

**CITY OF MARATHON, FLORIDA
RESOLUTION 2010-05**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, APPROVING AN AGREEMENT WITH GOVERNMENT SERVICES GROUP, INC. (GSG) FOR THE CREATION OF THREE SEPARATE ANNUAL WASTEWATER UTILITY NON-AD VALOREM ASSESSMENT PROGRAMS (SERVICE AREA # 4 & 6, SERVICE AREAS # 1, 2, 3, 5 & 7, AND LITTLE VENICE) FOR FISCAL YEAR 2010-2011; AUTHORIZING THE ACTING CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in 2008 the City of Marathon implemented its initial Non-Ad Valorem assessment program for service areas 4, 6, & Little Venice. In 2009 the City implemented its Non-Ad Valorem assessment program for service areas 1, 2, 3, 5, & 7; and

WHEREAS, the City intends to impose City wide wastewater assessments that will be collected on the tax bill in November of each year; and

WHEREAS, GSG is experienced in assisting local governments with the development and implementation of non-ad valorem assessment programs, and the City wishes to engage GSG to assist the City in accomplishing the Wastewater Assessment project for Fiscal Year 2010-2011;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, THAT:

Section 1. The above recitals are true and correct and incorporated herein.

Section 2. The professional services agreement between the City and GSG attached hereto as Exhibit "A," in the amount of \$40,000.00 (plus first class mailing, travel and other approved costs); together with such non-material changes as may be acceptable to the Acting City Manager and approved as to form and legality by the City Attorney, is hereby approved. The Acting City Manager is authorized to sign the professional services agreement on behalf of the City, and expend budgeted funds.

Section 3. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the city of Marathon, Florida, this 26th day of January, 2010.

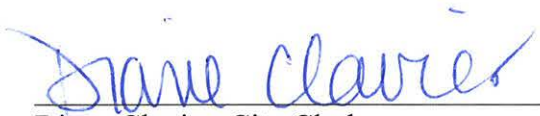
THE CITY OF MARATHON, FLORIDA



Mayor Ginger Snead

AYES: Cinque, Keating, Ramsay, Worthington, Snead
NOES: None
ABSENT: None
ABSTAIN: None

ATTEST:



Diane Clavier, City Clerk

(City Seal)

APPROVED AS TO FORM AND LEGALITY FOR THE USE AND RELIANCE OF THE CITY OF MARATHON, FLORIDA ONLY:



City Attorney



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GOVERNMENT SERVICES GROUP, INC.

January 20, 2010

Via Electronic Transmission

Ms. Susie Thomas
City of Marathon
9805 Overseas Highway
Marathon, FL 33050

**Re: City of Marathon – Service Area #4 and Service Area #6 Wastewater Improvements
Assessment Program: Continuing Services**

Dear Ms. Thomas,

The City of Marathon (City) has now completed its second year of the annual capital assessment program for wastewater services for Service Areas #4 and #6. Government Services Group, Inc. (GSG) is pleased to have assisted the City in undertaking and successfully implementing this assessment program.

In order to continue this relationship and the achievements realized thus far, I have enclosed as Appendix A the proposed scope of services, fees, deliverables and payment schedule to assist the City of Marathon in the annual maintenance of the wastewater assessment programs for Service Areas #4 and #6, for Fiscal Year 2010-11.

We recognize the extremely difficult financial situation facing local governments at this time, and we have decided not to increase our fees for professional services for Fiscal Year 2010-11 for existing clients even though our costs to provide these services, like yours, have continued to increase. Please review the attached scope of services and upon review and satisfactory determination, please sign where indicated on Appendix A to acknowledge acceptance of the scope of services and to serve as proper notice to proceed. Upon execution, please provide us with a signed copy for our files.

As we are currently preparing our schedule for the upcoming assessment season, we would appreciate your prompt reply which will help us to accommodate your program's schedule and ensure the continuation of this successful recurring revenue source. If you have any questions, please do not hesitate to contact me. We look forward to working with the City of Marathon again this year.

Sincerely,

A handwritten signature in black ink that reads "Camille P. Tharpe".

