eligibility, and approve or deny the application.

CONSULTING SUPPORT

Provide a toll-free phone number for use by the NCLA and all property owners. Staff shall be available to answer questions. Bilingual staff will be available for Spanish-speaking property owners.

Fees

Exemption Application Review and Processing

1-50 Exemptions	\$2,500
51 or more Exemptions	\$5,000

ANNUAL FEE INCREASES

Cost of living increases may be applied to Exemption Processing Services listed above on October 1 each year, beginning with the invoices issued on October 1, 2024. The COLA would be the actual cost of living

increase based on the 12-month change from May to May in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for all urban consumers for the applicable region for the NCLA’s location.

EXPENSES

Customary out-of-pocket expenses will be billed to the NCLA at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

ADDITIONAL SERVICES

The following table shows our current hourly rates. Additional services authorized by the NCLA but not included in the scope of services will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Director / Senior Review	\$250
Associate Director / Engineer	\$225
Senior Consultant	\$200
Consultant	\$175
Project Analyst	\$150
Project Resource Analyst	\$130
Clerical / Support	\$110

TERMS

Consulting services will be invoiced monthly. Expenses will be itemized and included in the next regular invoice. Fees for all other services will be invoiced upon completion of the task. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel consulting contracts with 30 days written notice.

Please feel free to contact me if you have any questions or need further information.

Best regards,

**NBS Government Finance Group,
DBA NBS**



Michael Rentner

Name

President and CEO March 15, 2023
Title Date

Title Date