

**CITY OF MARATHON, FLORIDA
RESOLUTION 2011-03**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, APPROVING AN ANNUAL AGREEMENT WITH GOVERNMENT SERVICES GROUP, INC. (GSG) FOR PROFESSIONAL SERVICES CONCERNING A CITY-WIDE NON-AD VALOREM ASSESSMENT REGARDING WASTEWATER IMPROVEMENTS FOR SERVICE AREAS 1, 3, 5 & 7, SERVICE AREAS 4 & 6, AND LITTLE VENICE, STORMWATER ASSESSMENT, AND AVENUE K ASSESSMENT, IN THE AMOUNT OF \$50,500.00 (PLUS FIRST CLASS MAILING AND TRAVEL IF NEEDED); AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY AND EXPEND BUDGETED FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Marathon desires to impose special assessments to fund wastewater, stormwater and road improvements for Fiscal Year 2011; and

WHEREAS, Government Services Group, Inc (“GSG”) is well qualified and experienced in assisting local governments with the development and implementation of non-ad valorem assessments and agreed to provide professional services to assist the City in accomplishing its wastewater, stormwater and road improvement assessments for Fiscal Year 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 agreement between the City and GSG for professional services, a copy of which is attached as Exhibit “A,” together with such non-material changes as may be acceptable to the City Manager and approved as to form by the City Attorney, is hereby approved. The City Manager is authorized to execute the agreement and expend budgeted funds on behalf of the City.

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

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, THIS 25TH DAY OF JANUARY, 2011.

THE CITY OF MARATHON, FLORIDA



Ginger Snead, Mayor

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



public sector
professional services
solutions

GOVERNMENT SERVICES GROUP, INC.

September 28, 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,

This correspondence is written to present a scope of services and fee for Government Services Group, Inc. (GSG) to provide specialized assistance to the City of Marathon (City) and its staff in the ongoing maintenance of the capital assessment program for wastewater services for Service Areas #1, 2, 3, 5 and 7. 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 Service Areas #1, 2, 3, 5 and 7, for Fiscal Year 2011-12.

We recognize the extremely difficult financial situation facing local governments at this time and accordingly, GSG has decided not to increase our fees for professional services for the second consecutive year 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,

Camille P. Tharpe
Sr. Vice President

Attachments

Appendix A

ANNUAL WASTEWATER IMPROVEMENT ASSESSMENT PROGRAM
SERVICE AREAS #1, 2, 3, 5 AND 7
FISCAL YEAR 2011-12

Scope of Services

- Task 1: Annual Maintenance of the Assessment Roll** Provide periodic updates and maintenance of the special assessment rolls. Coordinate and reconcile prepayment amounts with the City.
- Task 2: Prepare Annual Assessment Roll** Develop and update the assessment roll for Fiscal Year 2011-12 for use in the recurring annual assessment program 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 program for Fiscal Year 2011-12.
- 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 Roll** 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 roll to the Monroe County Tax Collector.
- Task 6: Export Assessment Roll** Export the Fiscal Year 2011-12 assessment roll to the Monroe County Tax Collector.
- Task 7: Compute Prepayment Amounts** Compute the prepayment amounts upon delivery of the Fiscal Year 2011-12 assessment rolls and prepare new prepayment roll.

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.

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 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.

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 December 1, 2010 |
| Annual Maintenance of the Assessment Roll | Periodically |
| Prepare Annual Assessment Roll | July - August 2011 |
| Prepayment Period Cutoff for Fiscal Year 2011-12 | August 15, 2011 |
| Calculate Annual Assessment Amounts | July - August 2011 |
| Certify and Export Annual Assessment Roll | By September 15, 2011 |
| Compute Prepayment Amounts | September - October 2011 |

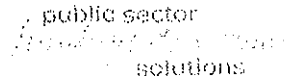
PAYMENT SCHEDULE

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 December 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 |
|--------------------|----------------------------------|-------------------|
| December 2010 | 25% of professional services fee | \$3,750 |
| March 2011 | 25% of professional services fee | \$3,750 |
| June 2011 | 25% of professional services fee | \$3,750 |
| September 2011 | 25% of professional services fee | \$3,750 |
| Total | | \$15,000 |

ACCEPTED AND AGREED TO FOR FISCAL YEAR 2011-12:

BY  01/31/11
CITY OF MARATHON **DATE**



GOVERNMENT SERVICES GROUP, INC

September 28, 2010

Via Electronic Transmission

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

Re: City of Marathon - City of Marathon - Service Areas #4 and #6 Wastewater Improvements Assessment Program: Continuing Services

Dear Ms. Thomas,

This correspondence is written to present a scope of services and fee for Government Services Group, Inc. (GSG) to provide specialized assistance to the City of Marathon (City) and its staff in the ongoing maintenance of the capital assessment program for wastewater services for Service Areas #4 and #6. 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 Service Areas #4 and #6, for Fiscal Year 2011-12.