Camille P. Tharpe
Sr. Vice President

Appendix A

ANNUAL WASTEWATER IMPROVEMENT ASSESSMENT PROGRAM
SERVICE AREAS #4 AND #6
FISCAL YEAR 2010-2011

Scope of Services

- Task 1: Annual Maintenance of the Assessment Rolls** Provide periodic updates and maintenance of the special assessment rolls. Coordinate and reconcile prepayment amounts with the City.
- Task 2: Prepare Annual Assessment Rolls** Develop and update the assessment rolls for Fiscal Year 2010-11 for use in the recurring annual assessment programs by obtaining new ad valorem tax roll information from the Monroe County Property Appraiser's Office, identifying changes to parcels (i.e., splits, combinations and subdivisions) and applying payoff information. GSG will work with City staff as necessary to process database revisions generated.
- Task 3: Calculate Annual Assessments** Calculate/confirm the annual assessment amounts, at the parcel level, based on the apportionment methodology and debt service for the assessment programs for Fiscal Year 2010-11.
- Task 4: Assist in the Preparation of Annual Resolutions** Assist the City's legal counsel in the preparation of the annual assessment resolutions to conform to the wastewater assessment ordinance.
- Task 5: Certify the Annual Assessment Rolls** If required, advise and assist with the legal requirements for the adoption of the final assessment rate resolutions in accordance with Section 197.3632, Florida Statutes including the certification of the assessment rolls to the Monroe County Tax Collector.
- Task 6: Export Assessment Rolls** Export the Fiscal Year 2010-11 assessment rolls to the Monroe County Tax Collector.
- Task 7: Compute Prepayment Amounts** Compute the prepayment amounts upon delivery of the Fiscal Year 2010-11 assessment rolls and prepare new prepayment rolls.

FEES AND COSTS

The fee for GSG to provide the professional services described in the proposed Scope of Services for Service Areas #4 and #6 will be \$15,000. This fee includes reimbursement for all out-of-pocket expenses, except as noted below.

The professional services fee does not include any on-site visits to the City. Any requested on-site meetings by GSG staff may be arranged at our standard hourly rates provided below. All expenses related to these requested meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

The standard hourly rates for GSG are as follows:

GOVERNMENT SERVICES GROUP, INC.

Chief Executive Officer	\$225
Senior Vice President	\$175
Vice President	\$160
Senior Project Manager/Consultant/Project Coordinator	\$160
Consultant/Database Analyst/Technical Services	\$130
Administrative Support.....	\$ 50

The professional services fee does not include the costs of producing and mailing the statutorily required first class notices. Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.30 per parcel. Payment of mailing and



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January 20, 2010

Via Electronic Transmission

Ms. Susie Thomas
City of Marathon
9805 Overseas Highway
Marathon, FL 33050

Re: City of Marathon – Service Areas #1, 2, 3, 5 and 7 Wastewater Improvements Assessment Program: Continuing Services

Dear Ms. Thomas,

The City of Marathon (City) has now completed its first year of the annual capital assessment programs for wastewater services for Service Areas #1, 2, 3, 5 and 7. Government Services Group, Inc. (GSG) is pleased to have assisted the City in undertaking and successfully implementing this assessment program.

In order to continue this relationship and the achievements realized thus far, I have enclosed as Appendix A the proposed scope of services, fees, deliverables and payment schedule to assist the City of Marathon in the annual maintenance of the wastewater assessment programs for Service Areas #1, 2, 3, 5 and 7, for Fiscal Year 2010-11.

Please review the attached scope of services and upon review and satisfactory determination, please sign where indicated on Appendix A to acknowledge acceptance of the scope of services and to serve as proper notice to proceed. Upon execution, please provide us with a signed copy for our files.

As we are currently preparing our schedule for the upcoming assessment season, we would appreciate your prompt reply which will help us to accommodate your program's schedule and ensure the continuation of this successful recurring revenue source. If you have any questions, please do not hesitate to contact me. We look forward to working with the City of Marathon again this year.

Sincerely,

A handwritten signature in black ink that reads "Camille P. Tharpe".

Camille P. Tharpe
Sr. Vice President

Appendix A

ANNUAL WASTEWATER IMPROVEMENT ASSESSMENT PROGRAM
SERVICE AREAS #1, 2, 3, 5 AND 7
FISCAL YEAR 2010-2011

Scope of Services

- Task 1: Annual Maintenance of the Assessment Rolls** Provide periodic updates and maintenance of the special assessment rolls. Coordinate and reconcile prepayment amounts with the City.
- Task 2: Prepare Annual Assessment Rolls** Develop and update the assessment rolls for Fiscal Year 2010-11 for use in the recurring annual assessment programs by obtaining new ad valorem tax roll information from the Monroe County Property Appraiser’s Office, identifying changes to parcels (i.e., splits, combinations and subdivisions) and applying payoff information. GSG will work with City staff as necessary to process database revisions generated.
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- Task 4: Assist in Preparation of Annual Resolutions** Assist the City’s legal counsel in the preparation of the annual assessment resolutions to conform to the wastewater assessment ordinance.
- Task 5: Certify the Annual Assessment Rolls** If required, advise and assist with the legal requirements for the adoption of the final assessment rate resolutions in accordance with Section 197.3632, Florida Statutes including the certification of the assessment rolls to the Monroe County Tax Collector.
- Task 6: Export Assessment Rolls** Export the Fiscal Year 2010-11 assessment rolls to the Monroe County Tax Collector.
- Task 7: Compute Prepayment Amounts** Compute the prepayment amounts upon delivery of the Fiscal Year 2010-11 assessment rolls and prepare new prepayment rolls.

FEES AND COSTS

The fee for GSG to provide the professional services described in the proposed Scope of Services for Service Areas #1, 2, 3, 5 and 7 will be \$15,000. This fee includes reimbursement for all out-of-pocket expenses, except as noted below.

