

**CITY OF MARATHON, FLORIDA  
RESOLUTION 2014-124**

**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 RELATED TO THE CITY'S ANNUAL NON-AD VALOREM WASTEWATER AND STORMWATER SPECIAL ASSESSMENT PROGRAMS IN THE AMOUNT OF \$61,000.00; 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 assessment 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 with the statutorily-required annual update of the City's non-ad valorem wastewater and stormwater special assessment programs for Fiscal Year 2015, through a professional services agreement in the amount of \$61,000.00.

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

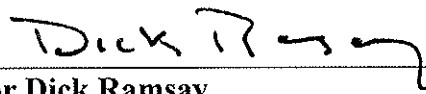
**Section 1.** The above recitals are true and correct and incorporated herein.

**Section 2.** The agreement between the City and GSG for professional services in the amount of \$61,000.00 (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 on behalf of the City and expend budgeted funds.

**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 23<sup>rd</sup> DAY OF SEPTEMBER, 2014.

THE CITY OF MARATHON, FLORIDA

  
\_\_\_\_\_  
Mayor Dick Ramsay

AYES: Bartus, Bull, Keating, Senmartin, Ramsay  
NOES: None  
ABSENT: None  
ABSTAIN: None

ATTEST:

  
\_\_\_\_\_  
Diane Clavier, City Clerk

(City Seal)

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

  
\_\_\_\_\_  
Lynn M. Danneheisser, City Attorney



September 10, 2014

**Via Electronic Transmission**

Ms. Zully Hemeyer  
City of Marathon  
9805 Overseas Highway  
Marathon, FL 33050

**Re: Work Plan for Update of the Non-Ad Valorem Assessment Program for Stormwater Management Services**

Dear Zully,

This correspondence is written to present a scope of services for Government Services Group, Inc. (GSG) to provide assistance to the City of Marathon (City) and its staff in the update of the City's existing stormwater assessment program for Fiscal Year 2015-16.

Attached as Appendix A is the work plan and proposed fees under which GSG will assist the City in updating and implementing the assessment program. Appendix A also provides a list of project deliverables, delivery schedule and payment schedule. The attached scope of services and fees are based on the following assumptions:

1. The Fiscal Year 2015-16 stormwater assessment program will update the current assessment methodology developed by Chen and Associates for the City.
2. The Fiscal Year 2015-16 assessment database will update the existing impervious area database developed by Chen and Associates for the City including the City's existing ESU value.
3. The impervious area data will be provided by the City staff, if not readily available. At a minimum, the following data must be collected, validated and verified by the City:
  - The amount of impervious area on each parcel in the service area. Note that while the Property Appraiser's data is a good starting point for many classes of parcels, most appraisal systems do not have adequate information to estimate impervious area for condominium complexes, mobile home parks, and government owned parcels. If not available this data must typically be field measured. Likewise, it is not uncommon to list the "footprint" of a single-family residence, but not the associated driveway. A sample of driveways will need to be field-measured, should the Monroe County Property Appraiser not list the square footage of paved driveways.
  - In addition, depending on the nature of the City data, various rate classes may require sampling to establish the relative billing units for each class. This involves drawing samples of parcels by rate class and field measuring the impervious area associated with the sample.

GSG will specify the record layout for collection and data input purposes and will assist in the development of all work sheets and input screen forms as necessary.

4. All legal documentation will be prepared by the City's attorney.

Ms. Zully Hemeyer  
September 10, 2014  
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Upon review and satisfactory determination, please execute this correspondence by signing the last page of Appendix A to indicate acceptance of this proposal and to serve as proper Notice to Proceed. Upon execution, please provide our office with a signed copy of this entire document for our files. Upon receipt of Notice to Proceed, we will provide the City with a detailed critical events calendar and a schedule for project deliverables tailored to the specific circumstances that are unique to this project.

We look forward to working with the City of Marathon on this very important project. If you or any other City officials have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Camille P. Tharpe". The signature is written in a cursive, flowing style.