We recognize the extremely difficult financial situation facing local governments at this time and accordingly, GSG has decided not to increase our fees for professional services for the second consecutive year 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,

Camille P. Tharpe
Sr. Vice President

Attachments

Appendix A

ANNUAL WASTEWATER IMPROVEMENT ASSESSMENT PROGRAM
SERVICE AREAS #4 AND #6
FISCAL YEAR 2011-12

Scope of Services

- Task 1: Annual Maintenance of the Assessment Roll** Provide periodic updates and maintenance of the special assessment rolls. Coordinate and reconcile prepayment amounts with the City.
- Task 2: Prepare Annual Assessment Roll** Develop and update the assessment roll for Fiscal Year 2011-12 for use in the recurring annual assessment program 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 program for Fiscal Year 2011-12.
- 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 Roll** 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 roll to the Monroe County Tax Collector.
- Task 6: Export Assessment Roll** Export the Fiscal Year 2011-12 assessment roll to the Monroe County Tax Collector.
- Task 7: Compute Prepayment Amounts** Compute the prepayment amounts upon delivery of the Fiscal Year 2011-12 assessment rolls and prepare new prepayment roll.

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 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.

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 December 1, 2010 |
| Annual Maintenance of the Assessment Roll | Periodically |
| Prepare Annual Assessment Roll | July - August 2011 |
| Prepayment Period Cutoff for Fiscal Year 2011-12 | August 15, 2011 |
| Calculate Annual Assessment Amounts | July - August 2011 |
| Certify and Export Annual Assessment Roll | By September 15, 2011 |
| Compute Prepayment Amounts | September - October 2011 |

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 December 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 |
|--------------------|----------------------------------|-------------------|
| December 2010 | 25% of professional services fee | \$3,750 |
| March 2011 | 25% of professional services fee | \$3,750 |
| June 2011 | 25% of professional services fee | \$3,750 |
| September 2011 | 25% of professional services fee | \$3,750 |
| Total | | \$15,000 |

SERVICE AREAS #4 AND #6 ACCEPTED AND AGREED TO FOR FISCAL YEAR 2011-12:

BY 
CITY OF MARATHON

01/31/11
DATE



GOVERNMENT SERVICES GROUP, INC.

public sector
improving the way
solutions

September 28, 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,

This correspondence is written to present a scope of services and fee for Government Services Group, Inc. (GSG) to provide specialized assistance to the City of Marathon (City) and its staff in the ongoing maintenance of the wastewater assessment program for the Little Venice area for Fiscal Year 2011-12. Attached as Appendix A is a work plan which articulates the services to be provided by GSG to assist you in the annual maintenance of the assessment program.

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 2011-12 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,

Camille P. Tharpe
Senior Vice President

Attachments

Appendix A

ANNUAL WASTEWATER IMPROVEMENT ASSESSMENT PROGRAM
FOR LITTLE VENICE
FISCAL YEAR 2011-12

Scope of Services

- Task 1: Annual Maintenance of the Assessment Roll** Provide periodic updates and maintenance of the special assessment roll. Coordinate and reconcile prepayment amounts with the City.
- Task 2: Prepare Annual Assessment Roll** Develop and update the assessment roll for Fiscal Year 2011-12 for use in the recurring annual assessment program 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 program for Fiscal Year 2011-12.
- 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 Roll** 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 roll to the Monroe County Tax Collector.
- Task 6: Export Assessment Roll** Export the Fiscal Year 2011-12 assessment roll to the Monroe County Tax Collector.
- Task 7: Compute Prepayment Amounts** Compute the prepayment amounts upon delivery of the Fiscal Year 2011-12 assessment roll and prepare new prepayment roll.

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.

