

**CITY OF MARATHON, FLORIDA  
RESOLUTION 2014-41**

**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, STORMWATER AND ROAD IMPROVEMENT SPECIAL ASSESSMENT PROGRAMS IN THE AMOUNT OF \$51,000.00; 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 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 wastewater, stormwater, and road improvement special assessment programs for Fiscal Year 2014, through a professional services agreement in the amount of \$51,000.00.

**WHEREAS**, by Resolution 01-05-32 dated May 22, 2001, GSG was first approved to perform such services for the City; and

**WHEREAS**, the City is authorize to once again use such vendor in accordance with the City's procurement rules as set forth in Resolution 2007-156.

**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 \$51,000.00 (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 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 22<sup>th</sup> DAY OF APRIL, 2014.**

**THE CITY OF MARATHON, FLORIDA**

  
\_\_\_\_\_  
**Dick Ramsay, Mayor**

AYES: Bartus, Bull, Keating, Senmartin, Ramsay  
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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February 6, 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 2014-15

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 Appendices A, the proposed scope of services, fees, and deliverables to assist the City of Marathon in the annual maintenance of all five capital assessment programs for Fiscal Year 2014-15.

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

Table with 6 columns: Program Name, March Payment (25%), May Payment (25%), July Payment (25%), September Payment (25%), Total Payment. Rows include Wastewater Assessment Service Areas 4 & 6, Wastewater Assessment Service Areas 1, 2, 3, 5 & 7, Wastewater Assessment Little Venice, Wastewater Assessment Supplemental (1), Stormwater Assessment Program, and Total.

(1) March and Sept 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 fourth consecutive year for existing clients even though our costs to provide these services, like yours, have continued to increase.

Ms. Zully Hemeyer  
February 6, 2014  
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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 ASSESSMENT PROGRAM  
FOR FISCAL YEAR 2014-15

# 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 2014-15 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 2014-15.
- 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 2014-15 assessment rolls to the Monroe County Tax Collector.
- Task 7: Compute Prepayment Amounts** Compute the prepayment amounts upon delivery of the Fiscal Year 2014-15 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:

	March Payment (25%)	May Payment (25%)	July 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 (1)		\$500		\$500	\$1,000
Stormwater Assessment Program	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
<b>Total</b>	<b>\$12,500</b>	<b>\$13,000</b>	<b>\$12,500</b>	<b>\$13,000</b>	<b>\$51,000</b>

(1) March and Sept 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.**

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.

**DELIVERABLES SCHEDULE**

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

**ACCEPTED AND AGREED TO FOR FISCAL YEAR 2014-15:**

BY Michael Hutto  
CITY OF MARATHON

4/25/2014  
DATE