Camille P. Tharpe  
Sr. Vice President

CPT/

Enclosure

# Appendix A

## STORMWATER ASSESSMENT PROGRAM SCOPE OF SERVICES

# Scope of Services

- Task 1: Develop a Method of Identifying and Apportioning the Costs** Using the current ad valorem tax roll and the stormwater services data, GSG will develop a method of apportioning the costs and developing rates. Review and revise the assessment methodology for legal sufficiency and compatibility with the tax bill method of collection.
- Task 2: Identify Utility Billing Database Requirements Needed for Impervious Area Generation** Using the ad valorem tax roll and the existing stormwater accounts and within the parameters of the assessment methodology, prepare data reports for the City staff or outside consultant to use to obtain any missing impervious area data. Fieldwork for any missing data will need to be conducted by either City staff or an outside consultant. If necessary, prepare methods for data entry of impervious area information.
- Task 3: Generate Preliminary Billing Data** develop a billing database from the Monroe County Property Appraiser's records and other data that is available in a timely manner, in electronic form.
- Task 4: Determine Actual Base Billing Units** GSG will assign the base billing units for each parcel based on the for the stormwater assessment methodology and identify the number of such units in the City.
- Task 5: Develop Pro Forma Assessment Rates** GSG will calculate pro forma assessment rates and proforma revenue generation based on data collected through the execution of Task 4.
- Task 6: Generate Preliminary Assessment Roll** Using the proforma assessment rates, GSG will develop a billing database based on the Monroe County Property Appraiser's records to be used as a preliminary assessment roll.
- Task 7: Assist With Legal Documents** GSG will advise and assist the City's legal counsel in drafting the initial and final assessment resolutions that conform to the assessment ordinance and that implement the City's policy decisions and proposed methodology.
- Task 8: Assist with Rate Adoption Process** GSG will advise and assist with fulfilling the legal requirements for the adoption of the final assessment rate resolution, including:
- (a) Produce Notice Roll and Data Exports** After verification of final rates for the assessment program, GSG will create the notice roll by applying the rates to the assessment roll. GSG will then produce the data exports needed for the production of notices.
  - (b) Development and Distribution of First Class Notice** GSG will assist the City in developing the first class notice and its distribution to affected property owners.
- Task 9: Create Final Assessment Roll** GSG will update the assessment roll with any corrections and updates received from the City. Final rates will be verified and extended to the updated data in order to create the final assessment roll. The final roll will be provided to the City.
- Task 10: 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.

## DELIVERABLES SCHEDULE

Deliverable	Schedule
Notice to Proceed	November 2014
Apportionment Methodology	November 2014– February 2015
Assessment Database	November 2014 – March 2015
Proforma Assessment Rates	March – May 2015
Initial Assessment Resolution	May - August 2015
First Class Notices	May – August 2015
Published Notice	May – August 2015
Final Assessment Resolution	August – September 2015
Final Assessment Rates	August – September 2015
Certify Assessment Roll	by September 2015

## FEES AND COSTS

For the professional services and specialized assistance described in the provided and proposed Scope of Services, GSG will work under a “lump sum” fee arrangement of \$20,000.

The lump sum fee for professional services includes two on-site visits to the City by GSG staff. Meetings in excess of the included on-site visit may be arranged at our standard hourly rates provided below. All expenses related to additional 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 \$1.35 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 (currently \$0.49), 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.

Please note that GSG works with the premise of developing and implementing assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. Nonetheless, the fees outlined above for professional services do not include any provision for litigation defense. Accordingly, in the event there is a legal challenge, GSG would be available, on an hourly basis, to assist the City in its defense.

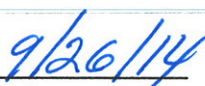
## PAYMENT SCHEDULE

The fee for professional services and specialized assistance will be due and payable on the following schedule, assuming that notice to proceed is received by November 1, 2014. If notice to proceed occurs after this date, payment will be adjusted on the basis of the anticipated number of months remaining to complete the project.