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 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.

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 December 1, 2010 |
| Annual Maintenance of the Assessment Roll | Periodically |
| Prepare Annual Assessment Roll | July - August 2011 |
| Prepayment Period Cutoff for Fiscal Year 2011-12 | August 15, 2011 |
| Calculate Annual Assessment Amounts | July - August 2011 |
| Certify and Export Annual Assessment Roll | By September 15, 2011 |
| Compute Prepayment Amounts | September - October 2011 |

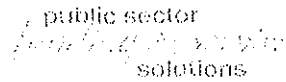
PAYMENT SCHEDULE

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 December 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 |
|--------------------|----------------------------------|-------------------|
| December 2010 | 25% of professional services fee | \$2,500 |
| March 2011 | 25% of professional services fee | \$2,500 |
| June 2011 | 25% of professional services fee | \$2,500 |
| September 2011 | 25% of professional services fee | \$2,500 |
| Total | | \$10,000 |

LITTLE VENICE - ACCEPTED AND AGREED TO FOR FISCAL YEAR 2011-12:

BY  CITY OF MARATHON 01/31/11 DATE



GOVERNMENT SERVICES GROUP, INC.

September 28, 2010

Via Electronic Transfer

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

Re: Work Plan for Ongoing Maintenance of the Stormwater Assessment Program

Dear Susie,

This correspondence is written to present a scope of services and fee for Government Services Group, Inc. (GSG) to provide specialized assistance to the City of Marathon (City) and its staff in the ongoing maintenance of the non-ad valorem assessment program for stormwater management services for Fiscal Year 2011-12. Attached as Appendix A is a work plan which articulates the services to be provided by GSG to assist you in the maintenance of the assessment program; the attached work plan is based on the following assumptions:

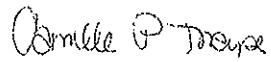
1. The Fiscal Year 2011-12 stormwater assessment program will use the current assessment methodology developed by Chen and Associates for the City.
2. The Fiscal Year 2011-12 assessment database will use the existing database from the Fiscal Year 2008-09 certified assessment roll developed by Chen and Associates for the City.
3. GSG will not conduct an analysis of the sufficiency of the data on the existing database relative to the property data contained on the ad valorem tax roll maintained by the Monroe County Property Appraiser.
4. The impervious area data associated with new additions to the ad valorem tax roll will be identified and provided by the City in electronic format and will include the parcel identification number and the amount of impervious area assigned to the new additions.
5. Any missing data will be provided by fieldwork conducted by City staff.
6. All legal documentation will be prepared by the City's attorney.

Appendix A provides a list of project deliverables, delivery schedule and payment schedule. We recognize the extremely difficult financial situation facing local governments at this time and accordingly, GSG has decided not to increase our fees for professional services for the second consecutive year 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.

Ms. Susie Thomas
September 28, 2010
Page 2

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 cursive script that reads "Camille P. Tharpe".

Camille P. Tharpe
Senior Vice President

Attachments

Appendix A

ANNUAL STORMWATER MANAGEMENT SERVICES
ASSESSMENT PROGRAM
FISCAL YEAR 2011-12

Scope of Services

- Task 1: Ongoing Project Management Services for Current Fiscal Year Assessment Program** Upon notice to proceed, GSG will be retained to administer the current fiscal year assessment program and maintain the assessment roll database. Such retainer services will include GSG's availability to respond to requests for information or assistance from City staff regarding all aspects of the current assessment program. In addition, GSG will prepare the critical events schedule for the upcoming fiscal year to ensure adherence to statutory deadlines and will maintain the current fiscal year database in a manner that ensures data availability to specific requests.
- Task 2: Create the Preliminary Assessment Roll** GSG will import updated Property Appraiser data to construct the preliminary annual assessment roll for the assessment program. Corrections from the City will be applied to the updated data. GSG will then create the preliminary assessment roll by extending the rates to the affected tax parcels according to the methodology.
- Task 3: Review the Assessment Resolution(s)** GSG will review the assessment resolution(s) prepared by the City Attorney.
- Task 4: Assist in Notice Process** If requested by the City, GSG will prepare and mail the first class notices required by section 197.3632, Florida Statutes. The charge for this task is not included in the lump sum fee, and is detailed below under Fees and Costs.
- Task 5: Assist in Rate Adoption Process** GSG will advise and assist with the legal requirements for the adoption of the final assessment rate resolution(s) and certification of the assessment roll(s) in accordance with section 197.3632, Florida Statutes.
- Task 6: Certify, Export and Transmit the Final Assessment Roll in Conformance with Uniform Method** Using the final assessment roll, GSG will prepare export files on compatible electronic medium capable of merger with the ad valorem tax roll files and will transmit the file to the Tax Collector in the prescribed format.

