

**CITY OF MARATHON, FLORIDA
RESOLUTION 2012-32**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, APPROVING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY AND GOVERNMENT SERVICES GROUP, INC. FOR PROFESSIONAL SERVICES CONCERNING THE CITY'S ANNUAL NON-AD VALOREM WASTEWATER IMPROVEMENT SPECIAL ASSESSMENT PROGRAM FOR SERVICE AREAS 1, 3, 5 & 7, SERVICE AREAS 4 & 6, LITTLE VENICE, AND SUPPLEMENTAL WASTEWATER SPECIAL ASSESSMENT; THE ANNUAL NON-AD VALOREM ROAD IMPROVEMENT SPECIAL ASSESSMENT FOR AVENUE K; AND ANNUAL STORMWATER MANAGEMENT SPECIAL ASSESSMENT, IN AN AMOUNT NOT TO EXCEED \$50,500.00 (PLUS FIRST CLASS MAILING AND TRAVEL IF NEEDED); AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT AND EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Marathon, Florida (the "City") has established an annual non-ad valorem special assessments to fund stormwater management, and road and wastewater improvements on an on-going basis; and

WHEREAS, the City desires to engage the professional services of Government Services Group, Inc ("GSG") to assist it with the statutorily required annual update of the City's non-ad valorem stormwater management, and road and wastewater improvement assessments for Fiscal Year 2012.

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

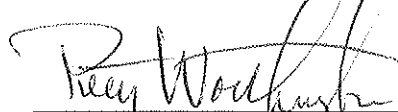
Section 1. The above recitals are true and correct and incorporated herein.

Section 2. The agreement between the City and GSG for professional services in an amount not to exceed \$50,500.00 (plus first class mailing and travel, if needed), 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 13th DAY OF MARCH, 2012.

THE CITY OF MARATHON, FLORIDA



Pete Worthington, Mayor

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

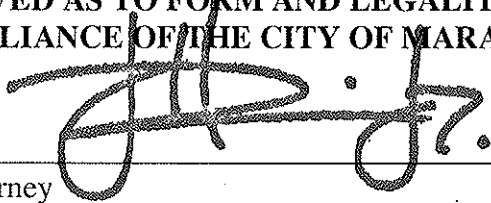
ATTEST:



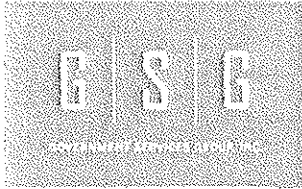
Hillary Palmer, Acting City Clerk

(City Seal)

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



City Attorney



www.WeServeGovernments.com



September 20, 2011

Via Electronic Transmission

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

Re: City of Marathon –Proposals for Continuing Services for Fiscal Year 2012-13

Dear Ms. Thomas,

This correspondence is written to present a scope of services and fees 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 following assessment programs:

1. Wastewater assessment program for Service Areas 4 & 6
2. Wastewater assessment program for Service Areas 1, 2, 3, 5 & 7
3. Little Venice wastewater assessment program
4. Supplemental wastewater assessment program
5. Stormwater assessment program
6. Avenue K assessment program

I have enclosed as Appendices A through F, the proposed scope of services, fees, deliverables and payment schedule to assist the City of Marathon in the annual maintenance of all six assessment programs for Fiscal Year 2012-13.

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 third consecutive year for existing clients even though our costs to provide these services, like yours, have continued to increase. Please review the attached appendices; and upon review and satisfactory determination, please sign where indicated on each appendix 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 these programs' schedule and ensure the continuation of these successful recurring revenue sources. 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

1500 Mahan Drive, Suite 250, Tallahassee, FL 32308 | (850) 681-3717 Tel | (850) 224-7206 Fax | (866) 896-4747 Toll Free
280 Wekiwa Springs Rd, Suite 2000, Longwood, FL 32779 | (407) 629-6900 Tel | (407) 629-6963 Fax | (877) 552-3482 Toll Free

Appendix A

ANNUAL WASTEWATER IMPROVEMENT ASSESSMENT PROGRAM
SERVICE AREAS #4 AND #6
FISCAL YEAR 2012-13

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 2012-13 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 2012-13.
- Task 4: Asslst 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 2012-13 assessment roll to the Monroe County Tax Collector.
- Task 7: Compute Prepayment Amounts** Compute the prepayment amounts upon delivery of the Fiscal Year 2012-13 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, 2011
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	July - August 2012
Prepayment Period Cutoff for Fiscal Year 2012-13	August 1, 2012
Calculate Annual Assessment Amounts	July - August 2012
Certify and Export Annual Assessment Roll	By September 15, 2012
Compute Prepayment Amounts	September – October 2012

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, 2011. 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 2011	25% of professional services fee	\$3,750
March 2012	25% of professional services fee	\$3,750
June 2012	25% of professional services fee	\$3,750
September 2012	25% of professional services fee	\$3,750
Total		\$15,000

SERVICE AREAS #4 AND #6 ACCEPTED AND AGREED TO FOR FISCAL YEAR 2012-13:

BY  _____
 CITY OF MARATHON DATE

Appendix B

ANNUAL WASTEWATER IMPROVEMENT ASSESSMENT PROGRAM
SERVICE AREAS #1, 2, 3, 5 AND 7
FISCAL YEAR 2012-13

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 2012-13 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 2012-13.
- 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 2012-13 assessment roll to the Monroe County Tax Collector.
- Task 7: Compute Prepayment Amounts** Compute the prepayment amounts upon delivery of the Fiscal Year 2012-13 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, 2011
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	July - August 2012
Prepayment Period Cutoff for Fiscal Year 2012-13	August 1, 2012
Calculate Annual Assessment Amounts	July - August 2012
Certify and Export Annual Assessment Roll	By September 15, 2012
Compute Prepayment Amounts	September - October 2012

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, 2011. 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 2011	25% of professional services fee	\$3,750
March 2012	25% of professional services fee	\$3,750
June 2012	25% of professional services fee	\$3,750
September 2012	25% of professional services fee	\$3,750
Total		\$15,000

ACCEPTED AND AGREED TO FOR FISCAL YEAR 2012-13:

BY  _____
 CITY OF MARATHON DATE

Appendix C

ANNUAL WASTEWATER IMPROVEMENT ASSESSMENT PROGRAM
FOR LITTLE VENICE
FISCAL YEAR 2012-13

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 2012-13 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 2012-13.
- 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 2012-13 assessment roll to the Monroe County Tax Collector.
- Task 7: Compute Prepayment Amounts** Compute the prepayment amounts upon delivery of the Fiscal Year 2012-13 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, 2011
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	July - August 2012
Prepayment Period Cutoff for Fiscal Year 2012-13	August 1, 2012
Calculate Annual Assessment Amounts	July - August 2012
Certify and Export Annual Assessment Roll	By September 15, 2012
Compute Prepayment Amounts	September - October 2012

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, 2011. 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 2011	25% of professional services fee	\$2,500
March 2012	25% of professional services fee	\$2,500
June 2012	25% of professional services fee	\$2,500
September 2012	25% of professional services fee	\$2,500
Total		\$10,000

LITTLE VENICE - ACCEPTED AND AGREED TO FOR FISCAL YEAR 2012-13:

BY  _____ DATE _____
 CITY OF MARATHON

Appendix D

ANNUAL WASTEWATER IMPROVEMENT ASSESSMENT PROGRAM
FOR SUPPLEMENTAL ASSESSMENT PROGRAM
FISCAL YEAR 2012-13

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 2012-13 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 2012-13.
- 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 2012-13 assessment roll to the Monroe County Tax Collector.
- Task 7: Compute Prepayment Amounts** Compute the prepayment amounts upon delivery of the Fiscal Year 2012-13 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 the Supplemental Assessment Program will be \$1,000. 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

Appendix E

ANNUAL STORMWATER MANAGEMENT SERVICES
ASSESSMENT PROGRAM
FISCAL YEAR 2012-13

Scope of Services

ASSUMPTIONS

This Scope of Services is based on the following assumptions:

1. The Fiscal Year 2012-13 stormwater assessment program will use the current assessment methodology developed by Chen and Associates for the City.
2. The Fiscal Year 2012-13 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.

TASKS

- 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.

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.

PAYMENT SCHEDULE

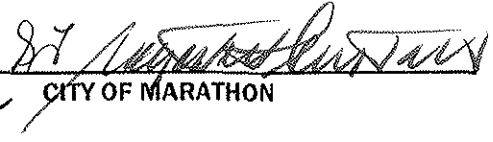
The fee for professional services will be due and payable, based on the following schedule and assuming that notice to proceed is received prior to December 1, 2011. If notice to proceed occurs after this date, the payment schedule will be condensed over the anticipated number of months remaining to complete the project.

Payment Due	Percent of Total	Amount Due
December 2011	25% of professional services fee	\$2,500
March 2012	25% of professional services fee	\$2,500
June 2012	25% of professional services fee	\$2,500
September 2012	25% of professional services fee	\$2,500
Total		\$10,000

DELIVERABLES SCHEDULE

Event	Schedule
Notice to Proceed	By December 1, 2011
Annual Maintenance of the Assessment Roll	Periodically
Develop Database	May - July 2012
First Class Mailed Notice (if required)	July - August 2012
Published Notice	July - August 2012
Public Hearing	August - September 2012
Certification to Tax Collector	By September 15, 2012

STORMWATER ASSESSMENT - ACCEPTED AND AGREED TO FOR FISCAL YEAR 2012-13:

BY  _____
CITY OF MARATHON DATE _____

Appendix F

AVENUE K ANNUAL ASSESSMENT PROGRAM
FISCAL YEAR 2012-13

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 2012-13 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 2012-13.
- 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 2012-13 assessment roll to the Monroe County Tax Collector.
- Task 7: Compute Prepayment Amounts** Compute the prepayment amounts upon delivery of the Fiscal Year 2012-13 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, 2011
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	July - August 2012
Annual Assessment Resolution	July - August 2012
Prepayment Period Cutoff for Fiscal Year 2012-13	August 1, 2012
Calculate Annual Assessment Amounts	August 2012
Certify and Export Annual Assessment Roll	By September 15, 2012
Compute Prepayment Amounts	September - October 2012

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, 2011.

Payment Due	Percent of Total	Amount Due
September 2012	100% of professional services fee	\$500.00
Total		\$500.00

AVENUE K - ACCEPTED AND AGREED TO FOR FISCAL YEAR 2012-13:

BY  _____
 CITY OF MARATHON DATE