Schedule	Payment
December 2014	\$5,000
March 2015	\$5,000
July 2015	\$5,000
September 2015	\$5,000
<b>Total</b>	<b>\$20,000</b>

### AGREED TO AND ACCEPTED BY:

  
\_\_\_\_\_  
City of Marathon

  
\_\_\_\_\_  
Date





September 10, 2014

**Via Electronic Transmission**

Ms. Zully Hemeyer  
City of Marathon  
9805 Overseas Highway  
Marathon, FL 33050

**Re: City of Marathon –Proposals for Continuing Services for Fiscal Year 2015-16**

Dear Zully,

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

I have enclosed as Appendix A, the proposed scope of services, fees, and deliverables to assist the City of Marathon in the annual maintenance of all four wastewater assessment programs for Fiscal Year 2015-16.

The following table provides a summary of the fees for each program and payment schedule:

	December Payment (25%)	March Payment (25%)	June Payment (25%)	September Payment (25%)	Total Payment
Wastewater Assessment - Service Areas 4 & 6	\$3,750	\$3,750	\$3,750	\$3,750	\$15,000
Wastewater Assessment - Service Areas 1, 2, 3, 5 & 7	\$3,750	\$3,750	\$3,750	\$3,750	\$15,000
Wastewater Assessment - Little Venice	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
Wastewater Assessment - Supplemental		\$500		\$500 (1)	\$1,000
<b>Total</b>	<b>\$10,000</b>	<b>\$10,500</b>	<b>\$10,000</b>	<b>\$10,500</b>	<b>\$41,000</b>

(1) March and September payment = 50% respectively


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 fifth consecutive year for existing clients even though our costs to provide these services, like yours, have continued to increase.

Ms. Zully Hemeyer  
September 10, 2014  
Page 2

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  
Sr. Vice President

# Appendix A

ANNUAL ASSESSMENT PROGRAMS FOR:  
WASTEWATER SERVICE AREAS 4 AND 6  
WASTEWATER SERVICE AREAS 1, 2, 3, 5 AND 7  
LITTLE VENICE WASTEWATER SERVICE AREA  
AND SUPPLEMENTAL WASTEWATER ASESMENT PROGRAM  
FOR FISCAL YEAR 2015-16

# 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 2015-16 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 2015-16.
- 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 assessment ordinances.
- 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 roll to the Monroe County Tax Collector.
- Task 6: Export Assessment Rolls** Export the Fiscal Year 2015-16 assessment rolls to the Monroe County Tax Collector.
- Task 7: Compute Prepayment Amounts** Compute the prepayment amounts upon delivery of the Fiscal Year 2015-16 assessment rolls and prepare new prepayment rolls.

## FEES AND COSTS

The fees for GSG to provide the professional services described in the proposed Scope of Services is:

	December Payment (25%)	March Payment (25%)	June Payment (25%)	September Payment (25%)	Total Payment
Wastewater Assessment - Service Areas 4 & 6	\$3,750	\$3,750	\$3,750	\$3,750	\$15,000
Wastewater Assessment - Service Areas 1, 2, 3, 5 & 7	\$3,750	\$3,750	\$3,750	\$3,750	\$15,000
Wastewater Assessment - Little Venice	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
Wastewater Assessment - Supplemental		\$500		\$500 (1)	\$1,000
<b>Total</b>	<b>\$10,000</b>	<b>\$10,500</b>	<b>\$10,000</b>	<b>\$10,500</b>	<b>\$41,000</b>

(1) March and September payment = 50% respectively

These fees include 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.**

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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.

**DELIVERABLES SCHEDULE**

<b>Event</b>	<b>Schedule</b>
Notice to Proceed	By November 2014
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	June - August 2015
Prepayment Period Cutoff for Fiscal Year 2015-16	August 1, 2015
Calculate Annual Assessment Amounts	July - August 2015
Certify and Export Annual Assessment Roll	By September 15, 2015
Compute Prepayment Amounts	September - October 2015

**ACCEPTED AND AGREED TO FOR FISCAL YEAR 2015-16:**

BY \_\_\_\_\_  
CITY OF MARATHON

\_\_\_\_\_  
DATE