FEES AND COSTS

The fee for GSG to provide the professional services described in the proposed Scope of Services 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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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.

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 December 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 |
|----------------|----------------------------------|-----------------|
| December 2010 | 25% of professional services fee | \$2,500 |
| March 2011 | 25% of professional services fee | \$2,500 |
| June 2011 | 25% of professional services fee | \$2,500 |
| September 2011 | 25% of professional services fee | \$2,500 |
| Total | | \$10,000 |

DELIVERABLES SCHEDULE

| Event | Schedule |
|---|-------------------------|
| Notice to Proceed | By December 1, 2010 |
| Annual Maintenance of the Assessment Roll | Periodically |
| Develop Database | May - July 2011 |
| First Class Mailed Notice (if required) | July - August 2011 |
| Published Notice | July - August 2011 |
| Public Hearing | August - September 2011 |
| Certification to Tax Collector | By September 15, 2011 |

STORMWATER ASSESSMENT - ACCEPTED AND AGREED TO FOR FISCAL YEAR 2011-12:

BY  CITY OF MARATHON 01/31/11 DATE



GOVERNMENT SERVICES GROUP, INC.

public sector
solutions

September 28, 2010

Via Electronic Transmission

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

Re: City of Marathon – Avenue K Assessment Program: Continuing Services

Dear Ms. Thomas,

This correspondence is written to present a scope of services and fee for Government Services Group, Inc. (GSG) to provide specialized assistance to the City of Marathon (City) and its staff in the ongoing maintenance of the annual capital assessment program for road improvements on Avenue K. 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 Avenue K assessment program for Fiscal Year 2011-12.

We recognize the extremely difficult financial situation facing local governments at this time and accordingly, GSG has decided not to increase our fees for professional services for the second consecutive year 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.

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,

Camille P. Tharpe
Senior Vice President

Attachments

Scope of Services

- Task 1: Annual Maintenance of the Assessment Roll** Provide periodic updates and maintenance of the special assessment roll. Coordinate and reconcile prepayment amounts with the City.
- Task 2: Prepare Annual Assessment Roll** Develop and update the assessment roll for Fiscal Year 2011-12 for use in the recurring annual assessment program 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 2011-12.
- Task 4: Review the Annual Resolution** Review the annual assessment resolution prepared by the City Attorney.
- Task 5: Certify the Annual Assessment Roll** If required, advise and assist with the legal requirements for the adoption of the final assessment rate resolution in accordance with Section 197.3632, Florida Statutes including the certification of the assessment roll to the Monroe County Tax Collector.
- Task 6: Export Assessment Roll** Export the Fiscal Year 2011-12 assessment roll to the Monroe County Tax Collector.
- Task 7: Compute Prepayment Amounts** Compute the prepayment amounts upon delivery of the Fiscal Year 2011-12 assessment roll and prepare new prepayment roll.

FEES AND COSTS

The fee for GSG to provide the professional services described in the proposed Scope of Services will be \$500.00. 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 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.

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 December 1, 2010 |
| Annual Maintenance of the Assessment Roll | Periodically |
| Prepare Annual Assessment Roll | July - August 2011 |
| Annual Assessment Resolution | July - August 2011 |
| Prepayment Period Cutoff for Fiscal Year 2011-12 | August 15, 2011 |
| Calculate Annual Assessment Amounts | July - August 2011 |
| Certify and Export Annual Assessment Roll | By September 15, 2011 |
| Compute Prepayment Amounts | September - October 2011 |

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 December 1, 2010.

| Payment Due | Percent of Total | Amount Due |
|----------------|-----------------------------------|-----------------|
| September 2011 | 100% of professional services fee | \$500.00 |
| Total | | \$500.00 |

AVENUE K - ACCEPTED AND AGREED TO FOR FISCAL YEAR 2011-12:

BY 013111
CITY OF MARATHON DATE