

CITY OF MARATHON, FLORIDA
RESOLUTION 2013-24

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 \$51,500.00; 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 2013, through a professional services agreement in the amount of \$51,500.00.

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 an amount not to exceed \$51,500.00 (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 12th DAY OF MARCH, 2013.

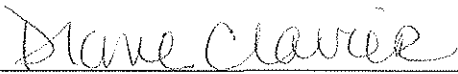
THE CITY OF MARATHON, FLORIDA



Michael Cinque, Mayor

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

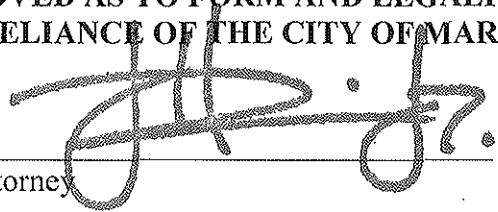
ATTEST:



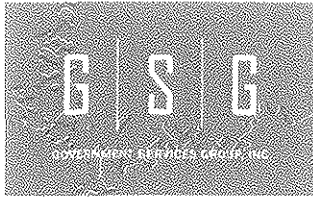
Diane Clavier, City Clerk

(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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March 7, 2013

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 2013-14

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
5. Avenue K 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 2013-14.¹

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

	April Payment (50%)	June Payment (25%)	September Payment (25%)	Total Payment
Wastewater Assessment - Service Areas 4 & 6	\$7,500	\$3,750	\$3,750	\$ 5,000
Wastewater Assessment - Service Areas 1, 2, 3, 5 & 7	\$7,500	\$3,750	\$3,750	\$15,000
Wastewater Assessment - Little Venice	\$5,000	\$2,500	\$2,500	\$10,000
Wastewater Assessment - Supplemental	\$500		\$500 (1)	\$1,000
Avenue K Assessment Program			\$500 (2)	\$500
Total	\$20,500	\$10,000	\$11,000	\$41,500

- (1) Sept payment = 50%
- (2) Sept payment = 100%

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.

¹ Please note that after this proposal, future year's proposals will be sent in May for the subsequent fiscal year so that you have the information for your budget process.

Ms. Zully Hemeyer
March 7, 2013
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.

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

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
SUPPLEMENTAL WASTEWATER ASESSMENT PROGRAM
AND AVENUE K ROAD PAVING PROGRAM
FOR FISCAL YEAR 2013-14

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 2013-14 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 2013-14.
- 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 2013-14 assessment rolls to the Monroe County Tax Collector.
- Task 7: Compute Prepayment Amounts** Compute the prepayment amounts upon delivery of the Fiscal Year 2013-14 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:

	April Payment (50%)	June Payment (25%)	September Payment (25%)	Total Payment
Wastewater Assessment - Service Areas 4 & 6	\$7,500	\$3,750	\$3,750	\$ 5,000
Wastewater Assessment - Service Areas 1, 2, 3, 5 & 7	\$7,500	\$3,750	\$3,750	\$15,000
Wastewater Assessment - Little Venice	\$5,000	\$2,500	\$2,500	\$10,000
Wastewater Assessment - Supplemental	\$500		\$500 (1)	\$1,000
Avenue K Assessment Program			\$500 (2)	\$500
Total	\$20,500	\$10,000	\$11,000	\$41,500

(1) Sept payment = 50%

(2) Sept payment = 100%

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 \$1.32 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.


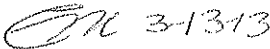
The City is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

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.

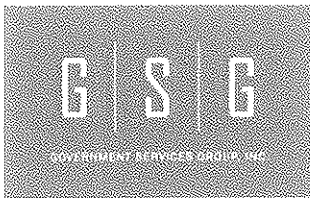
DELIVERABLES SCHEDULE

Event	Schedule
Notice to Proceed	By April 1, 2013
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	July - August 2013
Prepayment Period Cutoff for Fiscal Year 2013-14	August 1, 2013
Calculate Annual Assessment Amounts	July - August 2013
Certify and Export Annual Assessment Roll	By September 15, 2013
Compute Prepayment Amounts	September - October 2013

ACCEPTED AND AGREED TO FOR FISCAL YEAR 2013-14:

BY 
CITY OF MARATHON
 3-13-13

03/13/13
DATE



www.WeServeGovernments.com



March 7, 2013

Via Electronic Transmission

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

Re: City of Marathon –Proposals for Continuing Services for Stormwater Assessment Program for Fiscal Year 2013-14

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 stormwater assessment program.

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 stormwater assessment program for Fiscal Year 2013-14.¹

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 scope of services; and upon review and satisfactory determination, please sign where indicated on the 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 this 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

¹ Please note that after this proposal, future year’s proposals will be sent in May for the subsequent fiscal year so that you have the information for your budget process.

Appendix A

ANNUAL STORMWATER MANAGEMENT SERVICES
ASSESSMENT PROGRAM
FISCAL YEAR 2013-14

Scope of Services

ASSUMPTIONS

This Scope of Services is based on the following assumptions:

1. The Fiscal Year 2013-14 stormwater assessment program will use the current assessment methodology developed by Chen and Associates for the City.
2. The Fiscal Year 2013-14 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 \$1.32 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 April 1, 2013. 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
April 2013	50% of professional services fee	\$5,000
June 2013	25% of professional services fee	\$2,500
September 2013	25% of professional services fee	\$2,500
Total		\$10,000

DELIVERABLES SCHEDULE

Event	Schedule
Notice to Proceed	By April 1, 2013
Annual Maintenance of the Assessment Roll	Periodically
Develop Database	May - July 2013
First Class Mailed Notice (if required)	July - August 2013
Published Notice	July - August 2013
Public Hearing	August - September 2013
Certification to Tax Collector	By September 15, 2013

STORMWATER ASSESSMENT - ACCEPTED AND AGREED TO FOR FISCAL YEAR 2013-14:

BY 
CITY OF MARATHON


03/31/13
DATE