The professional services fee does not include any on-site visits to the City. Any requested on-site meetings by GSG staff may be arranged at our standard hourly rates provided below. All expenses related to these requested meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

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Senior Project Manager/Consultant/Project Coordinator	\$160
Consultant/Database Analyst/Technical Services.....	\$130
Administrative Support.....	\$ 50

The professional services fee does not include the costs of producing and mailing the statutorily required first class notices. Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.30 per parcel. Payment of mailing and production costs is due at the time of adoption of the initial assessment resolution or like document. For

non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate and if U.S. postage rates increase prior to mailing, the additional postage per notice will be charged. A \$400 setup fee is charged for mailings to less than 2,000 parcels.

The City is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The City is also responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

DELIVERABLES SCHEDULE

Event	Schedule
Notice to Proceed	By February 1, 2010
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	July - August 2010
Prepayment Period Cutoff for Fiscal Year 2010-11	August 15, 2010
Calculate Annual Assessment Amounts	July - August 2010
Certify and Export Annual Assessment Roll	By September 15, 2010
Compute Prepayment Amounts	September - October 2010

PAYMENT SCHEDULE

The fee for professional services will be due and payable, based on the following schedule and assuming that notice to proceed is received prior to February 1, 2010. If notice to proceed occurs after this date, the payment schedule will be condensed over the anticipated number of months remaining to complete the project.

Payment Due	Percent of Total	Amount Due
March 2010	25% of professional services fee	\$3,750
May 2010	25% of professional services fee	\$3,750
July 2010	25% of professional services fee	\$3,750
September 2010	25% of professional services fee	\$3,750
Total		\$15,000

ACCEPTED AND AGREED TO FOR FISCAL YEAR 2010-11:

BY  1/28/10
City of Marathon **Date**



GOVERNMENT SERVICES GROUP, INC.

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January 20, 2010

Via Electronic Transmission

Ms. Susie Thomas
City of Marathon
9805 Overseas Highway
Marathon, FL 33050

**Re: City of Marathon – Little Venice Wastewater Improvements Assessment Program:
Continuing Services**

Dear Ms. Thomas,

The City of Marathon (City) has now completed its second year of the annual capital assessment programs for wastewater services for Little Venice. Government Services Group, Inc. (GSG) is pleased to have assisted the City in undertaking and successfully implementing this assessment program.

In order to continue this relationship and the achievements realized thus far, I have enclosed as Appendix A the proposed scope of services, fees, deliverables and payment schedule to assist the City of Marathon in the annual maintenance of the wastewater assessment program for Little Venice, for Fiscal Year 2010-11.

We recognize the extremely difficult financial situation facing local governments at this time, and we have decided not to increase our fees for professional services for Fiscal Year 2010-11 for existing clients even though our costs to provide these services, like yours, have continued to increase. Please review the attached scope of services and upon review and satisfactory determination, please sign where indicated on Appendix A to acknowledge acceptance of the scope of services and to serve as proper notice to proceed. Upon execution, please provide us with a signed copy for our files.

As we are currently preparing our schedule for the upcoming assessment season, we would appreciate your prompt reply which will help us to accommodate your program's schedule and ensure the continuation of this successful recurring revenue source. If you have any questions, please do not hesitate to contact me. We look forward to working with the City of Marathon again this year.

Sincerely,

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Camille P. Tharpe
Sr. Vice President

Appendix A

ANNUAL WASTEWATER IMPROVEMENT ASSESSMENT PROGRAM
LITTLE VENICE
FISCAL YEAR 2010-2011

Scope of Services

- Task 1: Annual Maintenance of the Assessment Rolls** Provide periodic updates and maintenance of the special assessment rolls. Coordinate and reconcile prepayment amounts with the City.
- Task 2: Prepare Annual Assessment Rolls** Develop and update the assessment rolls for Fiscal Year 2010-11 for use in the recurring annual assessment programs by obtaining new ad valorem tax roll information from the Monroe County Property Appraiser’s Office, identifying changes to parcels (i.e., splits, combinations and subdivisions) and applying payoff information. GSG will work with City staff as necessary to process database revisions generated.
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FEES AND COSTS

The fee for GSG to provide the professional services described in the proposed Scope of Services for Little Venice will be \$10,000. This fee includes reimbursement for all out-of-pocket expenses, except as noted below.

The professional services fee does not include any on-site visits to the City. Any requested on-site meetings by GSG staff may be arranged at our standard hourly rates provided below. All expenses related to these requested meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

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Payment Due	Percent of Total	Amount Due
March 2010	25% of professional services fee	\$2,500
May 2010	25% of professional services fee	\$2,500
July 2010	25% of professional services fee	\$2,500
September 2010	25% of professional services fee	\$2,500
Total		\$10,000

ACCEPTED AND AGREED TO FOR FISCAL YEAR 2010-11:

BY  1/28/10
City of Marathon **Date**